

**Swift & Staley Team/DOE Paducah Site
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 Organization Paducah Remediation Services, LLC, SPCI
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SUBJECT MATTER AREA: Logbooks	PREPARER: Tracy Kulik	Page 1 of 14
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) 3/5/07	
TITLE: Logbooks and Data Forms		
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REVISION LOG		
Revision Number	Description of Changes	Pages Affected
0	Initial Release. Intent Change. Changed numbers and headings to define the beginning point of PRS documentation and to establish Document Control as the control point for tracking document numbers. This document replaces BJC-ES-2700, Rev. 0, <i>Field Logbooks</i> .	All

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1.0 PURPOSE

The purpose of this procedure is to establish criteria and guidelines for content and control of data forms and logbooks and to provide guidelines for accurate and complete documentation of activities.

2.0 SCOPE

The requirements of this procedure apply to work performed for PRS and its subcontractors at the Department of Energy owned Paducah Site.

These requirements apply to all types of data forms that document data or other pertinent information (e.g., sample collection information, field measurements, and data assessment checklists) and logbooks that document an activity (e.g., site, project, sampling, laboratory, and maintenance).

The requirements in this procedure do not apply to personal or communication logbooks. Chain-of-custody and sample labels are specifically discussed in PRS-ENM-2708, *Chain-of-Custody forms, Field Sample Logs, Sample Labels, and Custody Seals*.

3.0 PRECAUTIONS AND LIMITATIONS

Logbooks are a part of the permanent project records. All logbook entries shall be factual, detailed, and objective. All logbook entries shall be made using black indelible ink. Use of correction tape and white-out are not permitted. Void entry errors by drawing a single line through the entry; and initial and date the correction. Insertions after the initial entry should be initialed and dated.

4.0 PROCEDURE

4.1 Pre-Performance Activities

- Individuals who record information in a data form or logbook shall be knowledgeable of the latest version of this procedure before beginning any activities.
- Obtain bound logbooks. Each page in the logbook shall be sequentially numbered. Logbooks include either daily logbooks or activity-specific logbooks developed using preprinted forms.

4.2 Data Form and Logbook Development

Data Forms

Project Manager
or designee

4.2.1 Develop data forms under a controlled process by meeting the following criteria:

1. Data Forms shall be controlled and identified through a plan,

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procedure, work instruction, or operator aid.

2. Data Forms shall have an identifying number on the bottom left hand corner of the form which consists of these things:
 - Controlling procedure, work instruction, or operator aid number and revision;
 - Data Form Number;
 - Date the form was developed/revised.
3. Forms shall include a date and signature of the person recording the information.

Logbooks

Field Representative

4.2.2 Record the following information, if applicable, on the outside of the front cover of each logbook using indelible ink - may be a paint pen.

- Project name and number
- Unique logbook name and number
- Document control number
- Activity or site name
- Start date of the logbook
- Completion date of the logbook (when completed)

Field Representative

4.2.3 Record the following information on the inside of the front cover of each logbook using indelible ink.

- Logbook Number
- Project Manager's name
- Return address
- Important phone numbers, as applicable
- Radio call numbers, as applicable
- Emergency contacts, as applicable

Field Representative

4.2.4 IF pages have not already been pre-numbered, **THEN** manually number all of the pages before the initial use of the logbook.

Field Representative

4.2.5 The first three pages of the logbook shall be reserved for a Table of Contents. Mark the first page with the following heading:

TABLE OF CONTENTS

Page(s)	Description of Activity	Date
---------	-------------------------	------

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1-8

Sonic Drilling BRW-108

07/27/04

Field
Representative

4.3 Data Form and Logbook Storage and Control

Store the data forms and logbooks in accordance with PRS-DOC-1009, *Records Management, Administrative Records, and Document Control*.

Data Forms

Maintain control of blank data forms by ensuring the form used is the current form from the current controlled procedure.

Logbooks

Logbooks shall be controlled to ensure tracking, handling, and usage so they are not lost or damaged. **IF** multiple logbooks are used for a project, **THEN** maintain a project logbook inventory.

Field
Representative

4.3.1 A sequential document control number shall be assigned to each logbook.

Field
Representative

4.3.2 Keep logbooks on-site unless written permission has been given in advance by a Project Manager or designee to take a logbook off-site.

Field
Representative

4.3.3 The project shall maintain a logbook sign-in/out sheet to identify the individual making entries into the logbook and to provide a reference for unique signatures and initials.

- The logbook shall be signed in/out by the individual responsible for its care and custody.
- The person that signed out the logbook must maintain responsibility for a logbook until such time that either custody is transferred to another team member, or the logbook has been returned to its designated storage location upon completion of the daily activities.

Field
Representative

4.3.4 **IF** the custody of the logbook is transferred, **THEN** place an entry in the logbook that documents the change in custody

- **IF** the person maintaining custody of the logbook is present, and is being aided by a second person, **THEN** transfer of custody is NOT required.
- Record full name of the person releasing custody and date in the logbook
- Record full name of the person receiving custody and date in the logbook.

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4.4 Data Form and Logbook Entry Requirements

Data Forms

See attachment B for example Data Form entries.

The use of correction tape or white-out is not permitted.

1. Entries shall be made in black, indelible ink, as legibly as possible.
2. Place each entry on blank lines provided on the data form.
3. Indicate any deletions or changes by marking through the original material with a single line; then initial and date the change. No obliteration of incorrect entries, including correction tape or fluid, shall be made.
4. Any error on a data form or logbook entry should be corrected by the same person who made the original entry, whenever feasible.
5. Indicate any insertion by initialing and dating the insertion.
6. **IF** any blanks within the data entries on a form are NOT used, **THEN** write "N/A" (not applicable) in the blank line or empty space.
7. Identify each unused section by filling in the unused area with a "Z" line, initials, and date.

Logbooks

See attachment C for example Logbook entries.

The intent of keeping a logbook is for the reader to be able to recreate an event as accurately and completely as possible based on the written information. A logbook is a factual, chronological record of the activities throughout the day. The logbook author must include observations and descriptive notations. However, the author must take care to be objective and record no opinions or subjective comments.

DO NOT remove any pages for any reason. The use of correction tape or white-out is not permitted.

Record the information directly into the logbook, DO NOT record notes elsewhere for recopying of the information into the logbook at a later time.

1. Entries shall made in black, indelible ink, as legibly as possible, and entered on consecutive lines and pages.
2. Indicate any deletions or changes by marking through the original material with a single line; then initial and date the change. No

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obliteration of incorrect entries, including correction tape or fluid, shall be made.

3. Any error on a data form or logbook entry should be corrected by the same person who made the original entry, whenever feasible.
4. Indicate any insertion by initialing and dating the insertion.
5. Precede each entry with the time (24-hour clock).
6. DO NOT skip lines. There shall be no blank spaces or pages between entries.
7. Start each day in the logbook on a right hand page.
8. Record the following information each day on the first page of the section of the logbook to be used for the task:
 - Task to be Performed
 - Location Worked
 - Project Lead's Name
9. Document important relevant correspondence (written, personal, and telephone conversations)
10. Record the applicable information during field activities, such as:
 - a) Date (month/day/year) at the top and bottom of each page.
 - b) A brief description of the activities that will be conducted during the field event.
 - c) Names of personnel assigned to the task, including subcontractors.
 - d) A list of all field equipment that will be used and identifying or serial numbers.
 - e) Description of present weather conditions (e.g., temperature, precipitation and form, cloud cover, wind direction, and velocity).
 - f) Site conditions (upon arrival, changes during the field activities, and upon departure) that may affect work performance or impact sample quality (e.g., weather conditions, paint odor, vehicle or equipment exhaust upwind of sampling location, discoloration of ground or water surface around sampling point).
 - g) Include descriptions of any general problems encountered and resolutions found.
 - h) Names, affiliations, and times of arrival and departure of all visitors or observers to the work site. If unsure, ask and record the purpose of their visit.

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Representative

- i) Start and stop times (24-hour clock) of field activities. The time should be recorded frequently and at the point of events or measurements that are critical to the activity being logged.
 - j) Any deviations or one-time difficulties encountered in the field activities in sufficient detail to completely describe the activity or event.
 - k) Describe any issues, concerns, or problems and their resolution, including any equipment failures with a description of downtime, standby time, repairs, replacements, and/or recalibrations, as applicable.
 - l) Decontamination activities (if any), noting procedures used or reference to a project-specific plan specifying decontamination practices used.
 - m) Field measurements taken using instruments, which may include the following:
 - Name of technician;
 - Instrument(s) utilized;
 - Calculations, results, and calibration data for measurement equipment;
 - Media that were measured;
 - Type of measurement (e.g., temperature, turbidity, conductivity, pH);
 - Sample identification number from which the measurement was taken;
 - Time of sample collection;
 - Measurement results with appropriate units of measure; and
 - Any special comments/observations.
 - n) Results of health and safety monitoring, including instrument make, model, serial number, and calibration standards used.
11. At the end of all entries for each day, or at the end of a particular event, if appropriate, a "Z" line shall be drawn through any blank space remaining at the bottom of each page and shall be initialled and dated by the individual making the entry.
 12. Identify each unused logbook page by filling in the unused area with a "Z" line, signature, and a date.
 13. Sign and date the bottom of each page. **IF** a "Z" line and

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signature and date are used to void a blank page, **THEN** an additional signature and date at the bottom of the page are not required.

4.5 Requirements for Data Forms Placed in a Logbook

- | | |
|----------------------|---|
| Field Representative | 4.5.1 Labels and stickers never should be placed over previously recorded information. |
| Field Representative | 4.5.2 Place a signature across the corner of the label/sticker onto the logbook page to signify that the label/sticker should be considered part of the page. |
| Field Representative | 4.5.3 Make entries on the data form as required in Section 4.4. |
| Field Representative | <p>4.5.4 IF additional information is necessary to provide pertinent information and no additional space is available on the data form, THEN</p> <p>record the additional information under the data form, if space is available, or go to the next available place in the logbook to record the additional information.</p> <ul style="list-style-type: none"> • If the additional information is not on the same page as the data form, indicate on the data form the page number of the additional information. • If the additional information is not on the same page as the data form, within the entry, indicate the page number of the data form associated with the additional information. |

4.6 Data Form and Logbook Reviews

- | | |
|-----------------------------|---|
| Project Manager or Designee | <p>4.6.1 Conduct periodic reviews, at least monthly during field operations, of data forms and logbooks (including data forms placed in logbooks) to verify the following:</p> <ul style="list-style-type: none"> • Accuracy of entries; • Legibility and clarity of entries; • Completeness to ensure that at least the minimum required information is recorded; • Consistency of information recorded; • Signature and date of entries by the designated team member; • Compliance to the requirements in this procedure. |
|-----------------------------|---|

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Project Manager or Designee **4.6.2** Notify appropriate personnel of corrections or clarifications that may be needed. **IF** any discrepancies or deviations from this procedure are found, **THEN** the reviewer shall inform the project manager as soon as practicable and obtain resolution before signing the logbook page.

Project Manager or Designee **4.6.3** When a logbook or data form review has been completed, the reviewer shall sign and date the bottom right-hand corner of the logbook or data form page.

4.7 Post-Performance Activities

Project Manager or Designee Submit the original logbooks and data forms to the Document Management Center upon completion of the task or when the logbook is full, whichever occurs first.

5.0 RECORDS

Data forms, logbooks, and logbook sign in/out sheets are project records and shall be processed and maintained according to PRS-DOC-1009, *Records Management, Administrative Records, and Document Control*.

6.0 SOURCE DOCUMENTS

U.S. Environmental Protection Agency, November 2001. *Environmental Investigations Standard Operating Procedures and Quality Assurance Manual*, Section 3.5. Region 4, Environmental Compliance Branch, Athens, GA.

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Attachment A
DEFINITIONS/ACRONYMS
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DEFINITIONS

Data Forms - A loose, unbound, uniquely identified, single-sided or double-sided page(s) usually with pre-printed table for convenient, manual data entry. Data forms may be printed on sticker paper to be placed in a logbook. Forms are used for the permanent recording of information pertaining to various data collection activities (e.g., sample collection information forms, field measurement forms, data assessment checklists, etc.).

Logbook - A bound book with sequentially numbered pages used to create a permanent, near real-time record of activities and conditions, significant events, observations, and measurements that occur during each day of field activities.

Project Manager - The person (or designee) responsible for ensuring that sampling activities are performed in accordance with the current, approved plans or other governing documents and associated procedures. The project manager approves (or coordinates the approval of) deviations from the approved plans or other governing documents.

Reviewer - A person who is knowledgeable about, but independent from, the tasks being performed and is responsible for verifying conformance to procedural requirements.

ACRONYMS

PRS - Paducah Remediation Services, LLC

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**Attachment B
EXAMPLE OF COMPLETED DATA FORM
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PROJECT:	<u>EM</u>	LOCATION:	<u>MW102</u>	DATE:	<u>6/15/2006</u>
FREQUENCY:	<u>Quarterly</u>	ARRIVAL TIME:	<u>1230</u>	DEPARTURE TIME:	<u>1304</u>
SAMPLE NO:	<u>MW102B-00</u>	SAMPLED BY:	<u>(initials)</u>	SAMPLE TIME:	<u>1255</u>
WELL DEPTH:	<u>95 feet</u>	WATER DEPTH:	<u>65 feet</u>	BAROMETER:	<u>30.15 in/Hg</u>
PURGE START:	<u>1240</u>	PURGE STOP:	<u>1250</u>	PURGE AMOUNT:	<u>35 gallons</u>
WEATHER:	<input type="checkbox"/> sunny <input checked="" type="checkbox"/> cloudy <input type="checkbox"/> rainy <input type="checkbox"/> snowy			TEMPERATURE:	<u>75 °F</u>

FIELD MEASUREMENTS

TIME	D. O. (mg/L)	TEMPERATURE (°C)	pH	CONDUCTIVITY (mhos/cm)
<u>1252</u>	<u>9.1</u>	<u>14.7</u>	<u>7.4</u>	<u>335</u> TCK 6-15-06 235
<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>

EQUIPMENT DECONTAMINATION

DESCRIPTION: Deconned sample tubing using procedure PRS-ENM-2702

TIME: 1300

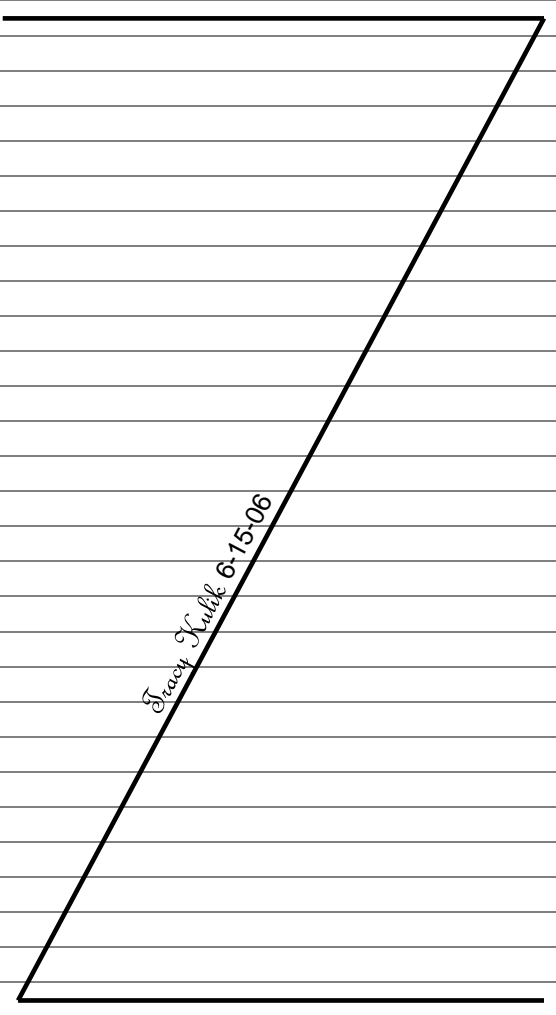
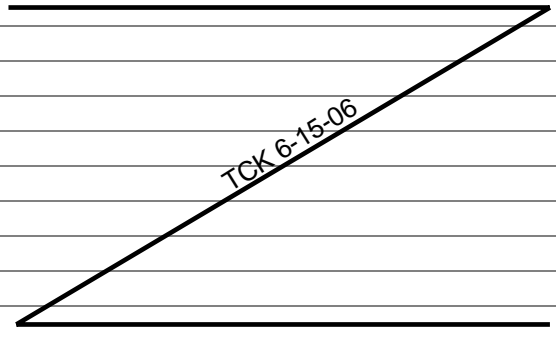
COMMENTS/OBSERVATIONS: While the sample was being collected a large truck
drove by and strong exhaust fumes were noticed. TCK 6-15-06

TCK 6-15-06

SIGNATURE: Tracy Kulik DATE: 6-15-06

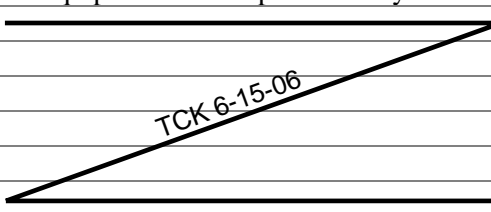
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Attachment C
EXAMPLE OF COMPLETED DATA FORM
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<p>18</p>  <p align="center"><i>Tracy Kulik 6-15-06</i></p>	<p align="right">19</p> <p>C-400 RDSI Thursday 6/15/06</p> <hr/> <p>DAILY SUMMARY</p> <hr/> <p>Task: Soil boring</p> <hr/> <p>Location: C-400 building</p> <hr/> <p>Project Lead: Mike Clark</p> <hr/> <p>Team Members: name, role, company</p> <p style="padding-left: 150px;">name, role, company</p> <hr/> <p>Equipment: Geoprobe SN: 123XYZ</p> <p style="padding-left: 50px;">augers, split spoon samplers</p> <p style="padding-left: 50px;">Hydac pH, meter #2</p> <hr/> <p>Weather: cloudy, 75 °F, light wind from the south</p> <hr/> <p>Visitors: Jim Johnson, EPA, 9:00-9:15</p> <p style="padding-left: 50px;">Julie Smith, EPA, 9:00-9:15</p> <hr/> <p>Issues: Geoprobe broke down. Had to be taken offsite for repairs at 1300. Shut down for the day.</p> <hr/> <p>Sampled by procedure PRS-ENM-1234</p> <p>Decontaminated equipment by procedure PRS-ENM-2702.</p> <hr/>  <p align="center"><i>TCK 6-15-06</i></p> <hr/> <p><i>Tracy Kulik 6-15-06</i></p>
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Attachment C
EXAMPLE OF COMPLETED DATA FORM
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<p>20 C-400 RDSI Thursday 6/15/06</p> <hr/> 0630 Arrive on site and begin setting up at soil boring 001	<p align="right">21 C-400 RDSI Thursday 6/15/06</p> <hr/> 0942 Collect soil sample SB002-15-20
<hr/> 0940 Start drilling soil boring 001	<hr/> 1000 Completed sampling activities at soil boring 002.
<hr/> 0648 Collect soil sample SB001-00-05	<hr/> 1010 Decontaminate sampling and drilling equipment and break for lunch.
<hr/> 0700 Collect soil sample SB001-05-10	<hr/> 1145 Begin setting up at soil boring 003
<hr/> 0708 Collect soil sample SB001-10-15, sweet odor was noticed coming from soil before the sample was placed in the jar.	<hr/> 1155 Start drilling soil boring 003
<hr/> 0710 ES&H performed monitoring of the area and detected 50 ppm VOCs. Project manager was contacted and PPE was increased from level D to level B. See ES&H logbook for more info.	<hr/> 1201 Collect soil sample SB003-00-05
<hr/> 0730 Re-start drilling efforts	<hr/> 1215 Collect soil sample SB003-05-10
<hr/> 0740 Collect sample soil SB001-15-20	<hr/> 1218 Hit refusal and decide to offset the boring.
<hr/> 0750 Completed sampling activities at soil boring 001.	<hr/> 1230 Begin setting up at offset soil boring 003 approximately 12 in south of the original location
<hr/> 0755 Decontaminate sampling and drilling equipment.	<hr/> 1245 Begin drilling offset boring 003
<hr/> 0845 Collect ground water sample at MW-12 see page 22 for details on parameters.	<hr/> 1250 At approximately 9 feet BGS, hit refusal. A second attempt was made to continue down, and the Geoprobe broke down.
<hr/> 0859 Begin setting up at soil boring 002	<hr/> 1300 Geoprobe will require extensive repairs and will need to be taken offsite.
<hr/> 0900 Jim Johnson and Julie Smith arrive from DOE. They talked with Mike Clark.	<hr/> 1310 Decontaminate sampling and drilling equipment and stop for the day.
<hr/> 0905 Start drilling soil boring 002	<hr/> 
<hr/> 0915 Collect soil sample SB002-00-05	<hr/>
<hr/> 0921 Collect soil sample SB002-05-10	<hr/>
<hr/> 0930 Collect soil sample SB002-10-15	<hr/>
<hr/> Tracy Kulik 6-15-06	<hr/> Tracy Kulik 6-15-06