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Environmental Programs Directorate

CONSENT ORDER 5-DAY PUBLIC NOTIFICATION REQUIREMENT FOR GROUNDWATER DATA

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Title: Consent Order 5-Day Public Notification Requirement for Groundwater Data	No.: SOP-4009	Page 2 of 5
	Revision: 0	Effective Date: January 16, 2009

1.0 PURPOSE AND SCOPE

This procedure defines the process for meeting the 5-day web and email public notification requirement for groundwater analytical data reported under Section IV.A.3.g of the Order on Consent.

2.0 BACKGROUND AND PRECAUTIONS

2.1 Background

Regulatory Requirements for this procedure are derived from the NMED Order on Consent:

“The Respondents shall develop and maintain an e-mail notification list to notify members of the public concerning groundwater analytical data reported under this Section (IV.A.3.g). The Respondents shall provide a link on the LANL/Environment Home Page, currently <<http://www.lanl.gov/environment>> whereby members of the public may submit a request to be placed on this list. Within five working days of submittal to the Department of the written notification under this Section (IV.A.3g), the Respondents shall post a notice on the LANL/Environment website and shall notify those on the e-mail notification list.”

This document defines the notice process required by the paragraph above. The “written notification” referred to in the paragraph above is generated when the review of groundwater data collected during the prior month triggers reporting requirements defined in Section IV.A.3.g of the Consent Order. The groundwater data review is completed and documented by the 15th day of each month. If the data review triggers the written notification requirement, it is met by the submittal of a letter report to NMED within 15 days of the data review. The delivery of the letter report starts the 5-day clock for two public notice requirements: (1) posting a statement on the LANL/Environmental home page and (2) sending e-mail notice to members of the public on the e-mail recipient list, that a letter report has been submitted to NMED.

2.2 Precautions

This procedure applies only to actions supporting the regulatory requirement stated above in 2.1.

3.0 RESOURCES AND REQUIREMENTS

3.1 RESOURCES

This procedure is the responsibility of WES-DO and is performed with support from:

Organization	Activity
LANL Water Stewardship Program (LWSP)	Ensures monthly groundwater data review, owns and generates any subsequent reports due to NMED.
LANL Legal Counsel	Provides legal guidance for implementation of this Consent Order requirement.
ADEP Publications Team	Produces final copy and delivers reports to NMED.
Environmental Web Team	Maintains the web capability for ADEP and ENV.
ADEP Public Involvement	Maintains public environmental-issues e-mail capability.

Title: Consent Order 5-Day Public Notification Requirement for Groundwater Data	No.: SOP-4009	Page 3 of 5
	Revision: 0	Effective Date: January 16, 2009

3.2 TRAINING

Training is not required for this procedure. Self-study is available to those utilizing the procedure.

4.0 STEP-BY-STEP PROCESS DESCRIPTION

The following personnel are responsible for activities identified in this procedure.

- LANL Water Stewardship Program
- ADEP Publications Team
- Environmental Web Team
- ADEP Public Involvement Staff

4.1 Generate an applicable groundwater analytical data report for NMED

- LANL Water Stewardship Program
1. The LWSP will
 - identify when a report to which this procedure applies is generated
 - generate and submit the report to the ADEP Publications Team for processing
 - notify the ADEP Publications Team that the report is subject to this procedure

4.2 Submit report to NMED and notify public

- ADEP Publications Team
1. The **ADEP Publications Team** will:
 - produce a final report
 - hand-deliver the report to NMED
 - notify the ADEP Web Team of the delivery within one working day
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- Environmental Web Team
2. The **Environmental Web Team** will, within 5 days of the delivery date:
 - post notification of the delivery to the LANL environmental web home page
 - using a web-based tool, generate and send an email containing the same notification to the email list maintained by ADEP Public Involvement Staff
 - notify by email [the ADEP Publications Team, the Analytical Data Report Generator and the responsible Division Leader \(WES-DO\)](#) that the posting is made and the email sent

Note: It is recommended that notification posting be pushed live when it is created and not left for automatic posting during the night. Posting should be verified.

4.3 Maintain the email list for public interested in environmental notifications

ADEP Public
Involvement
Staff

1. The **ADEP Public Involvement Staff** will:
 - o establish and ensure on-going operability of an email list serve capability for interested recipients
 - o perform routine maintenance of the email list serve capability as needed
 - o interface with LANL institutional service providers supporting email or list serve functions
 - o interface with the Environmental Web Team to maintain web access for email sign up on the LANL environmental web site

5.0 ATTACHMENTS

None

6.0 REVISION HISTORY

Revision No. <i>(Enter current revision number, beginning with Rev.0.0)</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	1/16/09	New document.	N/A

[Using a CRYPTOCARD, click here to record "self-study" training to this procedure.](#)

If you do not have a crypto card with A-level Access, contact creichel@lanl.gov for instructions on credit.

7.0 PROCESS FLOW CHART

