

**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-5007, DATA MANAGEMENT COORDINATION, 04/01/2008

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

**DO NOT WRITE BELOW THIS LINE – CO/TIO/DC/OPSEC USE ONLY**

**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 11 09

TIO *MBreneman* Date MAY 11 09

Reviewing Official \_\_\_\_\_ Date \_\_\_\_\_

OPSEC *MBreneman* Date MAY 11 09

<b>OWNER:</b> Environmental Monitoring	<b>PRS-ENM-5007</b>	<b>REV. NO. 0</b>
<b>SUBJECT MATTER AREA:</b> Data Management	<b>PREPARER:</b> Lisa Crabtree	<b>Page 1 of 6</b>
<b>DOC TYPE:</b> <input checked="" type="checkbox"/> PROCEDURE <input type="checkbox"/> POLICY	<b>APPROVED BY/DATE:</b> Tracey Duncan, 2/27/08 (Signature on file in DCC)	
<b>PROC TYPE:</b> <input type="checkbox"/> OPERATING PROCEDURE <input type="checkbox"/> FACILITY SPECIFIC PROCEDURE <b>FACILITY:</b>		
<b>TITLE:</b> Data Management Coordination		
<b>USQD</b> <input checked="" type="checkbox"/> <b>UCD</b> <input checked="" type="checkbox"/> <b>CAT EX</b> <input type="checkbox"/>	<b>EFFECTIVE DATE:</b> 4/1/2008	
<b>USQD/UCD No:</b> USQD-PH-SITE-0115/UCD-PH-SITE-0183	<b>REQUIRED REVIEW DATE:</b> 4/1/2011	
<b>Mandatory Subcontractor Pro Forma Procedure?</b> <input type="checkbox"/>	<b>If an interim Procedure, Expiration Date:</b>	

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 PMIO-1003, Rev. 0, <i>Data Access for EMEF Electronic Data System</i> .	All

### TABLE OF CONTENTS

1.0 PURPOSE .....	2
2.0 SCOPE .....	2
3.0 PROCEDURE .....	2
3.1 Obtaining Access to the PRS Environmental Databases .....	2
3.2 Data Management Coordination Activities .....	2
4.0 RECORDS .....	4
5.0 SOURCE DOCUMENTS .....	4
Attachment A DEFINITIONS/ACRONYMS .....	5
Attachment B Paducah Remediation Services PEMS/OREIS User Registration Form .....	6

<b>OWNER:</b> Environmental Monitoring	<b>PRS-ENM-5007</b>
<b>TITLE:</b> Data Management Coordination	<b>REV. NO. 0</b>
	<b>Page 2 of 6</b>

## 1.0 PURPOSE

This procedure describes data management coordination activities performed by PRS for organizing and maintaining the integrity of data generated at the Paducah site.

## 2.0 SCOPE

This procedure describes the process of gaining access to the Environmental databases (Paducah OREIS and PEMS) as well as coordination activities performed by the various groups responsible for data management activities 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 Obtaining Access to the PRS Environmental Databases

**3.1.1** A potential user must have a PRS network account to be able to directly access the PRS Environmental databases.

Requester

**3.1.2** Complete the user registration form (Attachment B).

**3.1.3** Forward the completed user registration form to the Data Manager for processing.

Data Manager

**3.1.4** Grant appropriate access to requester

**3.1.5** Provide applicable system and user documentation and training to requester.

**3.1.6** Conduct periodic checks of system access by approved users.

**3.1.7** Review and approve user access to databases annually.

**3.1.8** Terminate access approval when appropriate.

### 3.2 Data Management Coordination Activities

Data Coordinator

**3.2.1** Provide SMO with required analytical Statement of Work and sample information to pre-load the Paducah PEMS.

**3.2.2** Enter data into PEMS as required by PMSA-1102, *Sample Tracking, Lab Coordination and Sample Handling Guidance* (PRS-ENM-5004, *Sample Tracking, Laboratory Coordination, and Sample Handling Guidance*).

OWNER: Environmental Monitoring	PRS-ENM-5007
TITLE: Data Management Coordination	REV. NO. 0
	Page 3 of 6

- 3.2.3** Enter other non-sample information required by PEMS (e.g., lithologic descriptions, well construction, etc.).
- 3.2.4** Check the data entered manually into PEMS against the original copy. Data entry should be printed from PEMS and checked against the original by someone other than the person who entered the data. Document this step by noting on the PEMS printout that the data has been checked, and initial and date the note.
- 3.2.5** **IF** any entries are identified that need to be corrected, **THEN** make the necessary corrections and recheck those entries. The data entry should be reprinted from PEMS and the corrections checked against the original by someone other than the person who entered the data. Document that the data was corrected and rechecked on the PEMS printout, and initial and date the note.
- 3.2.6** **IF** GIS coverage is created for the project, **THEN** ensure the format is compatible with the Paducah GIS structure.
- 3.2.7** Load laboratory EDDs into PEMS once received from the laboratory.
- 3.2.8** Check 100% of the first 4 EDDs loaded to Paducah PEMS from a specific laboratory and then 10% of subsequent EDDs by comparing the laboratory printouts or data packages to printouts of data loaded to Paducah PEMS.
- 3.2.9** **IF** discrepancies are found, **THEN** notify the Data Manager and the Lab Coordinator immediately.
- 3.2.10** Ensure the following is documented in the electronic PEMS loading logs and/or the PEMS loading notes:
- Project Identification
  - Statement(s) of Work Number(s)
  - Date Loaded
  - Number of Records Loaded
  - Description
  - Electronic Deliverable Origin
  - Initial detections
  - Initial verification checks, if any
  - Errors Noted
- 3.2.11** Verify the data according to PA-5003, *Quality Assured Data – Paducah* (PRS-ENM-5003, *Quality Assured Data*).
- Data Reviewer **3.2.12** Assess the data according to PA-5003, *Quality Assured Data – Paducah* (PRS-ENM-5003, *Quality Assured Data*).

<b>OWNER: Environmental Monitoring</b>	<b>PRS-ENM-5007</b>
<b>TITLE: Data Management Coordination</b>	<b>REV. NO. 0</b>
	<b>Page 4 of 6</b>

**3.2.13** Notify the Lab Coordinator if there are any data assessment questions to be submitted to the laboratory.

Data Coordinator **3.2.14** Make any needed changes to PEMS as a result of the data assessment questions.

**3.2.15** Once data assessment is complete, enter data assessment codes into PEMS, if applicable.

Data Coordinator **3.2.16** **IF** data validation was performed, **THEN** enter data validation codes into PEMS.

**3.2.17** Notify Data Manager that data is complete so that the RTL file can be created and loaded to Paducah OREIS.

**3.2.18** Complete the data assessment package and submit to data management staff for archival.

#### **4.0 RECORDS**

The record copy of the data assessment package and User Registration Form shall be maintained according to PRS-DOC-1009, *Records Management, Administrative Record, and Document Control*.

#### **5.0 SOURCE DOCUMENTS**

- None

<b>OWNER:</b> Environmental Monitoring	<b>PRS-ENM-5007</b>
<b>TITLE:</b> Data Management Coordination	<b>REV. NO. 0</b>
	<b>Page 5 of 6</b>

**Attachment A**  
**DEFINITIONS/ACRONYMS**  
**Page 1 of 1**

**DEFINITIONS**

**Data Assessment Package** – Includes, but is not limited to, completed forms from PA-5003, *Quality Assured Data – Paducah* (PRS-ENM-5003, *Quality Assured Data*), PEMS loading notes, data sheets, any notations or information applicable to the data set provided by reviewers or data management group and data verification/assessment/validation results.

**Data Integrity** – The accuracy, consistency, and completeness of the data that are maintained by a computer system.

**Geographic Information System** – Location information designed to display data spatially.

**Paducah OREIS** – The database system used for long-term storage of data. Paducah OREIS is the primary database system used for official data reporting.

**Project Environmental Measurements System** – The database system used for field preparation and tracking of data collection activities. This system is provided to project personnel and pre-populated with project information. The system generates chains-of-custody, bottle labels, and other field forms; stores analysis type and preservative information; tracks sampling progress; and stores location information. It also is used to load analytical data and to perform electronic data verification on analytical data.

**ACRONYMS**

**BJC** – Bechtel Jacobs Company, LLC

**EDD** – Electronic Data Deliverable

**GIS** – Geographic Information System

**OREIS** – Oak Ridge Environmental Information System

**PEMS** – Project Environmental Measurements System

**PRS** – Paducah Remediation Services, LLC

**RTL** – Ready-to-Load

**SMO** – Sample Management Office

<b>OWNER:</b> Environmental Monitoring	<b>PRS-ENM-5007</b>
<b>TITLE:</b> Data Management Coordination	<b>REV. NO. 0</b>
	<b>Page 6 of 6</b>

**Attachment B**  
**Paducah Remediation Services PEMS/OREIS User Registration Form**  
**Page 1 of 1**

<b>Date:</b>	
<b>Requestor:</b>	<b>Phone Number:</b>
<b>PRS Network ID:</b>	<b>Organization:</b>
<b>Database Access Requested:</b> ___ PEMS (list specific PEMS database(s)):  ___ OREIS	
<b>Reason for Access:</b>	
<b>Signatures:</b>	
_____	_____
Requestor	Date
_____	_____
Supervisor	Date
<b>To Be Completed by Data Manager</b>	
___ Approved ___ Denied	
If request denied, explain: _____ _____	
_____	_____
Data Manager Signature	Date