

ROCKY FLATS PLANT
EMD ADMINISTRATION
MANUAL

Manual No.: 3-21000-ADM
Procedure No.: Table of Contents, Rev 1
Page: 1 of 4
Effective Date: 10/18/91
Organization: Environmental Management

CATEGORY 1

This is a

CONTROL DOCUMENT TABLE OF CONTENTS

ENVIRONMENTAL MANAGEMENT DEPARTMENT

Procedure No.	Title	Rev. No.	Effective Date
01.01	ER Organization		
02.01	Indoctrination and Training		
02.02	Personnel Qualifications	0	8/15/91
02.03	Qualification of Audit Personnel		
03.03	Risk Assessment		
03.04	Control of QAA Development	0	9/23/91
04.01	Procurement Document Control		
05.01	Procedure Development	0	8/02/91
05.02	Development and Control of ARARs		
05.03	RFI/RI Work Plan Development	0	8/15/91
05.04	QAA Development		
05.05	Document Review	0	8/02/91
05.06	QAPM/PCC Procedure Review		
05.07	Preparation of Procedure Change Notices	1	9/23/91
05.08	Forms Control	0	9/23/91
06.01	Document Control	0	8/02/91
07.01	Control of Purchased Items and Services		
08.01	Control and Identification of Items, Samples, and Data		

ADMIN RECORD

REVIEWED FOR CLASSIFICATION/CONTROL
By [Signature]
Date 11/21/91

ROCKY FLATS PLANT
EMD ADMINISTRATION
MANUAL

CATEGORY 1

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

3-21000-ADM
Table of Contents, Rev 1
2 of 4
10/18/91
Environmental Management

TABLE OF CONTENTS

<u>Procedure No.</u>	<u>Title</u>	<u>Rev. No.</u>	<u>Effective Date</u>
12.01	Control of Measuring and Test Equipment		
13.01	Handling, Shipping and Storage		
15.01	Control of Nonconforming Items and Activities	0	9/23/91
16.01	Corrective Action Reports (CARs)		
17.01	Records Management		
18.01	Audits		
18.02	Surveillance Activities		
18.03	Readiness Review	0	8/02/91
20.01	Invoice Management		
AQD.01	Response Plan for Denver Metro Air Pollution Episodes		
AQD.02	Monthly Environmental Monitoring Report		
AQD.04	Radiation Dose Assessment to the Public from Routine Operations		
AQD.05	General Emergency Response		
AQD.06	EIS/ODIS Report		
AQD.08	Preparation of EPA Form R	1	10/10/91
SWD.01	Monthly Discharge Monitoring Reports for NPDES		
SWD.02	Implementation of the Control and Disposition of Incidental Waters		

ROCKY FLATS PLANT
EMD ADMINISTRATION
MANUAL

CATEGORY 1

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

3-21000-ADM
Table of Contents, Rev 1
3 of 4
10/18/91
Environmental Management

TABLE OF CONTENTS

<u>Procedure No.</u>	<u>Title</u>	<u>Rev. No.</u>	<u>Effective Date</u>
SWD.20	Monitoring Audits		
NEPA.01	NEPA M&I Design Review		
NEPA.02	NEPA Compliance Committee		
NEPA.03	Completing a Checklist		
NEPA.04	ADM Development		
NEPA.05	ADM Review		
NEPA.06	Preparing Recommendations to DOE, RFO		
NEPA.07	Drafting Categorical Exclusions for DOE, RFO		
NEPA.08	Environmental Assessment Process		
NEPA.09	Preparation of an Environmental Assessment		
NEPA.10	Preparation of a Mitigation Plan		
NEPA.11	NEPA Records Maintenance		
RPD.01	Work Plan/Sampling Plan - When EPA Approval not Required		
RPD.02	Work Plan/Sampling Plan - When EPA Approval Required		
RPD.03	Documents to be Submitted to the Administrative Record		
RPD.04	How to Prepare Statements of Work		

TABLE OF CONTENTS

<u>Procedure No.</u>	<u>Title</u>	<u>Rev. No.</u>	<u>Effective Date</u>
RPD.05	Preparing, Processing and Classification of Documents to be Distributed to Outside Agencies		
RPD.06	Preparation of Closure Plans		
RPD.07	Preparation of Technical Evaluations		
RPD.08	How to Establish ARARs		
RPD.10	How to Prepare and Process Milestones		
RPD.11	Tracking Costs and Schedules		
RPD.12	Processing Procurement Documents		
RPD.13	Uniform Requirements for Submission of Plans and Documents by Contractors		
RPD.14	Coordination of Activities with Field Project Management (FPM) and Field Engineering (FE)		
RPD.15	Checklist for the Startup of New Projects		
RPD.16	Standardized Contractor Cost Reporting		
RPD.17	QA Guidelines for Treatability Studies		
RPD.18	QA Guidelines for Health and Safety Treatability Studies		
RPD.19	Cost Guidelines for Submission of Cost Evaluations and Technical Evaluations		
RPD.20	Checklist for Preparing Project Management Plans		

FORMS CONTROL

EG&G ROCKY FLATS PLANT
EMD ADMINISTRATIVE

Manual Number: 3-21000-ADM
Procedure No. 05.08, Rev 0
Page: 1 of 4
Effective Date: 9/23/91
Organization: ENVIRONMENTAL MANAGEMENT

CATEGORY 1

Title:
FORMS CONTROL

Approved By: *[Signature]*
Director, Environmental Management Date: 9/23/91
This is a RED Stamp

1.0 PURPOSE

The purpose of this procedure is to facilitate approval and distribution of Environmental Management Department (EMD) procedure forms.

2.0 SCOPE

This procedure applies to all EMD procedure forms.

3.0 DEFINITIONS

3.1 Mark Up

Mark up is the draft form with hand-written changes as necessary to produce a document consistent with the review and approval process.

4.0 RESPONSIBILITIES

- 4.1 Quality Assurance Program Manager (QAPM) reviews and approves forms; then assures that these forms are distributed to all users of EMD procedures.
- 4.2 Quality Assurance Coordinator (QAC) submits forms for revision per the direction of the responsible manager and resolves comments on forms with the QAPM.
- 4.3 Responsible Manager arranges for revision of forms required to implement the procedures for which the manager is responsible. Addresses changes in forms requested by users. Directs the QAC to submit revised forms to the QAPM for review and approval.
- 4.4 EMD Personnel use current forms for all EMD activities. Also, EMD personnel are responsible for submitting new or revised forms for review, approval, and controlled distribution. EMD personnel submit the new or revised forms to the QAPM through the Responsible Manager.

FORMS CONTROL

**EG&G ROCKY FLATS PLANT
EMD ADMINISTRATIVE**

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

**3-21000-ADM
05.08, Rev 0
3 of 4
9/23/91**

CATEGORY 1

ENVIRONMENTAL MANAGEMENT

5.4.7 The approved forms are then distributed, along with the applicable updated index, to all affected personnel, in accordance with 3-21000-ADM-06.01, Document Control.

5.5 All completed forms and the concurrence form with the attached mark up are quality assurance records subject to 3-21000-ADM-17.01, Records Management.

6.0 REFERENCES

- 6.1 EMD Procedure 3-21000-ADM-06.01, Document Control.
- 6.2 EMD Procedure 3-21000-ADM-17.01, Records Management.
- 6.3 EMD Procedure 3-21000-ADM-18.01, Surveillance.

7.0 ATTACHMENTS

Attachment 1 -- Controlled Document Concurrence Form

FORMS CONTROL

EG&G ROCKY FLATS PLANT
EMD ADMINISTRATIVE

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

3-21000-ADM
05.08, Rev 0
4 of 4
9/23/91

CATEGORY 1

ENVIRONMENTAL MANAGEMENT

ATTACHMENT 1
CONTROLLED DOCUMENT CONCURRENCE FORM



EG&G ROCKY FLATS

ENVIRONMENTAL MANAGEMENT DEPARTMENT
DOCUMENT CONCURRENCE FORM

PLEASE INDICATE CONCURRENCE WITH THE ATTACHED DOCUMENT

DOCUMENT NO. _____ REV. _____

TITLE _____

Concurrence with the above named document is indicated by signature below.

Name, Title, Organization

Signature

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

RETURN THIS FORM TO: _____

BY: / /