

Document Modification Request

Print or Type All Information (Except Signatures). Process procedures in accordance with 1-A01-FROC DEV-400, Procedure Process

25 DMR. No.
96-DMR-AMPS-0103

Originator

1. Name/Phone/Page/Location: Michael Bemski / x4090 / 7466 / T-891-B
 2. Date: 10-14-96
 3. Existing Document Number/Revision: 2-G21-ER-ADM-18.03 / Revision 1
 4. Document Type: Procedure Plan Other
 5. Document Title: Environmental Restoration Program Division Readiness Assessments

| 6. Item | 7. Page | 8. Step | 9. Proposed Modifications |
|---------|---------|---------|--|
| 6.5 | 19 | 5 | Add to end of Step 5: Note Items that are open seven days after project startup will be submitted to the Plant Action Tracking System (PATS). At that time the Readiness Assessment will be closed out and submitted to the Records Center. |

10. Item: To obtain tracking and final closure of open items.
 10a. Justification (Reason for Modification, EJO#, TP#, etc.):

Originator's Supervisor: [Signature] [Signature] 10-14-96

11. Process (print/sign/date) [Signature] 10-14-96
 Do not Process (state reason in block 10a)

12. Process (Complete Blocks 13-22) (print/sign/date) NA
 Do not Process (state reason in block 10a)

13. New Document/ Rev No (if new or changed) NA

Complete either Section 14a. or 14b., as applicable
 14a. Type of Complete Modification: New Revision One-Time-Use Cancellation
 14b. Changes (check all that apply): Intent Change Editorial Correction Nonintend Change Regular Interim Approval Requested - Needed for immediate Use (14 day limit for obtaining final approval)
 Additional Attributes: Temporary One-Time-Use Limited Distribution

15. ERM Change Control Board Required: Yes No (Applicable only to new procedures, revisions, or intent changes.)
 List the reviewing disciplines in Block 16. After concurrence has been obtained (in accordance with 1-A01-PROC DEV-400), enter the name of the reviewer followed by / s/ in block 17. If the reviewer indicates No Comments, the review signature constitutes concurrence. Enter the date concurrence is obtained in block 18.

| 16. Organization | 17. Reviewer/Concuror | 18. Date | 16a. Organization | 17a. Reviewer/Concuror | 18a. Date |
|------------------|-----------------------|-----------------|-------------------|------------------------|-----------|
| QA | <u>[Signature]</u> | <u>10/14/96</u> | | | |
| ER OPS | <u>Michael Bemski</u> | <u>10/14/96</u> | | | |
| ER AA | <u>[Signature]</u> | <u>10/14/96</u> | | | |

19. Assigned SME/Phone/Page/Location: Michael Bemski / 4090 / 7466 / T-891-B
 20. Cost Center: 0203
 21. Charge Number: NA
 22. Requested Completion Date: 10-15-96
 23. Prescreen/Screen/USDQ Number: NA
 24. Independent Safety Review Meeting and Date: NA

25. After obtaining ALL required signatures: Responsible Manager's Approval (print/sign/date) [Signature] 10-14-96 (Not Required for New procedures or Revisions)
 26. Expiration Date (if applicable) 10-25-96

**ROCKY FLATS ENVIRONMENTAL
 TECHNOLOGY SITE
 ERPD ADMINISTRATIVE
 PROCEDURES MANUAL
 CATEGORY 1**

**Manual No.: 3-21000-ADM
 Section No.: Table of Contents, Rev 44
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 Effective Date: 10/25/96
 Organization: Environmental Restoration**

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 ENVIRONMENTAL RESTORATION PROGRAM DIVISION
 ADMINISTRATIVE PROCEDURES MANUAL**

| <u>Procedure No.</u> | <u>Title</u> | <u>Rev. No.</u> | <u>Effective Date</u> |
|----------------------|---|------------------|-----------------------|
| 2-F94-ER-ADM-02.01 | Training | 1 | 12/01/94 |
| 02.02 | Personnel Qualifications | 0 | 08/15/91 |
| 03.04 | Control of QAA Development | 0 | 09/23/91 |
| 04.01 | Procurement Document Control | 0 | 04/08/92 |
| 2-E95-ER-ADM-05.01 | Procedure Development | 1 | 06/01/94 |
| 94-DMR-001227 | Appendix Replacement | 1 | 07/05/94 |
| 05.03 | RFI/RI Work Plan Development | 0 | 08/15/91 |
| 94-DMR-002179 | Extension of DCN 93.01 | 0 | 11/23/94 |
| 2-E02-ER-ADM-05.05 | Document Review | 1 | 06/01/94 |
| 94-DMR-002108 | DOE/RFFO Review Determination Inclusion | 1 | 12/01/94 |
| 94-DMR-002218 | Allowance of Delays for Late Comments | 1 | 12/01/94 |
| 2-E04-ER-ADM-05.07 | Environmental Restoration Program Division (ERPD) Preparation and Use of Document Modification Requests | 2 | 10/07/94 |
| 94-DMR-002219 | ERPD Training Process Facilitation | Canceled | |
| 95-DMR-000318 | Cancel as of 94-DMR-002219 | 2 | 03/22/95 |
| 95-DMR-000332 | Text Modification | 2 | 05/21/95 |
| 05.08 | Forms Control | 0 | 09/23/91 |
| 2-G06-ER-ADM-05.10 | Control of Scientific Notebook Systems | Rescinded | |
| 05.11 | Preparation of Instructions | 0 | 04/08/92 |
| 2-S47-ER-ADM-05.14 | Use of Field Logbooks and Forms | 0 | 06/05/95 |
| 2-G01-ER-ADM-06.01 | Document Control | 1 | 12/22/94 |

**ROCKY FLATS ENVIRONMENTAL
TECHNOLOGY SITE
ERPD ADMINISTRATIVE
PROCEDURES MANUAL
CATEGORY 1**

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| Procedure No. | Title | Rev. No. | Effective Date |
|----------------------|--|-----------------|-----------------------|
| 2-G10-ER-ADM-06.02 | Drawing Control | 0 | 05/31/95 |
| 95-DMR-000725 | | 0 | 06/14/95 |
| 2-N93-ER-ADM-06.04 | Map Control | 1 | 06/01/95 |
| 08.01 | | | |
| 95-DMR-000731 | Cancellation of Control and Identification of Items, Samples, and Data | | Canceled |
| 2-G32-ER-ADM-08.02 | Evaluation of ERM Data for Usability in Final Reports | 0 | 10/21/94 |
| 94-DMR-001986 | Laboratory Detection Limit | 0 | 10/21/94 |
| 2-J77-ER-ADM-08.03 | 95-DMR-000735 - Cancellation of Graded Validation (Replaced by procedure L-8002-A) | | Canceled |
| 2-J76-ER-ADM-08.05 | Contract Compliance Screening | | Rescinded |
| 10.01 | Inspections | 0 | 04/08/92 |
| 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 |
| 2-G18-ER-ADM-17.01 | Records Capture and Transmittal | 0 | 10/31/94 |
| 95-DMR-000090 | DCN 93.02 Incorporation | 0 | 01/27/95 |
| 95-DMR-000728 | | 0 | 06/30/95 |
| 2-S65-ER-ADM-17.02 | Administrative Record Document Identification and Transmittal | 1 | 04/20/95 |
| 95-DMR-000323 | Changes to the Technical Content | 1 | 04/24/95 |
| 2-N96-ER-ADM-17.09 | Records Identification, Preliminary Preparation, and Creation | 0 | 10/31/94 |
| 95-DMR-000329 | Text Modification | 0 | 05/21/95 |

**ROCKY FLATS ENVIRONMENTAL
TECHNOLOGY SITE
ERP ADMINISTRATIVE
PROCEDURES MANUAL
CATEGORY 1**

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|-----------------------------|--|------------------------|------------------------------|
| 18.02 | Surveillance Activities | 1 | 04/08/92 |
| •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 |
| 96-DMR-RMRS-0103 | Add text to step 5 | 1 | 10/25/96 |
| 2-G23-ER-ADM-18.05 | Environmental Restoration Management Self Evaluation | 0 | 07/15/94 |
| 2-F73-ER-ADM-21.01 | ERP Commitment Tracking | 0 | 01/13/95 |
| 95-DMR-000321 | Text Modification | 0 | 05/15/95 |
| AQD.08 | Preparation of EPA Form R | 1 | 10/10/91 |

6.5 Verifying the Checklist (Conducting the RA) (continued)

ERPD RA Coordinator

NOTE *Appendix 5, Suggested Minimum ERPD Readiness Assessment Checklist Criteria provides guidance on the suggested minimum closure documentation to be required.*

- [2] Verify that each listed Checklist requirement has been met.
- [3] Date each item on the Checklist, using the date verified.
 - [A] Attach documentary evidence or notation for each verification.
 - [B] Label each verification document with the corresponding Checklist item number and the date the document was received.
 - [C] **WHEN** an item is **NOT** applicable,
THEN:
 - [a] Record N/A rather than dating the Checklist Item.
 - [b] Provide an explanation for the N/A.
- [4] **WHEN** an item remains open (either actually **NOT** complete or **NOT** verified),
THEN determine the status of the item as one of the following:
 - Prestart Open Item
 - Poststart Open Item

NOTE *Section 4, Definitions distinguishes between Prestart and Poststart Open Items. Any final determination as to whether an item may remain open before the start of operation is made by the Board Chairperson.*

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- [5] Provide documented commitments on the Checklist as to:
 - Name of individual(s) responsible for closing the open items.
 - How the open items will be closed.
 - The deadline for the open items to be closed.

NOTE *Items that are open seven days after project startup will be submitted to the Plant Action Tracking System (PATS). At that time the Readiness Assessment will be closed out and submitted to the Records Center.*

- [6] Repeat this section (6.5) for each Checklist item until one of the following occurs, as required:
 - Each item is closed in accordance with Steps 6.5[2] and 6.5[3]
 - Provision is made to close each item (Step 6.5[5])