

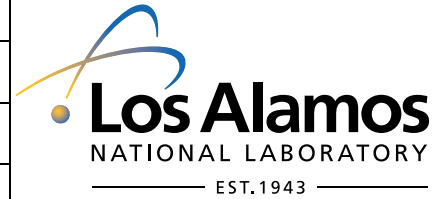
Identifier: **SOP-01.17**

Revision: **0**

Effective Date: **10/12/04**

Document Catalog Number: **ER2004-0530**

Author: **Nancy Quintana**



**Risk Reduction and Environmental Stewardship—
Environmental Characterization and Remediation**

Standard Operating Procedure

for

**Potential Release Site Database
Data Entry and Management**

SOP-01.17, R0, Revision Log

Revision No.	Effective Date	Prepared By	Description of Revisions	Affected Pages
0	10/12/04	Nancy Quintana	New procedure	all

Contents

1.0	PURPOSE	4
2.0	SCOPE	4
3.0	TRAINING	4
4.0	DEFINITIONS	4
5.0	RESPONSIBLE PERSONNEL	5
6.0	BACKGROUND AND PRECAUTIONS.....	5
7.0	EQUIPMENT	5
8.0	PROCEDURE.....	5
8.1	Manage and Enter Data to the PRS Database	5
8.2	Report Deviations, Inaccuracies, or Difficulties	5
9.0	LESSONS LEARNED.....	5
10.0	RECORDS.....	5
11.0	REFERENCES	6
12.0	ATTACHMENTS.....	6

List of Acronyms and Abbreviations

AOC	area of concern
ECR	Environmental Characterization and Remediation
LANL	Los Alamos National Laboratory
QP	quality procedure
PRS	potential release site
RRES	Risk Reduction and Environmental Stewardship
RS	Remediation Services
SOP	standard operating procedure
SWMU	solid waste management unit

Potential Release Site Database Data Entry and Management

1.0 PURPOSE

This standard operating procedure states the responsibilities and describes the process for managing and entering data to the Potential Release Site (PRS) Database for the Los Alamos National Laboratory (LANL or the Laboratory) Risk Reduction and Environmental Stewardship Division (RRES) Remediation Services (RS) Project Environmental Characterization and Remediation (ECR) Group.

2.0 SCOPE

All **RS/ECR participants** shall implement this procedure when managing or entering data to the PRS Database for the RRES-RS Project.

3.0 TRAINING

- 3.1 **RS/ECR participants** shall train to this procedure by reading this procedure and any attachments to this procedure.
- 3.2 **RS/ECR participants** shall use the current version of this procedure.
- 3.3 **RS/ECR participants** shall document training to this procedure in accordance with QP-2.2, Personnel Training.
- 3.4 The responsible **project leader** shall monitor the proper implementation of this procedure.
- 3.5 The responsible **team leader** shall ensure that RS/ECR participants complete all training assignments applicable to this procedure.
- 3.6 **RS/ECR participants** may request any needed assistance with implementation of this procedure from the RRES-RS/ECR Quality Integration and Improvement (QII) work group.

4.0 DEFINITIONS

- 4.1 *PRS* – Refers to potential release sites at the Laboratory that are identified either as solid waste management units (SWMUs) or areas of concern (AOCs). PRS refers to SWMUs and AOCs collectively.
- 4.2 *PRS Database* – A web-based application for the entry and retrieval of information relating to the history of activities at PRSs.
- 4.3 *RRES-RS/ECR participant* – An inclusive term for any University of California/staff augmentation employee, deployed worker, or subcontractor, inclusive of project leaders, team leaders, and project

personnel, who participates in activities conducted as part of or on behalf of RRES-RS/ECR.

5.0 RESPONSIBLE PERSONNEL

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

- Project leader
- Quality Program project leader
- RRES-RS/ECR participants
- Team leader

6.0 BACKGROUND AND PRECAUTIONS

None.

7.0 EQUIPMENT

A RRES-RS/ECR-networked computer; permissions and access to the PRS Database.

8.0 PROCEDURE

8.1 Manage and Enter Data to the PRS Database

RRES-RS/ECR participants who manage and or enter data to the PRS Database shall read and follow the instructions for data entry and management provided in “PRS Database Guidance for Data Entry and Management”.

8.2 Report Deviations, Inaccuracies, or Difficulties

Report any deviations from, inaccuracies in, or difficulties implementing this procedure to the Quality Program project leader.

9.0 LESSONS LEARNED

During work performance and/or after the completion of work activities, **RS/ECR 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/.

10.0 RECORDS

This procedure does not generate records for transmittal to the Records Processing Facility.

11.0 REFERENCES

To implement properly this procedure, **RS/ECR participants** should become familiar with the contents of the following documents. Unless indicated otherwise, these documents are available at

http://erinternal.lanl.gov/home_links/Library_proc.shtml:

- RRES-RS Project Quality Management Plan
- QP-2.2, Personnel Training
- PRS Database Guidance for Data Entry and Management

12.0 ATTACHMENTS

None.

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.