ROCKY FLATS PLANT ENVIRONMENTAL RESTORATION MANAGEMENT
OU15 PHASE I RFI/RI WORKPLAN READINESS REVIEW CHECKLIST

No.	Description	Status	Comments	Due Date	Completion Date	Responsible Individual
1 01	Determine if a project specific organization structure has been developed and specified in the OU15 Phase I RFI/RI Work plan/QA Addendum (WP/QAA) (QAPjP 1 0 § 2.0)	OK	In the QAA, Figure 10-1			
1 02	Determine if specific responsibilities (including subcontractor responsibilities) for OU15 Phase I RFI/RI activities have been established in the OU15 WP/QAA (QAPjP 1 0 § 2 0)	OK	Page 12-18 of WP, but no specific EG&G org chart is shown Written responsibilities for EG&G orgs are identified in the four IWCPs. See p 10-12 of WP for subcontractors			
2 01	Verify that a Work plan for the OU15 Phase I RFI/RI has been prepared, reviewed, and approved by EPA/CDH, DOE RFO, and EG&G ERM (IAG Attachment 2, ¶ VI and QAPjP 2 0 § 3 0)	OK	WP approved on 4/22/93 by CDH (see 1970RF93)			
2 02	Determine if a QAA has been prepared and approved for the OU15 Phase I RFI/RI (QAPjP 2 0 § 3 0)	OK	Sec 10 0 of WP. QAA approved 7/23/93			
2 03	Determine if personnel (including subcontractor personnel) have received QA and applicable SOP,EMRG and RFEDS Datacap orientation-02 01 (QAPjP 2 0 § 4 0, and 2-21000-OPS-FO 14)		Subcontractor has read SOPs, EMRG, and has RFEDS data cap training Need evidence of trng Need evidence of QA orientation	7/27 7/27		Schubbe Schubbe

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ADMIN RECORD

ROCKY FLATS PLANT ENVIRONMENTAL RESTORATION MANAGEMENT
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No.	Description	Status	Comments	Due Date	Completion Date	Responsible Individual
2 04	Verify that personnel (including subcontractor personnel) have documented evidence of training in accordance with ERM procedure 2-11000-ADM -2 01 for the following.		(See also DLS-035-93>Brooks, 7/26/93)			
	• OSHA Haz. Waste Site Health & Safety Training (including OJT and annual updates, as applicable)		Need to document OJT			
	• Applicable Health & Safety Practices (as defined in the H&S Plan)	OK				
	• EG&G Radiological Safety Training	OK				
	• RFP GET	OK				
	• Waste Generator Training	OK				
	• Building Specific Training (Bldgs 881,883, 865,447)		Building specific trng is complete, need documentation			
	• Training to applicable operating procedures (Identified in the QAA)		Need documentation	7/30		Schubbe
	• Hazmat Certification (Subcontractor and the Project Manager		Complete. Documentation needed	7/27		Schubbe
	(QAPjP 2 0 §4.1, DOE Order 5480 11, RFP ER Site H&S Plan §4 1 2, RFP 1-10000-TUM §1 0)					
2 05	Verify that subcontractor position descriptions have been prepared in accordance with ERM Procedure 2-11000-ADM-02 02 for personnel (including subcontractor personnel) performing/ supervising OU15 Phase I RFI/RI data collection and interpretation (QAPjP 2 0 § 4 2) The Position Description form from 2-11000-ADM- 02 02 should be used to document subcontractor personnel qualifications		Provide Schubbe with PD Form	7/23	7/23	Brooks
			Complete PD Form	8/3		Schubbe
			(See also DLS-035-93>Brooks, 7/26/93)			

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3 01	Verify that DQOs have been established for the OU15 Phase I RFI/RI and that PARCC parameter objectives have been identified for all measurement data (QAPjP 3 0 § 3.1)	OK	Section 4, Table 4-1 of WP			
3 02	Verify that field QC sample requirements (including sample types and frequencies) and acceptance criteria have been established in the OU15 WP/QAA (QAPjP 3 0 § 3 5)	OK	In QAA approved 7/23 See Table 7-4.			
3 03	Verify that SOPs have been developed and approved by EPA/CDH and ERM for all proposed field activities, and that the applicable SOPs are identified in the OU15 WP/QAA (QAPjP 3 0 § 3 2) This includes SOPs for field screening and visual inspections, drum sampling, soot sampling, and wipe sampling (these OU15 Phase I activities were included in the draft OU15 Phase I WP)		• FO 27 has been approved (2047RF93) • FO 18 and FO.25 are not approved by EPA/CDH • FO 18 (sample shipment) requires programmatic clarification (DLS-034-93) (see also 5 01 below) • (See also DLS-035-93>Brooks, 7/26/93)			Busby/ Broussard
3.04	Verify that OU15 analytical requirements are consistent with analytical methods specified in the RFP GRRASP (i e , are methods specified in the WP consistent with those specified in the QAPjP 3 0 § 3 3 and GRRASP Part A, Attachment I, § III.D)	OK	Specified in WP §10 3 4 (p 10-6), also §4, p 12-14.			

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No.	Description	Status	Comments	Due Date	Completion Date	Responsible Individual
4 01	Determine if procurement documents for subcontracted services contained applicable technical, regulatory, and QA requirements, as specified in the OU15 WP/QAA the QAPjP, and applicable SOPs (QAPjP 4 0 § 3 0)	OK	SOW for OU 15, approved 12/8/92			
	Verify that OU 15 utilizes analytical laboratories approved by the ERM Sample Management Department	OK	SMO listing, Garton>Hea>Schubbe			Schubbe
5 01	Determine if any changes or revisions to applicable SOPs have been identified and, if needed, verify that DCNs have been prepared and approved in accordance with ERM procedure 3-21000-ADM-05 07 (QAPjP 5 0 § 3 8)		• Need DCN to include IHSS Checklist in the Workplan • Need DCN to include FO 27 as an OU 15 SOP • Need Approvals on FO 18 and FO 25 • (See also DLS-035-93>Brooks, 7/26/93)	8/3 8/3		
6 01	Verify that the OU15 Phase I RFI/RI Workplan and applicable SOPs have been place under document control (QAPjP 6 0)		Workplan and FO 27 need to be accepted by ERM Document Control	7/27		Schubbe
7 01	Verify that subcontractors who have been selected to conduct the OU15 Phase I RFI/RI activities were selected from a list of qualified vendors, or were evaluated based on the technical and quality requirements for services specified in the approved SOW (QAPjP 7 0 § 7 3) (Note subcontractors selected under the MTS satisfy this prerequisite)	OK	Subcontractors selected under MTS.			

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8 01	Verify that RFEDS has been notified per the requirements specified in 3-21000-OPS-FO 14	OK	PAK-204-93>Schubbe, 6/30/93			
12 01	Verify that the M&TE necessary to obtain the required environmental measurements, as specified in the OU15 Phase I WP, has been identified (an M&TE Identification and Calibration List should be completed) and is of the proper type, range, accuracy and tolerance, and that calibration and preventive maintenance schedules have been established (QAPjP 12 0)		Need M&TE ID and Calib. List	8/3		Schubbe
20 01	Determine if any required State permits have been obtained to conduct the activity under review (IAG Chapter 1, paragraph 8)	OK	None required			

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20 02	Determine if any required internal RFP permits,etc, that are necessary to conduct the Phase I RFI/RI activities, have been obtained		(See also DLS-035-93>Brooks, 7/26/93)			
	• IWCP approval (If applicable)		• B447 (98924100) is approved • B881 (TL067005), B883 (TL067006), B885 (TL067004), will be provided as approved			
	• Land use/Soil Disturbance	n/a				
	• NEPA clearance	OK	Categorical exclusion (RFO/CX05-93) 2695RF92			
	• Air Quality (If applicable)	n/a				
	• Construction Management MOU	OK	DLS-036-93>Hatcher, 7/26/93 Memo Hatcher>Schubbe, 6/28/93	8/30	7/26	Schubbe
	• Subcontractor space requests	OK	DLS-002-93>Wisehart, 1/29/93, Memo Schubbe>Hatcher, 6/28/93			
	• Buffer zone access	n/a				
	• OSHA inspections on equipment	OK	Memo: Schubbe>Brooks, 6/26/93			
20 03	Verify that a site specific H&S Plan has been prepared and approved (ER Site Health & Safety Program Plan, Chptr 6)	OK	KDA-054-93>Schubbe, 6/16/93			