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Environmental Programs Directorate Corrective Action Projects

for **SELECTION AND USE OF ANNOTATED
OUTLINES/TEMPLATES FOR CONSENT ORDER
INVESTIGATION WORK PLANS AND
INVESTIGATION REPORTS**

APPROVAL SIGNATURES:

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Responsible Line Manager: Craig Douglass	Organization: CAP	Signature: 	Date: 3/30/11

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1.0 PURPOSE AND SCOPE

The purpose of the procedure is to select and use outlines/templates for the March 1, 2005 Compliance Order on Consent (the Consent Order) Investigation Work Plans and Investigation Reports. The goal of using Consent Order outlines/templates is to improve the efficiency and consistency in developing Investigation Work Plans and Investigation Reports by providing guidance and boiler plate text, as well as example text, tables, and figures. In addition, guidance and example text is also provided to improve the technical information to justify Investigation Work Plan sampling strategies. The outlines/templates are updated when the New Mexico Environment Department (NMED) provides direction to Los Alamos National Laboratory on specific aspects of Investigation Work Plans and Investigation Reports.

2.0 BACKGROUND AND PRECAUTIONS

2.1 Background — Investigation Work Plans

Two annotated outlines/templates for Investigation Work Plans are provided as attachments to this procedure. Template 1 follows the outline provided for Investigation Work Plans in Chapter XI of the Consent Order and provides a “readable” flow of technical information for solid waste management unit (SWMU)/area of concern (AOC) aggregate areas that are fairly homogeneous or for a single material disposal area. Because this template specifically follows the Consent Order, prior NMED approval is not required.

A second template is provided for SWMU/AOC aggregate areas that have greater diversity in the number of sites, histories, uses, contaminants, geography, etc. Template 2 groups the information required by the Consent Order by sub-units of the SWMU/AOC aggregate area. In this way, information is provided under one section on each specific subunit’s history, contaminants, previous investigations, and proposed investigations. The project leader and document author will have to select the subunits appropriate for their aggregate area.

Because of the wide number and variety of sites in each aggregate area, example text is provided in each template; however, the example text for each template is not identical. Therefore, a review example text on a specific subject (e.g., Operational History) from each template is advisable.

The template chosen must be based on the evaluation of the most effective grouping of SWMU/AOC aggregate information. The use of Template 2 for a specific SWMU/AOC aggregate will require prior NMED approval of the format.

2.2 Background — Investigation Reports

Two outlines are provided for Investigation Reports as attachments to this procedure. Annotated outline 1 follows the outline provided for Investigation Reports in Chapter XI of the Consent Order and provides a “readable” flow of technical information for SWMU/AOC aggregate areas that are fairly homogeneous. Because this template specifically follows the Consent Order, prior NMED approval is not required. Outline 1 also contains a template of boiler plate text, and example text, tables, and figures.

The second outline is for SWMU/AOC aggregates that have a greater number of sites, diversity in histories, uses, contaminants, geography, etc. Outline 2 groups information required by the Consent Order by subunits of the SWMU/AOC aggregate area. In this way, information is provided on each specific subunit’s history, contaminants, previous investigations, and proposed investigations under one section. The project leader and document author will have to select the sub-units appropriate for their aggregate area.

The outline chosen must be based on the evaluation of the most effective grouping of SWMU/AOC aggregate information. The use of Outline 2 for a specific SWMU/AOC aggregate area will require prior NMED approval of the format.

2.3 Precautions

Because of the variety in types of sites each author must consider the information applicable to their sites. In addition, due to the variety of sites, there is very little boilerplate text provided for Investigation Reports; most of the template is example text.

3.0 EQUIPMENT AND TOOLS

None

4.0 STEP-BY-STEP PROCESS DESCRIPTION

4.1 Selection of appropriate template/outline

1. Review the Templates/Outlines for the specific Investigation Work Plan or Investigation Report, respectively, being developed.

2. Select the Template/Outline that will result in the clearest presentation of the technical information to be provided in the document. Typically, Template/Outline 1 is more appropriate for sites with less geographic and operational history variability. Template/Outline 2 may be more appropriate for sites with larger geographic and operational history variability.

3. Provide selected Template/Outline to the author (i.e., subcontractor).

4. If Template/Outline 2 is selected, submit the Table of Contents from Template/Outline 2 to NMED for approval prior to document preparation.

4.2 Familiarization with selected template/outline

Document Authors	Prior to preparation of the document (Investigation Work Plan or Investigation Report), become familiar with the annotated outline/template chosen, including tables, figures, and appendices. Become familiar with text identified in the outline/template as "boilerplate" that can be used as presented and text identified as example text, which must be modified for the specific sites.
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4.3 Records Management

Project Leaders	If annotated Template/Outline 2 is chosen for the report, documentation of NMED's approval is submitted to Records.
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5.0 DEFINITIONS

Not Applicable

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6.0 PROCESS FLOW CHART

None

7.0 ATTACHMENTS

- Attachment 1 [Template1](#) for Investigation Work Plan for *[drainage name]* Aggregate Area
- Attachment 2 [Template2](#) for Investigation Work Plan for *[drainage name]* Aggregate Area
- Attachment 3 [Template 1](#) for Investigation Report for *[drainage name]* Aggregate Area
- Attachment 4 [Template 2](#) for Investigation Report for *[drainage name]* Aggregate Area
- Attachment 5 Investigation Report Appendix A: Acronyms and Abbreviations, Glossary, Metric Conversion Table, and Data Qualifier Definitions
- Attachment 6 Investigation Report Appendix B: Field Methods
- Attachment 7 Investigation Report Appendix E: Investigation-Derived Waste Management
- Attachment 8 Investigation Report Appendix F: Analytical Program
- Attachment 9 Investigation Report Appendix H: Statistical Results and Box Plots
- Attachment 10 Investigation Report Appendix I: Risk Assessments

8.0 REVISION HISTORY

Revision No. <i>[Enter current revision number, beginning with Rev.0]</i>	Effective Date <i>[DCC inserts effective date for revision]</i>	Description of Changes <i>[List specific changes made since the previous revision]</i>	Type of Change <i>[Technical (T) or Editorial (E)]</i>
0	1/26/2010	New procedure	
1		Minor revision; updated Attachment 10; updated organization name.	E

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NOTE: Because the following attachments are between 2 and 110 pages long, each one has been given a link that will take the user directly to the required attachment. PLEASE COPY THE DOCUMENT YOU NEED TO YOUR WORKSPACE AND GIVE IT A UNIQUE FILENAME before you begin to customize it.

LINKS TO ATTACHMENTS

ATTACHMENT 1

[Template 1 for Investigation Work Plan For \[drainage name\] Aggregate Area](#)

ATTACHMENT 2

[Template 2 for Investigation Work Plan For \[drainage name\] Aggregate Area](#)

ATTACHMENT 3

[Outline 1 for Investigation Report for \[drainage name\] Aggregate Area](#)

ATTACHMENT 4

[Outline 2 for Investigation Report for \[drainage name\] Aggregate Area](#)

ATTACHMENT 5

[Investigation Report Appendix A: Acronyms and Abbreviations, Glossary, Metric Conversion Table, and Data Qualifier Definitions](#)

ATTACHMENT 6

[Investigation Report Appendix B: Field Methods](#)

ATTACHMENT 7

[Investigation Report Appendix E: Investigation-Derived Waste Management](#)

ATTACHMENT 8

[Investigation Report Appendix F: Analytical Program](#)

ATTACHMENT 9

[Investigation Report Appendix H: Statistical Results and Box Plots](#)

ATTACHMENT 10

[Investigation Report Appendix I: Risk Assessments](#)