

**Swift & Staley Team/DOE Paducah Site
 Classification Office (CO)/Technical Information Office (TIO)
 and Operations Security (OPSEC) Release Form**

To Be Completed by Person Requesting Release
 (Required to be completed prior to submittal to CO/TIO/OPSEC)

Date 05/08/2009 Date Release is Required 05/13/2009
 Person Requesting Release Teresa Overby Phone Number (270) 441-5188
 Mailing Address 761 Veterans Avenue, Kevil, KY 42053
 Organization Paducah Remediation Services, LLC, SPCI
 Document Number _____ Number of Pages 300 pages
 Accession Number (DMC only) _____
 Document Title/Date PRS-ENM-1001, TRANSMITTING DATA TO THE PADUCAH OAK RIDGE ENVIRONMENTAL INFORMATION SYSTEM (OREIS), 03/05/2007
 Author _____ Corporate Author _____
Media (Check all that apply)
 Paper Photo Diskette Drawing Video CD Report/Letter Other _____
 Project Subcontract/Task Order _____
 Requestor/Purpose of Release Public

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Classified Yes No **UCNI** Yes No
ECI Yes No **OUO** Yes No

Type of Release (Check One)

Public Release Internal Release Only Limited Release

Reason (Check all that apply)

Circumvention of Statute Statutory Exemption Commercial/Proprietary
 Personal Privacy Privileged Information OPSEC

Other/Comments _____

DC MBreneman Date MAY 12 09

TIO MBreneman Date MAY 12 09

Reviewing Official _____ Date _____

OPSEC MBreneman Date MAY 12 09

OWNER: Environmental Monitoring	PRS-ENM-1001	REV. NO. 0
SUBJECT MATTER AREA: Environmental Data; OREIS	PREPARER: Lisa Crabtree	Page 1 of 4
DOC TYPE: <input checked="" type="checkbox"/> PROCEDURE <input type="checkbox"/> POLICY	APPROVED BY/DATE:	
PROC TYPE: <input checked="" type="checkbox"/> OPERATING PROCEDURE <input type="checkbox"/> FACILITY SPECIFIC PROCEDURE FACILITY: _____	Tracey Brindley (Signature on File in DCC) 2/26/07	
TITLE: TRANSMITTING DATA TO THE PADUCAH OAK RIDGE ENVIRONMENTAL INFORMATION SYSTEM (OREIS)		
USQD <input checked="" type="checkbox"/> UCD <input checked="" type="checkbox"/> CAT EX <input type="checkbox"/>	EFFECTIVE DATE: 3/05/07	
USQD/UCD No: USQD-PH-SITE-0031/UCD-PH-SITE-0065	REQUIRED REVIEW DATE: 3/05/10	
Mandatory Subcontractor Pro Forma Procedure? <input type="checkbox"/>	If an interim Procedure, Expiration Date:	

REVISION LOG		
Revision Number	Description of Changes	Pages Affected
0	Initial Release. Intent Change. Changed numbers and headings to define the beginning point of Paducah Remediation Services documentation. This document replaces BJC-ES-1001, Rev. 0, <i>Transmitting Environmental Data to the Oak Ridge Environmental Information System (OREIS)</i> .	All

TABLE OF CONTENTS

1.0 PURPOSE	2
2.0 SCOPE	2
3.0 PROCEDURE.....	2
3.1 Data Requirements	2
3.2 Data Transmittal Process	2
3.3 Data Review and Standardization Process	3
4.0 RECORDS.....	3
5.0 SOURCE DOCUMENTS	3
Attachment A ACRONYMS.....	4

OWNER: Environmental Monitoring	PRS-ENM-1001
TITLE: TRANSMITTING DATA TO THE PADUCAH OAK RIDGE ENVIRONMENTAL INFORMATION SYSTEM (OREIS)	REV. NO. 0
	Page 2 of 4

1.0 PURPOSE

This procedure describes the responsibilities and action steps for transmitting data including, but not limited to, analytical results, field measurements, and location data, to Paducah OREIS.

2.0 SCOPE

This procedure shall be used for the transmittal of data to Paducah OREIS by PRS and subcontractor personnel. This procedure describes (1) transmittal of data to Paducah OREIS by data provider, (2) review and standardization of transmitted data by Paducah OREIS staff, (3) review and authorization for release of data via Paducah OREIS by data provider, and (4) public release of data.

This procedure does not cover any data activities that are conducted after the data have been loaded into Paducah OREIS.

3.0 PROCEDURE

NOTE: The PRS blue-sheeted BJC procedures referenced in this document are the active procedures as of the date of issuance of this procedure. Procedures noted in parentheses will become the reference procedures once these procedures are approved and implemented by PRS.

3.1 Data Requirements

- Data supporting regulatory reports are due to OREIS before the date the report is due to the regulators.
- Data must meet uncontrolled, unclassified, clearance requirements (i.e., must be cleared for public release). Evidence of this clearance status must be provided on the *Paducah Data Release to External Agencies* form, ENM-F-0021. This form is an attachment contained in PA-5003, *Quality Assured Data - Paducah* (PRS-ENM-5003, *Quality Assured Data*).
- Project measurements and analytical data transmittal must be consistent with the OREIS Data Dictionary and the RTL format. These documents can be obtained from the Data Manager.
- Project measurements and analytical data must be transmitted in electronic format as TXT files.

Data Coordinator 3.2 Data Transmittal Process

1. Ensure that project measurements and analytical data are consistent with the latest revision of the OREIS Data Dictionary and the RTL and that the *Paducah Data Release to External Agencies* form, ENM-F-0021 has been completed before

OWNER: Environmental Monitoring	PRS-ENM-1001
TITLE: TRANSMITTING DATA TO THE PADUCAH OAK RIDGE ENVIRONMENTAL INFORMATION SYSTEM (OREIS)	REV. NO. 0
	Page 3 of 4

proceeding.

2. **IF** data will be released to the regulators or the public,
THEN ensure the data have had the appropriate reviews and approvals (as evidenced by a signed *Paducah Data Release to External Agencies* form, ENM-F-0021 and a completed *Data Assessment Review Checklist*, ENM-F-0020).
3. Coordinate the submission of the data to Paducah OREIS with other data management staff, if necessary.

Data Management Staff

3.3 Data Review and Standardization Process

1. Receive and review RTL file.
2. Process the data and work with Data Coordinator as needed to address data inconsistencies.
3. Complete data processing and notify Data Coordinator that data set has been loaded to Paducah OREIS.
4. Review the data assessment package and file a copy of the *Paducah Data Release to External Agencies* form, ENM-F-0021, in the project files.

4.0 RECORDS

The record copy of the data assessment package, which includes all of the original forms referenced in this procedure, is a QA record and shall be maintained according to BJC-OS-1001, *Records Management, Including Document Control* (PRS-DOC-1009, *Records Management, Administrative Records, and Document Control*).

5.0 SOURCE DOCUMENTS

Federal Facility Agreement for the Paducah Gaseous Diffusion Plant

OWNER: Environmental Monitoring	PRS-ENM-1001
TITLE: TRANSMITTING DATA TO THE PADUCAH OAK RIDGE ENVIRONMENTAL INFORMATION SYSTEM (OREIS)	REV. NO. 0
	Page 4 of 4

**Attachment A
ACRONYMS
Page 1 of 1**

ACRONYMS

OREIS – Oak Ridge Environmental Information System

PRS – Paducah Remediation Services, LLC

QA – Quality Assurance

RTL – Ready-to-load