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<b>MANUAL REVISION INSTRUCTIONS (MRI)</b>	Date Prepared: December 15, 1994
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TO: DEBRA A ISOM H6-08  0176	Document No.: WHC-CM-7-7      Level: 3  Title: Environmental Investigations and Site Characterization  Release No.: 89      Page 1 of 1
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- INSTRUCTIONS**
1. Remove and/or insert indicated sections into manual as shown below.
  2. Update the Revision Record at the front of the manual.
  3. Route a copy of the implementation notice to all users of this copy of the manual.
  4. Sign this form and return it to Unclassified Document Control.

Section Numbers and Titles	Remove			Insert		
	Pages	REV	Date	Pages	REV	Date
Table of Contents	1 - 6	88	10/17/94	1 - 4	89	01/06/95
List of Cancelled, Superseded or EIIs Not Yet Issued	--	--	--	1 - 2	0	01/06/95
EII 1.2, Preparing and Revising Procedures	1 - 8	7	12/01/93	1 - 6	8	01/06/95

If you have any questions about this release contact:  
**Jean Feaster, 372-2340**



Approved for Distribution:  <i>D.A. Jones</i> UDC Initials	12-22-94 Date	I have entered this release into the manual per the above instructions.  <i>Debra Isom</i> Signature	1/4/95 Date
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Please sign, FOLD down to the dotted line, and return within 7 days of receipt.

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A-6400-253.1 (06/92) GEF038

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## IMPLEMENTATION NOTICE

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WHC-CM-7-7, *Environmental Investigations and Site Characterization Manual*  
Release No. 89, Effective January 6, 1995

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**Section titled List of Cancelled, Superseded or EIIs Not Yet Issued, New Issue**

EIIs fitting into these categories were split off from the Table of Contents and now comprise this new section. Issuance of this new section reduced the Table of Contents by 2 pages. We do not anticipate frequent updates to this new section, therefore, a cost savings should be realized through lowering the Table of Contents page count.

**Section: EII 1.2, Preparing and Revising Procedures, Rev 8****Change Summary:**

The procedure has been reformatted to current CM requirements/standards per WHC-CM-1-3, section 2.16, "Processing CM System Procedures" and WHC-CM-3-6, PS-2-06, "Formatting CMs".

1. The procedure has been modified for use as the controlling procedure for the WHC-CM-7-8 manual (Earth and Environmental Technical Services working procedures) in addition to the WHC-CM-7-7.
2. The procedure print type is now the CM standard, 11 point Times-Roman instead of letter gothic.
3. Approval signature is no longer on the first page of the procedure. It is entered on the CMRAS form along with the cognizant or responsible manager's signature.
4. Use of the revision term "Change" in the revision block of procedures will be implemented. If a procedure has minor changes (per the Minor Change definition in MRP 2.16), but the content of the procedure has not been completely reconstructed, the revision level of the issued procedure may stay the same with the addition of "Change 1". Minor change includes procedures that have been reformatted only (no technical or affecting changes made) and will not be moved up to the next revision level during reissue.

Summary: Procedure revisions will not usually contain revision bars. Procedure "changes" will contain revision bars and replace the usage of the term "Page Changes" that was previously placed above the header.

5. The procedure approval authority can delegate CMDCR approval for minor changes to the procedure processing Point of Contact (manual administrator).
6. EII page count reduced from 8 to 6 pages.

**Impact:** Using the new format generally shortens the length of each procedure. As more procedures are reformatted using the playscript method (that incorporates responsibilities into the procedure steps), the volume of each procedure should lessen and a cost savings should be realized.

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<b>1.0 GENERAL ADMINISTRATIVE REQUIREMENTS</b>			
EII 1.1	Hazardous Waste Site Entry Requirements	3	05/24/93
EII 1.2	<i>Preparing and Revising Procedures</i>	8	12/30/94
EII 1.4	Instruction Change Authorizations	7	02/28/94
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EII 1.9	Primary and Secondary Document Review & Control	2	10/19/92
EII 1.10	Identifying, Evaluating and Documenting Suspect Waste Sites	3	12/22/93
EII 1.12	Performance Audit	1	09/20/93
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	PAGE CHANGE 2 (p. 3)		04/13/94
EII 1.14	Preparation of Descriptions of Work	0	08/10/92
	PAGE CHANGE 1 (p.2)		09/20/93
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EII 1.16	Guidance for Evaluating Unreviewed Safety Questions for Environmental Restoration & Decontamination and Decommissioning Activities	0	05/04/94

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EII 4.4	Control and Storage of Radioactive Materials and Equipment	1	02/28/94
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EII 5.4	Field Cleaning and/or Decontamination of Equipment PAGE CHANGE 1 (pp. 2, 3) ICA 073 (T) ICA 089 (T)	5	04/05/93 05/24/93 06/25/93 02/08/94

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**7.0 RESERVED**

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ICA = INSTRUCTION CHANGE AUTHORIZATION, (P) = PERMANENT (BLUE SHEET), (T) = ONE TIME (GOLDENROD SHEET)

WHC-CM-7-7, *Environmental Investigations and Site Characterization*

New Issue  
January 6, 1995  
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## List of Cancelled, Superseded or EIIs Not Yet Issued

<u>Number</u>	<u>Title</u>	<u>Rev</u>	<u>Effective Date</u>
EII 1.3	Preparation and Control of Desk Instructions (No technical impact)	0	CANCELED 08/15/89
EII 1.8	Controlled Notebooks (EII 1.5)		NEVER ISSUED
EII 1.11	Technical Data Management (Being revised for reissue)	0	CANCELED 02/14/92
EII 2.3	Administration of Radiation Surveys to Support Environmental Characterization Work on the Hanford Site (Refer to EII 1.15 and WHC-CM-4-10)	0	CANCELED 12/31/92
EII 3.1	User Calibration of Health and Safety M&TE (Combined with EII 3.2)	1	CANCELED 06/29/90
EII 3.3	Calibration Coordination (No technical impact)		NEVER ISSUED
EII 3.4	Field Screening	0	CANCELED 01/31/94
EII 4.1	Nonradioactive Hazardous Waste Disposal (Controlled by WHC-CM-5-16)	1	CANCELED 05/25/90
EII 5.6	Control of Geophysical Logging (Revised and moved to EII 11.1)	1	CANCELED 07/06/90
EII 5.12	Air Quality Sampling of Ambient and Downwind Air at Waste Sites (Controlled by HEHF)	0	CANCELED 04/08/91
EII 5.13	Drum Sampling (WHC-CM-4-3, Vol 4, HWO-1 App. J/EII 4.2/EII 4.3)	0	CANCELED 01/25/93
EII 5.14	Drum Handling (WHC-CM-4-3, Vol 4, HWO-1 App. J/EII 4.2/EII 4.3)	0	CANCELED 01/25/93
EII 6.1	Activity Reports of Field Operations (Fars moved to EIIs 6.4/6.7/8.3)	2	CANCELED 04/19/93

List of Cancelled, Superseded or EIIs Not Yet Issued

<u>Number</u>	<u>Title</u>	<u>Rev</u>	<u>Effective Date</u>
EII 6.2	Groundwater Monitoring Wells Technical Oversight (Combined with EII 6.7/6.8)	2	CANCELED 06/05/90
EII 6.3	Preparation of Groundwater Monitoring Well Construction Specifications (Controlled by WHC-CM-6-1)	0	CANCELED 02/26/90
EII 6.5	Plugging and Abandoning of Characterization Boreholes (Combined with EII 6.7)	0	CANCELED 03/29/91
EII 6.8	Well Completion (Combined with EII 6.7)	1	CANCELED 04/19/93
EII 7.1	Pest Control Administration and Operation (Not related to field operations)	1	CANCELED 07/22/92
EII 8.1	Borehole/Site Reclamation and Verification (Controlled by WHC-CM-5-38)	1	CANCELED 08/15/89
EII 8.2	Borehole/Site Reclamation Activity Reports (Controlled by WHC-CM-5-38)	1	CANCELED 08/15/89

## 1.0 PURPOSE

This procedure establishes the methods for preparing, reviewing, revising, canceling and approving procedures used for environmental activities.

## 2.0 SCOPE

This environmental investigations instructions (EII) applies to all procedures prepared for issue and use in this manual and in the WHC-CM-7-8 manual.

## 3.0 DEFINITIONS

Definitions of terms and acronyms used in the EIIs are located in the Glossary/Acronyms section of this manual. Special terms used in the WHC-CM-7-8 manual are defined where needed in the procedures.

## 4.0 PROCEDURE

### 4.1 Preparing or Revising Procedures

Author

1. Develop and format or revise the procedure in accordance with WHC-CM-3-6, Section 2.6.
2. Determine the intended users for the document.
3. Designate the organizations that must review the draft:
  - a. Designate those organizations specifically called out by name for responsibilities or tasks (outside of the Hanford Technical Services (HTS) Division). They will be the "designated reviewing organizations."
  - b. Designate other appropriate organizations both internal to the organization and courtesy reviewers.
4. Inform groups or functions before making them responsible for using or reviewing the document.
5. Prepare a draft of the procedure and include the designated reviewing organization list, other reviewers, and implementation notice.
6. Prepare a Controlled Manual Document Change Request (CMDCR), WEF017.
7. Forward the procedure package containing the following to the procedure processing point of contact (POC):
  - a. Wordperfect file and/or hard copy
  - b. Forms and attachments

- c. Draft implementation notice
- d. List of required designated reviewing organizations and other reviewers
- e. Signed CMDCR form.

POC

- 8. Assign a procedure number and, when needed, notify each of the organizations identified by the author that a procedure intended for their use and/or review is being prepared.
- 9. If the procedure references other controlled manuals, check the correctness of citations (such as MRP 2.16 of WHC-CM-1-3), to ensure that the cited section is still a part of the referenced manual.
- 10. Ensure the format meets the requirements, including the forms and records sections. Prepare the Controlled Manual Action Transmittal (CMAT), WEF013, adding and modifying the implementation notice as needed.

NOTE: If there are no designated reviewing organizations outside of the originating organization, indicate "none" in the block on the CMAT form.

- 11. Identify any special circumstances (e.g, procedure revision required in response to work stoppage, safety hazard, audit, surveillance) requiring a shorter review period on the CMAT.
- 12. Forward the review package (CMAT and procedure) electronically to the reviewers. Send hard copies as requested.

#### 4.2 Reviewing Procedures

Reviewers

- 1. Review the draft to ensure that any requirements and procedures relating to your organization are clear, correct and usable.
  - a. If you are reviewing for a designated reviewing organization, (outside the HTS Division), submit a CMAT with comments or "no comments" to the POC by the specified date.
  - b. If you are an originating organization internal reviewer, submit a CMAT by the specified date.
  - c. If you are a courtesy reviewer and have comments, submit them on a CMAT by the due date.

NOTE: Courtesy comments are resolved at the option of the originating organization.

- 2. If extensions are required, contact the POC.

- POC
3. If a designated reviewing organization fails to submit a response by the final cutoff date, send a memo documenting the missed review to the organization CMPOC and retain a copy of the memo in the file.
  4. After the comment review period closes, collect all of the comments received and forward the CMAT forms to the author for disposition.

**4.3 Resolving Comments**

- Author
1. Consider all of the comments received from the reviewers.
  2. If there are proposed changes and suggestions from designated reviewing organizations that you think should not be used, contact the reviewer and/or reviewing organization CMPOC to resolve the issues. Try to reach a resolution that addresses the reviewer's concerns while ensuring that the document meets its intent.
  3. Resolve internal and designated reviewing organization comments to your satisfaction.
  4. Enter agreed upon resolution(s) on the CMAT form.
  5. Incorporate comment resolutions by marking up the draft revision.
- Designated Reviewers
6. Help the author resolve your organization's comments promptly. Try to develop alternatives that satisfy the needs of both organizations.
- Author
7. Provide the POC with a marked up copy of the procedure and completed CMATs.
- POC
8. Prepare the final procedure for approval.
  9. If the document includes designated reviewing organizations outside your own organization, complete a Controlled Manual Review and Approval Summary (CMRAS), WEF012 to document that the designated reviewing organizations have accepted the resolution of their comments.

**4.4 Approving Procedures**

- POC
1. Assemble the approval package, ensuring that the implementation notice is correct and reflects the final version of the document.
  2. Obtain the signature of the responsible manager and the level 3 or higher manager (designated as the procedure approval authority) on the CMRAS (when used).
  3. Prepare a procedure release package and transmit to Unclassified Document Control for reproduction and distribution.

#### 4.5 Changing Procedures

- Any Employee
1. Complete a CMDCR to request changes or additions to the WHC-CM-7-7 or WHC-CM-7-8 manuals.
  2. If you are not the procedure author, send completed CMDCRs to the POC.
- POC
3. Forward the CMDCR and notification of previous commitments to the assigned author.
- Procedure Author
4. Promptly review each CMDCR received.
  5. Notify the CMDCR originator how your organization has decided to respond to their request.
    - a. If a decision cannot be made within 30 days, contact the CMDCR initiator and the POC to tell them when to expect a decision.
  6. Return approved CMDCR to the POC.

#### 4.6 Obtaining a Controlled Copy of a CM

- Any Employee
1. Send the requestor's name, payroll number, MSIN, organization code, TPCN, the manual numbers and titles of the manuals requested to cc:Mail mailbox ^WHC Unclassified Document Control (or MSIN A4-18).

#### 4.7 Incorporating an Instruction Change Authorization (ICA)

- POC
1. Issue a procedure change or revision to incorporate changes required by a permanent ICA issued per EII 1.4.

#### 4.8 Making Minor Nontechnical Changes

- POC
1. When a minor nontechnical change to a procedure is required, generate a CMDCR for justification and description, then make the required change(s).
- Cog Manager
2. Delegate authority to the POC to approve nontechnical changes on the CMDCR.

#### 4.9 Canceling Procedures

- Any employee
1. Submit a CMDCR for approval of cancellation to the POC.
- POC
2. Transmit the CMDCR and a CMRAS to the manager or author assigned the responsibility for the procedure.

Cog Manager/ Approval Authority 3. Sign the CMRAS for final approval of the cancellation.

5.0 RECORDS

Record processing and disposition is in accordance with the following table.

Table with 5 columns: Name Filing Unit Title or Description, Record Type\*, Retention Period, Disposal Authority, Cut-off and Retirement Instructions. Row 1: Procedure packages, revisions, page changes, ICAs, R, 2 years or when no longer needed, GRS 23.1, Record copies are transmitted to Doc. Processing & Distribution for archival storage by Unclassified Document Control. History files are maintained by the POC until no longer needed.

\* R = Other Record Material

6.0 DESIGNATED REVIEWING ORGANIZATION

The organization listed below reviews all but minor changes to this document. Comments from other reviewers are welcome, but are resolved at the process owner's option.

Designated Reviewing Organizations

CMPOC

Earth and Environmental Technical Services, (process owner)

HTS/E&ETS

NOTE: If the designated or courtesy reviewer elects to distribute the procedure to additional reviewers, it is the designated or courtesy reviewer's responsibility to consolidate comments and submit one CMAT. The originating organization may choose not to respond to unconsolidated comments (that is, comments submitted directly by individuals rather than through their designated or courtesy reviewer) or to any comments submitted after the comment deadline (unless other arrangements are made in advance).

7.0 FORMS

Controlled Manual Document Change Request (A-6000-269, WEF017)

Controlled Manual Review and Approval Summary (A-6000-359, WEF012)

Controlled Manual Action Transmittal (A-6000-252, WEF013)

Instruction Change Authorization (A-6000-370, WEF158)

## 8.0 REFERENCES

WHC-CM-1-3, *Management Requirements and Procedures*, MRP 2.16, "Controlled Manual System."

WHC-CM-3-6, *Uniform Publications System*, Section 2.6, "Formatting CMs."