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CP3-ES-2700 FRev. 0	TITLE: Sample and Miscellaneous Data Forms	Page 1 of 10
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TABLE OF CONTENTS

1.0 PURPOSE AND SCOPE 3
 1.1 Purpose..... 3
 1.2 Scope..... 3
2.0 REFERENCES..... 3
 2.1 Use References..... 3
 2.2 Source References..... 3
3.0 COMMITMENTS..... 3
4.0 RESPONSIBILITIES..... 3
 4.1 Requestor 3
 4.2 Sample Management Office..... 3
 4.3 Sampler 3
5.0 GENERAL INFORMATION 4
6.0 INSTRUCTIONS..... 4
 6.1 Data Form Development 4
 6.2 Data Form Use 5
7.0 RECORDS 7
 7.1 Records Generated 7
 7.2 Records Disposition 7
APPENDIX A – ACRONYMS/DEFINITIONS 8
APPENDIX B – PEMS GENERATED SAMPLE DATA FORM..... 9
APPENDIX C– CP3-ES-2700-F01 - MISCELLANEOUS DATA FORM 10

CP3-ES-2700 FRev. 0	TITLE: Sample and Miscellaneous Data Forms	Page 3 of 10
--------------------------------------	--	---------------------

1.0 PURPOSE AND SCOPE

1.1 Purpose

This procedure establishes administrative controls for the development and use of sample and miscellaneous data forms generated by the Sample Management Office (SMO).

1.2 Scope

The requirements of this procedure apply to work performed by Paducah Gaseous Diffusion Plant (PGDP) Deactivation and Remediation (D&R) employees and its subcontractors at the U.S. Department of Energy (DOE) Paducah Site.

These requirements apply to all sample and miscellaneous data forms that document data or other pertinent information related to sample collection and field measurements.

2.0 REFERENCES

2.1 Use References

CP3-OP-0024, *Forms Control*

2.2 Source References

- CP2-ES-0063, *Environmental Monitoring Data Management Implementation Plan at the Paducah Gaseous Diffusion Plant, Paducah, Kentucky*
- U.S. Environmental Protection Agency 2024. *Quality System and Technical Procedures for Laboratory Services and Applied Science Division Field Branches*, US-EPA, Region 4, LSASD, Athens, GA, April.

3.0 COMMITMENTS

None

4.0 RESPONSIBILITIES

4.1 Requestor

4.1.1 Coordinates sample collection, sample analysis, data assessment, and decision making.

4.1.2 Provides project specific requirements for sample and miscellaneous data forms in a timely manner to the SMO.

4.2 Sample Management Office

4.2.1 Generates sample and miscellaneous data forms.

4.2.2 Provides appropriate sample and/or miscellaneous data forms to samplers for completion.

4.2.3 Enters applicable information from sample and/or miscellaneous data forms into Paducah Project Environmental Measurements System (PEMS).

4.3 Sampler

4.3.1 Ensures correct sample data forms are used.

4.3.2 Records required information on the sample data and/or miscellaneous data form.

5.0 GENERAL INFORMATION

5.1 Sample and miscellaneous data forms will be developed under a controlled process, such as a work plan, procedure, or PEMS.

5.2 Any form generated from PEMS, must include an identifier on the bottom left hand corner referencing that the form was generated from the PEMS database.

5.3 Sample and miscellaneous data forms are part of permanent project records.

5.4 Ensure sample and miscellaneous data form entries adhere to the following:

- Entries are factual, detailed, and objective.
- Entries are legibly made using indelible black ink.
- Incorrect entries and deletions are crossed through using a single line, initialed, and dated by the individual making the correction.
- Insertions or notations made after initial entry are initialed and dated.
- Entries are made in the appropriate block or line provided on the sample or the miscellaneous data form containing the appropriate data, or marked as **NOT** applicable or indicated by the use of N/A or NA when appropriate.
- Unused sections on the sample or the miscellaneous data form are voided by filling the unused area using a “Z” line with initials, and date.
- **NO** correction tape or white-out is to be used.
- **NO** lines are skipped or blank spaces or between entries.

6.0 INSTRUCTIONS

6.1 Data Form Development

Requestor

6.1.1 Identify sample data forms that are required to support planned activities.

6.1.2 Provide project specific requirements for sample data forms in a timely manner to the SMO in order to provide adequate time for preparation, review and approval.

Sample Management Office

NOTE:

The PEMS database is the preferred approach for generating sample data forms. The PEMS database will be used to pre-populate the sample data forms according to the project-specific Data Management and Implementation Plan.

Sample data forms generated from the PEMS database are excluded from following CP3-OP-0024, *Forms Control*.

6.1.3 Provide sampler with the appropriate sample data form for the required matrix.

CP3-ES-2700 FRev. 0	TITLE: Sample and Miscellaneous Data Forms	Page 5 of 10
--------------------------------	--	---------------------

- PEMS generated sample data form
- CP3-ES-2700-F01, *Miscellaneous Data Form*

6.1.4 Ensure the sample data forms include the following information:

- A.** Project Identification Number (Project ID)
- B.** Sample Identification Number (Sample ID)
- C.** Sample Location (Station)
- D.** Required field measurements to be collected, if applicable

6.1.5 If PEMS is **NOT** available for sample data form generation, **then** utilize CP3-ES-2700-F01, *Miscellaneous Data Form*, to record the required information.

6.2 Data Form Use

Sampler

6.2.1 If PEMS generated sample data form is utilized, **then** ensure the following:

- A.** Prepopulated fields are correct.
- B.** All form fields are complete or have NA entered.
- C.** If additional information is necessary for documentation purposes and **NO** additional space is available on the sample data form, **then** record the additional information on CP3-ES-2700-F01, along with the date, corresponding project identification number, sample location, and sample identification number, as applicable.

6.2.2 If CP3-ES-2700-F01 is used, **then** ensure the following information is recorded during field activities:

- A.** Date (Month/Day/Year) at the top of the form
- B.** Page number
- C.** Project ID
- D.** Location
- E.** Names of personnel performing sampling or observations
- F.** Sample ID, if applicable
- G.** Sample Collection Time, if applicable
- H.** Description of material
- I.** Field Measurements, with appropriate units of measure

- J.** Description of activity such as:
- Observations of field and/or sampling conditions that may be beneficial to recreating field activities.
 - Problems encountered and resolutions found
 - Names, affiliations, and times of all visitors or observers to the work site
 - Any deviations or difficulties encountered in the field activities in sufficient detail to completely describe the activity
- K.** Date and signature of person recording the information

NOTE:

Verification of the information on the sample and/or miscellaneous data form shall be performed by personnel, other than the original transcriber, involved in the sampling event.

- L.** Date and initials of person verifying the information

6.2.3 Submit data forms to the SMO upon completion of the task.

SMO

6.3 Data Form Reviews

NOTE:

Sample and/or miscellaneous data forms are included in the data assessment package for each project and are reviewed during the data review.

- 6.3.1** Review sample and/or miscellaneous data forms to verify the following:
- 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
- 6.3.2** Notify samplers of corrections or clarifications that may be needed.
- 6.3.3** **If** corrections are needed, **then** obtain corrected data form from sampler.
- 6.3.4** Enter applicable data from sample and/or miscellaneous data form into PEMS database.
- 6.3.5** **After** applicable data is entered into PEMS, **then** initial and date at bottom of applicable data form.

CP3-ES-2700 FRev. 0	TITLE: Sample and Miscellaneous Data Forms	Page 7 of 10
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7.0 RECORDS

7.1 Records Generated

The following records may be generated by this procedure:

- PEMS generated sample data form
- CP3-ES-2700-F01, *Miscellaneous Data Form*

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*.

CP3-ES-2700 FRev. 0	TITLE: Sample and Miscellaneous Data Forms	Page 8 of 10
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Appendix A – Acronyms/Definitions

ACRONYMS

D&R – Deactivation and Remediation

DOE – U.S. Department of Energy

PEMS – Project Environmental Measurements System

PGDP – Paducah Gaseous Diffusion Plant

SMO – Sample Management Office

DEFINITIONS

PEMS Generated Sample Data Forms – A loose, unbound, uniquely identified, single-sided page(s) with pre-printed information from PEMS for convenient, manual data entry of data pertaining to a sampling event.

Appendix B – PEMS Generated Sample Data Form

MW GROUNDWATER DATA FORM

LOCATION: _____ MW340	FREQUENCY: _____ Quarterly	DATE: _____						
ARRIVAL TIME: _____	SAMPLE TIME: _____	DEPARTURE TIME: _____						
PROJECT ID: _____ GWACO24-01	LCOC NUMBER(S): _____ GWACO24-01							
SAMPLE ID(S): _____ MW340Q1-24	TRIP BLANK: _____							
SAMPLED BY: _____								
WELL DEPTH (ft): _____ 95.4	POINT DATUM: _____ WWR	PURGE VOLUME (L): _____ 4						
WATER LEVEL (START) (ft): _____	WATER LEVEL (END) (ft): _____	BAROMETRIC PRESSURE (inches/Hg): _____						
PURGE START TIME: _____	PURGE END TIME: _____							
Time	Conductivity		D.O. (mg/L)	Temp (deg F)	pH (S.U.)	Eh (approx) (mV)	ORP (mV)	Turbidity (NTU)
	(mS/cm)	(µmhos/cm)						
							N/A	
EQUIPMENT INFORMATION								
DISPLAY #: _____			TRANSMITTER #: _____					
SAMPLE BOX #: _____			DEPTH INDICATOR #: _____			DI WATER SOURCE: _____		
EQUIPMENT DECONTAMINATION DESCRIPTION:								
Decon sample control box with 600mL of DI water and decon water level with DI wipe.								
FIELD COMMENTS AND OBSERVATIONS:								
SIGNATURE: _____					DATE: _____			
<i>Data Form Verification</i>								
SIGNATURE: _____					DATE: _____			
PEMS Entry Initials: _____					DATE: _____			

