

**Swift & Staley Team/DOE Paducah Site
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 Organization Paducah Remediation Services, LLC, SPCI
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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 Paducah Remediation Services documentation. This document replaces ES-B-0410, <i>Subcontracting Analytical Work and Sample Material Tracking</i> , Rev. 2; PMSA-1102, <i>Sample Tracking, Lab Coordination and Sample Handling Guidance</i> , Rev. 1; and W-152-PWOS, <i>Sample Tracking, Laboratory Coordination, and Sample Handling Guidance</i> , Rev. 1.	All

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1.0 PURPOSE

This procedure describes the process for coordinating analytical services, sample collection and analysis, tracking sample shipment and analysis, maintaining a repository of sample data records, and use of PEMS.

2.0 SCOPE

This procedure applies to all sampling and analysis activities performed by PRS under contract to DOE at the Paducah Site.

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 Planning and Preparation Activities

- 3.1.1 Provide the Environmental Monitoring/Sample Manager or laboratory coordinator with requests or SAPs that describe the analytical services required and submit those requirements in the form of a completed electronic SOW template.
- 3.1.2 Log the project into the Paducah Analytical Project Tracking System.

3.2 Coordination of Analytical Services

- 3.2.1 Review the information provided in the SOW template to determine the analytical laboratory to be used.
- 3.2.2 Enter the required information into the Paducah Analytical Project Tracking System.
- 3.2.3 Provide SOW to laboratory for review and signature.
- 3.2.4 Provide additional information requested by the laboratory, such as SAP, QAP, and WMP.
- 3.2.5 Determine the laboratory sample container and preservative requirements.

3.3 Coordination of Sample Collection and Shipment

- 3.3.1 Develop sampling schedule and train staff on proper procedures for sample identification, custody, and labeling.
- 3.3.2 Coordinate with the Data Manager to establish Paducah PEMS for use during sample collection.
- 3.3.3 Specify the QC samples (such as trip blanks, field blanks,

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equipment rinsates, duplicates) that are identified by planning using PA-5003, *Quality Assured Data* (PRS-ENM-5003, *Quality Assured Data*), and are collected according to PRS-ENM-2704, *Trip, Equipment and Field Blank Preparation*.

- 3.3.4 Ensure that PA-5003, *Quality Assured Data* (PRS-ENM-5003, *Quality Assured Data*), is followed throughout the sample collection process to ensure data quality.
- 3.3.5 Ensure that COC forms for samples are properly completed according to PRS-ENM-2708, *Chain-of-Custody forms, Field Sample Logs, Sample Labels, and Custody Seals*.
- 3.3.6 Ensure that logbooks are properly completed according to PRS-ENM-2708, *Logbooks and Data Forms*.
- 3.3.7 Coordinate shipment or delivery of samples to the appropriate laboratory in accordance with PRS-WSD-9503, *Offsite Sample Shipping*. This includes obtaining proper radioactive screening tests and DOT approvals.

3.4 Tracking Sample Shipment and Analysis

- 3.4.1 Utilize PEMS for sample tracking and data management activities.
- 3.4.2 Ensure the laboratory received the samples.
- 3.4.3 Provide a copy of the COC to the Data Manager upon shipment or delivery to the laboratory.
- 3.4.4 Log the date that the sample was received by the laboratory into PEMS.
- 3.4.5 Track the receipt of electronic data deliverables and data packages.
- 3.4.6 Perform contractual screening on all deliverables.
- 3.4.7 Provide laboratory data packages to the data validation coordinator if data validation will be performed.
- 3.4.8 Perform a QA review on data packages as required.

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4.0 RECORDS

4.1 General Requirements

Records generated as a result of this procedure shall be processed and maintained in accordance with requirements in PRS-DOC-1009, *Records Management, Administrative Records, and Document Control*.

4.2 Quality Records

- Analytical SOWs
- COC forms
- Logbooks
- Water quality records certifying the quality of deionized and potable water
- Data assessment packages
- Field data
- Records certifying the quality of pre-cleaned bottles

4.3 Non-quality Records

PEMS Data Reports.

5.0 SOURCE DOCUMENTS

- PA-5003, *Quality Assured Data* (PRS-ENM-5003, *Quality Assured Data*).
- PRS-ENM-2708, *Logbooks and Data Forms*.
- PRS-ENM-2708, *Chain-of-Custody forms, Field Sample Logs, Sample Labels, and Custody Seals*.
- PRS-ENM-2704, *Trip, Equipment and Field Blank Preparation*.

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ATTACHMENT A
DEFINITIONS/ACRONYMS
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DEFINITIONS

Contractual Screening - A process of evaluating a set of data against the requirements specified in the SOW to ensure that all requested information is received. The contractual screening includes, but is not limited to, COC, number of samples, analytes requested, total number of analyses, method used, QC samples analyzed, electronic data deliverables, units, holding times, and reporting limits achieved.

Project Manager – the data requester (or his designated representative), such as a technical lead, risk assessor, waste management coordinator, compliance coordinator, or other individual who determines the need for data to support decision making. The requester is responsible for coordinating sample collection, sample analysis, data assessment, and decision making. If the requestor is a designated representative, the project manager has ultimate responsibility.

Field Lead - The Field Lead is responsible for ensuring the collection and delivery to the appropriate laboratory of all required environmental samples. The Field Lead also is responsible for ensuring that field records (field logbooks, forms, and COC records) are maintained.

Paducah Analytical Project Tracking System - A Paducah system developed to track sampling requests and projects by assigning either a system generated project number for some programs or allowing the user to assign a unique project number. The system is maintained by the SMO to track various information about the event such as the charge number, sampling time frame, status, etc.

Data Manager/Network Specialist - The Data Manager is responsible for long-term electronic storage of data, for loading electronic data deliverables, electronic verification of data, and ensuring compliance to the Data Management Policy.

Environmental Monitoring/Sample Manager - The Sample Manager is responsible for procurement of laboratory services.

Paducah PEMS - The data management system that supports the project's sampling and data management activities. The system generates COC forms, bottle labels, and field forms; tracks sampling progress; and stores project specific data.

Laboratory Coordinator – The Laboratory Coordinator is responsible for the day-to-day interface with the laboratories, creating SOWs, and performing contractual screening.

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ACRONYMS

BJC – Bechtel Jacobs Company LLC

COC – Chain of Custody

DOE – Department of Energy

DOT – Department of Transportation

PEMS – Project Environmental Measurements System

PRS – Paducah Remediation Services, LLC

QAP – Quality Assurance Plan

QC – Quality Control

SAP – Sample Analysis Plan

SMO – Sample Management Office

SOW – Statement of Work

USQD – Unreviewed Safety Question Determination

WMP – Waste Management Plan