

Identifier: EP-DIV-SOP-20021
(Supersedes SOP-01.17, R0)

Revision: 0

Effective Date: 6/1/11

Next Review Date: 6/1/16



Environmental Programs Directorate Engineering Technology Division

Standard Operating Procedure

for **POTENTIAL RELEASE SITE DATABASE DATA ENTRY
AND MANAGEMENT**

APPROVAL SIGNATURES:

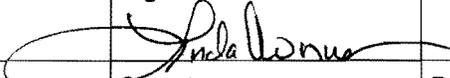
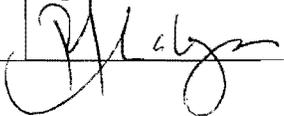
Subject Matter Expert: Linda Nonno	Organization REG-DO	Signature 	Date 5/31/11
Responsible Line Manager: Patrick Nakagawa	Organization ET-ER	Signature 	Date 5/31/11

Table of Contents

1.0 PURPOSE AND SCOPE 3

2.0 BACKGROUND AND PRECAUTIONS 3

 2.1 Background 3

 2.2 Precautions 3

3.0 EQUIPMENT and tools 3

4.0 STEP-BY-STEP PROCESS DESCRIPTION..... 4

 4.1 Data Entry and Data Query 4

 4.2 Records Management..... 4

5.0 DEFINITIONS 5

6.0 PROCESS FLOW CHART..... 5

7.0 ATTACHMENTS 5

8.0 REVISION HISTORY 5

Title: Potential Release Site Database Data Entry and Management	No.: EP-DIV-SOP-20021	Page 3 of 5
	Revision: 0	Effective Date: 6/1/11

1.0 PURPOSE AND SCOPE

This standard operating procedure states the responsibilities and describes the process for managing and entering information into the Potential Release Site (PRS) Database. The PRS Database is the electronic repository that contains the official archived information which tracks the progress of the Solid Waste Management Units (SWMUs) and Areas of Concern (AOCs) within the Los Alamos National Laboratory (LANL), including, but not limited to, the location, description, operational history, regulatory history, progress status, and investigation activities specific to each SWMU or AOC. The PRS Database provides a dynamic resource that supports regulatory reviews, regulatory analyses, reporting activities, permitting activities, and management activities. The PRS Database accommodates a variety of information requests to support Department of Energy requests, Laboratory permits and requests for permit modification, aggregate area investigation and remediation projects, facility and maintenance projects, various LANL organizations such as Legal Counsel, the Environmental Programs Directorate (ADEP), and ENV-DO.

All **PRS database personnel** shall implement this procedure when managing or entering data into the PRS Database.

2.0 BACKGROUND AND PRECAUTIONS

2.1 Background

PRS database personnel who manage and or enter data into the PRS Database are responsible for:

- obtaining all current relevant documentation and correspondence and entering the appropriate information from such documentation into the PRS database;
- ensuring the PRS database contains accessible, secure, and technically accurate data;
- keeping the database current, including capturing information generated by organizations other than ADEP;
- ensuring efficient and cost-effective applications and maintenance; and
- presenting a wide range of data in a user-friendly platform.

2.2 Precautions

When entering information into the PRS database, extreme care and attention to detail must be exercised so that the data are entered with the greatest accuracy possible.

Be aware that information concerning a SWMU or AOC often changes as the investigation of the site progresses. To ensure the greatest accuracy within the PRS database, site progress needs to be continually monitored to determine when information updates to the PRS database are required.

3.0 EQUIPMENT AND TOOLS

An ADEP-networked computer with permissions and access to the PRS Database is required.

Title: Potential Release Site Database Data Entry and Management	No.: EP-DIV-SOP-20021	Page 4 of 5
	Revision: 0	Effective Date: 6/1/11

4.0 STEP-BY-STEP PROCESS DESCRIPTION

4.1 Data Entry and Data Query

To enter new data, update existing data, or to query PRS information, access the ER Project PRS Information Tracking System, which is located on ADEP's P: network drive. This is done by double clicking on "My Computer" from within the "Start" menu of your computer. Once within "My Computer", double click on the "P:" network drive named "projects on 'win.lanl.gov\wes'(P:)." From within the P drive, open the "Er-db" folder where you will find a Microsoft Office Access file named "Adhoc_ksprs_20000". Double click on the "Adhoc_ksprs_20000" file to open the ER Project PRS Information Tracking System.

- | | |
|------------------------|---|
| PRS Database Personnel | <ol style="list-style-type: none"> 1. To edit PRS records within the database, click on the "PRS Manager" button, which accesses the PRS Manager. Select the appropriate tab and enter the new or updated information. When data entry is complete, logout of the PRS Information Tracking System. <hr/> <ol style="list-style-type: none"> 2. To query PRS records within the database, click on the "PRS Query Manager" button, which accesses a "Selection Criteria" tab. Select the criteria appropriate for the query, then click on the "Run Query" button in the bottom right hand corner of the tab. Select the "Results" tab, to view the output of the query. When all queries are complete, logout of the PRS Information Tracking System. <hr/> <ol style="list-style-type: none"> 3. To add documents to the PRS database document list, select the "Document Manager" button, which accesses the Document Manager. Select the "New Doc" button located at the middle right-hand side of the "General Info" tab. Enter the appropriate information, then select the "PRS Associations" tab and associate the appropriate PRSs to the document. When data entry is complete, logout of the PRS Information Tracking System.

To edit an existing document in the PRS database document list, select the "Document Query Manager" button, which accesses a "Selection Criteria" tab. Fill in the known "Document Attribute" or "Date" field(s), then click on the "Run Query" button in the bottom right hand corner of the tab. Select the "Results" tab, to view the output of the query, which will include the record number for the document being queried. Return to the Document Manager and insert the record number into the "Go to Doc ID" field and click on the pull down menu arrow. Selecting the record number from the pull down menu will take you to the appropriate record. When all edits are complete, logout of the PRS Information Tracking System. <hr/> <ol style="list-style-type: none"> 4. If a new field is required, discuss the change with the PRS database task leader and obtain the task leader's permission to add the new field. After permission is received, work with the PRS database programmer to have the field entered into the database. |
|------------------------|---|

4.2 Records Management

- | | |
|--------------------------|--|
| SAE Server Support Staff | <ol style="list-style-type: none"> 1. The PRS Database application resides on the LANL Enterprise storage system which is backed up hourly, nightly, and weekly. The PRS Database resides on the WES SQL server, datasrv2, which is backed up nightly and weekly.

The PRS Database does not generate any records for transmittal to the Records Processing Facility. |
|--------------------------|--|

Title: Potential Release Site Database Data Entry and Management	No.: EP-DIV-SOP-20021	Page 5 of 5
	Revision: 0	Effective Date: 6/1/11

5.0 DEFINITIONS

PRS – A collective term that refers to potential release sites at the Laboratory that are identified either as SWMUs or AOCs.

PRS Database – A web-based application for the entry and retrieval of information relating to the history of activities at SWMUs and AOCs.

6.0 PROCESS FLOW CHART

Not Applicable.

7.0 ATTACHMENTS

None.

8.0 REVISION HISTORY

Revision No.	Effective Date	Description of Changes	Type of Change <i>[Technical (T) or Editorial (E)]</i>
0	6/1/11	New document control number assigned; Supersedes SOP-01.17, R0; Major revision; Updated organizations, Revised Scope, Precautions, and Step-by-Step process description.	T/E

[Click here for "Required Read" credit.](#)