



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

25. DMR No.

2. of 3. Document Number/Revision 2-F73-ER-ADM-21.01 Revision 0	5. Document Title ERP D COMMITMENT TRACKING
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8. Item	9. Page	10. Step	11. Proposed Modifications
			<p>[3] Distribute copies of the SCMP Identification Form to the responsible manager, quality coordinator, and the ERP D CTS coordinator.</p> <p><b>ERP D CTS Coordinator</b></p> <p>[4]] Process the SCMP Identification Form in accordance with 1-P04-SCMP-16.00, Sitewide Commitments Management Process.</p> <p>[5] Assign a Plan Due date of 30 calendar days after the SCMP Identifier's signature date.</p> <p><b>Responsible Manager or Designee</b></p> <p>[6] Complete Section 2 of the SCMP Identification Form in accordance with 1-P04-SCMP-16.00.</p> <p>[7] Route corrective action responses to EQS for approval before the Plan Due Date.</p> <p><b>Environmental Quality Support</b></p> <p>[8] Route approved corrective action responses to the ERP D CTS Coordinator within three working days.</p> <p><b>ERP D CTS Coordinator</b></p> <p>[9] Escalate unresolved disputed action item assignments or corrective action responses to the Director.</p> <p><b>Director</b></p> <p>[10] Resolve any action item ownership or corrective action response disputes that arise.</p>
4	10	6 & 7	Change "3-21000-ADM-17.02, Administrative Records Screening and Processing" to "2-565-ER-ADM-17.02, Administrative Records Document Identification and Transmittal"
5	11		Modify the CTS flow chart to include the EQS process ( <del>see attached</del> ). <i>MS 5-4-95</i>

12. Justification (Reason for Modification)
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~~THIS IS A CONTROLLED DOCUMENT~~

<b>ROCKY FLATS ENVIRONMENTAL TECHNOLOGY SITE</b>	<b>Manual No.:</b>	<b>2-11000-ER-ADM (a.k.a. 3-21000-ADM)</b>
<b>ERPD ADMINISTRATIVE PROCEDURES MANUAL CATEGORY 1</b>	<b>Procedure No.:</b>	<b>Table of Contents, Rev 37</b>
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	<b>Organization:</b>	<b>Environmental Restoration</b>

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05.10	2-G06-ER-ADM-05.10 - Control of Scientific Notebook Systems	0	07/15/94
05.11	Preparation of Instructions	0	04/08/92

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

**ROCKY FLATS ENVIRONMENTAL  
TECHNOLOGY SITE**

**Manual No.:**

**2-11000-ER-ADM  
(a.k.a. 3-21000-ADM)**

**ERPD ADMINISTRATIVE  
PROCEDURES MANUAL  
CATEGORY 1**

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08.02	2-G32-ER-ADM-08.02 - Evaluation of ERM Data for Usability in Final Reports	0	10/21/94
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08.05	2-J76-ER-ADM-08.05 - Contract Compliance Screening	0	<b>Rescinded</b>
10.01	Inspections	0	04/08/92
12.01	2-G16-ER-ADM-12.01 - Control of Measuring and Test Equipment	1	05/12/95
15.01	Control of Nonconforming Items and Activities	1	10/12/92
16.01	Corrective Action	0	04/08/92
17.01	2-G18-ER-ADM-17.01 - Records Capture and Transmittal	0*	10/31/94
	*This revision supersedes procedure 3-21000-ADM-17.01 Revision 0.		
95-DMR-000090	DCN 93.02 Incorporation	0*	01/27/95
17.02	Administrative Record Document Identification and Transmittal	1	04/20/95
95-DMR-000316	Text Modification	1	04/20/95
95-DMR-000323	Changes to the Technical Content	1	04/24/95
17.09	2-N96-ER-ADM-17.09 - Records Identification, Preliminary Preparation, and Creation	0	10/31/94
18.02	Surveillance Activities	1	04/08/92

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18.03	2-G21-ER-ADM-18.03 - Readiness Assessments	1	08/24/94
94-DMR-002243	Training & Records Corrections and Editorial Changes	1	12/16/94
94-DMR-002293	Clarification of Category 3 Assessment	1	12/16/94
18.05	2-G23-ER-ADM-18.05 - Environmental Restoration Management Self Evaluation	0	07/15/94
21.01	2-F73-ER-ADM-21.01 - ERPD Commitment Tracking	0	01/13/95
•95-DMR-000321	Text Modification		05/15/95
AQD.08	Preparation of EPA Form R	1	10/10/91

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3. **DEFINITIONS (continued)**

**Plant Action Tracking System (PATS).** The CMS module of PATS that tracks and provides status for all Rocky Flats formal commitments.

**Sitewide Commitments Management Program (SCMP) Identification Form.** The standardized method by which concerns, commitments, and site improvements are documented, evaluated, reported to management, and issued to the responsible organization for action and eventual closure.

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4. **RESPONSIBILITIES**

4.1 **Director**

Establishes ERPD organization responsible for ERPD commitment tracking.

Assigns and resolves action item ownership disputes.

4.2 **Program or Operations Managers (Responsible Managers)**

Establishes a single point of contact within the respective area of responsibility for communication with the ERPD CTS Coordinator.

Ensures that actions are completed, revised as necessary, statused, and closed.

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4.3 **Environmental Quality Support (EQS)**

Provides the ERPD CTS Coordinator with action items identified during EQS inspections, surviellances, or other assessments.

Verifies that corrective action responses related to quality action items generated by EQS are reviewed and approved prior to closure in PATS.

4.4 **Data Management and Reporting Services (DM&RS)**

Establishes the ERPD CTS.

4.5 **ERPD Commitment Tracking System (CTS) Coordinator**

Implements and maintains the ERPD CTS process, including reporting and statusing with managers.

**5.1 Initiation of Action Items (continued)****Program or Operations Manager or Designee**

- [8] Accept or decline ownership of action assignment by validating the Action Item Form.
- [9] Return the validated Action Item Forms to the CTS Coordinator within 1 working day.

**ERP CTS Coordinator**

- [10] IF a responsible manager declines ownership of an assigned action item, THEN repeat Steps [4] through [9] until a responsible manager accepts ownership of the action item.
- [11] Escalate unresolved disputed action item assignments to the Director.

**Director**

- [12] Resolve any action item ownership disputes that arise.

**5.1.1 Initiation of EQS Action Items****Environmental Quality Support**

- [1] Ensure that action items identified during EQS inspections, surveillances, or other assessments are documented on the SCMP Identification Form.
- [2] Determine the ownership of EQS action Items.
- [3] Distribute copies of the SCMP Identification Form to the responsible manager, quality coordinator, and the ERP CTS coordinator.

**ERP CTS Coordinator**

- [4] Process the SCMP Identification Form in accordance with 1-P04-SCMP-16.00, Sitewide Commitments Management Process.
- [5] Assign a Plan Due Date of 30 calendar days after the SCMP identifier's signature date.

**Responsible Manager or Designee**

- [6] Complete Section 2 of the SCMP Identification Form in accordance with 1-P04-SCMP-16.00.
- [7] Route the corrective action responses to EQS for approval before the Plan Due Date.

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**5.1.1 Initiation of EQS Action Items (continued)**

**Environmental Quality Support**

- [8] Route approved corrective action responses to the ERPD CTS Coordinator.

**ERPD CTS Coordinator**

- [9] Escalate unresolved disputed action item assignments or corrective action responses to the Director.

**Director**

- [10] Resolve any action item ownership or corrective action response disputes that arise.

**5.2 Processing an Action Item**

**ERPD CTS Coordinator**

- [1] Ensure entry of action item information into the PATS and DPATS.
- [2] Provide action item updates to PATS, as required.
- [3] Prepare and distribute a weekly status report to the following individuals:
  - Director
  - Affected managers
  - Department personnel

**Responsible Manager or Designee**

- [4] Provide status updates of commitments listed in the weekly status report.
- [5] Route the original status revision forms to the ERPD CTS Coordinator, as required.
- [6] Issue originals of all Action Plans to the ERPD CTS Coordinator for transmittal to PATS.

**6. RECORDS**

Management of all records is consistent with 1-77000-RM-001, Records Management Guidance for Records Sources.

**ERPD CTS Coordinator**

[1] Ensure that the original and one copy of the following nonquality-related records, as appropriate, are transmitted to the ERPD Project File Center in accordance with 2-G18-ER-ADM-17.01, Records Capture and Transmittal:

- Weekly status reports.

Submission of record copies to the ERPD Project File Center satisfies Administrative Records requirements in accordance with 2-S65-ER-ADM-17.02, Administrative Records Document Identification and Transmittal.

**7. REFERENCES**

1-11000-ADM-003, Correspondence Control Program

1-77000-RM-001, Records Management Guidance for Records Sources

1-F74-ADM-16.17, Deficient Condition Report and Corrective Action System

1-P04-SCMP-16.00, Sitewide Commitments Management Process

2-G18-ER-ADM-17.01, Records Capture and Transmittal

2-G23-ER-ADM-18.05, Environmental Restoration Management Self Evaluation

2-S65-ER-ADM-17.02, Administrative Records Document Identification and Transmittal

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