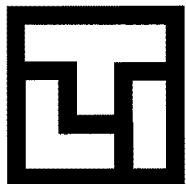


General



ENTERED

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TECHLAW INC.

October 4, 2001

Mr. Carl Will
State of New Mexico Environment Department
Hazardous Waste Bureau
2905 Rodeo Park Drive East
Building One
Santa Fe, New Mexico 87505-6303

2001
RECEIVED

Reference: Work Assignment No. Y513, 06082.700; State of New Mexico
Environment Department, Santa Fe, New Mexico; General Support
Contracts; Administrative Record Assistance, LANL; Administrative
Record Report

Dear Mr. Will:

Enclosed please find the deliverable for the above referenced work assignment. The deliverable was based on an August 21, 2001 meeting as well as other discussions with you during the course of the project.

If you have any questions please feel free to contract Mr. Wally O'Rear at 214-572-0069.

Sincerely,

June K. Dreith

June K. Dreith
Program Manager

Enclosure

CC: Mr. James Bearzi, NMED
Mr. John Young, NMED
Mr. Wally O'Rear, TechLaw, Inc.
Mr. Bill Jordan, TechLaw Central Files
D. Romero, Denver TechLaw Files

32389



NMED LANL

Administrative Record Report

August 21, 2001

State of New Mexico Environment Department in Santa Fe requested Administrative Record Assistance for the Los Alamos National Laboratories site in Los Alamos, New Mexico. The TechLaw Team traveled to Santa Fe to begin the effort to update the Los Alamos database and to review the procedures and make recommendations.

On August 21, 2001, TechLaw Team members, Wally O'Rear, Mark Edge and Cary Martindale, met with NMED personnel John Young, Carl Will and Pam Allen as well as the computer support personnel with I.T. Support Ron Hofius and Rodney McKnight. The group met to discuss the procedures for entering data, reviewed the database fields, outlined any necessary changes, and setup procedures for completing the indexing the documents at NMED. The aim of the review was to ensure the accuracy of the data and the best results of updating the NMED database for the LANL Administrative Record documents.

The LANL site is very large and complicated. Part of the data entry process was to include the operable units mentioned in the documents in the "site" field. The number of operable units could be a very large number per entry. For example, one document mentions 75 operable units. The previous data entry procedure was to enter just one of the operable units and then copy the information 74 times into a new record and only change the operable unit. To complicate the data entry there are historical operating units that have since been renamed or combined with other operation units. If the document mentioned a new operable unit that was historically four operable units, all four of the operable units and the new unit would be mentioned in the "site" field. By copying all of those records repeatedly it has made the database unnecessarily large and cumbersome. Also, if the public would look at the database they may think there are 75 different documents.

When creating the Administrative Record there should be only one entry per document. It was agreed by all that operable units mentioned in the document should be entered into one field instead of creating new records for each operable unit. Second, the previously entered records could be repaired without further entry or research to correct the database. Also, it was agreed that a new drop down data field will be programed so that it would make it easier to enter historical operable units as needed without research.

After reviewing the database with the group, the TechLaw Team members suggested adding two fields. The additional fields are for enclosures (Not Enclosed, Enclosed or N/A) and initials of who indexed the document. After further review TechLaw proposes that two additional fields be added to ensure accuracy. Currently there is a field for the recipient. The recipients name is entered and then a "\" to separate the field and then the recipient's company name. The same procedure is done for the author. This procedure increases the chance that someone could forget to put the "\" in the field which would potentially put the recipient's name and affiliation in one field and the data entry person could mistype the information. This could effect the ability for sorting and searching accurately. If a separate field was set up for the recipient name and a new

field for the recipient company, then a drop down type of field could be used. This would eliminate the need for typing the recipient company and name in each time and would improve the speed of data entry especially if new personnel are entering data.

NMED personnel decided on four steps for completing the indexing of the LANL database for the NMED files. The first step was that the TechLaw Team index documents from John Young's file cabinet first. The file cabinet contained 34 inches of documents which had never been entered. The documents had never been entered due to moving activities when NMED moved into their new offices. Once those files were entered into the database, TechLaw Team members were to index 13 boxes of documents which had been retrieved from the NMED archive repository. The files were retrieved by Ms. Pam Allen, NMED. The estimated length of files in the 13 boxes is 16.2 feet of documents. It is believed that the documents had never been indexed. Since they are not 100% certain a search for duplications was conducted.

The next step was for the TechLaw Team members to review the documents located in the LANL HSWA and Permit files. There is estimated to be 15.5 feet (10.5 feet of HSWA and 5 feet of Permit files) of documents in the HSWA and Permit files. The review process includes ensuring that the documents are entered into the database and that the information is correct. If the document had a transmittal, the Team members were to locate the documents, which are separate from the transmittal letters, to ensure that the attached document is filed. A new field was created to indicate if the transmittal was enclosed or not enclosed or whether it was applicable.

After all documents were reviewed and entered, reports in the library were checked against the database. If not entered, the reports will be entered into the database. After all reports and documents were completed, the database will need to be reviewed for duplicate entries and accuracy. Any records in the database that have not been checked could be duplicates. A review of those records by NMED is recommended. A sort could be done on the "initial" field. If they had been initialed by TechLaw personnel, then they have been reviewed and entered. If they had been entered by anyone else then the documents are potentially duplicate entries. If they are duplicates it is recommend that the records be deleted from the database.

The recommendations above are from the August 21, 2001 meeting. The recommendation below are suggested after actual review and data entry by TechLaw team members. The "Correspondence Type" field has an inordinate amount of documents listed in the miscellaneous category. The list of document types is recommended to be increased. There are document types such as Community Relations, Public Notifications, Public Comments, Sampling Data, Scientific Articles, and Newspaper Articles that could have been listed in the document type list. This would assist the public or users of the database in finding their type of documents. The document type list is recommended to be updated on a periodic basis to assure optimal functionality.

Abbreviations are used in the "Subject" field. It is recommended that a list of abbreviations be created so that the public or other data entry personnel know what each abbreviation means.

If there are any questions or comments on the information listed above, please call Wally O'Rear at 214/572-0069.