

Certifying Individual Permit Storm Water Control Measures

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REVISION HISTORY

Document No./Revision No.	Issue Date	Action	Description
EP-DIV-SOP-20060, R0	4/3/13	New document	New document
EP-DIV-SOP-20060, R0	5/25/16	IPC-1	Updated Attachments 1 and 4 and edited procedure steps for MainConn cloud migration.
ER-AP-20060, R0	12/1/16	Major revision	Updated personnel titles, scope and process.

TABLE OF CONTENTS

<u>Section</u>	<u>Page</u>
TITLE PAGE.....	1
REVISION HISTORY	2
TABLE OF CONTENTS	3
1. PURPOSE AND SCOPE.....	4
2. BACKGROUND	4
3. TRAINING PREREQUISITES.....	5
4. PRECAUTIONS AND LIMITATIONS	5
5. PREREQUISITE ACTIONS	6
5.1 Preceding Processes.....	6
5.2 Equipment and Tools.....	6
5.3 Preparing for Field Activities	7
6. STEP-BY-STEP PROCESS DESCRIPTION	8
6.1 Verifying Control Measures	8
6.2 Producing Certification Documents	15
6.2.1 Producing a Certification Document for Enhanced Controls	15
6.2.2 Producing a Certification Document for Total Retention or No Exposure Controls.....	16
6.3 Producing Final Verification Document for DOE when Certification to EPA is not Required	16
6.4 Obtaining Approvals.....	17
6.5 Transmittal to ADEM Publications Team	18
7. RECORDS PROCESSING	18
8. REFERENCES	19
9. ATTACHMENTS	19
<u>Attachments</u>	
Attachment 1: Hard Copy Example of Control Measure Verification.....	20
Attachment 2: Electronic Copy Example of Control Measure Verification	23
Attachment 3: Example Certification Document.....	26

1. PURPOSE AND SCOPE

This procedure describes the verification and certification process for corrective action enhanced control measures (as defined by Part I.E.1.(a) of the National Pollution Discharge Elimination System [NPDES] Individual Permit [IP or Permit]); control measures that totally eliminate exposure of pollutants to storm water; or 3-yr, 24-hr retention control measures (as defined by Part I.E.1.(b)). In addition, this procedure applies to verifications being conducted following installation of additional controls which are verified by Department of Energy (DOE) personnel, but not certified for corrective action. This procedure is used by IP pollution prevention team personnel in support of NPDES Permit No. NM0030759.

2. BACKGROUND

The IP requires LANL to “minimize discharges of pollutants caused by onsite erosion and sedimentation” of Solid Waste Management Units (SWMUs) and Areas of Concern (AOCs), collectively referred to as Sites, at Los Alamos National Laboratory (LANL) through the implementation of “structural and non-structural, vegetative, and/or stabilization control measures.” To achieve this goal LANL installs, verifies and in certain cases certifies erosion control measures. This procedure identifies the steps required to verify and certify two types of control measure installations: 1) control measures installed with the intent of certification of the installation to Environmental Protection Agency (EPA) and 2) additional control measures which are verified by DOE but not certified to EPA. This procedure does not apply to control measures which are installed as a result of maintenance activities.

Reference

3. TRAINING PREREQUISITES

Personnel performing this procedure will be familiar with the most current versions of the following procedures and operation manuals:

- EP-DIV-SOP-20012, Installing, Inspecting, and Maintaining Individual Storm Water Control Measures Post-Storm Inspection of NPDES Individual Permit Storm Water Control Measures and Installation and Maintenance of Non-Engineered Storm Water Control Measures
- ER-GUIDE-20211, Inspection Guidance for Environmental Programs Watershed, Retention, and No Exposure Controls
- Los Alamos National Laboratory Storm Water BMP Manual

4. PRECAUTIONS AND LIMITATIONS

During completion of tasks, incidental field visits may be required. In these instances, this procedure is used with an approved Integrated Work Document (IWD) and/or other safety documents as required. Review IWDs for facility-specific requirements, training, precautions and access controls.

5. PREREQUISITE ACTIONS

5.1 Preceding Processes

The activities performed in this procedure are preceded by the processes of planning and installation of storm water control measures. These processes are covered under separate operating procedures.

5.2 Equipment and Tools

Ensure the following equipment is available in the field vehicle:

- Necessary forms (e.g., Control Measure Verification)
- Current Site Discharge Pollution Prevention Plan (SDPPP) project map(s)
- Ball point pen
- Digital camera w/Photo Authorization Approval form
- Global Positioning System (GPS) unit
- Copy of this procedure
- Copy of IWD
- Appropriate PPE
- Radio
- Pager
- Cell phone (Government cell phone only in secure areas)
- Necessary access and station keys
- Government issued iPad (for electronic data collection), if available

5.3 Preparing for Field Activities

IP Project Team Lead or Designee

- [1] Receipt of a hard copy or electronic copy work order by the Tracking and Reporting (TR) Team indicates that field implementation of control measure installation has been deemed complete by the Associate Directorate for Environmental Management (ADEM) IP Project Team Lead. If a Project Implementation Plan (PIP) was issued for the project instead of a work order, field implementation has been deemed complete when the TR Team receives written notification from the ADEM IP Project Team Lead. This written notification shall consist of an e-mail notification.
- [2] Upon receipt of a verification form or notification by the TR Team that the electronic version of the form is ready, field verification of controls shall be scheduled.
- [3] Inform the Shift Operations Manager (SOM) of the schedule for verification and/or certification work and locations up to a week before (preferred), but no later than the day before, to be added to the appropriate plan of the day.
- [4] Conduct pre-job briefing with field personnel using the current IWD.

IP Project Team Member

- [5] Gather the required equipment (see section 5.2) for the work to be done.

6. STEP-BY-STEP PROCESS DESCRIPTION

6.1 Verifying Control Measures

IP Project Team Member

- [1] **FOLLOW** the steps in this section when a Control Measure Verification Form is received to verify control measures. An example of a hard copy Control Measure Verification Form is provided in Attachment 1, and an example of an electronic copy of a Control Measure Verification Form is provided in Attachment 2. For steps in this section identified with “**Item #**,” refer to the corresponding numeric callouts in Attachments 1 and 2. Inspect control measure(s) according to EP-DIV-SOP-20012, Post-Storm Inspection of NPDES Individual Permit Storm Water Control Measures and Installation and Maintenance of Non-Engineered Storm Water Control Measures and/or PIPs and specifications for specific materials and structures.

NOTE *The hosted Maintenance Connection (MainConn) database system configuration used to produce Control Measure Verification Forms is subject to change. This will affect how hard-coded sections in forms print to hard copy. Sections shown in the Attachment with a red strikethrough line indicate that they should be disregarded if printed on a hard-copy form, and should not be used for recording inspection information. For all tasks on the Control Measure Verification Form, record a “Yes” answer by choosing “Complete” or a “No” answer by selecting “Failed.”*

- [2] **IF** conducting electronic data collection,
THEN USE the iPad to navigate to mcxle.maintenanceconnection.com and **LOG IN** to the Express LE application. Confirm that the Control Measure Verification Form displayed in the “My WO’s” section contains the expected verification work order.
- [3] **IF** expected Control Measure Verification Form(s) are not displayed,
THEN CLICK “Sync” to refresh the application.
- [4] **IF** the work order lists still do not match,
THEN CONTACT a TR Team member for clarification.

6.1 Verifying Control Measures (continued)

NOTE *It is necessary to disconnect from internet accessibility for electronic data collection in areas where 4g network coverage on LANL property is not available.*

[5] **DISCONNECT** the application from constant internet accessibility by clicking the Menu Button and “Disconnect.” (The time stamp in the upper right hand corner will change to red).

NOTE *If you are conducting electronic data collection alongside hard copy data collection, this date/time needs to be identical to the Responded date/time entered on the hard copy form AP-20060-1.*

[6] **Item 1: ENTER** the Responded (i.e., arrival) date and time:

- **Hard copy: COMPLETE** the section provided on the signature page and **DOCUMENT** the names and Z numbers of the personnel performing the verification. **LIST** the field lead first. If more than two personnel conduct the work, **ENTER** the additional names in the “Labor Report” section.
- **Electronic copy: SELECT** the appropriate Control Measure Verification Form from the My WOs page and **SELECT** “Responded” from the Status dropdown. **DOCUMENT** the names and Z numbers of field personnel performing the work in the “Labor Report” section.

[7] **Item 2:**

[A] **VERIFY** and **DOCUMENT** the control measure is performing the function as listed, in the Active Control Measures table of the SDPPP (<http://www.lanl.gov/environment/protection/compliance/individual-permit-stormwater/site-discharge-pollution-prevention-plan.php>) by checking the “Complete (i.e., Yes)” or “Failed (i.e., No)” box.

[B] **IF** functions are not recorded or do not match the table, **THEN UPDATE** inaccurate or incomplete information on the task comment line.

[C] **IF** more space is needed on a hard copy form, **THEN CONTINUE** comment in the “Labor Report,” citing task number.

6.1 Verifying Control Measures (continued)

[8] **Item 3:**

- [A] **VERIFY** and **DOCUMENT** the installation was performed correctly and control measure is functioning properly by checking the “Complete (i.e., Yes)” or “Failed (i.e., No)” box.

- [B] **IF** a control measure is not operating effectively or is installed improperly,
THEN DESCRIBE the condition and maintenance needed or other action (e.g., retire) on the task comment line.

- [C] **IF** more space is needed on a hard copy form,
THEN CONTINUE comment in the “Labor Report,” citing task number.

[9] **Item 4:**

- [A] **VERIFY** that the location of each control measure is accurately represented on the SDPPP project map and **DOCUMENT** by checking the “Complete (i.e., Yes)” or “Failed (i.e., No)” box.

- [B] **IF** map corrections are recommended,
THEN DOCUMENT on the task comment line and **MARK** the SDPPP project map with corrections.

- [C] **INITIAL** and **DATE** all changes on the SDPPP project map.

[10] **Item 5:**

- [A] **IF** a photo was taken,
WRITE the photo number in the task comment line.

- [B] **IF** more space is needed on a hard copy form,
THEN CONTINUE in the “Labor Report” citing task number.

- [C] **IDENTIFY** the photo by the camera photo identification number.

- [D] **IF** photos are taken in a secure area,
THEN FOLLOW the guidance in the Photographic Equipment and Activity Authorization form (see LANL Form 1897PA, PS-1) and **OBTAIN** a DC review of the photo(s).

6.1 Verifying Control Measures (continued)

[11] **Item 6:**

[A] **DOCUMENT** any control measure location changes to the SDPPP project map by checking the “Complete (i.e., Yes)” or “Failed (i.e., No)” box.

[B] **IF** an amendment to a control measure location on the map is recommended,
THEN SUBMIT an altered SDPPP project map with this form showing the recommendation(s).

[12] **Item 7:**

[A] **DOCUMENT** any other changes to the SDPPP project map by checking the “Complete (i.e., Yes)” or “Failed (i.e., No)” box.

[B] **IF** an amendment on a map is recommended,
THEN SUBMIT an altered SDPPP project map with this form showing the recommendation(s).

[13] **Item 8:**

[A] **DOCUMENT** a sampler move by checking the “Complete (i.e., Yes)” or “Failed (i.e., No)” box for “Sampler moved to a new location?”

[B] **NOTE** whether a new sampler location is flagged in the field on the task comment line.

[C] **IF** more space is needed on a hard copy form,
THEN CONTINUE comment in the “Labor Report,” citing task number.

[14] **Item 9:**

[A] **DOCUMENT** flow arrow updates by checking the “Complete (i.e., Yes)” or “Failed (i.e., No)” box for “Updates made to flow arrows?”

[B] **IF** flow arrow updates are recommended,
THEN SUBMIT an altered SDPPP project map with this form showing the recommendation(s).

[C] **KEEP** only flow arrows that are necessary to show direction of flow within the SMA or when flow is directed around the SMA that is otherwise not obvious through the interpretation of contour lines.

6.1 Verifying Control Measures (continued)

- [15] **Item 10: DOCUMENT** SMA boundary changes by checking the “Complete (i.e., Yes)” or “Failed (i.e., No)” box for “Updates made to SMA boundary?”
- [16] **Item 11: DOCUMENT** that GPS coordinates of control measures were taken by checking the “Complete (i.e., Yes)” or “Failed (i.e., No)” box for “Were GPS coordinates of control measures taken?”
- [17] **Item 12: DOCUMENT** that GPS coordinates of a new sampler location were taken by checking the “Complete (i.e., Yes)” or “Failed (i.e., No)” box for “Were GPS coordinates of new sampler location taken?”
- [18] **Item 13:**
- [A] **USE** the “Labor Report” section for any additional notes or Site information.
 - [B] **IF** additional storm water controls have been installed on the site, **THEN DESCRIBE** the control, its function, and photo ID.
 - [C] **IF** more space is needed on a hard copy form, **THEN USE** a blank continuation page.
 - [D] **MARK** the new control on the SDPPP project map.
 - [E] **IF** no notes are needed, **THEN WRITE** “none.”
- [19] **Item 14: CONFIRM** that **every** page in the hard copy Control Measure Verification Form has been documented with the Work Order ID and page number of total number of pages (for additional Control Measure Verification Form task page(s) and continuation page(s); **DOCUMENT** in the lower right hand corner, and on the lines provided on the signature page).

6.1 Verifying Control Measures (continued)

NOTE *If you are conducting electronic data collection alongside hard copy data collection, this date/time needs to be identical to the Completed date/time entered on the hard copy form AP-20060-1.*

[20] **Item 15:** **ENTER** the Completed (i.e. departure) date and time:

- Hard copy: **COMPLETE** the section provided on the signature page.
- Electronic copy: **SELECT** “Completed” from the Status dropdown.

NOTE *If you are conducting electronic data collection alongside hard copy data collection, the signatory needs to be the same signatory of the hard copy form AP-20060-1.*

[21] **Item 16:** The Lead Inspector will **CERTIFY** that the information submitted is “true, accurate, and complete” by:

- Hard copy: Signing and dating the “Lead Signature” line on the signature page.
- Electronic version: Clicking on the Signature bar to open the signature section, and typing your full name and Z# in the “Comments” text field, then capturing an electronic signature.

[22] **IF** electronic data collection was performed,
THEN NAVIGATE back to the “My WO”s page.

[23] **CONFIRM** you are in a ‘Connected’ state using the “Menu” dropdown (see Attachment 4, **Item 17**), then **SELECT** “Sync.” All Control Measure Verification Forms placed in Completed status (see **Item 15**) since the last synchronization will be uploaded to the MainConn database.

[24] **LOG OUT** of the application at the end of field work.

[25] **SUBMIT** completed forms, maps, and any other documentation to the TR Team at the end of each day.

[26] **DOWNLOAD** photos at the end of each day and **ENSURE** downloaded photos are saved to designated folder and named by verification work order number and order photos were taken (e.g., first photo taken for BMP-00000 is named 00000-1).

6.1 Verifying Control Measures (continued)

[27] **ENSURE** GPS coordinates are downloaded by GIS staff for map updates.

TR Team

[28] **PROCESS** each form according to SW-DI-10003, Desk Instruction for Performing Technical Quality Control and Data Entry of Work Orders in Maintenance Connection.

[29] **PROCESS** any needed changes to update database and SDPPP project map(s) per SW-DI-10005, Desk Instruction for Performing Change Control Notification in Maintenance Connection.

[30] **ISSUE** sampler installation, activation, and verification work order(s) to IP Project team member or subcontractor as necessary.

[31] **NOTIFY** IP Project Team Lead or designee when sampler has been installed.

6.2 Producing Certification Documents

This section only applies to controls that are being certified to EPA. The basic format of certification documents are the same. However, based on the type of certification being completed, some content differs. Section 6.2.1 details the process for developing a certification document for enhanced controls that will be submitted to EPA. Section 6.2.2 details the process for developing a certification document for either no exposure or 3-yr, 24-hr retention controls that will be submitted to EPA.

6.2.1 Producing a Certification Document for Enhanced Controls

IP Project Team Lead or Designee

- [1] **NOTIFY** TR Team of Certification Document(s) to be produced.

TR Team

- [2] **FOLLOW** the steps in this section when a notification is received to produce a Certification Document.
- [3] **PRODUCE** the Certification Document following the Certification Document Example provided in Attachment 3.
- [4] **CHECK** page numbers.
 - **COUNT** number of pages for EC part, **REPLACE, REMOVE** bold.
 - **COUNT** number of pages for Appendix, **REPLACE, REMOVE** bold.
- [5] **OBTAIN** LA-UR number and **INSERT** number into Certification Document.
- [6] **NOTIFY** IP Project Team Lead of completed Certification Document(s).
- [7] **ISSUE** sampler activation work orders to the IP Project Team Lead or designee.

Reference

6.2.2 Producing a Certification Document for Total Retention or No Exposure Controls

IP Project Team Lead or Designee

- [1] **NOTIFY** TR Team of Certification Document(s) to be produced.

TR Team

- [2] **FOLLOW** the steps in section 6.2.1 when a notification is received to produce a Certification Document, except as follows:
 - [A] **MODIFY** enhanced certification document references from “Enhanced” to either “No Exposure” or “Total Retention”
 - [B] **REMOVE** reference to “within 30 days of completion of the installation of all such measures” on Page 3 of the certification package.
 - [C] **PROVIDE** as-built drawings as required in Part I.E.1(b) of the IP.

6.3 Producing Final Verification Document for DOE when Certification to EPA is not Required

This section details the process for developing a final verification document for controls that will only be submitted to DOE and does not require certification to EPA when all steps through Section 6.1 are complete.

IP Project Team Lead or Designee

- [1] **NOTIFY** TR Team of Final Verification Document(s) to be produced.

TR Team

- [2] **FOLLOW** the steps in section 6.2.1 when a notification is received to produce a Certification Document, except as follows:
 - [A] **REMOVE** pages 1 - 5 of the enhanced certification document, Attachment 3.
 - [B] **MODIFY** enhanced certification document Attachment 3 references from “Certification of Enhanced Control Measures” to “Augmented Control Measures Installed During FY[TBD].”
 - [C] **REMOVE** the map from the document, Attachment 3.
 - [D] **PROVIDE** a copy of the completed verification form, Attachment 1 or Attachment 2.

6.4 Obtaining Approvals

IP Project Team Lead or designee

- [1] **CONTACT** Department of Energy (DOE) representative and LANL Environmental Remediation (ER) Program Manager (PM) to coordinate and schedule field visit to SMA(s).
- [2] **PROVIDE** DOE and ER PM with copies of the Certification Package(s) or Verification Package(s) and the most current IP – Alternatives Analysis and IP – Corrective Action Screening documents for the Site(s). For each Site being certified these documents were prepared in accordance with ER-AP-20251, Individual Permit – Alternatives Analysis Process for Corrective Action and ER-AP-20176 Individual Permit Screening Process for Corrective Action.
- [3] **REFER TO** Section 5.3 to prepare for field activities.
- [4] **CONDUCT** field visit(s) with DOE representative and ER PM.

NOTE *Resulting from the field visit(s) or review of the supplied documents, either the DOE representative or the ER PM may require modifications to the Certification Document. In these instances the IP Project Team Lead or designee will notify the TR Team to revise the Certification Document in accordance with Section 6.2.*

- [5] **COMPLETE** Sampler Activation form in accordance with SW-DI-10001, Environmental Management Surface Water Program Sample Planning and Return completed form to the TR Team or designee at the end of each day.
- [6] **OBTAIN** ER PM and DOE signatures on the signature page of the Certification Document(s).
- [7] **REFER TO** Section 5.3 to prepare for field activities.
- [8] **ACTIVATE** sampler at the SMA and complete the Sampler Activation Form and **RETURN** completed form to the TR Team at the end of each day.

6.5 Transmittal to ADEM Publications Team

NOTE *ADEM Publications Team transmits the original cover letter(s) and Certification Document(s) to EPA. This team will be responsible for records processing of the cover letter(s) and copy of the Certification Document(s).*

IP Project Team Lead or designee

[1] **TRANSMIT** signed Certification Document(s) to the ADEM Publications Team for production of cover letter to EPA following ADEM Publications Team process.

7. RECORDS PROCESSING

IP Project Team Member

[1] **ENSURE** that documents generated by the performance of this procedure are processed as follows:

Record Identification	Record Type Determination	Protection/Storage Methods	Processing Instructions
Work Orders: 20060-1	Form	N/A	When complete, submit the Control Measure Verification form(s) and work order(s) to the TR Team.

TR Team

[2] **ENSURE** that documents generated by the performance of this procedure are processed as follows:

Record Identification	Record Type Determination	Protection/Storage Methods	Processing Instructions
20060-1, Control Measure Verification Form	Record	N/A	When complete, submit the Control Measure Verification Form(s) and work order to Records Management in accordance with EP-AP-10003, <i>Records Management</i> .

IP Project Team Lead or Designee

[3] **ENSURE** that documents generated by the performance of this procedure are processed as follows:

Document: Certification Document	Record	N/A	After Certification Document is signed, submit the document to Records Management.
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8. REFERENCES

- EP-AP-10003, Records Management
- EP-DIV-SOP-20012, Post-Storm Inspection of NPDES Individual Permit Storm Water Control Measures and Installation and Maintenance of Non-Engineered Storm Water Control Measures
- ER-AP-20176, Individual Permit Screening Process for Corrective Actions
- ER-AP-20251, Individual Permit – Alternatives Analysis Process for Corrective Action
- ER-GUIDE-20211, Inspection Guidance for Environmental Programs Watershed, Retention, and No Exposure Controls
- Los Alamos National Laboratory Storm Water BMP Manual
- SW-DI-10001, Environmental Management Surface Water Program Sample Planning
- SW-DI-10003, Desk Instruction for Performing Quality Control and Data Entry of Work Orders in Maintenance Connection ,
- SW-DI-10005, Desk Instruction for Performing Change Control Notification in Maintenance Connection

9. ATTACHMENTS

Attachment 1: Hard Copy Example of Control Measure Verification

Attachment 2: Electronic Copy Example of Control Measure Verification

Attachment 3: Example Certification Document

ATTACHMENT 1

Hard Copy Example of Control Measure Verification

Los Alamos National Lab

Work Order BMP-53066

Ind Permit BMP Insp & Maint
Printed 5/3/2016 - 9:46 AM (Duplicate Copy)

Maintenance Details

Requested: 5/3/2016 9:43:00 AM Target: 5/1/2016 IP

Taken By: Smith, Shannon Priority/Type: / Inspection RG-NCOM

Procedure: Control Measure Account: Northern R002

Verification Form (SOP-20060-1) Implementation Unit R-SMA-1

Last PM: 4/12/2016 Contact:

Project: Example Project (P-BMP-4686) Phone:

Reason: SOP-20060-1 IPC 1 Control Measure Verification

Special Instructions: Route 1, R002-13-0006-225-R1-R9

"No" "Yes"

Tasks

#	Description	Rating	Meas.	Initials	Failed	N/A	Complete
Control Measure Review. Note "No Action Recommended" (NAR), or describe recommended action.							
20	Established Vegetation [R00202040008] Is control measure performing stated function(s)?	5			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30	Established Vegetation [R00202040008] Is control measure correctly installed and functioning properly?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40	Established Vegetation [R00202040008] Is control measure correctly located on Site Map?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50	Rip Rap [R00204060006] Is control measure performing stated function(s)?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
60	Rip Rap [R00204060006] Is control measure correctly installed and functioning properly?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
70	Rip Rap [R00204060006] Is control measure correctly located on Site Map?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
80	Rip Rap [R00204060007] Is control measure performing stated function(s)?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
90	Rip Rap [R00204060007] Is control measure correctly installed and functioning properly?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
100	Rip Rap [R00204060007] Is control measure correctly located on Site Map?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
110	Rip Rap [R00204060009] Is control measure performing stated function(s)?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
120	Rip Rap [R00204060009] Is control measure correctly installed and functioning properly?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
130	Rip Rap [R00204060009] Is control measure correctly located on Site Map?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
140	Rip Rap [R00204060010] Is control measure performing stated function(s)?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
150	Rip Rap [R00204060010] Is control measure correctly installed and functioning properly?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
160	Rip Rap [R00204060010] Is control measure correctly located on Site Map?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
170	Rock Check Dam [R00206010005] Is control measure performing stated function(s)?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
180	Rock Check Dam [R00206010005] Is control measure correctly installed and functioning properly?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
190					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

14

ATTACHMENT 1

Page 2 of 3

		"No"	"Yes"
4	Rock Check Dam [R00206010005] Is control measure correctly located on Site Map?	<input type="checkbox"/>	<input type="checkbox"/>
200	2 Gabions [R00207010002] Is control measure performing stated function(s)?	<input type="checkbox"/>	<input type="checkbox"/>
210	3 Gabions [R00207010002] Is control measure correctly installed and functioning properly?	<input type="checkbox"/>	<input type="checkbox"/>
220	4 Gabions [R00207010002] Is control measure correctly located on Site Map?	<input type="checkbox"/>	<input type="checkbox"/>
Site Map Review			
240	6 Have you changed the location of a BMP on the Site Map?	<input type="checkbox"/>	<input type="checkbox"/>
250	7 Have you ammended the Site Map in any other way?	<input type="checkbox"/>	<input type="checkbox"/>
SMA/Site Review. Note "No Action Recommended" (NAR), or describe recommended action.			
278	8 Sampler moved to a new location?	<input type="checkbox"/>	<input type="checkbox"/>
280	9 Updates made to flow arrows?	<input type="checkbox"/>	<input type="checkbox"/>
290	10 Updates made to SMA boundary?	<input type="checkbox"/>	<input type="checkbox"/>
300	11 Were GPS coordinates of control measures taken?	<input type="checkbox"/>	<input type="checkbox"/>
310	12 Were GPS coordinates of new sampler location taken?	<input type="checkbox"/>	<input type="checkbox"/>

Documents

ID	Document Name	Type	Location
B. EM inspection signature	B. EM Inspection Signature	Signature page	View

Labor Report

Completed: _____ Failures: _____ Meter 1: _____ Meter 2: _____

Report:

5, 13, continuation of task comments.

Reference

ATTACHMENT 1

Page 3 of 3

WO ID: _____ 14 Page 14 of _____

Responded Date: _____ 1 _____ Time: _____ Completed Date: _____ 15 _____ Time: _____

Name/Z#: _____ 1 _____

Name/Z#: _____

Lead Signature: _____ 16 _____

"I confirm the information as recorded is true, accurate and complete."

LANL PERSONNEL USE ONLY (initials and dates)

Accepted _____ Tech QC _____ FTL _____

EXAMPLE

ATTACHMENT 2

Page 1 of 3

Electronic Copy Example of Control Measure Verification

Priority: 2

Labor

Parts

Other Costs

Close

Status: 1 Issued Responded Completed Finalized Closed OnHold

Responded: Click to enter a date...

Completed: Click to enter a date...

Quick Report: Quick Labor Report

Labor Report: Enter a labor report...

Signature

Signatures

← Back BMP-53066 Task:20 11:22

20: Is control measure performed: Example for 2-4, 6-12

hours:

Rating:

Initial reading:

Final reading:

Initials:

Complete ← Select either → Failed

Comments: Enter task comments here.

Asset: R00202040008 (Established Vegetation)

If the task is linked to a specific asset the ID will display here. Confirm you are answering for the right asset.

Previous Task Next Task

ATTACHMENT 2

Labor

Parts

Other Costs

Close

Status: Responded **Completed**

Responded: May 3, 2016 11:21 AM

Completed:

Quick Report:

Labor Report:

Signature

Signatures

Cancel Signature 5:18

Save Undo (425) Redo (0)

Comments:

Sign here:

ATTACHMENT 2

The screenshot displays a web application interface. At the top, a dark blue header bar contains a 'Menu' button (circled in red) with a notification badge '17', the text 'My WO's (3)', and a clock showing '5:20'. Below the header is a search bar labeled 'Quick Filter'. A menu overlay is open, listing options: 'Work Orders', 'System Configuration', 'Sync', 'Sync Messages', 'About', 'Connect', 'Disconnect', 'Release', and 'Logout'. Below the menu, an 'EXPRESSLE' logo is visible with the text '5.21.751.9825 10295 (release)'. The main content area shows a table of work orders:

Work Order ID	Status	Procedure	Target	Assigned	Priority
MSGP-52206	Issued	CAR MCexpress exar Procedure: EPC-CP-	May 05 2016	Mar 22 2016	2
MSGP-52929	Issued	TA-3-38 Routine Faci Procedure: EPC-CP-	May 05 2016	Mar 08 2016	2
SMPLR-53066	Responded	SOP-10008-3 IPC (E Procedure: EP-DIV-S	May 27 2016	Apr 06 2016	2

ATTACHMENT 3

Page 1 of 9

Example Certification Package

**Certification of Installation of
Enhanced Control Measures
at ACID-SMA-2**

Example

LA-UR-16-27055

ATTACHMENT 3

Page 2 of 9

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Example

ATTACHMENT 3

Page 3 of 9

NPDES PERMIT NO. NM0030759

LA-UR-16-27055

**LOS ALAMOS NATIONAL LABORATORY
CERTIFICATION OF ENHANCED CONTROL MEASURES**

PF: P002

ACID-SMA-2

Sites: 45-001,
45-002, 45-004,
01-002(b)-00

The following certification was performed in accordance with NPDES Permit No. NM0030759, Part I.E.1(c), which requires the Permittees (i.e., DOE and LANS) to certify the completion of the installation of control measures within 30 days of completion of the installation of all such measures at the site.

CERTIFICATION STATEMENT OF AUTHORIZATION

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Environmental Programs
Los Alamos National Laboratory

Date

Environmental Management Los Alamos Field Office
U.S. Department of Energy

Date

ATTACHMENT 3

Page 4 of 9

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Example

ATTACHMENT 3

Page 5 of 9

NPDES PERMIT NO. NM0030759

LA-UR-16-27055

**LOS ALAMOS NATIONAL LABORATORY
CERTIFICATION OF ENHANCED CONTROL MEASURES**

PF: P002

ACID-SMA-2

Sites: 45-001,
45-002, 45-004,
01-002(b)-00

In accordance with Part I.E.1 (a), the design, installation, and documentation of enhanced control measures reasonably expected to achieve compliance with target action levels identified in the Permit for all Sites within the identified SMA drainage area have been completed.

Enhanced Control Measure Description:			
BMP ID	Type of Control Measure	Control Measure	Photo ID
P00206010014	Check Dam	Rock Check Dam	1.JPG
P00206010015	Check Dam	Rock Check Dam	2.JPG
P00206010016	Check Dam	Rock Check Dam	3.JPG

ATTACHMENT 3

Page 6 of 9

NPDES PERMIT NO. NM0030759

LA-UR-16-27055

**LOS ALAMOS NATIONAL LABORATORY
CERTIFICATION OF ENHANCED CONTROL MEASURES**

PF: P002

ACID-SMA-2

Sites: 45-001,
45-002, 45-004,
01-002(b)-00

Photos:



Photo: 1.JPG

P00206010014

Check Dam

- Rock Check Dam

ATTACHMENT 3

Page 7 of 9

NPDES PERMIT NO. NM0030759

LA-UR-16-27055

**LOS ALAMOS NATIONAL LABORATORY
CERTIFICATION OF ENHANCED CONTROL MEASURES**

PF: P002

ACID-SMA-2

Sites: 45-001,
45-002, 45-004,
01-002(b)-00

Photos:



Photo:2.JPG

P00206010015

Check Dam

- Rock Check Dam

ATTACHMENT 3

Page 8 of 9

NPDES PERMIT NO. NM0030759

LA-UR-16-27055

**LOS ALAMOS NATIONAL LABORATORY
CERTIFICATION OF ENHANCED CONTROL MEASURES**

PF: P002

ACID-SMA-2

Sites: 45-001,
45-002, 45-004,
01-002(b)-00

Photos:



Photo:3.JPG

P00206010016

Check Dam

- Rock Check Dam

ATTACHMENT 3

NPDES PERMIT NO. NM0030759

LA-UR-16-27055

LOS ALAMOS NATIONAL LABORATORY
CERTIFICATION OF ENHANCED CONTROL MEASURES

PF: P002

ACID-SMA-2

Sites: 45-001,
45-002, 45-004,
01-002(b)-00

