

**ROCKY FLATS PLANT
 EMD OPERATING
 PROCEDURES MANUAL**

Manual No.: 5-21000-OPS-FO
 Procedure No.: Table of Contents, Rev 18
 Page: 1 of 2
 Effective Date: 07/08/92
 Organization: Environmental Management

THIS IS ONE VOLUME OF A SIX VOLUME SET WHICH INCLUDES:

- VOLUME I: FIELD OPERATIONS (FO)
- VOLUME II: GROUNDWATER (GW)
- VOLUME III: GEOTECHNICAL (GT)
- VOLUME IV: SURFACE WATER (SW)
- VOLUME V: ECOLOGY (EE)
- VOLUME VI: AIR (AP)

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 FOR VOLUME I: FIELD OPERATIONS**

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FO.01	Air Monitoring and Dust Control	2	05/12/92
FO.02	Transmittal of Field QA Records	3	05/22/92
FO.03	General Equipment Decontamination	2	05/12/92
FO.04	Heavy Equipment Decontamination	2	05/12/92
DCN 92.01	Clarification of Work Area	1	01/31/92
DCN 92.02	Clarification of Center Bit Decontamination	1	03/12/92
FO.05	Handling of Purge and Development Water	2	05/12/92
FO.06	Handling of Personal Protective Equipment	2	05/12/92
FO.07	Handling of Decontamination Water and Wash Water	2	05/12/92
FO.08	Handling of Drilling Fluids and Cuttings	2	05/12/92
DCN 92.04	Clarification of Drill Cuttings	2	06/04/92
FO.09	Handling of Residual Samples	2	05/12/92

"REVIEWED FOR CLASSIFICATION/UCND
 By [Signature]
 Date 7/9/92 (UNU)"

ADMIN RECORD

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<u>Procedure No.</u>	<u>Title</u>	<u>Rev. No.</u>	<u>Effective Date</u>
FO.10	Receiving, Labeling, and Handling Environmental Materials Containers	2	05/12/92
DCN 92.03	Clarification on Drums	2	06/12/92
FO.11	Field Communications	2	05/12/92
FO.12	Decontamination Facility Operations	2	05/12/92
FO.13	Containerization, Preserving, Handling and Shipping of Soil and Water Samples	2	05/12/92
FO.14	Field Data Management	2	05/12/92
DCN 92.01	Update Bottle Codes and Lab Codes to Current Status	2	06/30/92
DCN 92.02	Clarification of Biological Locations	2	07/08/92
DCN 92.03	Changes in Procedures	2	07/08/92
FO.15	Photoionization Detectors (PIDs) and Flame Ionization Detectors (FIDs)	2	05/12/92
FO.16	Field Radiological Measurements	2	05/12/92
DCN 92.04	Clarification of Seismic Lines	1	04/13/92
FO.17	Determining Out-Of-Specification Analytical Results for Environmental Samples		To Be Added
FO.18	Environmental Sample Radioactivity Content Screening	2	05/12/92
FO.19	Base Laboratory Work	2	05/12/92

This is a
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 EG&G - ROCKY FLATS PLANT ENVIRONMENTAL MANAGEMENT
DOCUMENT CHANGE NOTICE (DCN)
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Procedure Number 5-21000-OPS-FO.14 REV.2

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Title FIELD DATA MANAGEMENT	Date July 6, 1992	DCN Number 5-21000-OPS-FO.14, R2 DCN 92.02
Expires <u>upon incorporation</u>	Procedure Revision Required <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Scope Limitation <u>NONE</u>		

Item Number	Page	Step or Paragraph	Changes (Use DCN CONTINUATION SHEET for Additional Space)
1	Appendix FO.14A	A.3.6	<p>Eliminate entire section and replace with the following:</p> <p>A.3.6 BIOLOGICAL LOCATIONS</p> <p>Contact the designated EG&G RFEDS Users System Manager to obtain a range of location codes. All biological locations will begin with the letters BI, followed by a four digit location, and then a two digit representation of the year. An example is shown below.</p> <p>BI200092 Biological Location 2000 originated in 1992.</p> <p>CHANGE "A.3.6" TO "A.3.7" ON PAGE A-4. DO NOT DELETE.</p>

Justification (Reason for Change – Provide Numbers To Reference Corresponding Items Above)

1. The section that will be eliminated from this change reads as follows: "All biological locations will begin with the letters BI followed by 3 digits. Ebasco will have location B1001 through B1200; Stoller will have B1201 through B1400. An example is shown below. B1123 Biological Location 123"

There are several problems with this nomenclature. In the immediate future there will be more than two sub-contractors performing this sampling, 999 locations are not enough, the SOP should not have the specific sub-contractor location code assignment listed due to contract changes, all new blocks of locations must be assigned by the RFEDS Users System Manager. This section has the typo error of "B1001" which was meant to be "B1001"

Concurrence	Organization	Req	Date	Concurrence	Organization	Req	Date
	QAPM	X	7/8/92		User	X	7/6/92
	EOM	X	7-7-92		Acting Supervisor EGISB		7/6/92
					User		7/6/92
Approval of Responsible Manager 			Date Jul 7 92	Is Posting Req'd? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, By What Date?		Date Posted

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Procedure Number 5-21000-OPS-FO.14 Rev. 2

Title	FIELD DATA MANAGEMENT	Date	7-6-92	DCN Number	5-21000-OPS-FO.14, 92 DCN 92.03
Expires	<u>upon incorporation</u>	Procedure Revision Required	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Scope Limitation	<u>NONE</u>				

Item Number	Page	Step or Paragraph	Changes (Use DCN CONTINUATION SHEET for Additional Space)
1	11 of 13	5.7 paragraph 3	Add just before sentence beginning "A duplicate copy of these diskettes..." A copy of each the chain-of-custody will be hand delivered to the designated EG&G RFEDS Users System Manager representative along with the data diskette and field data transmittal forms.
2	Appendix FO.14A	A.2	Change the SAMPLE TYPE for "Borehole Samples - drilling samples" from "SB" to "BH"
3	Appendix FO.14A	A.2	Change the SAMPLE PREFIX for "NPDES Program Samples for Ponds" from "NP" to "VW"

Justification (Reason for Change – Provide Numbers To Reference Corresponding Items Above)

- The RFEDS Users System Manager requires a copy of the chain-of-custody to be able to provide a quality assurance check between the information entered into DATACAPI and the chain-of-custody.
- Currently Borehole is the only medium that does not have the sample type match the first two characters of the sample number. This change will provide consistency between the sampling medium.
- This sample type required a change due to the surveillance surface water program including more than the NPDES permit requirements. Surveillance surface water has been abbreviated to "VW" for the sample type to include NPDES, routine sampling, monthly reports and industrial monitoring.

Concurrence	Organization	Req	Date	Concurrence	Organization	Req	Date
<i>[Signature]</i>	QAPM	X	7/8/92	<i>[Signature]</i>	User	X	7/6/92
<i>[Signature]</i>	EOM	X	7/7/92	<i>[Signature]</i>	Acting Supervisor EGISB	X	7/6/92
				<i>[Signature]</i>	USER	X	7/6/92
				<i>[Signature]</i>	USER	X	7/6/92
Approval of Responsible Manager	Date		Is Posting Req'd?	If Yes, By What Date?		Date Posted	
<i>[Signature]</i>	July 7, 92		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				

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Procedure Number 5-21000-OPS-FO.14 Rev. 2

Page 2 of 2

Title FIELD DATA MANAGEMENT	Date 7-6-92	DCN Number 5-21000-OPS-
Expires <u>upon incorporation</u> Procedure Revision Required <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Scope Limitation <u>NONE</u>		

Item Number	Page	Step or Paragraph	Changes (Use DCN CONTINUATION SHEET for Additional Space)
4	Appendix FO.14A	A.2.1	Eliminate entire section and replace with the following: EXAMPLE SAMPLE NUMBERS SW12345WC Surface water sample number 12345 collected by Woodward Clyde SS12345ST Surficial soil sample number 12345 collected by Stoller DW12345IT Decon pad water sample 12345 collected by IT Corporation
5	Appendix FO.14A	Add to end A.6	Add section A.6 to this appendix to state the following: A.6 PROJECT NAME This field is to report the individual project. Typical projects include, but are not limited to, the following: OU1, OU2, OU3, OU4, OU5, OU6, OU7, ... OU16, MONITORING

Justification (Reason for Change – Provide Numbers To Reference Corresponding Items Above)

4. The section that will be eliminated requires that a sample number has a suffix for the operational unit. The RFEDS user system manager determined that this suffix was used incorrectly by the field personnel and the laboratories. Keeping ALL sample numbers to 9 characters will help with quality assurance, and the laboratories will not have to be responsible with appending the OU information onto the sample number. The project information will now come from #5 on this DCN.

5. The current default for the project name is "RPT" and "EMAD". This correction will provide the project detail necessary for data retrieval.

Concurrence	Organization	Req	Date	Concurrence	Organization	Req	Date
	QAPM	X	7/8/92		User	X	7-6-92
	EOM	X	7-7-92		Acting Supervisor EGISB	X	7-7-92
					User	X	7-6-92
					User	X	7/7/92

Approval of Responsible Manager 	Date 7-7-92	Is Posting Req'd? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, By What Date?	Date Posted
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