ROCKY FLATS PLANT ENVIRONMENTAL RESTORATION MANAGEMENT
OU15 PHASE I RFI/RI WORKPLAN READINESS REVIEW CHECKLIST

No.	Description	Resp. Individ	Comments	Due Date	Compl. Date	Status
1 01	Determine if a project specific organization structure has been developed and specified in the OU15 Phase I RFI/RI Workplan/QA Addendum (WP/QAA) (QAPjP 1 0 § 2 0)					
1 02	Determine if specific responsibilities (including subcontractor responsibilities) for OU15 Phase I RFI/RI activities have been established in the OU15 WP/QAA (QAPjP 1 0 § 2 0)					
2 01	Verify that a Workplan for the OU15 Phase I RFI/RI has been prepared, reviewed, and approved by EPA/CDH, DOE RFO, and EG&G ERM (IAG Attachment 2, ¶ VI and QAPjP 2 0 § 3 0)					
2 02	Determine if a QAA has been prepared and approved for the OU15 Phase I RFI/RI (QAPjP 2 0 § 3 0)					
2 03	Determine if personnel (including subcontractor personnel) have received QA and applicable SOP and EMRG orientation (QAPjP 2 0 § 4 0) Verify that training has been documented in accordance with ERM procedure 2-11000-ADM-02 01					

ADMIN RECORD

No.	Description	Resp. Individ	Comments	Due Date	Compl. Date	Status
2 04	Verify that personnel (including subcontractor personnel) have documented evidence of training for the following • OSHA Haz Waste Site Health & Safety Training (including annual updates, as applicable) • applicable Health & Safety Practices (as defined in the H&S Plan) • Radiological Safety Training • RFP GET (QAPjP 2 0 § 4 1, DOE 5480 11, RFP ER Site H&S Plan § 4 1 2, RFP TUM § 1 0)					
2 05	Verify that position descriptions have been prepared in accordance with ERM Procedure 2-11000-ADM-02 02 for personnel (including subcontractor personnel) performing/ supervising OU15 Phase I RFI/RI data collection and interpretation (QAPjP 2 0 § 4 2) The Position Description form from 2-11000-ADM-02 02 should be used to document personnel qualifications					
2 06	Verify that personnel (including subcontractor personnel) assigned to perform OU15 Phase I RFI/RI tasks have documented evidence of qualifications and certifications (as applicable) to perform tasks as identified in position descriptions (QAPjP 2 0 § 4 2) Use Qualification Record from ERM 2-11000-ADM-02 02 to document personnel qualifications					
3 01	Verify that DQOs have been established for the OU15 Phase I RFI/RI and that PARCC parameter objectives have been identified for all measurement data (QAPjP 3 0 § 3 1)					

ROCKY FLATS PLANT ENVIRONMENTAL RESTORATION MANAGEMENT
OU15 PHASE I RFI/RI WORKPLAN READINESS REVIEW CHECKLIST

No.	Description	Resp. Individ	Comments	Due Date	Compl. Date	Status
3 02	Verify that field QC sample requirements (including sample types and frequencies) and acceptance criteria have been established in the OU15 WP/QAA (QAPjP 3 0 § 3 5)					
3 03	Verify that SOPs have been developed and approved by EPA/CDH and ERM for all proposed field sampling activities, and that the applicable SOPs are identified in the OU15 WP/QAA (QAPjP 3 0 § 3 2) This includes SOPs for field screening and visual inspections, drum sampling, soot sampling, and wipe sampling (these OU15 Phase I activities were included in the draft OU15 Phase I WP)					
03 04	Verify that OU15 analytical requirements are consistent with analytical methods specified in the RFP GRRASP (i e , are methods specified in the WP consistent with those specified in the GRRASP), including development and submittal to EG&G of laboratory SOPs (QAPjP 3 0 § 3 3 and GRRASP Part A, Attachment I, § III D)					
4 01	Determine if procurement documents for subcontracted services, including analytical laboratory services, contained applicable technical, regulatory, and QA requirements, as specified in the OU15 WP/QAA the QAPjP, and applicable SOPs (QAPjP 4 0 § 3 0)					

ROCKY FLATS PLANT ENVIRONMENTAL RESTORATION MANAGEMENT
OU15 PHASE I RFI/RI WORKPLAN READINESS REVIEW CHECKLIST

No.	Description	Resp. Individ	Comments	Due Date	Compl. Date	Status
5 01	Determine in any changes or revisions to applicable SOPs have been identified and, if needed, verify that DCNs have been prepared and approved in accordance with ERM procedure 3-21000-ADM-05 07 (QAPjP 5 0 § 3 8)					
6 01	Verify that the OU15 Phase I RFI/RI Workplan and applicable SOPs have been place under document control (QAPjP 6 0)					
7 01	Verify that subcontractors who have been selected to conduct the OU15 Phase I RFI/RI activities were selected from a list of qualified vendors, or were evaluated based on the technical and quality requirements for services specified in the approved SOW (QAPjP 7 0 § 7 3) (Note subcontractors selected MTS listed contractors satisfy this prerequisite)					
12 01	Verify that the M&TE necessary to obtain the required environmental measurements, as specified in the OU15 Phase I WP, has been identified (an M&TE Identification and Calibration List should be completed) and is of the proper type, range, accuracy and tolerance, and that calibration and preventive maintenance schedules have been established (QAPjP 12 0)					
20 01	Determine if any required State permits have been obtained to conduct the activity under review (IAG Chapter 1, paragraph 8)					

ROCKY FLATS PLANT ENVIRONMENTAL RESTORATION MANAGEMENT
OU15 PHASE I RFI/RI WORKPLAN READINESS REVIEW CHECKLIST

No.	Description	Resp. Individ	Comments	Due Date	Compl. Date	Status
20 02	Determine if any required internal RFP permits are required to conduct the Phase I RFI/RI activities and if any are required, verify that they have been obtained					
20 03	Verify that a site specific H&S Plan has been prepared and approved (ER Site Health & Safety Program Plan, Chptr 6)					
20 04	This item is not yet a requirement (it is pending approval of ERM operating procedure FO-21 02) Determine if an Activity Control and Authorization request has been prepared and approved (see attached form)					