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Check all that apply: <b>Commitment Stamps</b> <input type="checkbox"/> <b>WCO</b> <input type="checkbox"/> <b>Shared Site</b> <input type="checkbox"/>		
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<b>SUBJECT MATTER AREA:</b> Sample Management Office		
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REVISION/CHANGE LOG				
Revision/ Change Letter	Description of Changes	Pages Affected	Date of Revision/ Change	Approved By (signature on file)
FR0	Bluesheet	All	10/20/2017	Documentation on File
FR1	Non-intent to incorporate bluesheet.	All	12/18/2017	
FR1A	Periodic Review has been completed with no changes identified in procedure technical content. Nonintent change to FA, SME, Approver and dates has been incorporated per CP3-NS-2001. Date for review cycle has been reset.	All	10/5/2022	
FR1B	Periodic Review has been completed with no changes identified in procedure technical content. Nonintent changes have been incorporated per CP3-NS-2001. Date for review cycle has been reset.	All	8/26/2025	Jaime Morrow
FR2	Update procedure to add more detail for different types of data transmittals.	All	3/19/2026	Jaime Morrow

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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 OREIS by the Paducah Gaseous Diffusion Plant Deactivation and Remediation personnel and subcontractors. This procedure describes the transmittal of data to OREIS by the Sample Management Office (SMO). Transmittal of data to OREIS from following is covered in this procedure: (1) data generated in Paducah Project Environmental Measurements System (PEMS), (2) data generated by the Kentucky Department of Waste Management, (3) data generated by the Kentucky Cabinet for Health-Radiation Health Branch, and (4) station/location data.

#### NOTES:

Data generated by the Kentucky Department of Waste Management or by the Kentucky Cabinet for Health-Radiation Health Branch is also known as state data.

Location data generally consists of station and location information. Portsmouth/Paducah Project Office (PPPO) Environmental Geographic Analytical Spatial Information System (PEGASIS) uses applicable location data transmitted to Paducah OREIS.

This procedure does **NOT** cover any data activities that are conducted after the data has been loaded to OREIS.

## 2.0 REFERENCES

### 2.1 Use References

- CP3-ES-5003-F01, *Data Assessment Review Checklist and Comment Form*
- CP3-ES-5003-F02, *Paducah Data Release Form*
- CP3-ES-5003, *Quality Assured Data*

### 2.2 Source References

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

## 3.0 COMMITMENTS

None

## 4.0 RESPONSIBILITIES

### 4.1 SMO Manager

- 4.1.1 Maintains OREIS Data Dictionary.
- 4.1.2 Controls access to OREIS for all users.

### 4.2 SMO

- 4.2.1 Initiates data transmittal to OREIS by creating a ready-to-load (RTL) file.
- 4.2.2 Reviews data in RTL file for consistency with OREIS Data Dictionary.

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4.2.3 Loads RTL files to OREIS.

## 5.0 GENERAL INFORMATION

**NOTE:**

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

5.1 Data supporting regulatory reports is due to 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 review.

5.2 Data **must** meet uncontrolled, unclassified, clearance requirements prior to OREIS transmittal. Evidence of this clearance status **must** be provided on PGDP-SS-FO-001, *Paducah Site Derivative Classifier Review Request Form* from non-environmental matrix samples.

5.3 CP3-ES-5003-F02, *Paducah Data Release Form* **must** be completed for all applicable PEMS data prior to OREIS transmittal.

5.4 Project measurements and analytical data transmittal **must** be consistent with the OREIS Data Dictionary and the OREIS RTL format. These documents can be obtained from the SMO Manager.

5.5 Project measurements and analytical data **must** be transmitted in electronic format such as TXT files or XLS files.

## 6.0 INSTRUCTIONS

### 6.1 OREIS Data Transmittal for PEMS Data by Project Identification Code (Project ID)

#### SMO

6.1.1 Ensure that CP3-ES-5003-F01, *Data Assessment Review Checklist and Comment Form* and CP3-ES-5003-F02 have been completed.

6.1.2 Ensure that project field measurements and analytical data are consistent with the latest revision of the OREIS Data Dictionary and RTL format.

**NOTE:**

PEMS Project ID is an alphabetic and numeric code generated in PEMS by the SMO to help uniquely identify a sampling project. OREIS Project ID is a numerical number assigned by the SMO. In OREIS, the Project Code field houses the PEMS Project ID.

6.1.3 Obtain OREIS Project ID and Trans ID numbers from Project ID/Trans IDs Log located within the following directory: K\OREIS\!\\_Project\_Trans IDs Log.

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- 6.1.4** Using PEMS, create RTL file **and** format data for loading to OREIS:
- A.** Enter PEMS Project ID to create the RTL file.
  - B.** Run RTL checks **and** address any data inconsistencies.
  - C.** Archive RTL file so that data can be transmitted to OREIS.
- 6.1.5** If KPDES DMR project has field measurements **NOT** associated with a sample collection event, **then** create a separate RTL file for the field measurements.
- A.** Enter date range for associated field measurements data **and** check appropriate box for outfalls.
  - B.** Run RTL checks **and** address any data inconsistencies
  - C.** Archive RTL file so that data can be transmitted to OREIS.
- 6.1.6** Enter required information into Project and Transmittal tables.
- **If** CP3-ES-5003-F02 data quality level is marked as “Data of Known Quality” and the Data Release does **NOT** include PEGASIS, **then** include the following text in the Cautions field of the Transmittal table: *Not Approved for Release to the Web – Data of Known Quality per CP3-ES-5003.*
  - **If** CP3-ES-5003-F02 data quality level is marked as “Data of Known Quality” and the Data Release includes PEGASIS, **then** include the following text in the Cautions field of the Transmittal table: *Data of Known Quality per CP3-ES-5003.*
  - **If** CP3-ES-5003-F02 data quality level is marked as “Information Only Data” and the Data Release does **NOT** include PEGASIS, **then** include the following text in the Cautions field of the Transmittal table: *Not Approved for Release to the Web – Information Only Data.*
  - **If** CP3-ES-5003-F02 data quality level is marked as “Information Only Data” and the Data Release includes PEGASIS, **then** include the following text in the Cautions field of the Transmittal table: *Information Only Data.*
- 6.1.7** Record all relevant information in the project-specific OREIS loading notes file.
- 6.1.8** Transmit data in RTL file to OREIS.
- 6.1.9** Generate OREIS data file and OREIS data report.

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## 6.2 OREIS Data Transmittal for Water Level Measurements from PEMS

**NOTE:**

Water level measurements are recorded in PEMS Field Measures table. Water level measurements from this table will **NOT** have a CP3-ES-5003-F02 form completed, however this data has been deemed acceptable to release to PEGASIS.

- 6.2.1 Review water level measurement data forms to ensure quality control check has been completed.
- 6.2.2 Obtain OREIS Project ID and Trans ID numbers from Project ID/Trans IDs Log located within the following directory: K:\OREIS\!\_Project\_Trans IDs Log.
- 6.2.3 Using PEMS, create RTL file.
  - A. Enter date range of water level data measurements data **and** check appropriate box for wells.
  - B. Run RTL checks **and** address any data inconsistencies.
  - C. Enter required information into Project and Transmittal tables.
  - D. Include the following text in the Cautions field of the Transmittal table: *Water Level Data*.
- 6.2.4 Record all relevant information in the project-specific OREIS loading notes file.
- 6.2.5 Transmit RTL data to OREIS.

## 6.3 OREIS Data Transmittal for Location/Station Data

**NOTE:**

The RTL station file **must** include, but is **NOT** limited to, the following information: station name, station type, station description, station status, received coordinate system, received X, received Y, state plane east (in meters), state plane north (in meters), latitude, longitude, admin east, admin north, site, location method, datum. For groundwater wells, elevation information should also be provided.

- 6.3.1 Obtain OREIS Project ID and Trans ID numbers from Project ID/Trans IDs Log located within the following directory: K:\OREIS\!\_Project\_Trans IDs Log.
- 6.3.2 Using PEMS, create RTL file.
  - A. Upload station/location file into RTL Station table.
  - B. Archive RTL file so that station/location data can be transmitted to OREIS.
  - C. Enter required information into Project and Transmittal tables.
  - D. Include the following text in the Cautions field of the Transmittal table: *Station File*.
- 6.3.3 Record all relevant information in the project-specific OREIS loading notes file.

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6.3.4 Transmit RTL data to OREIS.

#### 6.4 OREIS Data Transmittal for State Data

6.4.1 Review state data file to ensure consistency with RTL format.

6.4.2 Obtain OREIS Project ID and Trans ID numbers from Project ID/Trans IDs Log located within the following directory: K:\OREIS\!\_Project\_Trans IDs Log.

6.4.3 Using PEMS, create RTL file.

- A. Import state data file into RTL state table.
- B. Run Steps/Run Checks and address any data inconsistencies.
- C. Archive RTL state file so that data can be transmitted to OREIS.
- D. Include the following text in the Cautions field of the Transmittal table: *External Agency Data*.

6.4.4 Record all relevant information in the project-specific OREIS loading notes file.

6.4.5 Transmit RTL data to OREIS.

### 7.0 RECORDS

#### 7.1 Records Generated

OREIS loading notes is a record generated by this procedure.

Forms are to be completed according to CP3-OP-0024, *Forms Control*.

#### 7.2 Records Disposition

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

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## **Appendix A – Acronyms/Definitions**

### **ACRONYMS**

**DMR** – Discharge Monitoring Report

**KPDES** – Kentucky Pollutant Discharge Elimination System

**PEGASIS** – PPPO Environmental Geographic Analytical Spatial Information System

**PEMS** – Paducah Project Environmental Measurements System

**PPPO** – Portsmouth/Paducah Project Office

**OREIS** – Paducah Oak Ridge Environmental Information System

**RTL** – Ready-to-load

**SMO** – Sample Management Office

### **DEFINITIONS**

None