

This is a RED Stamp

**ROCKY FLATS PLANT  
EMD OPERATING  
PROCEDURES MANUAL**

**Manual No.: 5-21000-OPS-FO  
Procedure No.: Table of Contents, Rev 37  
Page: 1 of 3  
Effective Date: 12/08/92  
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
DCN 92.01	Clarification of Decontamination	2	07/21/92
FO.04	Heavy Equipment Decontamination	2	05/12/92
DCN 92.01	Expired	1	04/30/92
DCN 92.02	Expired	1	06/12/92
DCN 92.03	Consistency Change	1	09/18/92
FO.05	Handling of Purge and Development Water	2	05/12/92
FO.06	Handling of Personal Protective Equipment	2	05/12/92
DCN 92.01	Monitoring Change	2	09/18/92
FO.07	Handling of Decontamination Water and Wash Water	2	05/12/92
DCN 92.01	Consistency Change	2	09/18/92

**ADMIN RECORD**

**DOCUMENT CLASSIFICATION REVIEW WAIVER  
PER R.B. HOFFMAN, CLASSIFICATION OFFICE  
JUNE 11, 1991**

A-SW-000989

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**12/08/92**  
**Environmental Management**

<b>Procedure No.</b>	<b>Title</b>	<b>Rev. No.</b>	<b>Effective Date</b>
FO.08	Handling of Drilling Fluids and Cuttings	2	05/12/92
DCN 92.04	Clarification of Drill Cuttings	2	06/04/92
DCN 92.05	Handling of Drilling Fluids and Cuttings	2	09/02/92
DCN 92.06	Clarification of Responsibility	2	09/09/92
DCN 92.07	Elimination of Drilling Requirements on Earthen Dams	2	09/10/92
DCN 92.08	Consistency Change	2	09/18/92
DCN 92.09	Clarification of Augering Technique for OU-6	2	10/28/92
FO.09	Handling of Residual Samples	2	05/12/92
FO.10	Receiving, Labeling, and Handling Environmental Materials Containers	2	05/12/92
DCN 92.03	Clarification on Drums	2	06/12/92
DCN 92.04	Decrease in Weekly Inspections of Gray Drums	2	11/18/92
DCN 92.05	Requirement Reduction	2	09/16/92
DCN 92.06	Improve Accountability	2	10/15/92
DCN 92.07	Change Drum Inspection Period	2	10/22/92
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
DCN 92.01	Chain of Custody	2	07/27/92

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<b>Procedure No.</b>	<b>Title</b>	<b>Rev. No.</b>	<b>Effective Date</b>
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 (07/08/92- Extended)	2	11/20/92
DCN 92.03	Changes in Procedures (07/08/92 - Extended)	2	11/20/92
DCN 92.04	Expired	2	10/15/92
DCN 92.05	Update QA/QC Code List	2	09/28/92
DCN 92.06	Clarify Description	2	09/28/92
DCN 92.07	Update Bottle Code List	2	09/28/92
DCN 92.08	Add Sub-Contractor Abbreviations	2	10/14/92
DCN 92.09	Major Form Revision	2	11/03/92
DCN 92.10	Elimination of Non-Required Section	2	11/10/92
DCN 92.11	Update Bottle Code & Lab Codes to Current Status	2	12/09/92
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	Expired	1	09/22/92
FO.17	Determining Out-Of-Specification Analytical Results for Environmental Samples		To Be Added
FO.18	Environmental Sample Radioactivity Content Screening	1	05/12/92
FO.19	Base Laboratory Work	2	05/12/92

This is a **ENVIRONMENTAL MANAGEMENT DOCUMENT CHANGE NOTICE (DCN)**

EG&G - ROCKY FLATS PLANT  
ENVIRONMENTAL MANAGEMENT

This is a RED Stamp  
Procedure Number 5-21000-OPS-FO.14 Rev. 2

*extension*

Title	FIELD DATA MANAGEMENT	Date	19-NOV-92	DCN Number	5-21000-OPS-92.03 <i>SPD</i>
Expires	19-NOV-93	Procedure Revision Required	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Scope Limitation	NONE				

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 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"
<p><i>NOTE: This DCN is an extension of DCN 92.03, effective 7/8/92 pjt. Item 5 on DCN 92.03 is slightly different from Item 5 on this DCN.</i></p>			

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

1. 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 DATACAP1 and the chain-of-custody.
2. 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.
3. 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	12/4/92	<i>[Signature]</i>	User	X	19 Nov 92
<i>[Signature]</i>	EOM	X	11-20-92				
Approval of Responsible Manager	Date	Is Posting Req'd?	If Yes, By What Date?	Date Posted			
<i>[Signature]</i>	20 Nov 92	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	upon receipt				

# ENVIRONMENTAL MANAGEMENT DOCUMENT CHANGE NOTICE (DCN)

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

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*Extension*

Title <b>FIELD DATA MANAGEMENT</b>	Date 19-NOV -92	DCN Number 5-21000-OPS <i>DCN-92.03</i>
Expires <u>19-NOV-93</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	<p>Eliminate entire section and replace with the following: <b>EXAMPLE SAMPLE NUMBERS</b></p> <p>SW12345WC Surface water sample number 12345 collected by Woodward Clyde</p> <p>SS12345ST Surficial soil sample number 12345 collected by Stoller</p> <p>DW12345IT Decon pad water sample 12345 collected by IT Corporation</p>
5	Appendix FO.14A	Add to end A.6	<p>Add section A.6 to this appendix to state the following:</p> <p><b>A.6 PROJECT NAME</b></p> <p>This field is to report the individual project. Typical projects include, but are not limited to, the following: OU1_RFI/RI, OU2_RFI/RI, OU3_RFI/RI, ... OU16_RFI/RI</p>

**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		<i>[Signature]</i>	User	X	19-NOV-92

Approval of Responsible Manager <i>[Signature]</i>	Date	Is Posting Req'd? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, By What Date?	Date Posted
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