

ERC CONTROLLED MANUAL TRANSMITTAL

Date Prepared: 02/08/96

ISOM, DA
038
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H608

Transmittal Number: BHI-EE-01-V1-TR21

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	5	01/26/96	6	02/12/96
PROCEDURE 1.14, "OPERATION, USE, AND MAINTENANCE OF ERC ANALYTICAL TOOLBOX"	--	---	0	02/16/96
NOTE: PLEASE INSERT PROCEDURE 1.14 DIRECTLY IN FRONT OF THE TAB FOR SECTION 2				



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

2/14/96

Date

New address or MSIN if different than listed above: H608

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>
<u>Section 1, General Information</u>			
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 CANCELED 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	0	02/01/95
1.6	Surveying	0	02/01/95

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

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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
1.11	Purgewater Management	0	02/01/95
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
<u>Section 2. Sample Management</u>			
2.0	Sample Event Coordination	0	02/01/95
2.1	Sampling Documentation Processing	0	02/01/95
2.2	Data Package Receipt and Control	0	02/01/95
2.3	Data Package Administrative Verification	0	02/01/95
2.4	Data Package Technical Verification	0	02/01/95
2.5	Data Package Validation Process	0	02/01/95
2.6	Data Package Transmittal	0	02/01/95
2.7	Sample Disposition Record	0	02/01/95

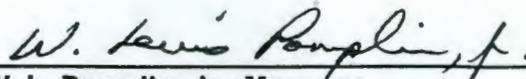
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**Operation, Use, and Maintenance of
ERC Analytical Toolbox**

Approved By:



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

Prepared By: W. H. Price

1.0 PURPOSE AND SCOPE

The ERC Analytical Toolbox is an Access program (available through the HLAN and BLAN) developed to describe all field screening, quick turnaround laboratory and commercial laboratory capabilities available to support the ERC mission. The toolbox is password protected and is maintained by the Analytical Services organization. This procedure describes the operation, use and maintenance of the ERC Analytical Toolbox.

2.0 REQUIREMENTS

All methods that are loaded into the ERC Analytical Toolbox are supported with ERC approved procedures and Quality Assurance Plan that are routinely audited by Sample and Data Management and Quality Assurance.

The Analytical Toolbox shall be used to support the selection of analytical services used by the ERC. This will provide consistent selection of analytical methods and vendors based upon providing the appropriate quality of analyses needed to make environmental decisions while minimizing expenditures.

3.0 EQUIPMENT

Operation of the ERC Analytical Toolbox is best run on a 486 or higher Personal Computer (PC). The toolbox can be installed on an earlier PC, but operability (primarily speed) will be affected. The Toolbox can be accessed through the HLAN (if the workstation has been ESOEed) or through BLAN. Details on ESOEing HLAN computers is available through the HLAN Help Desk (376-1234).

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4.0 PROCEDURE**4.1 Setup of the Toolbox**

- | | |
|-----------------------|--|
| User | 1. Contact the ERC Analytical Toolbox Administrator (375-9425). |
| Toolbox Administrator | 2. Provide Password for use of Toolbox. |
| | 3. Instruct the user in method of downloading the Toolbox "engine" to the user's PC. |

4.2 Startup of Toolbox

- | | |
|------|--|
| User | 1. Double click on the Toolbox Icon. |
| | 2. Enter name and password as requested. |

NOTE: The Analytical Toolbox will automatically load to the "Analytical Toolbox" display screen.

- | | |
|--|---|
| | 3. Select OK to move to the analysis selection screen window. |
|--|---|

4.3 Use of Toolbox

- | | |
|------|---|
| User | 1. Four "selection boxes" are available in the Header (green portion) on the screen. |
| | <ul style="list-style-type: none">• Analyte Class• Analyte Subclass• Analyte• Matrix |

NOTE: The selection boxes have a left to right hierarchy, with the left (Analyte Class) being the most general basis for criteria. Selection options must match those already in the data base. The selection boxes also have an "auto match" function.

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2. Begin typing in the box and the first (alphabetical) "match" with the entered characters will be displayed.
3. Use the keyboard "Enter" to begin a search routine for matches in the selection boxes. Selection criteria can be set for all boxes before starting the search (use tab or the mouse to move to the next box).
4. Selecting the "Detailed Reports" button will prepare detailed reports for the search analyses. The system defaults to all and each line from the selection screen generates a one page detailed report. The reports are shown in the "Report; Master Detail Rpt" window.

The "first page" provides a summary of the selection criteria used and primary contact information.

5. Detailed Reports may be printed. Select File, Print from the "ERC Analytical Toolbox" window bar.
6. Close previous search prior to starting new search.

4.3.1 Review of detailed reports

User

1. User can review the reports to determine the most cost effective and timely method of obtaining the results needed while obtaining the quality of results and achieving the needed detection limits.

NOTE: The Analytical Toolbox Help menu contains a glossary that defines the fields found in the detailed reports.

4.4 Maintenance of Toolbox

Providers

1. Submit methods to the Sample and Data Management organization in the Toolbox format.

Sample & Data Mgmt.

2. Verify that procedures, information, and QA program meet the basic needs for inclusion into the Toolbox.

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Request additional information from Provider(s) as needed.
Provide data on method/s to be added to Analytical
Services.

Analytical
Services

5. Enter data into the ERC Analytical Toolbox databases.

5.0 REFERENCES

None.

6.0 FORMS

None.