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CP4-ES-1001 **FRev. 1**	**TITLE**: Transmitting Data to the Paducah Oak Ridge Environmental Information System	Page 1 of 6

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1.0 PURPOSE AND SCOPE

1.1 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 the Paducah Oak Ridge Environmental Information System (OREIS.)

1.2 Scope

This procedure shall be used for the transmittal of data to Paducah OREIS by the Paducah Gaseous Diffusion Plant Deactivation and Remediation (PGDP D&R) personnel and subcontractors This procedure describes (1) transmittal of data to Paducah OREIS, (2) review and standardization of transmitted data by Sample Management Office (SMO) and Data Management staff, (3) review and authorization for release of data via Paducah OREIS by Sample Management Office, Data Management staff, or data provider (Waste and Materials, Characterization, etc), and (4) public release of data.

This procedure does not cover any data provided from the Kentucky Department of Waste Management. This procedure also does not cover any data activities that are conducted after the data have been loaded into Paducah OREIS.

2.0 REFERENCES

2.1 Use References

- CP3-ES-5003-F01, Data Assessment Review Checklist and Comment
- CP3-ES-5003-F02, Paducah Data Release to External Agencies
- CP3-ES-5003, Quality Assured Data

2.2 Source References

DOE/OR/07-1707 PRS-035 *Federal Facility Agreement for the Paducah Gaseous Diffusion Plant*

3.0 COMMITMENTS

None

4.0 RESPONSIBILITIES

4.1 Scientist/Data Entry Specialist

Initiates and completes data transmittal to Paducah OREIS and data review and standardization process.

5.0 GENERAL INFORMATION

NOTE:

Data supporting the Kentucky Pollutant Discharge Elimination System (KPDES) Discharge Monitoring Report (DMR) are reported to the state via NetDMR prior to the data being loaded into Paducah OREIS due to the quick turnaround required for the monthly report. All data that support he KPDES DMR are verified and assessed prior to being reported in the NetDMR.

5.1 Data supporting regulatory reports are due to Paducah OREIS before the date the report is due to the regulators.

NOTE:

Groundwater, surface water, soil, and air environmental data is exempt from a derivative classifier (DC)/technical information office (TIO) review.

5.2 Data must meet uncontrolled, unclassified, clearance requirements (i.e., must be cleared for public release). Evidence of this clearance status must be provided on CP3-ES-5003-F02, *Paducah Data Release to External Agencies* form.

5.3 Project measurements and analytical data transmittal must be consistent with the Paducah OREIS Data Dictionary and the ready-to-load (RTL) format. These documents can be obtained from the Environmental Monitoring Manager.

5.4 Project measurements and analytical data must be transmitted in electronic format as TXT files.

6.0 INSTRUCTIONS

6.1 Data Transmittal Process

Scientist/Data Entry Specialist

6.1.1 Ensure that project measurements and analytical data are consistent with the latest revision of the Paducah OREIS Data Dictionary and the RTL and that CP3-ES-5003-F02, *Paducah Data Release to External Agencies* form has been completed before proceeding.

6.1.2 **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 CP3-ES-5003-F02, P*aducah Data Release to External Agencies* form and a completed CP3-ES-5003-F01, *Data Assessment Review Checklist and Comment* form in accordance with CP3-ES-5003, *Quality Assured Data.*

6.2 Data Review and Standardization Process

Scientist/Data Entry Specialist

6.2.1 Review the data assessment package for completion.

6.2.2 Create RTL file.

6.2.3 Address data inconsistencies.

6.2.4 Complete data processing for loading data into Paducah OREIS.

7.0 RECORDS

7.1 Records Generated

The following records may be generated by this procedure:

- Data Assessment Package
- CP3-ES-5003-F01, *Data Assessment Review Checklist and Comment*
- CP3-ES-5003-F02, *Paducah Data Release to External Agencies*

Forms are to be completed in accordance with CP3-OP-0024, *Forms Control.*

7.2 Records Disposition

The records are to be maintained in accordance with CP3-RD-0010, *Records Management Process.*

Appendix A – Acronyms/Definitions

ACRONYMS

DC –derivative classifier

DMR –Discharge Monitoring Report

KPDES –Kentucky Pollutant Discharge Elimination System

OREIS –Oak Ridge Environmental Information System

PGDP D&R –Paducah Gaseous Diffusion plant Deactivation and Remediation

OREIS –Oak Ridge Environmental Information System

RTL –Ready-to-load

SMO –Sample Management Office

TIO –technical information office

DEFINITIONS

None