

ERC CONTROLLED MANUAL TRANSMITTAL

Date Prepared: 03/08/96

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Transmittal Number: BHI-EE-01-V1-TR23

Document Number: BHI-EE-01, VOLUME 1

Title: ENVIRONMENTAL INVESTIGATIONS PROCEDURES

**Instructions:** (1) Remove and/or insert indicated procedure/section into manual as shown.  
(2) Sign this form and return it to Procedures Coordination **within 10 working days of receipt.**

Procedure/Section Numbers and Titles	Remove		Insert	
	Rev	Date	Rev	Date
TABLE OF CONTENTS	6	02/12/96	7	03/08/96
PROCEDURE 1.5, "FIELD LOGBOOKS"	0	02/01/95	1	03/15/96

Please change address

Errors and omissions are not the responsibility of Procedures Coordination. Questions concerning format/contents of this document should be referred to Bill Price at 372-9401.

Receipt Acknowledgment

I have inserted this material into the manual per the above instructions:

DA Isom

Signature

3/12/96

Date

New address or MSIN if different than listed above:

FOLD DOWN TO THE DOTTED LINE--PLEASE DO NOT STAPLE OR TAPE.

RETURN TO: Procedures Coordination, MSIN H0-10  
Bechtel Hanford, Inc., 3350 George Washington Way, Richland, Washington 99352  
BHI-DC-001 (01/96)

# BHI-EE-01, Volume 1

## Environmental Investigations Procedures

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THE BHI-EE-01 MANUAL CONSISTS OF TWO VOLUMES, ORGANIZED AS FOLLOWS:

- VOLUME 1
  - Section 1 General Information
  - Section 2 Sample Management
- VOLUME 2
  - Section 3 General Sampling
  - Section 4 Soil, Groundwater, and Biotic Sampling
  - Section 5 Sampling Techniques
  - Section 6 Drilling
  - Section 7 Geologic and Hydrologic Data Collection
  - Glossary/Acronyms
  - Cross Reference
  - Forms

<u>NUMBER</u>	<u>TITLE</u>	<u>REV.</u>	<u>EFFECTIVE DATE</u>
<b><u>Section 1, General Information</u></b>			
1.0	Introduction	0	02/01/95
1.1	Preparing, Revising, and Canceling Environmental Investigations Procedures (See BHI-MA-02, <i>ERC Project Procedures</i> , Procedure 1.2, "ERC Manuals, Procedures, and Instructions")	0	02/01/95 <b>CANCELED</b> 01/26/96
1.2	Data Quality Objectives	1	07/24/95
1.3	Work Plan Review And Control	0	02/01/95
1.4	Preparing and Revising Descriptions of Work	0	02/01/95
1.5	Field Logbooks	1	03/15/96
1.6	Surveying	0	02/01/95

\* Changes are indicated by revision bars shown in the margins.

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1.8	Well Characterization and Evaluation	0	02/01/95
1.9	Groundwater Well and Borehole Identification and Tracking	0	02/01/95
1.10	Groundwater Measuring and Testing Equipment Calibration	0	02/01/95
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1.12	Indoctrination, Training, and Qualification	0	02/01/95
1.13	TITLE RESERVED		TO BE ISSUED
1.14	Operation, Use, and Maintenance of ERC Analytical Toolbox	0	02/16/96
<b><u>Section 2, Sample Management</u></b>			
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2.6	Data Package Transmittal	0	02/01/95
2.7	Sample Disposition Record	0	02/01/95

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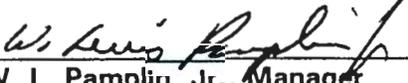
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**Field Logbooks**

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Approved By:

  
W. L. Pamplin, Jr., Manager  
Environmental Technologies

Point of Contact: W. H. Price

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**1.0 PURPOSE AND SCOPE**

This procedure establishes the methods for obtaining, maintaining, controlling, and dispositioning field logbooks. This procedure applies to all employees who maintain field logbooks for conducting work activities to Environmental Investigation Procedures (BHI-EE-01).

**2.0 REQUIREMENTS**

Field logbooks must contain a legally defensible record of work performed, so the following requirements must be met.

1. Field logbooks must be bound with sequentially numbered pages, and controlled by one individual (hereafter referred to as the "assignee").
2. Field logbooks must have a unique number and a specific title for identification, filing, retrievability, and legal accountability.
3. Field logbooks must be used only for the project/activity identified by the field logbook title.
4. Field logbooks are assigned by Document Information Services.
5. Custody must be maintained by the field team member in possession of the field logbook(s), e.g., user, Document Information Services, auditor.
6. Entries shall be legibly written using permanent, reproducible black ink and be complete, factual, detailed, and objective.
7. Entries must be recorded in a timely fashion to ensure accuracy of the entry.

\* This is a complete rewrite, therefore, no change bars appear in the margin.

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**NOTE:** Field logbook recording should not take precedence over performing and controlling the activities.

8. Changes and/or corrections shall be made by the assignee, user, or alternate authorized personnel by striking a single line through the error, and when required, adding corrected information. The change and/or correction and any added information shall be dated and must identify the person making the change/correction.

**NOTE:** Erroneous information is not to be obliterated. The controlled field logbook (or any portion thereof) is not to be destroyed or thrown away, even if it is illegible or contains inaccuracies that require annotation.

9. Field logbooks must provide sufficient data and observations to enable participants to reconstruct events and to refresh the memory of field personnel.
10. Attachments (photos, forms) must be securely attached and provide acceptable copies. Attachments shall be signed and dated across the tape affixing the attachments to the page.
11. Unused portions of pages and the page following the last page used (when applicable) at the end of the project must be lined through, initialed, and dated to provide objective evidence that further entries were not required.
12. Identify by number (on page 1 or on the last page or back inside spine) previous and subsequent field logbooks used for a continuing project (when applicable and known).
13. The record copy of the field logbook will be maintained by Document Information Services when the field logbook is no longer in use.
14. Field logbooks shall be self assessed routinely. The schedule for assessments shall be determined on the length, importance, and complexity of the project/activity.

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15. When logbooks are maintained by multiple users, the logbooks must be available for a sufficient period of time to transfer pertinent information from user to user. It is important that all project/activity condition changes that effect the task being recorded by noted and passed from user to user.

### 3.0 EQUIPMENT

Field logbook.

### 4.0 PROCEDURE

#### 4.1 Obtaining Field Logbooks

- Assignee
1. Contact Document Information Services to request a field logbook; furnish the following information:
    - a. Full name.
    - b. Payroll number and mail stop.
    - c. The title of the field logbook, to include operable unit TSD or ERA designation, if applicable.
- Document Information Services
2. Assign field logbook by entering the information provided in Step 1 (a, b, and c) inside the front cover of the field logbook.

#### 4.2 Maintaining and Controlling Field Logbooks

- Assignee
1. Upon receipt of the field logbook, affix signature and initials adjacent to the printed name on page 1. Leave an adequate number of lines for entry of others that may use the field logbook.

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|---|----|--|
| Field Team/Assignee   | 2. | Any member of the field team may use the field logbook at the discretion of the assignee after the signature and initials are entered on page 1.   |
| Assignee/<br>Cognizant Manager                              | 3. | Reassign the field logbook or return to Document Information Services if the assignee leaves the project. <ul style="list-style-type: none"> <li>a. If the logbook is to be reassigned, provide Document Information Services with the information specified in Step 1 of Section 4.1.</li> </ul>  |
| Assignee/<br>Document Information Services/Auditor/<br>User | 4. | Must maintain custody by having the field logbook: <ul style="list-style-type: none"> <li>a. In their physical possession.</li> <li>b. Under direct observation.</li> <li>c. Secured so that no tampering can occur.</li> <li>d. Secured in an area where access is restricted to authorized personnel only.</li> </ul> <p><b>NOTE:</b> The term "secured" refers to such things as locked in a file cabinet, locked in the individual's desk, locked in the field vehicle during working hours, or out of sight in the individual's office when in a limited access building.</p> |
| Assignee/User   | 5. | Record sufficient information of field activities to refresh the memory of field personnel if called upon to give testimony during legal proceeding.   |
|   | 6. | Refer to Appendix A for additional entry considerations.   |
| Assignee  | 7. | Sign and date field logbook at the end of the shift or work day.   |

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8. Ensure that when another user makes an entry, the user signs at the end of the entry or shift.

**NOTE:** Both the printed name and signature of the users must appear at the end of the entries or shift.

9. Monthly, transmit one copy of each page used to Document Information Services. If no pages were used, notify Document Information Services.

Document  
Information  
Services

10. Maintain copies in a controlled area.

#### 4.3 Dispositioning Field Logbooks

Assignee

1. When all pages have been used or upon completion of the project (no further entries will be made), transmit completed field logbook(s) to Document Information Services.

Document  
Information  
Services

2. Acknowledge receipt.
3. Copy the completed field logbook and retain the copy for reference in the ERC's project file.

#### 4.4 Making Changes to a Completed Field Logbook

Assignee

1. Request a copy of each page requiring change from Document Information Services; make the necessary change in accordance with step 7 of the requirements section.
2. Transmit corrected page(s) to Document Information Services.
3. Acknowledge receipt.
4. Transmit corrected page(s) to Document Information Services and one copy to the project file.

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**5.0 REFERENCES**

None.

**6.0 FORMS**

None.

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**APPENDIX A  
FIELD LOGBOOK ENTRY CONSIDERATIONS  
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This appendix lists information that may be necessary to include in the field logbook. Any one logbook might not contain all these items.

Many of the general topics are discussed further in other EIPs.

1. Names, titles, and responsibilities of individuals involved in the field activity.
2. Type and purpose of field activity.
3. Title and identification number (including revision number) of the controlling document(s) to which the work is being performed.
4. Site map, sketch, or other definitive site description.
5. Documentation of safety meetings and field meetings.
6. Field decontamination of equipment and personnel.
7. Decontamination of equipment prior to arrival onsite.
8. Field observations such as weather conditions.
9. Equipment identification numbers.
10. Condition of equipment (if notably poor).
11. Instrument calibration information.
12. Field problems, solutions, corrective actions and reference to revision orders approved, if any.
13. Attachments such as photographs.
14. Visitors to the site and/or tours of the site.
15. Documentation of safety surveys (i.e., radiological, metal detector, underground utilities).

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16. HEIS sample number for samples and Quality Assurance/Quality Control (QA/QC) sample sets. (Sampling)
17. Date and time of sample collection. (Sampling)
18. Operable Unit TSD or ERA or Project number and purpose of activity.
19. Self assessments performed on the field logbook.
20. Changes in conditions that effected task.
21. Turnover of log activity (shift turnover) from one user to another.
22. Occurrence of any reportable event.
23. Security incidents.