

PREPARATION OF THE ANNUAL ENVIRONMENTAL SURVEILLANCE REPORT

Purpose This Meteorology and Air Quality Group (MAQ) procedure describes the preparation, review, and distribution of the annual LANL Environmental Surveillance Report (ESR) required by DOE Order 231.1A.

Scope This procedure applies to individuals in the environmental groups in ENV Division who have responsibilities for compiling and providing contributions to the ESR.

In this Procedure

Topic	See Page
General Information About this Procedure	2
Who Requires Training to this Procedure?	2
Description of ESR Process and Responsibilities	3
Fall Planning Meeting	5
Spring Planning Meeting	6
Preparing and Submitting ESR Contributions for First Draft	7
Preparing and Reviewing First Draft	8
Preparing and Reviewing Second Draft	9
Preparing and Reviewing Third (Approval) Draft	10
Preparing Final ESR	11
Records Resulting from this Procedure	12

Signatures

Prepared by: <hr style="width: 80%; margin-left: 0;"/> Terry Morgan, ESR Coordinator and QA Officer, MAQ	Date: <p style="text-align: center;"><u>12/28/05</u></p>
Approved by: <hr style="width: 80%; margin-left: 0;"/> Dianne Wilburn, Acting MAQ Group Leader	Date: <p style="text-align: center;"><u>12/28/05</u></p>

12/13/05

CONTROLLED DOCUMENT

This copy is uncontrolled if no red stamp is present on printed copies.
Users are responsible for ensuring they work to the latest approved revision.

General information about this procedure

Attachments This procedure has the following attachment:

Number	Attachment Title	No. of pages
1	Example of ESR Preparation Schedule	2

History of revision

This table lists the revision history and effective dates of this procedure.

Revision	Date	Description Of Changes
0	3/15/99	New document.
1	3/15/00	Revised document, issued as LANL-ESH-20-OP-RDT-001.
2	6/16/04	Revised and issued as RRES-MAQ-232, R2.
3	12/12/05	Revised to streamline description of process and reflect new coordinator.

Who requires training to this procedure?

The following personnel require training before implementing this procedure:

- ESR coordinator
- Group coordinators
- ESR editor
- ESR compositors

Not required (but recommended) to train to this procedure are

- Authors of ESR contributions
-

Training method

The training method for this procedure is “**self-study**” (reading) and is documented in accordance with MAQ-026 (for MAQ employees) or the individual’s group training procedure.

Definitions specific to this procedure

None.

References

The following documents are referenced in this procedure:

- MAQ-025, “Personnel Training”
- DOE Order 231.1A, “Environmental Safety and Health Reporting,” Changed June 30, 2004

Description of ESR process and responsibilities

Description of roles The annual Environmental Surveillance Report (ESR) summarizes the results of environmental monitoring of air, surface water, groundwater, sediments, soils, biota, and foodstuffs performed at LANL during a calendar year. The report is prepared by personnel in at least four groups. A coordinator for the whole report (currently an MAQ group member) ensures that the report is compiled, reviewed, and prepared efficiently and on time. Per DOE Order, the ESR must be available to the public by October 1 after the sampling year.

The following table lists the general responsibilities of each position. Specific responsibilities for accomplishing these actions are given in the remainder of this procedure and are shown in **bold** print.

Who	What
ESR coordinator	Act as main point of contact for ESR preparation. Coordinate resolution of content and format issues between DOE and LANL. Confer with division representative for final decisions on any conflicts. Plan and schedule actions in this procedure so ESR is issued for public release by October 1. Arrange for outside review of the report. Maintain distribution list for ESR.
ESR editor	Perform grammar and spelling edit of the report prior to final publication. Perform check of references to tables, figures, and references. Provide any needed guidance on layout and format.
ENV Division Pathway Protection Program Manager	Make final decisions regarding content and format.

Description of ESR process and responsibilities, continued

Who	What
Group coordinators in each group providing sections to ESR	<p>Act as point of contact between the ESR coordinator and authors in the group.</p> <p>Receive report submissions from authors in respective group, submit report submissions to ESR coordinator, and receive comments from ESR coordinator and editor.</p> <p>With the group leader and authors, determine the content required in assigned sections to meet the requirements of DOE Orders.</p> <p>Arrange for group technical peer reviews.</p> <p>Certify the accuracy and quality of the data submitted by group authors.</p> <p>Perform technical edit of group's input.</p> <p>Approve all changes.</p>
Report compositor	<p>Receive report submissions from group coordinators.</p> <p>Compile the ESR and its drafts.</p> <p>Maintain files of report submissions, drafts, and comments and submit to records center upon completion of the report.</p> <p>Maintain distribution list of those who wish to receive final report.</p> <p>Work with MAQ Group web master to post ESR on the web.</p>
Authors or contributors	<p>Write assigned sections of the report, provide the report submissions to the group coordinator, and respond to reviewers' comments.</p> <p>With the group coordinator, determine the content required in assigned sections to meet the requirements of DOE Orders.</p>

Fall planning meeting

Planning and scheduling of report preparation

Planning for the ESR begins in the fall of the year for which the report is being prepared. For example, planning for the 2005 report starts in the fall of 2005. The 2005 report is to be available to the public by October 1, 2006.

Calling fall planning meeting

The **ESR coordinator** calls for a planning meeting sometime in November. Invitees should include the group coordinators from each contributing group, ESR editor, compositors, and the EMS Program Manager (owner of the ESR process).

Group coordinators may invite authors.

Purpose of planning meeting

At the meeting, format and content changes are to be resolved to the extent practical. The **ESR coordinator** provides to the group coordinators the following information:

- summary of outside review (content review) of last year's report
- proposed schedule for submittals and report preparation (see example Attachment 1)
- proposed format and layout of the report (based on discussions with ENV Pathways Protection Program Manager)
- lessons learned from last year's report
- assignments to each group for required submittals
- other relevant topics

At the meeting, the **group coordinators** provide input on

- proposed format and content changes
 - author assignments
 - proposed schedule
 - other relevant topics
-

Review this procedure

If the ESR preparation process needs to be changed based on experiences during the previous year, the **ESR coordinator** initiates revision of this procedure at the fall planning meeting.

Spring planning meeting

Calling spring meeting Sometime in March, the **ESR coordinator** calls for a planning meeting. Invitees will include the group coordinators from each contributing group, ESR editor, compositors, and ENV Pathway Protection Program Manager (owner of the ESR process).

Group coordinators may invite authors.

Purpose of planning meeting At the meeting, the **ESR coordinator** provides to the group coordinators the following information:

- DOE's guidance on report format as available
- final format and layout of report
- guidance and requirements from ESR editor and compositors for submission of electronic files, including format and file naming conventions
- schedule for submissions
- other relevant topics

At the meeting, each **group coordinator** provides information on

- proposed format and content changes
- author assignments
- status of any analytical work that may impact the preparation of the report
- schedule for submissions
- other relevant topics

Preparing and submitting ESR contributions

Make author assignments and set schedule

Each **group coordinator** makes assignments to each author within the group and establishes a schedule for submission of contributions from each.

Finalize content

Each **group coordinator**, with the group leader and authors, make final decisions on the content required to meet the requirements of DOE Orders.

Write required sections

Each **author** prepares the required contributions and submits them to the group coordinator.

Review and submit contributions

Each **group coordinator** ensures each author's contribution is technically reviewed by appropriate peers or outside experts before submission to the ESR coordinator.

After review, each **group coordinator** sends the contributions to the ESR compositor in the agreed-upon electronic format.

Preparing and reviewing drafts

Receive submissions from groups, compile and prepare drafts

The **report compositor** logs all submissions and compiles them into the specified format.

The **ESR coordinator** works with the compositor to prepare drafts of the separate ESR chapters, preferably within a week, and returns the draft to the group coordinators. Marked changes (strikeout or redlines) should be left in the document so authors can see what was changed or edited.

Generally, three review drafts should be prepared for each chapter, with reviews after each (see below). If review comments are minimal, fewer drafts may be produced. If comments are numerous and/or revisions are significant after each draft, more drafts and review cycles may be needed.

Obtain reviews of each chapter

The **ESR coordinator** arranges for review of each draft chapter as each is available. For each review, the **ESR coordinator** establishes a deadline for return of comments, which should be about two weeks.

If there are significant changes to the chapter, the **ESR coordinator** re-sends the chapter for a subsequent review.

If comments are available before the “concurrent review” meetings (see below), the **ESR coordinator** forwards appropriate comments to each group coordinator before the meetings.

Required reviewers

The **ESR coordinator** arranges for review of each chapter by required reviewers, including

- Authors within each group that provided contributions (arrange through group coordinators)
- LANL office of legal counsel
- LANL classification group
- ENV Division Environmental Management Services Program Manager
- DOE Los Alamos Site Office
- DOE Albuquerque Office

The **ESR Coordinator** obtains documented concurrence from the above required reviewers before the report is finalized.

Preparing and reviewing drafts, continued

Resolve review comments in “concurrent review” sessions (optional)

If the ESR coordinator and the chapter author decide to have a “concurrent review” session to address comments on a chapter, the **ESR coordinator** arranges (in cooperation with the group coordinators) for a meeting between the reviewers and authors to reach consensus on the changes to be made to the draft. The **ESR compositor** tracks all changes discussed at the concurrent review meeting.

The **authors** submit the re-writes as necessary to the group coordinator who forwards them to the report compositor.

Editing

After final preparation of the first draft of each chapter and after any major changes, the **ESR Coordinator** sends the draft for spelling and grammar edit.

Security review and number assignment

About two months before publication, the **ESR compositor** prepares form 595 and submits the draft to S Division for security review and assignment of a publication number.

Preparing final ESR

Prepare final report After all changes have been successfully negotiated with DOE and the approval from DOE has been received, the **report compositor** makes all changes and prepares the final version of the report.

The **ESR coordinator** obtains final certification letters from MAQ, WQH, ECO, and SWRC attesting to the data accuracy and completeness in their respective ESR chapters.

Submit for publication The **report compositor** submits the report to the MAQ Webmaster for electronic posting on the LANL web Internet site. Posting on the web site constitutes “release” for purposes of meeting the October 1 milestone for public availability of the report.

Distribute report The **report compositor** coordinates the ESR distribution of the executive summary or CD copies to those on the maintained distribution list.

Records resulting from this procedure

Records

The following records generated as a result of this procedure are to be submitted **by November 1** as records to the MAQ records center for “indefinite” maintenance:

- Copy of printed ESR
- Written correspondence with DOE
- Approval from DOE to print
- Data certification memos from MAQ, WQH, SWRC, and ECO groups

The following records generated as a result of this procedure are to be submitted **by November 1** as records to the MAQ records center for maintenance for one year:

- Draft reports with author comments

[Click here to record “self-study” training to this procedure.](#)

EXAMPLE OF ESR PREPARATION SCHEDULE

Preparation of 2005 Environmental Surveillance Report CY 2006 Schedule

Process starts with initial submission of chapter -- chapters submitted late can cause schedule to slip. Schedule is the latest or longest time allotted -- processes should be started sooner when possible.

Schedule for initial submission of chapters:

Ch. 7 & 8	April 10, 2006
Ch. 1 & 2	May 1, 2006
Ch. 4	May 22, 2006
Ch. 3	June 1, 2006
Ch. 5 & 6	June 12, 2006

General schedule:

What	When	How long	Who
Draft submitted to compositor and coordinator	See table above		Chapter author
Compositing of text, tables, and graphics	Starts after initial submission	2 weeks	Compositor
Review of changes by author	After first compositing; starts 2 weeks after submission	3 days	Chapter author
1 st draft for technical reviews (may include DOE Reviewer and legal)	After author approves composition; starts 2+ weeks after submission	2 weeks	ESR Coordinator
Editing	Concurrent with reviews; starts 4+ weeks after submission	1 week	IM-1 Editor
Concurrent review session (optional)	At end of review period: occurs about 5 weeks after submission	1 day	Chapter author, reviewers

What	When	How long	Who
Comment resolution	After comments received; starts 5 weeks after submission	2 weeks	Chapter author
2 nd compositing of text, tables, and graphics	After comment resolution; starts 7 weeks after submission	1 week	Compositor, ESR Coordinator
Review of changes by author	After compositing; starts 8 weeks after submission	3 days	Chapter author
Legal review	Starts 8 - 9 weeks after submission; no later than early August	1 week	Legal Counsel
Security review by S-7	Concurrent with legal review	1 week	Group S-7
3 rd edit & composite text, tables, graphics	Mid August	1 week	Compositor, IM-1 editor
Review by DOE and ENV for final approval	Late August	1 week	DOE reviewers and approvers
4 th draft to author for final review and check	Early September	1 week	Chapter author
Final document composited	Mid September	One week	Compositor and ESR Coordinator
Post document on web	Mid September	One week	Compositor and ESR Coordinator

Meteorology and Air Quality Group
PROCEDURE TRAVELER

This form is from MAQ-022

Part 1 (completed by any group employee)

Procedure number: MAQ-232 Revision: 2→3

Procedure title: Preparation of the Annual ESR

Action Requested: New procedure Major revision of existing procedure Deletion of existing procedure

Description of and reason for action: Quick-change revision of existing procedure (parts 3 and 5 N/A)

update process, add more details

Terry Morgan
Signature

T. Morgan
Name (print)

9/8/05
Date

Part 2 (completed by appropriate manager)

I agree with the action requested: Yes No If No, enter reasons below.

If Yes, assigned preparer: T. Morgan. Affected teams, programs, groups, or individuals required to review this procedure and others who should review it (see procedure page 5):

Required reviewers:

Optional reviewers:

Jim Will
Signature

Dianne Wilburn
Name (print)

11/28/05
Date

Part 3 (completed by preparer or other qualified safety reviewer)

I have evaluated, according to MAQ-035 and LIR300-00-01, the risks inherent in performing this procedure and have documented them on the Hazard Control Plan form, or referred to a plan that covers this type of work.

Terry Morgan
Preparer

Terry Morgan
Name (print)

11/28/05
Date

Draft prepared and sent for formal review on: 11/1/05. Comments resolved on: 11/23/05. After comments have been resolved with each reviewer, obtain signatures of the reviewers in part 5.

Part 4 (signed by safety officer or group leader)

I agree that the appropriate safety-related activities and appropriate risk level were identified during the hazard evaluation:

Jim Will
Safety officer or group leader

Dianne Wilburn
Name (print)

11/28/05
Date

Part 5 (signed by required reviewers: NA for quick-change revisions)

I attest that all my comments and concerns have been satisfactorily discussed, resolved, and/or incorporated into the final version of the procedure.

TLM for group coordinators
Signature

ECO, SWRC, WAH group coordinators
Name (print)

11/28/05
Date

Signature

Name (print)

Date

Signature

Name (print)

Date

Signature

Name (print)

Date

Preparer: After all reviewers have signed above section, submit this form with copy of draft and final procedure to records coordinator.