

# Document Modification Request

25. DMR No.  
*96-DOE-RMRS-0116*

**Originator**

*Print or Type all information (except signatures). Process procedures in accordance with 1-A01-PROC DEV-400, Procedure Process.*

1. Name/Phone/Pager/Location  
*A. Primrose / 4385 / 4675 / TB93A*

2. Date  
*11/13/96*

3. Existing Document Number and Revision  
*FO. 9 Rev 2*

4. Document Type:  Procedure  Plan  
 Other

5. Document Title  
*HANDLING of Residual Samples*

6. Item	7. Page	8. Step	9. Proposed Modification
1	ALL	6	Replace EG66 with Project team where applicable
2	ALL	6	Replace RFP with RFETS
3	ALL	6	Replace subcontractor with subcontractor or RFETS project personnel.

10. Item 10a. Justification (reason for modification, EJO #, TP #, etc.)

**Originator's Supervisor**

*MARLA BROUSARD McSamsard 11-14-96*

11.  Process (print/sign/date)  
 Do not Process (state reason in Block 10a)

12.  Process (Complete Blocks 13-22) (print/sign/date)  
 Do not Process (state reason in Block 10a)

13. New Document/ Rev. No. (if new or changed)  
*NA*

Complete either Section 14a. or 14b., as applicable. For procedures, attach completed Procedure Modification Worksheet from 1-A01-PROC DEV-400.

14a. Type of Complete Modification:  New,  Revision,  One-Time-Use,  Cancellation

14b. Changes: (check all that apply)  Intent Change,  Nonintent Change,  Regular,  Editorial Correction,  Interim Approval Requested - Needed for Immediate Use (14-day limit for obtaining final approval)

Additional Attributes:  Temporary,  One-Time-Use,  Limited Distribution

15. ERM Change Control Board Required:  Yes  No (Applicable only to new procedures, revisions, and intent changes.)

List the reviewing disciplines in Block 16. After concurrence has been obtained (in accordance with 1-A01-PROC DEV-400), enter the name of the reviewer followed by /s/ in block 17. If the reviewer indicates *No comments*, the review signature constitutes concurrence. Enter the date concurrence is obtained in Block 18.

16. Organization	17. Reviewer/Concurre	18. Date	16a. Organization	17a. Reviewer/Concurre	18a. Date
<i>BE-05</i>	<i>J. W. Camp</i>	<i>11/13/96</i>			
<i>RA</i>	<i>Greg D'Arcy</i>	<i>11-13-96</i>			
<i>REOS</i>	<i>J. H. Johnson</i>	<i>11/13/96</i>			

19. Assigned SME/Phone/Pager/Location  
*A. L. Primrose / 4385*

20. Cost Center  
*R202*

21. Charge Number  
*N/A*

22. Requested Completion Date  
*12-6-96*

26. After obtaining ALL required signatures: Responsible Manager's Approval (print/sign/date) (Not required for New procedures or Revisions)

*McSamsard 11-14-96*

ADMIN RECORD

27. Effective Date  
*12-6-96*

28. Expiration Date (if applicable)

HANDLING OF RESIDUAL SAMPLES

*Rocky Flats Environmental Technology Site*

~~EG&G ROCKY FLATS PLANT~~  
EMD FIELD PROCEDURES SOP

Manual:  
Procedure No.:  
Page:  
Effective Date:  
Organization:

5-21000-OPS  
FO.9, Rev. 2  
1 of 8  
March 1, 1992  
Environmental Management

Category 2

TITLE:  
HANDLING OF RESIDUAL SAMPLES

Approved By:  
*[Signature]*  
(Name of Approver)

*5/12/92*  
(Date)

1.0 TABLE OF CONTENTS

1.0	TABLE OF CONTENTS .....	1
2.0	PURPOSE AND SCOPE .....	2
3.0	RESPONSIBILITIES AND QUALIFICATIONS .....	2
3.1	SUBCONTRACTORS <i>or R.F.E.T.S. Project Personnel</i> .....	2
3.2	LABORATORY .....	2
3.3	<del>EG&amp;G</del> <i>ER. PROJECT TEAM</i> .....	3
4.0	REFERENCES .....	3
4.1	SOURCE REFERENCES .....	3
4.2	INTERNAL REFERENCES .....	3
5.0	PROCEDURE FOR THE HANDLING OF RESIDUAL SAMPLES .....	4
5.1	RECEIVING RESIDUAL LABORATORY SAMPLES .....	4
5.2	CHARACTERIZING RESIDUAL LABORATORY SAMPLES .....	4
5.3	RECEIVING SAMPLE SHIPMENTS .....	6
5.4	DOCUMENT PACKAGE .....	7
6.0	DOCUMENTATION .....	8

96-DMR-RHR-0116

REVIEWED FOR CLASSIFICATION/UCNI

By *[Signature]*  
Date *4/21/92*

HANDLING OF RESIDUAL SAMPLES

*Rocky Flats Environmental Technology Site*

~~EG&G ROCKY FLATS PLANT~~  
EMD FIELD PROCEDURES SOP

Manual:  
Procedure No.:  
Page:  
Effective Date:  
Organization:

5-21000-OPS  
FO.9, Rev. 2  
2 of 8  
March 1, 1992  
Environmental Management

Category 2

2.0 PURPOSE AND SCOPE

This standard operating procedure (SOP) describes the waste management procedures to be implemented at the Rocky Flats ~~Plant~~ <sup>Environmental Technology Site</sup> (RFP) for the handling of residual laboratory soil samples, and the documentation necessary to be in compliance with the RFP Waste Management Program. This SOP is intended to be sufficiently detailed so that conformance will result in reliable handling of residual laboratory soil samples.

3.0 RESPONSIBILITIES AND QUALIFICATIONS

3.1 SUBCONTRACTORS *or RFETS Project Personnel*

The subcontractor's <sup>*or RFETS project personnel*</sup> project manager will be responsible for assigning project staff to implement this SOP and for ensuring that the procedures are followed by all subcontractor <sup>*or RFETS project personnel*</sup> personnel.

The assigned onsite sampling manager will have a minimum of a two year college science degree and report to an assigned chemist. The sampling manager will be responsible for all coordination and required documentation as specified in this SOP between the subcontractor, ~~EG&G~~ <sup>*EA Project Team*</sup>, and the <sup>*or RFETS project personnel*</sup> laboratory.

Personnel using light or heavy equipment, scientific monitoring devices, or operating company vehicles must have appropriate training or licenses.

3.2 LABORATORY

The laboratory will be responsible for contacting the subcontractor that originally submitted the <sup>*or RFETS project personnel*</sup> samples prior to shipping any residual lab soil samples. The laboratory will also be required to

96-DNR-RHRS-0116

96-DNR-RHRS-0116

96-DNR-RHRS-0116

## HANDLING OF RESIDUAL SAMPLES

*Rocky Flats Environmental Technology Site*

~~EG&G ROCKY FLATS PLANT~~  
EMD FIELD PROCEDURES SOP

Manual:  
Procedure No.:  
Page:  
Effective Date:  
Organization:

5-21000-OPS  
FO.9, Rev. 2  
3 of 8  
March 1, 1992  
Environmental Management

Category 2

provide all documentation, as specified in this SOP, to the subcontractor and ship all laboratory residual soil samples in accordance with all applicable DOT regulations. *or RFETS project personnel*

3.3 ~~EG&G~~ ~~PROJECT~~ ER PROJECT TEAM

*ER Project Team*

The ~~EG&G~~ project manager has the overall responsibility for implementing this SOP. ~~EG&G~~ will be responsible for approving all Residual Lab Soil Characterization (RLSC) forms and final disposition of all residual laboratory soils. *ER Project Team*

#### 4.0 REFERENCES

#### 4.1 SOURCE REFERENCES

The following is a list of references reviewed prior to the writing of this procedure:

A Compendium of Superfund Field Operations Methods. EPA/540/P-87/001. December 1987.

RCRA Facility Investigation Guidance. Interim Final. May 1989.

#### 4.2 INTERNAL REFERENCES

Related SOPs cross-referenced in this SOP are as follows:

- SOP 1.10, Receiving, Labeling, and Handling Waste Containers
- SOP 1.12, Decontamination Facility Operations

## HANDLING OF RESIDUAL SAMPLES

Rocky Flats Environmental Technology Site

EG&G ROCKY FLATS PLANT  
EMD FIELD PROCEDURES SOP

Manual:  
Procedure No.:  
Page:  
Effective Date:  
Organization:

5-21000-OPS  
FO.9, Rev. 2  
4 of 8  
March 1, 1992  
Environmental Management

Category 2

### 5.0 PROCEDURE FOR THE HANDLING OF RESIDUAL SAMPLES

Residual laboratory soil samples consist of excess soils collected at <sup>RFETS</sup> ~~REP~~, that were not used by the chemical laboratory for analyses and are being returned to ~~REP~~. <sup>RFETS</sup>

The following procedures are guidelines to be followed by the subcontractor for the proper chemical characterization, transport, storage, and containment of residual laboratory soils being returned to <sup>or RFETS project personnel</sup> ~~REP~~ by ~~EG&G's~~ <sup>RFETS</sup> contracted chemical laboratories.

~~REP~~ <sup>RFETS</sup> ~~ER~~ <sup>ER Project Team</sup>

### 5.1 RECEIVING RESIDUAL LABORATORY SAMPLES

Chemical laboratories requesting to return residual soil samples will first contact the subcontractor <sup>or RFETS project personnel</sup> that originally submitted the soil samples to the laboratory. The subcontractor will require all documentation specified in this SOP. The laboratory will provide the subcontractor with the following notification of shipment: <sup>or RFETS project personnel</sup>

- Sample identification list of residual soils to be returned to ~~REP~~ <sup>RFETS</sup>
- Method of shipment (i.e., courier)
- Expected date and time of delivery
- Number of shipping containers
- Total number of individual sample containers

### 5.2 CHARACTERIZING RESIDUAL LABORATORY SAMPLES

Once the subcontractor receives all required information from the laboratory, the subcontractor will access the Rocky Flats Data Management System (RFDMS) for the validated chemical results of the associated soil sample. The subcontractor will categorize each soil as radioactive, hazardous <sup>or RFETS project personnel</sup>

HANDLING OF RESIDUAL SAMPLES

Rocky Flats Environmental Technology Site

EG&G ROCKY FLATS PLANT-  
EMD FIELD PROCEDURES SOP

Manual:  
Procedure No.:  
Page:  
Effective Date:  
Organization:

5-21000-OPS  
FO.9, Rev. 2  
5 of 8  
March 1, 1992  
Environmental Management

Category 2

(nonradioactive RCRA-regulated hazardous substances), or non-hazardous based upon the chemical results. The chemical categorization will be performed by the subcontractor's assigned sample manager and chemist. All chemical categorizations performed by subcontracting personnel will be based on validated chemical results of the associated soil sample obtained during field sampling activities.

96-DHR-RMR-9116

Following the subcontractor's chemical categorization of each residual soil sample to be returned to EG&G, the subcontractor will complete a Residual Lab Soil Characterization (RLSC) Form (Form 1.9A). This form will identify the name of the subcontractor, the chemical laboratory requesting the return shipment, the date of request, and the RLSC identification (I.D.) number (sample I.D.). Included on this form will be the subcontractor's chemical categorization of each soil sample which will be identified as follows:

- Uncontaminated
- Low-level radioactivity contaminated (RAD)
- Nonradioactive RCRA-regulated hazardous (hazardous)
- Mixed (RAD and hazardous)

96-DHR-RMR-9116

The subcontractor will also cross-reference the original Chain-of-Custody (COC) number to the residual soil sample and record that COC number on the spaces provided on the RLSC Form.

The RLSC form(s) and associated chemical results will be submitted to EG&G for final characterization and approval of acceptance of the residual laboratory soil samples. Following EG&G's waste characterization and approval, the RLSC Form and associated chemical analyses will be returned to the subcontractor. The subcontractor will authorize the chemical laboratory to proceed with the return shipment of the designated residual laboratory soils to RFP.

RFETS

HANDLING OF RESIDUAL SAMPLES

*Rocky Flats Environmental Technology Site*

**EG&G ROCKY FLATS PLANT-  
EMD FIELD PROCEDURES SOP**

**Manual:  
Procedure No.:  
Page:  
Effective Date:  
Organization:**

**5-21000-OPS  
FO.9, Rev. 2  
6 of 8  
March 1, 1992  
Environmental Management**

Category 2

53 RECEIVING SAMPLE SHIPMENTS

*96-DMR-RMRS-0116*

The laboratory will address the residual laboratory soils to the subcontractor at ~~REP~~<sup>RFETS</sup>. The samples will be shipped in accordance with all applicable Department of Transportation (DOT) shipping regulations. The laboratory will also provide duplicate copies of the associated COC form(s) pertaining the residual laboratory soils. The duplicate copies of the COC forms are to be securely placed on the outside of the shipping container(s) and well protected from the weather.

*96-DMR-RMRS-0116*

When the designated residual soil samples are received by ~~EG&G's~~<sup>ER Project Team</sup> Shipping and Receiving Department, the subcontractor will be notified of the shipment. The subcontractor will transport the unopened sample container(s) (coolers or packages) to the main decontamination facility. At the main decontamination facility, the subcontractor will open the sample cooler(s) in accordance with the Environmental Restoration's Project Health and Safety Plan. The subcontractor will inspect the contents in each sample container, assess damage, and ensure that all individual sample containers are listed on the accompanied COC form. <sup>or RFETS project personnel</sup>

Samples identified on the COC by the subcontractor that cannot be accounted for will be lined-out, dated, and initialed on both COC copies. This discrepancy will be documented on the COC forms and the laboratory will be notified.

*96-DMR-RMRS-0116*

If containers are inventoried by the subcontractor <sup>or RFETS project personnel</sup> during inspection and are not listed on the COC forms, the subcontractor will separate the non-listed sample container(s) and contact the laboratory and ~~EG&G~~ for further guidance.

~~ER Project Team~~  
If a sample container is found to be broken, the sample manager will check the ~~EG&G~~<sup>ER Project Team</sup> characterization of the contents of the container. If the contents are characterized as uncontaminated, the sample will be left in the shipment container. If the soils within the broken

HANDLING OF RESIDUAL SAMPLES

Rocky Flats Environmental Technology Site

~~EG&G ROCKY FLATS PLANT~~  
EMD FIELD PROCEDURES SOP

Manual:  
Procedure No.:  
Page:  
Effective Date:  
Organization:

5-21000-OPS  
FO.9, Rev. 2  
7 of 8  
March 1, 1992  
Environmental Management

Category 2

sample container are characterized as RAD, hazardous, or mixed, the sample manager will contact the ~~EG&G~~ <sup>ER Project Team</sup> project manager for further guidance.

If the sample containers are undamaged, the subcontractor will segregate each sample container based on the ~~EG&G~~ <sup>ER Project Team</sup> characterization of the sample. Sample containers having the same characterization will be repackaged together. Each new package will be labeled according to the characterization of samples. Packages containing samples characterized as RAD will be labeled with a "White I" radioactive label. Packages containing samples characterized as hazardous or mixed will be labeled with a Department of Transportation (DOT) "Other Regulated Materials Class E" (ORM-E) sticker. Additionally, packages containing mixed residual samples will be marked with the word "RAD." (See SOP 1.10, Receiving, Labeling, and Handling Waste Containers for details pertaining to the proper handling of waste containers.)

The subcontractor will then place the repackaged samples at the drum transfer area at the main decontamination facility (see SOP 1.12, Decontamination Facility Operations). The subcontractor will have ~~EG&G's~~ <sup>ER Project Team</sup> Waste Operations personnel sign both copies of the COC forms. Custody of the residual soil samples is now considered officially transferred to ~~EG&G~~ <sup>ER Project Team</sup>.

The subcontractor will relinquish one copy of the COC form(s) to ~~EG&G's~~ <sup>ER Project Team</sup> Waste Operations personnel. The subcontractor will retain the duplicate COC form(s) to complete the subcontractor's document package that will ensure that residual soils were appropriately handled and returned to ~~REP.~~ <sup>RFETS</sup>

5.4 DOCUMENT PACKAGE

The subcontractors's document package for residual laboratory samples returned to ~~EG&G's~~ <sup>ER Project Team</sup> custody will contain the following information for each shipment:

96-DNR-RHRS-0114

HANDLING OF RESIDUAL SAMPLES

Rocky Flats Environmental Technology Site

~~EG&G ROCKY FLATS PLANT~~  
EMD FIELD PROCEDURES SOP

Manual:  
Procedure No.:  
Page:  
Effective Date:  
Organization:

5-21000-OPS  
FO.9, Rev. 2  
8 of 8  
March 1, 1992  
Environmental Management

Category 2

916-DHR-RMRS-0116

~~EG&G~~ ER Project Team

- An ~~EG&G~~ signed copy of the COC form(s)
- A copy of the completed RLSC form(s) and associated chemical analyses
- Laboratory notification of shipment

These document packages are to be filed in the subcontractor's project QA files and kept until requested by ~~EG&G~~ ER Project Team for permanent storage.

6.0 DOCUMENTATION

Information requested by this SOP will be documented on the RLSC (Form FO.9A) form(s) and the COC(s).

RESIDUAL LAB SOIL CHARACTERIZATION FORM (RLSC)

ATTACH CHEMICAL RESULTS OF ASSOCIATED SAMPLES

THIS PORTION WILL BE COMPLETED BY THE SUBCONTRACTOR AND APPROVED BY EG&G ~~NER~~ ER Project Team

Name of Subcontractor .....

Name of Chemical Laboratory .....

Date of Request .....

Are Associated Chemical Results Attached? (Y/N) .....

Subcontractor's Signature ..... or RFETS project personnel

Date .....

Comments: .....

ER Project Team EG&G Project Manager ..... Residual Lab Soil Characterization

Table with 3 columns: Sample I.D., Original COC #, Characterization. Multiple rows for data entry.

Comments: .....

ER Project Team EG&G Approval Signature ..... Date .....

96-DHK-RMR-046