

SECTION 2.0

ORGANIZATION AND RESPONSIBILITIES

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Because of frequent changes in staff it is impractical to present a current organizational chart in this document. Instead, the figure on page 2 of this section indicates the generic organizational structure of the ORISE Environmental Survey and Site Assessment Program. Detailed responsibilities for various staff positions are documented in position description questionnaires, which have been developed for all employees. Additional information is included in the Quality Assurance Manual. With respect to the field survey activities, it is the general responsibility of the site coordinator to assure that these procedures are followed by all personnel performing environmental surveys and to continually evaluate results for accuracy and precision. Site coordinator is a generic title which applies to any individual designated as ORISE's representative and on-site supervisor. It is the responsibility of each individual conducting surveys to abide by all aspects and details presented in this manual and to report deviations or abnormal results to the responsible supervisor.

The Survey Projects Manager is responsible for development and periodic revision of procedures related to field survey activities. Procedures may be developed, reviewed, and/or revised at any time as may be determined to be necessary by the Survey Projects Manager. Field survey procedures require approval of the Survey Projects Manager; they are concurred with and implemented for ESSAP by the Program Director (or in his absence the Associate Program Director). The Quality Manager is responsible for distribution and control of procedures. The authority for interpretations of procedures resides with the Survey Projects Manager but may be delegated to the level of the field site coordinator.

Environmental Survey and Site Assessment Program

