

Record Transmittal and Retrieval Process

Procedure No: EP-DIR-SOP-4004

Revision: 1, IPC 1

Effective Date: 05/08/08

Page 1 of 4

ATTACHMENT 4: RECORDS TRANSMITTAL FORM COMPLETION INSTRUCTION SHEET

Records Transmittal Form Completion Instruction Sheet

Records Use only



All fields are required. If not applicable, enter N/A.

A Record Transmittal Form must be completed in as much detail as possible to identify the subject/title of each document submitted. The records must be in order as listed on the transmittal form and contain an accurate page count for each record listed. The Record Transmittal Form must be legible and typed on the .PDF online form located on the EP Directorate website or written in permanent ink. If changes to the Record Transmittal Form are required, draw a single line through the incorrect information and initial and date the correction.

RECORD TRANSMITTER INFORMATION

1.	Transmittal Date	Enter the date on which the record was transmitted to the RPF. [NOTE: Use the following format for the date: MM-DD-YYYY.]
2.	Priority	Check "Yes" if the submitted record(s) need to be processed and assigned an ER ID number as soon as possible (e.g., if the record is to be cited in a regulatory deliverable that is due soon); otherwise check "No".
3.	Official Use Only (OUO) or UCNI	Check "Yes" if the record contains a type of information listed in the Freedom of Information Act Exemptions Table; otherwise check "No". [NOTE: If "Yes" is checked, the cover page must be stamped OUO or UCNI (Unclassified Controlled Nuclear Information) to indicate this record needs to be handled differently.]
4.	Reference Cited	Check "Yes" if record will be cited in NMED Deliverable. Check "No" if the record is not cited.
5.	Receipt Acknowledgement	Check "Yes" if you want the Records Transmittal Form returned to you. This will ensure that the RPF has received and processed your record in Domino with an assigned Environmental Record Identification Number (ER ID NO). Check "No" if you DO NOT wish to receive a receipt acknowledgement copy.
4.	Page X of Y	Number of pages in this form that you have used for the current transmittal.
5.	Z Number	Enter the Z number of the Record Transmitter (i.e., the person who is bringing the record to the RPF).
6.	Name	Enter the name of the Record Transmitter.
7.	E-mail	Enter the e-mail address of the Record Transmitter.
8.	Record Transmitter Organization	Enter the name of the Record Transmitter's organization.

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Page 2 of 4

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9.	Record Type	Check one of the following boxes, and list any associated or superceded records in the blank provided: <ul style="list-style-type: none">• Individual record;• New package;• E-mail;• Add to existing package (add the record to an existing record package), or• Resubmitted, Superceded record #.
10.	Package Number and Title	Enter the existing package number and title to which the transmitted record should be added, or request a new package number. [NOTE: The RPF assigns new package numbers.]

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Page 3 of 4

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REFERENCE/RETRIEVAL INFORMATION (see RPF personnel if you need help)

11.

Organization

Select the name of the EP organization to which the record belongs, if applicable. For example, a waste record will have a program to which it belongs; a *Physics Today* journal article will not. If you fill out the form in hard copy, write in one of the following organizations:

- Environmental Programs (ADEP) – PKG #1725
- EP: Waste Environmental Services Division (WES-DO) – PKG #1726
- EP: Waste Services Division (WS) – PKG #1775
- EP: LANL Water Stewardship Program (LWSP) – PKG #1729
- EP: Corrective Actions Projects (CAP) – PKG #1728
- CAP: TA-54 Closure Project – PKG #1805
- CAP: HE Production Areas & Firing Sites – PKG #1806
- CAP: Industrial Sites – PKG #1807
- CAP: Offsite Investigations & Remediation – PKG #1808
- CAP: Interim Investigations & Remediation – PKG #1809
- LWSP: Decision Support Project – PKG #1810
- LWSP: FFCA Project – PKG#1811
- LWSP: Canyons Project – PKG #1812
- LWSP: Facility-Wide Monitoring Project – PKG #1813
- EWMFO: Facility Operations – PKG #1814
- EWMFO: Maintenance Group – PKG #1816
- EWMFO: Miscellaneous Records – PKG #1817
- Facility Area G – PKG #1818
- Facility Area L – PKG #1819
- Facility: RLWTF – PKG #1763
- Facility: RANT – PKG #1765
- Facility: WCRRF – PKG #1764
- Functional Organization Support – PKG #1820
- FOS: Engineering – PKG #1821
- FOS: Environmental – PKG #1822
- FOS: IH-S – PKG #1823
- FOS: Miscellaneous – PKG #1824
- WDP-TWPS: TRU Waste – PKG #1773
- WDP-TWPS: Central Characterization Project (CCP) – PKG #1776

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Page 4 of 4

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- WDP-LLW: Low Level Waste (LLW) – PKG #1778
- WDP-HWMO: Mixed Low Level Waste (MLLW) – PKG #1825
- WDP-HMWO: Chemical-Hazardous – PKG #1826
- Corrective Actions – PKG #1827
- TA-21 – PKG #1828
- TA-21 Closure Project – PKG #1727
- TA-21 Closure Project: MDA A – PKG #1830
- TA-21 Closure Project: MDA B – PKG #1831
- TA-21 Closure Project: MDA T – PKG #1832
- TA-21 Closure Project: DP Site Aggregate – PKG #1833
- TA-21 Closure Project: DP Site D&D – PKG #1834

RECORD (PACKAGE) CONTENTS

12.	Record Title	Enter a complete and detailed title for each record. The more information you can enter, the easier the record will be to find.
13.	Media Type	Choose type of media that is being transmitted: paper, VHS tape, CD/DVD, slides/negatives, large format paper, or "N/A" for not applicable.
14.	Document Date	Enter the date the record was published, approved, or made effective. If necessary, make an estimate for the date and enter 00 for the month and/or day.
15.	Author/ Originator	Enter the name of the author or originator (generator) of the record.
16.	Other Document Numbers	Enter any other applicable document numbers (e.g., LA-UR number, associated Record Package numbers, symbol number) or "N/A" for not applicable.
17.	Page Count	Enter the number of pages the record contains (count by physical sheets of paper).
18.	ER ID Number	This is the Environmental Restoration (Project) identification number. The RPF assigns this number.