

~~ROCKY FLATS PLANT~~
EMD ADMINISTRATION
PROCEDURES MANUAL

Manual No.: 3-21000-ADM
Procedure No.: Table of Contents, Rev 5
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Effective Date: 09/08/92
Organization: Environmental Management

CATEGORY 1

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ENVIRONMENTAL MANAGEMENT DEPARTMENT
ADMINISTRATIVE PROCEDURES MANUAL**

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01.01	ER Organization		
02.01	Training	0	06/19/92
02.02	Personnel Qualifications	0	08/15/91
02.03	Qualification of Audit Personnel		
03.03	Risk Assessment		
03.04	Control of QAA Development	0	09/23/91
04.01	Procurement Document Control	0	04/08/92
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05.02	Development and Control of ARARs		
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05.05	Document Review	0	08/02/91
05.06	QAPM/PCC Procedure Review		
05.07	Preparation of Procedure Change Notices	1	09/23/91
DCN 92.01	Revision to DCN Expiration Date	1	09/08/92
05.08	Forms Control	0	09/23/91

REVIEWED FOR CLASSIFICATION / U.S. GOVERNMENT

By [Signature]

Date 10/15/92

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

ADMIN RECORD

A-SW-001055

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05.11	Preparation of Instructions	0	04/08/92
06.01	Document Control	0	08/02/91
07.01	Control of Purchased Items and Services		
08.01	Control and Identification of Items, Samples, and Data	0	04/08/92
10.01	Inspections	0	04/08/92
12.01	Control of Measuring and Test Equipment	0	04/08/92
13.01	Handling, Shipping and Storage		
15.01	Control of Nonconforming Items and Activities	0	09/23/91
16.01	Corrective Action	0	04/08/92
17.01	Quality Assurance Records Management	0	02/28/92
18.01	Audits		
18.02	Surveillance Activities	1	04/08/92
18.03	Readiness Review	0	08/02/91
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		

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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		
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		

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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		
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		

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RPD.20	Checklist for Preparing Project Management Plans		

This is a **CONTROLLED DOCUMENT ENVIRONMENTAL MANAGEMENT**
 EG&G - ROCKY FLATS PLANT **DOCUMENT CHANGE NOTICE (DCN)**
 ENVIRONMENTAL MANAGEMENT

This is a RED Stamp

Procedure Number 3-21000-ADM 05.07, R1

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Title	Preparation of Document Change Notice	Date	9-8-92	DCN Number	3-21000 ADM 05.07, R1
Expires	<u>12-8-92</u>	Procedure Revision Required	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>Q201</i> <i>K.A.M.</i>	
Scope Limitation	None				

Item Number	Page	Step or Paragraph	Changes (Use DCN CONTINUATION SHEET for Additional Space)
1	3	2a	Make pen changes to step 2a so that the second and third sentences read. "The date shall be within <u>one year</u> of the issuance date and must be recorded on the 'Expires' line. Periods greater than <u>one year</u> for temporary changes require authorization of the QAPM."
2	3	2b	Make a pen change to the first sentence of step 2b so that it reads, "If this is not a temporary change, Record the date <u>one year</u> from the current date on the 'Expires' line."

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

(1,2) To bring the procedure into line with 2-20000-ADM-05.02

Concurrence	Organization	Req	Date	Concurrence	Organization	Req	Date
<i>[Signature]</i>	QAPM	X	9/8/92	<i>[Signature]</i>	User	X	9-8-92

Approval of Responsible Manager	Date	Is Posting Req'd?	If Yes, By What Date?	Date Posted
<i>[Signature]</i>	9-8-92	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		