

DESK INSTRUCTION

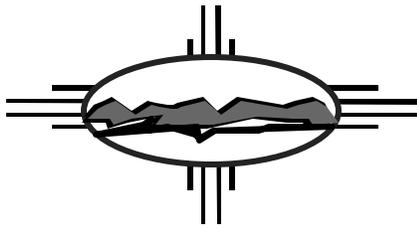
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Environmental Restoration Project
Documents**

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ER PROJECT

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LOS ALAMOS NATIONAL LABORATORY

Assembling Reference Sets for Environmental Restoration Project Documents

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Assembling Reference Sets for Environmental Restoration Project Documents

NOTE: Environmental Restoration (ER) Project personnel may produce paper copies of this document printed from the controlled document electronic file. However, it is their responsibility to ensure that they are trained on and utilizing the current version of this document. The document author may be contacted if text is unclear.

1.0 PURPOSE

This DI provides guidance for preparing reference sets as an adjunct for all ER Project documents submitted to the New Mexico Environment Department (NMED).

The ER Project is responsible for building a reference-set library to support all documents submitted to NMED for review. Copies of this library must be established and maintained at NMED; Department of Energy-Los Alamos Area Office (DOE-LAAO); the US Environmental Protection Agency (EPA) (Region 6); and the respective ER Project focus area.

2.0 DEFINITIONS

- 2.1 *Document*— Any plan, report, proposal, regulatory response, permit modification request, document addendum, document update, or procedure prepared for submittal to the administrative authority (AA).
- 2.2 *Reference set*— Compilation of reference items cited in ER Project documents within a specified focus area.
- 2.3 *Reference item* — Material referenced in an ER Project document. Referenced items may include, but are not limited to, memoranda, letters, e-mail correspondence, telephone communications, engineering drawings, photographs, scientific papers/journals/books (or portions thereof), and other decision-supporting material.

3.0 RESPONSIBLE PERSONNEL

- 3.1 Author

4.0 PROCEDURE

Note: The author is responsible for ensuring that all of the requirements in this DI are met.

4.1 Initiating a Reference Set

Gather together four copies of each of the reference items enumerated in the reference lists of documents sent to NMED. Reference items may be comprised of a single page or chapter, a series of pages or chapters, or an entire document. Include that portion of the reference item sufficient to support the decisions made in the document. It is preferable to include the complete document, if not too large. For references cited multiple times, include the entire document in the reference set. If necessary, reference items may be comprised of electronic information. If so, the electronic document or the information on a web site should be printed with a date on it, submitted to the Records Processing Facility (RPF), and included in the reference set.

4.2 The following items do not need to be included in the reference sets:

- all RCRA (Resource Conservation and Recovery Act) facility investigation (RFI) work plans, RFI reports, corrective measure study (CMS) plans and reports, voluntary corrective action (VCA) plans and reports, voluntary corrective measure (VCM) plans and reports, sampling and analysis plans (SAPs), interim measure (IM) plans and reports, interim action (IA) plans and reports, notice of deficiency (NOD) responses, request for supplemental information (RSI) responses, and compliance order responses which have been previously submitted;
- the Laboratory's Hazardous Waste Facility Permit, including Module 8;
- the Groundwater Protection Management Program (GPMP) Plan;
- the Hydrogeologic Work Plan (HWP);
- environmental surveillance reports (1971 to 1997);
- the Core Document for Canyons;
- the Material Disposal Areas (MDAs) Core Document;
- the Installation Work Plan (IWP);
- ER Project quarterly technical reports;
- requests for permit modifications;
- Comprehensive Environmental Assessment and Response Program (CEARP) (volumes 1 and 2);

- the NMED RCRA Permits Management Program (RPMP) Document Requirement Guide;
- the Laboratory's 1990 Site Development Plan and the 1995 Update to the Site Development Plan;
- Solid Waste Management Unit (SWMU) Reports (volumes 1–4); and
- EPA documents that are publicly available (such as EPA SW-846 or other guidance documents).

4.3 Designation of a Reference Set

Note: This DI uses italics to identify sample text for the reader. When completing the actual reference sets, the italics should not be used.

The reference sets will be designated as follows:

- for the Remedial Actions Focus Area: *Reference Set for OU [number]*;
- for the Canyons Focus Area: *Reference Set for Canyons*;
- for the MDAs Focus Area: *Reference Set for Material Disposal Areas, Technical Area [number]*;
- for the Regulatory Compliance Focus Area: *Reference Set for Regulatory Compliance*; and
- for the Analysis and Assessment Focus Area: *Reference Set for Analysis and Assessment*.

Some ER Project focus areas may have multiple reference sets.

4.4 Contents of the Reference Set

Each volume of the reference set must include the following elements.

- 4.4.1 A binder with a spine-sleeve and cover inserts that include the following information (also, see samples provided in Attachments A and B).

[Reference Set Designation, such as:
Reference Set for Material Disposal Areas Technical Area 49]

VOLUME #

Environmental Restoration Project

A Department of Energy Environmental Cleanup Program

[Range of ER identification (ER ID) numbers, such as:
ER ID 55619–60000]

- 4.4.2 On the first page inside the binder, provide the following introduction as it appears here.

REFERENCE SET FOR [DESIGNATOR]

This reference set is provided to facilitate the review of Laboratory Environmental Restoration (ER) Project documents and is organized by ER identification (ER ID) number.

The ER Project uses ER ID numbers to track reference items through the Records Processing Facility. Because ER ID numbers are issued on an ongoing basis throughout the entire ER Project, gaps may occur in the numbers included in this table of contents.

- 4.4.3 Directly below the introduction, insert a table of contents organized sequentially by ER ID number. Include the date in the footer of the table of contents. Attachment C provides some sample entries. A more detailed listing of complete reference entries for a wide variety of ER Project document types is provided in Section 5.0, References, of “Editing and Compositing Guidelines for Preparing Environmental Restoration Project Documents” or see any of the ER Project editors for guidance or assistance.
- 4.4.4 Immediately after the table of contents, insert the first tab and the corresponding reference, followed by the second tab and the corresponding reference, and so on. Each document or selection will have a separate numbered tab. Number the tabs by ER ID number. Because this reference set will be a dynamic document, organized by ER ID number, do not fill individual volumes to capacity. This will allow room for additions to the reference volume as additional reports are submitted.
- 4.4.5 Submit a copy of the reference set to NMED concurrently with the corresponding document(s). Follow QP 4.9, Document Development and Transmittal Process: Peer Review Required, if the document that accompanies the reference set is subject to peer review; otherwise follow QP 4.10, Document Development and Transmittal Process: Peer Review Not Required. The reference set is not subject to peer review. Insert in the transmittal letter an explanation of the submission use the following example.

Enclosed is (are) [document(s) x, y, and/or z]. ...

References that correspond to these documents are included in the enclosed binder(s) which is (are) volume(s) one through

[two, three, etc.] of the [focus area] reference set [reference set title]. If you have any questions with regard to the use of the enclosed volume(s), please contact the [focus area leader] at [(505) XXX-XXXX].

- 4.4.6 The subject line of the transmittal letter should include both the titles of the transmitted document and of the reference set. All enclosures to the letter should be enumerated (before the distribution list). The distribution list should indicate
- that the DOE-LAAO, EPA, and ER Project focus area leader each receive all enclosures;
 - that the RPF receives the table(s) of contents of the reference set and a copy of the transmitted document(s);
 - those people that receive the transmitted document(s); and
 - those people that receive no enclosures (i.e., the letter only).

4.5 Adding References to Existing Reference Sets

Each focus area must add new references to existing reference sets as new documents are submitted to NMED. Submit documents according to QP 4.9, Document Development and Transmittal Process: Peer Review Required or QP-4.10, Document Development and Transmittal Process: Peer Review Not Required. Generally, submit new references and revised tables of contents concurrently with documents to NMED; distribute additional copies to DOE-LAAO, EPA, and the respective ER Project focus area and a copy of the revised table of contents to the RPF. The transmittal letter will be similar to the letter discussed in Sections 4.4.5 and 4.4.6 but will discuss updates not binders.

- 4.5.1 In addition to and separate from the transmittal letter, include instructions as part of the update package. These instructions will explain the submission and will follow this model.

***Submittal of References for Insertion into Volume(s)
[Volume Number(s)] of Reference Set for [Designator] of
The Laboratory ER Reference Library***

The enclosed materials are an update to the Reference Set for [Designator] of the Los Alamos National Laboratory Environmental Restoration Project Reference Library. The enclosed materials include a revised table(s) of contents [for volume(s) X] and tabbed reference(s) [list tab number(s)]. These references correspond to [Document X], which is being submitted concurrently.

To update the Reference Set for [Designator], remove the old table(s) of contents page(s) from Volume(s) X, and replace

it/them with the enclosed revised table(s) of contents page(s) (dated [date]). Insert the enclosed tabbed reference(s) in proper numerical sequence.

If you have questions regarding these instructions, please contact [Contact Name] at [telephone number].

- 4.5.2 Enclose the updated introductory materials and updated tables of contents.
- 4.5.3 Print the new reference materials, collated with their tabs, on 3-hole-punched paper for easy insertion.
- 4.5.4 If the previous binder is full, the new references will be submitted in a new binder that has spine-sleeve and cover inserts that follow the format presented in Section 4.4.1 of this DI but with the next consecutive volume number. If inserting reference material into a binder will fill that volume, a new binder will be included and designated the next appropriate volume number. You may also split an existing binder into two if the addition of reference materials makes this necessary. For example, if, in a seven-volume reference set, you need to add material to volume three so that it will no longer fit into a single binder, you can split the enlarged volume into two binders with the designations 3A and 3B. this will save you from having to prepare new spine-sleeve and cover inserts for the subsequent volumes in the set. You only need to include an updated table of contents, spines-sleeve insert, and cover insert for the affected volumes (i.e., the new volumes 3A and 3B).

4.6 Citing Items from a Reference Set

In ER Project documents, citations for reference-set items will adhere to the following format.

([author] [year], [ER ID number], [page number as explained below.]

A description of this citation format must be included in the introduction of each original document and at the beginning of all reference sections of each of these documents. Page numbers must be included for all large-volume references. For smaller referenced documents (i.e., less than 15 pages), page numbers are not required.

- 4.6.1 Include the following statement at the beginning of the reference section in all ER Project documents.

The following list includes all references cited in this document. The parenthetical information that follows each reference provides the author, publication date, and the Environmental Restoration Record Identification (ER ID) Number. This

information also is included in the citations in the text and can be used to locate the documents.

ER ID numbers are assigned by the Laboratory's Environmental Restoration (ER) Project to track records associated with the Project. These numbers can be used to locate copies of the actual documents at the ER Project's Records Processing Facility and, where applicable, within the ER Project reference library titled Reference Set for [designator].

Copies of the reference library are maintained at the New Mexico Environment Department Hazardous and Radioactive Materials Bureau, the Department of Energy-Los Alamos Area Office, United States Environmental Protection Agency, Region 6, and the ER Project [designate focus area]. This library is a living collection of documents that was developed to ensure that the administrative authority (AA) has all the necessary material to review the decisions and actions proposed in this document. However, documents previously submitted to the AA are not included in the reference library.

5.0 RECORDS

The **author** is responsible for submitting the following records (processed in accordance with AP-02.1, Procedure for LANL ER Records Management) to the RPF.

5.1 One copy of the table(s) of contents of the reference set

6.0 TRAINING

All users of this DI are trained by self-study; documentation of training is not necessary.

7.0 ATTACHMENTS

Note: In order to fit on the page, the sample layouts presented in these attachments are presented in a reduced-size format and should not be directly copied into your document.

Attachment A: Sample Spine Sleeve Insert (1 page)

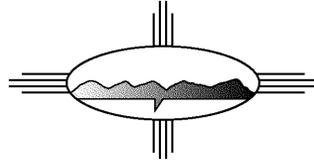
Attachment B: Sample Volume Cover Insert (1 page)

Attachment C: Sample Table of Contents (1 page)

[Using a token card, click here to record "self-study" training to this procedure.](#)

If you do not possess a token card or encounter problems, contact the RRES-ECR training specialist.

Sample Spine Sleeve Insert



Reference Set for
Material Disposal Areas
Technical Area 21

Volume 3

ER ID 11785-31590

**Environmental
Restoration Project**

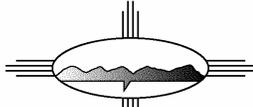
**A Department of Energy
Environmental
Cleanup Program**

Los Alamos
NATIONAL LABORATORY

DI-4.20

Los Alamos
Environmental Restoration Project

Sample Volume Cover Insert



Reference Set for Material Disposal Areas Technical Area 21

Environmental Restoration Project
A Department of Energy Environmental Cleanup Program

Los Alamos
NATIONAL LABORATORY

Los Alamos, NM 87545

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Los Alamos
Environmental Restoration Project

Sample Table of Contents

Reference Set for Material Disposal Areas Technical Area 21 Volume 3

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Table of Contents

11785 Purtymun, W. D., June 1967. "The Disposal of Industrial Effluents in Mortandad Canyon, Los Alamos County, New Mexico," US Geological Survey Administrative Release, Santa Fe, New Mexico. (Purtymun 1967, 11785)

11787 Purtymun, W. D., 1975. "Geohydrology of the Pajarito Plateau with Reference to Quality of Water, 1949-1972," Los Alamos Scientific Laboratory informal report LA-5744, Los Alamos, New Mexico. (Purtymun 1975, 11787)

11822 Purtymun, W. D., August 1964. "Progress Report on the Hydrology of Mortandad Canyon, Disposal System for Treated Low-Level Liquid Radioactive Wastes; July 1961 to June 1963," US Geological Survey Administrative Release, Albuquerque, New Mexico. (Purtymun 1964, 11822)

15022 LANL (Los Alamos National Laboratory), March 20, 1993. "Surface Geophysical Surveys, SWMU 0-031(a), Los Alamos National Laboratory," Los Alamos National Laboratory report, Los Alamos, New Mexico. (LANL 1993, 15022)

15023 LANL (Los Alamos National Laboratory) 1993. "Geophysical Survey, Figures 1 through 11," Los Alamos, New Mexico. (LANL 1993, 15023)

23426 Zia Company, 1962. "Modification of Fleet Maintenance Facilities, Los Alamos, New Mexico," Zia Engineering drawing Z-1362, Sheet 1, Los Alamos, New Mexico. (Zia Company 1962, 23426)

23427 Zia Company, 1962. "Modification of Fleet Maintenance Facilities, Los Alamos, New Mexico," Zia Engineering drawing Z-1362, Sheet 2, Los Alamos, New Mexico. (Zia Company 1962, 23427)

24947 Zia Company, 1948. "Fuel Tank Farm, Electrical and Mechanical Plot Plan and Details," Zia Company drawing Z-252, Los Alamos, New Mexico. (Zia Company 1948, 24947)

November 10, 1998

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Los Alamos
Environmental Restoration Project