

ROCKY FLATS PLANT
EMD OPERATING
PROCEDURES MANUAL
VOL I: FIELD OPERATIONS

Manual No.: 5-21000-OPS-FO
New Manual No.: 4-11000-ER-OPS-FO
Procedure No.: Table of Contents, Rev 65
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Effective Date: 04/18/94
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)
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**EG&G
SUPERSEDED
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FO.05	Handling of Purge and Development Water	2	05/12/92
94-DMR-000278	Groundwater Monitoring Modifications	2	02/25/94

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

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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
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DCN 93.01	New Codes	2	01/15/93
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FO.15	Photoionization Detectors (PIDs) and Flame Ionization Detectors (FIDs)	2	05/12/92

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FO.16	Field Radiological Measurements	2	05/12/92
DCN 92.05	Addition of HPGe	2	11/24/92
DCN 93.01	FIDLER Surveys	2	01/15/93
DCN 93.02	LUDLUM/FIDLER Guidance	2	06/29/93
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
DCN 93.01	Clarification of Procedure	1	01/11/93
FO.19	Base Laboratory Work	2	05/12/92
FO. 23	Management of Soil and Sediment Investigative Derived Materials (IDM)	0	01/11/94
94-DMR-000137	Training Requirements Clarification	0	01/28/94
94-DMR-000148	Section FO.23 Modifications	0	02/09/94
FO.25	4-B11-ER-OPS-FO.25 Shipment of Radioactive Materials Samples	0	12/01/93
FO.27	4-BO1-ER-OPS-FO.27 Collection of Floor/Equipment Hot Water Rinsate Samples	0	07/26/93
DCN 93.01	VOC Preservatives	0	8/11/93
DCN 93.02	Fresh Water Samples	0	8/30/93
FO.32	4-I50-ENV-OPS-FO.32 Treated Effluent Discharge Operable Unit 1 (OU1), Building 891	0	04/13/94

DOCUMENT MODIFICATION REQUEST (DMR)

Refer to 1-A01-PPG-001 for Processing Instructions.
 Printer Type All Information (Except Signatures).

1. Date 03-21-94	25. DMR No. 94-DMR-000558 <i>SEP 24 1994</i>
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2. Existing Document Number/Revision 5-21000-OPS-FO.10	3. New Document Number or Document Number if it is to be changed with this Revision N/A
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4. Originator's Name/Phone/Pager/Location P. A. Kiefer, X8698, 080	5. Document Title Receiving, Labeling, and Handling Environmental Materials Containers
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6. Document Type <input checked="" type="checkbox"/> Procedure <input type="checkbox"/> Other _____	7. Document Modification Type (Check only one) <input type="checkbox"/> New <input type="checkbox"/> Revision <input checked="" type="checkbox"/> Intent Change <input type="checkbox"/> Nonintent Change <input type="checkbox"/> Editorial Correction <input type="checkbox"/> Cancellation
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8. Item	9. Page	10. Step	11. Proposed Modifications
1	2		Change table of contents as identified on attached
2	5	4.2	Add reference as identified on attached
3	17	8.0	Change documentation as identified on attached.
4	19	8.3	Change Contaminate characterization form as identified on attached
5			
Form	FO.10A (rev.2)	}	Eliminate forms FO. 10A (rev.2), FO.10C (rev.2) and FO.10D (rev.1) and replace with the attached FO.10A (rev.3) <i>This procedure has more than 5 DMRs/DCNs against it and is currently ^{per} being revised; this DMR is being issued in order to continue operations. 3/30/94</i>
Form	FO.10C (rev.2)		
Form	FO.10D (rev.1)		

12. Justification (Reason for Modification, EJO #, TP #, etc.)

The new form, FO.10A (rev.3) is a combination of FO.10A (rev.2), FO.10C (rev.2) and FO.10D (rev.1) with redundant and not utilized fields eliminated. The new form FO.10A (rev.3) will match the Datacap data entry screen.

If modification is for a new procedure or a revision, list concurring disciplines in Block 13, and enter N/A in Blocks 14 and 15. If modification is for any type of change or a cancellation, organizations are listed in Block 13, then Concurror prints, and signs in Block 14, and dates in Block 15.

13. Organization	14. Print, Sign (if applicable)	15. Date (if applicable)
SME	S. L. Myrick <i>Susan J. Myrick</i>	3-22-94
SM	P. A. Kiefer <i>P. A. Kiefer</i>	3-22-94
EQS	M. C. Brooks (RR) <i>M. C. Brooks</i>	4-11-94
RPM	W. S. Busby <i>W. S. Busby</i>	4-6-94
EOM	M. C. BROUSSARD <i>M. C. Broussard</i>	4-10-94

16. Originator's Supervisor (print/sign/date) C. E. Daily <i>Chris Daily</i> 3/25/94				
17. Assigned SME/Phone/Pager/Location S. L. Myrick, x 6971, p 4343, 080	18. Cost Center 3003	19. Charge Number ENV-FO	20. Requested Completion Date 4/4/94	21. Effective Date 4/27/94 <i>lms</i>
22. Accelerated Review? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	23. ORC Review not required; non intent change processed as intent change to simplify processing.			
24. Responsible Manager (print, sign, date) Marla Broussard <i>M. C. Broussard</i> 4-10-94				

RECEIVING, LABELING, AND HANDLING ENVIRONMENTAL MATERIALS CONTAINERS

**EG&G ROCKY FLATS PLANT
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5	04/27/94	94-DMR-000558
14	02/13/93	DCN 92.06, DCN 93.01, DCN 93.07
14	03/14/94	94-DMR-000244
14	09/27/94	94-DMR-001649
15	06/25/93	DCN 93.03, DCN 93.05
16	09/21/93	93-DMR-000677
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17-19A	04/27/94	94-DMR-000558
19	06/29/93	DCN 93.02, DCN 93.06
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Form FO.10D	04/27/94	94-DMR-000558

TOTAL NUMBER OF PAGES (including forms and map): 34

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Policies: Rocky Flats Plant, Use and Color Coding of Drums. EG&G. RFPM MAT 20-005.
November 3, 1989.

A Compendium of Superfund Field Operations Methods. Environmental Protection Agency (EPA).
EPA/540/P-87/001. December 1987.

Hall, Ridgway M. Jr., Tom Watson, Jeffrey J. Davidson, David R. Case, Nancy S. Bryson. RCRA
Hazardous Wastes Handbook. 6th Edition. Government Institutes, Inc. Rockville, MD. March 1986.

Occupational Safety and Health Guidance Manual for Hazardous Waste Site Activities. National
Institute for Occupational Safety and Health (NIOSH), Occupational Safety and Health
Administration (OSHA), U.S. Coast Guard (USCG), and U.S. Environmental Protection Agency
(EPA). October 1985.

4.2 INTERNAL REFERENCES

Related SOPs cross-referenced by this SOP are as follows:

- SOP FO.3, General Equipment Decontamination
- SOP FO.5, Handling of Purge and Development Water
- SOP FO.6, Handling of Personal Protective Equipment
- SOP FO.7, Handling of Decontamination Water and Wash Water
- SOP FO.8, Handling of Drilling Fluids and Cuttings
- SOP FO.9, Handling of Residual Samples
- SOP FO.12, Decontamination Facility Operations
- SOP FO.14, Field Data Management
- SOP FO.15, Photoionization Detectors and Flame Ionization Detectors
- SOP FO.16, Field Radiological Measurements

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8.0 DOCUMENTATION

A permanent record of the implementation of this SOP will be kept by documenting field observations and data. Observations and data will be recorded on drum field log forms. Subcontracting personnel may also choose to document the observations and data in a personal field notebook in addition to the field log forms. If a field book is used, entries should be made with a black waterproof ink pen. The field notebook should be waterproofed and have consecutively numbered pages.

It is recommended that the subcontractor bring duplicate copies of the completed Drum Field Log Form when transferring custody of waste drums to EG&G personnel. Both copies should be signed by the receiving EG&G representative. EG&G Waste Operations will retain one signed copy and the subcontractor will retain the second signed copy in the project files.

Information from the Drum Field Log Form will be entered utilizing the field data capture program (Datacap 2.0), upon release. Datacap 2.0 is identified in 5-21000-OPS-FO.14, Field Data Management. Prior to the release of Datacap, the subcontractor will maintain a simple structured database to produce ASCII files (e.g. LOTUS or EXCEL spreadsheets; dBASE IV; etc), that clearly relate the following parameters:

- IDM (investigative derived materials) **drum** identification numbers
- **drum** fill date
- **drum** location code (i.e., source location of the IDMs)
- **drum** depth interval
- project identification

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- The contents of the drum (include the subsurface interval if contents are soils from a well or boring)
- The date the drum was filled
- The date the drum was decontaminated or returned to EG&G (include the EG&G facility where the drum was returned to)

Form FO.10A is an example of the Drum Field Log Form to be used. Drum log forms must be checked and updated immediately upon handling. In addition to the drum marking, the Drum Field Log Form will identify the drum, provide associated sample numbers of the material contained in the drum, plus provide a history of the drum. All the field log forms combined will be used to track the movement of environmental materials generated during EM field operations.

The Drum Field Log Form (Form FO.10A) will also be used to document/record the characterization of materials that have been temporarily stored in gray drums until analytical results are received. Upon receipt of all the sample methods for each sample associated with the drum, the subcontractor will submit the drum identification portion of the form along with the analytical results to the EG&G project manager. The drum contents will be characterized by an EG&G representative based on the chemical and radiological analyses and returned to EG&G's Waste Operations personnel. An undated signed copy of the waste characterization form will be turned in with the drum form to the EG&G representative within one week of the drum being filled.

8.2 DRUM INSPECTION FORM

The subcontractor is responsible for conducting weekly inspections of all the gray drums they have been issued until the drum is returned to EG&G. If however, the project has been completed, and all drums field log forms and waste characterization forms, have been turned in and accepted by the

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appropriate EG&G representative, the drum inspections will be conducted on a once-a-month basis by EG&G (reference: CDH letter of 9/11/92). Weekly inspections will ensure that the integrity and labeling of the drums is maintained. The Drum Inspection Form (Form FO.10B) will be used to document these inspections.

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8.3 Composite Samples

The Drum Field Log Form (Form FO.10A) will be used to document/record the locations and drums utilized for composite drum samples, as necessary when the drum is being filled. The field sampling crew will obtain a block of composite sample numbers and composite location codes from the RFEDS User System Manager. The Drum Field Log Form will be used to document where composite samples were taken with each composite location and drum number recorded.