

# Standard Operating Procedure Interim Change Notice (ICN)

Date: 8/17/05

## Section 1: Description of Change (Requester completes)

1. Document Catalog No.: ER2005-0619

2. SOP & Rev. No.: SOP-01.12,R0

3. ICN No.: 2

4. SOP Title: Field Site Closeout Checklist

5. Description of Change:

Update organizational titles. Update procedure to current template.

6. Attachments Modified, Added, or Removed:

Yes

No

7. ICN Justification:

Organizational title changes and template.

8. Requester: Roy Bohn Signature on file  
(Print name, then sign.)

(Date) 8/15/05

## Section 2: Evaluation and Approval (Project Team Leader, Technical Reviewer, and Quality Program Project Leader complete.)

9. Evaluation Remarks: (If none, enter N/A)

10. Project Leader: Roy Bohn Signature on file  
(Print name, then sign.)

(Date) 8/17/05

11. Technical Reviewer: Cheri Vidlak Signature on file  
(Print name, then sign.)

(Date) 8/17/05

11. QPPL: Dianne Wilburn Signature on file  
(Print name, then sign.)

(Date) 8/17/05

QP-4.2, R4

Los Alamos National Laboratory  
Environmental Restoration

# Standard Operating Procedure (SOP) Interim Change Notice (ICN)

Effective Date: **12/5/02**

1 Page(s)

## Section 1: Description of Change (Requester completes)

1. Document Catalog No.: **ER2002-0823**

2. SOP & Rev. No.: **01.12, R0**

3. ICN No.: **1**

4. SOP Title: **Field Site Closeout Checklist**

### 5. Description of Change:

Make a "global" change: change all responsibilities performed by Regulatory Deployed Person to the responsible Project Team Leader (PTL).

6. Attachments Modified, Added, or Removed:

Yes

No

### 7. ICN Justification:

Reflects new RRES-R organization and present processes.

8. Requester: Roy Bohn [Signature on File] [Signature on File]  
(Print name, then sign.)

12/02/02  
(Date)

## Section 2: Evaluation and Approval (Project Team Leader, Technical Reviewer, and Quality Program Project Leader complete.)

9. Evaluation Remarks: (If none, enter N/A)

N/A

10. Project Team Leader: Terry A. Rust [Signature on File]  
(Print name, then sign.)

12/02/02  
(Date)

11. Technical Reviewer: Mark S. Thacker [Signature on file]  
(Print name, then sign.)


12/12/02  
(Date)

11. QPPL: Larry Maassen [Signature on File]  
(Print name, then sign.)

12/02/02  
(Date)

**QP-4.2, R4**

**Los Alamos National Laboratory  
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|                                             |                             |                                                                                     |
|---------------------------------------------|-----------------------------|-------------------------------------------------------------------------------------|
| Identifier: <b>SOP-01.12</b>                | Revision: <b>Revision 0</b> |  |
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| Document Catalog Number: <b>ER1999-0038</b> |                             |                                                                                     |
| Author: <b>Roy Bohn</b>                     |                             |                                                                                     |

**Environmental Stewardship—  
Environmental Characterization and Remediation**

**Standard Operating Procedure**

for **Field Site Closeout Checklist**

**NES Approved**

|                                              |                                                                                                                   |
|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| Responsible Division Leader:<br>Doug Stavert | Signature & Date<br> 12/14/05 |
| Responsible Line Manager:<br>Alison Dorries  | Signature & Date<br> 12/14/05 |

### SOP-01.12, ICN2R0, Revision Log

| Revision No. | Date    | Prepared By | Description of Revisions                                                                                                         | Affected Pages |
|--------------|---------|-------------|----------------------------------------------------------------------------------------------------------------------------------|----------------|
| 0            | 8/2/99  | R.. Bohn    | New procedure                                                                                                                    | All            |
| ICN1         | 12/5/02 | R. Bohn     | "Global"change: change all responsibilities performed by Regulatory Deployed Person to the responsible Project Team Leader (PTL) | All            |
| ICN2         | 8/17/05 | R. Bohn     | global change with new programmatic titles, put procedure in new template.                                                       | All            |
|              |         |             |                                                                                                                                  |                |
|              |         |             |                                                                                                                                  |                |
|              |         |             |                                                                                                                                  |                |
|              |         |             |                                                                                                                                  |                |
|              |         |             |                                                                                                                                  |                |

# Field Site Closeout Checklist

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## List of Acronyms and Abbreviations

|      |                                                |
|------|------------------------------------------------|
| BMP  | best management practice                       |
| ECR  | Environmental Characterization and Remediation |
| ERS  | Environmental Remediation and Surveillance     |
| ER   | Environmental Restoration                      |
| ENV  | Environmental Stewardship Division             |
| FTL  | field team leader                              |
| LANL | Los Alamos National Laboratory                 |
| PL   | project leader                                 |
| PPE  | personal protection equipment                  |
| QII  | Quality Improvement and Integration Team       |
| RPF  | Records Processing Facility                    |
| SME  | subject matter expert                          |
| SOP  | standard operating procedure                   |
| TL   | team leader                                    |
| UC   | University of California                       |

# Field Site Closeout Checklist

## 1.0 PURPOSE

This Standard Operating Procedure (SOP) describes the process for documenting completion of fieldwork at individual ER Project sites. within the Los Alamos National Laboratory (LANL or the Laboratory) Environmental Stewardship (ENV) Division - Environmental Characterization and Remediation (ECR) Group. This procedure integrates the criteria of the ENV-ECR "Quality Management Plan," hereinafter referred to as the Quality Management Plan (QMP).

## 2.0 SCOPE

This checklist is designed to ensure that upon demobilization from an ER Project field site all necessary field compliance activities, equipment accountability, and documentation is complete.

## 3.0 TRAINING

- 3.1 **Participants** shall train (e.g., read and/or classroom) to and use the current version of this SOP; contact the author of this SOP if the text is unclear.
- 3.2 **Participants** using this SOP shall document training in accordance with QP-2.2, "Personnel Training Management," using the training documentation link at the end of this document if they possess a CRYPTOCard and administrative authority to the Laboratory, employee development system (EDS), or using the Training Documentation Form located in the forms section of the ENV-ECR web page.
- 3.3 The responsible **project leader (PL)** shall monitor the proper implementation of this procedure.
- 3.4 The responsible **team leader (TL)** shall ensure that the appropriate personnel complete all applicable training assignments.
- 3.5 **Participants** may request any needed assistance with implementation of this procedure from the ECR Quality Integration and Improvement (QII) team.

## 4.0 DEFINITIONS

**Note:** Definitions specific to this procedure

- 4.1 Field team leader (FTL) — The person responsible for the field project. This is generally the subcontractor responsible for executing the field work.
- 4.2 Participant — An inclusive term for any University of California (UC)/staff augmentation employee, deployed worker, or subcontractor, inclusive of project leaders, team leaders, and project personnel, who participates in activities conducted by or on behalf of the ERS Program/ECR Group. For the purposes of this SOP, this shall include any or all of the personnel listed in this section.
- 4.3 Site closeout inspection — An on-site inspection conducted after the completion of fieldwork. This inspection is to verify that all fieldwork was completed and that all compliance issues are resolved.
- 4.4 Site closeout packet — Documentation related to fieldwork that includes field logs, waste-management documentation, best management practices (BMP) inspection records, and sample-management records.
- 4.5 Site-specific health and safety plan (SSHASP) — A health and safety plan that is specific to a site or ENV-ERS/ECR-related field activity that has been approved by an ENV-ECR health and safety representative. This document contains information specific to the project including scope of work, relevant history, descriptions of hazards by activity associated with the project site(s), and techniques for exposure mitigation and hazard mitigation.

## **5.0 RESPONSIBLE PERSONNEL**

The following identifies the personnel responsible for actions in this procedure:

- Field Team Leader (FTL)
- Participants
- Project Leader (PL)

## **6.0 BACKGROUND AND PRECAUTIONS**

- 6.1 Use this procedure in conjunction with an approved Site-Specific Health and Safety Plan (SSHASP).
- 6.2 The procedure is applicable to all subcontractor and UC project personnel who participate in field activities. Field activities included in this procedure are site investigation, remediation, and interim action projects. Field activities that do not generate waste, collect samples, or fulfill regulatory requirements (e.g., BMP inspection) are exempt from this procedure. Periodic activities such as BMP inspection can postpone site-closeout

activities until the end of the period of performance or annually whichever is shorter.

## 7.0 EQUIPMENT

Not applicable.

## 8.0 PROCEDURE

Make any deviations from this SOP in accordance with QP-5.7, "Notebook Documentation for Environmental Restoration Technical Activities" and/or SOP-01.01, "General Instructions for Field Investigations."

### 8.1 Site Closeout Checklist Completion Responsibilities

The following personnel are responsible for the completion of the Site Closeout Checklist and submittal of a site closeout packet:

#### 8.1.1 The **PL** is responsible for the following:

- ensuring that all field projects promptly complete the requirements of this procedure
- inspecting the site closeout packet
- completing and signing the Field Site Closeout Checklist (Attachment A)

#### 8.1.2 The **Field Team Leader (FTL)** is responsible for the following:

- scheduling a site closeout inspection as soon as practical following completion of planned field activities and demobilization
- preparing and submitting the site closeout packet
- returning the completed Field Site Closeout Checklist to the PL and the ENV-ECR Records Processing Facility (RPF)

### 8.2 Site Closeout Sequence

8.2.1 Upon completion of planned field activities and demobilization activities, the **FTL** should verify that all compliance activities and records management files have been completed in accordance with the Field Site Closeout Checklist.

8.2.2 Upon verification of completing the Field Site Closeout Checklist and in the preparation of a complete site closeout packet the **FTL** should contact the PL to schedule the site closeout inspection.

8.2.3 The site closeout inspection should verify first that all field-related items are completed; and second that all required documentation of field activities are prepared for submittal to the RPF.



- 8.2.4 Successful site closeout inspections are documented on the Field Site Closeout Checklist which is then signed by the **PL**.
- 8.2.5 The **FTL** shall ensure distribution of the signed Field Site Closeout Checklist(s) to the **PL**.
- 8.2.6 The **PL** shall ensure the signed Field Site Closeout Checklist(s) is submitted to the **RPF**.

## 9.0 LESSONS LEARNED

- 9.1 Before performing work described in this SOP, **participants** should go to the Department of Energy Lessons Learned Information Services home page, located at <http://www.tis.eh.doe.gov/ll/ll.html>, and/or to the LANL Lessons Learned Resources web page, located at [http://www.lanl.gov/projects/lessons\\_learned/](http://www.lanl.gov/projects/lessons_learned/), and search for applicable lessons.
- 9.2 During work performance and/or after the completion of work activities, **participants**, as appropriate, shall identify, document, and submit lessons learned in accordance with the LANL, Lessons Learned System located at [http://www.lanl.gov/projects/lessons\\_learned/](http://www.lanl.gov/projects/lessons_learned/).

## 10.0 RECORDS

The **PL** shall submit the following records to the Records Processing Facility, in accordance with QP-4.4, "Record Transmittal to the Records Processing Facility":

- Field Site Closeout Checklist (Attachment A)

## 11.0 REFERENCES

To implement properly this procedure, **participants** should become familiar with the contents of the following documents, available at [http://erinternal.lanl.gov/home\\_links/Library\\_proc.shtml](http://erinternal.lanl.gov/home_links/Library_proc.shtml):

- "Quality Management Plan"
- QP-2.2, "Personnel Training Management Process"
- QP-4.4, "Record Transmittal to the Records Processing Facility"
- QP-5.7, "Notebook Documentation for Environmental Restoration Technical Activities"
- SOP-01.01, "General Instructions for Field Investigations"

## 12.0 ATTACHMENTS

**Participants** may locate all example forms associated with this procedure at <http://erinternal.lanl.gov/Quality/user/forms.asp>. The document user may employ documentation formats different from those attached to/named in this procedure—as long as the substituted formats in use provide, as a minimum, the information required in the official forms developed by this procedure.

Attachment A: Field Site Closeout Checklist (1 page)

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

If you do not possess a "CRYPTOCARD" or encounter problems, contact the ENV-ECR training specialist.

**Attachment A: Field Site Closeout Checklist**

**1.0 Purpose**

This checklist is designed to ensure that when a field team demobilizes from a site all of the compliance-related items are completed.

**2.0 Site Data**

PRS/SWMU: \_\_\_\_\_ Date Field Activities Began: \_\_\_\_\_  
Subcontractor Contact: \_\_\_\_\_ Date Field Activities Ended: \_\_\_\_\_  
Subcontractor Company: \_\_\_\_\_ Date of Closeout Inspection: \_\_\_\_\_

**3.0 Checklist Items**

- a) Waste Management
  - Removed waste from site.
  - Submitted waste-management records.
  - Removed waste-storage area.
  - Retrieved RFI and waste samples from labs and radiation-screening van.
  - Returned launderable PPE.
- b) Stormwater Compliance
  - BMPs are in place to comply with Storm Water Pollution Prevention Plan (SWPPP).
  - Submitted inspection records.
  - Assigned responsibility for future BMP inspections.
- c) Equipment Management
  - All field equipment was removed from site and surveyed to be free from contamination.
  - Site trailers were inspected and are free from contamination, samples, and launderable PPE.
- d) Sample-Collection Summary
  - Matched field logs with proposed sampling scheme and RFI requirements.
  - Surveyed sample locations and forwarded data to FIMAD.
- e) Record Management
  - Submitted Readiness Review package.
  - Submitted a copy of all field logs.
- f) Facility Manager Review
  - Facility Manager approves the final site conditions.
- g) Lessons Learned
  - Submitted memo that contains lessons learned and quality-improvement suggestions.

**4.0 Comments**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Field site closeout inspection was successfully completed.

Project Team Leader : \_\_\_\_\_  
(Print Name, then Sign)

Date

SOP-1.12, R0

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