

## 1. Numbering

Numbers for ERD documents are assigned by ERD Document Control. The format is WSRC-RP-YR-Number, without lead zeros. The binder cover and spine should not contain the revision or date.

### 1.1 ASCAD Documents

Each document within the ASCAD should have its own number. The binder containing the documents does not. When approved the documents become stand alone and are tracked separately.

### 1.2 Addendums (See 3.2)

## 2. Distribution

Distribution of documents to EPA and SCDHEC is completed by the Environmental Compliance Group (EC). All on-site distribution is done by ERD Document Control (ER DCC). The document and associated paperwork will be gathered by the EC Team member and delivered to ER DCC.

ER DCC will track the revision status, issue controlled or information copies and ensure updates to the appropriate copy holders.

When redlines are submitted to the regulators, "information only" copies will be distributed by ER Document Control to site personnel. When the final document is approved by the regulators, an official submittal of a clean copy of the document shall be provided to ER Document Control and to the regulators within thirty (30) days. ER Document Control will make controlled distribution to the SRS distribution.

### 3. Revisions/Changes

All changes to previously submitted documents require a change to the revision number. Revisions may be made by completely changing the document or by page change only. Page changes must have an Errata Sheet which describes which pages were changed. Each new page should contain the document number and new revision number. Even though the other pages remain the same, the revision of the entire document has changed. The title page should be changed to indicate the new revision. After submitting the revised documents, any additional changes require a new revision number.

#### 3.1 Draft Record of Decision

A Draft Revision 0 Record of Decision may be submitted to the regulators and will be known as the Draft Revision 0. It will be handled as a draft and only "Information Only" copies will be distributed. The word "DRAFT" will be part of the revision number... Revision 0-DRAFT.

#### 3.2 Addendum

If an addendum is submitted for a document either the revision number of the entire document must change or the addendum must carry a separate number and be treated as a stand alone document.

#### 3.3 Documents within Documents

Often an entire document is inserted within a document (i.e. Data Summary Report) as an attachment. When done this way the attached document is not traceable. The preferred way would be to reference the document and include it in the submittal.

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### 3.4 Submitted Draft Comment Responses

If draft comment responses are submitted in the form of corrected pages to documents, they are not considered as change to the document and will not be handled as such. The draft comments should carry the work "DRAFT" in the revision. If the draft comment responses are accepted, a submittal of the revised pages should follow with the corrected revision number. This will allow for proper tracking of documents and ensure everyone has the correct revision.

## 4.0 Review for Off-Site Release and Final STI Review

Regardless of the format (document or attachment to correspondence) any information sent off-site requires a review for off-site release. The Sites organization for coordinating the reviews needed is the STI Group. The following agreements have been reached with STI to expedite ERD documents to the regulators.

### 4.1 Review for Off-Site Release

Documents are submitted to STI with the form OSR #14-357. It should be indicated on the top of the form that this is an ERD document. All documents must have an STI approval before they will be accepted for the Administrative Record File (ARF).

All revision/versions including drafts must be submitted and approved for release prior to be sent off-site.

**DOCUMENT CONTROL**

**REVISION: 0**  
**DATE: 2/1/98**  
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**4.2 Redline Documents**

Redline documents are reviewed at each revision. Once the document is accepted by the regulators, the clean copy will not need to be re-reviewed as long as no changes were made. If changes are made a new revision and another review is required.

**4.3 Full STI Review**

The off-site review done to release our documents is not the complete review and required by DOE orders. When our documents are approved by the regulators the final full STI review is required and ER Document Control will be coordinating this review. Four copies of the document must be sent to STI and all documents referenced must also be cleared which means they must be available if requested.

**4.4 Documents on the External Home Page**

Documents submitted for public comment are posted on the SRS Home Page. They must receive further release than required for off-site release to the regulators. ER Document Control will be coordinating this review. All references must be available and released through STI.