

SECTION 4.3

RECORDS AND REPORTS

A site-specific survey plan is developed prior to the start of on-site activities. Changes in the survey plan are often necessary due to unanticipated findings as the survey progresses. Changes may also be made at the request of the funding agency. The designated site coordinator has the authority to make appropriate changes to the plan. Modifications not directly requested by the funding agency must have a defensible technical basis and a change of any kind must be documented in the site logbook. The site coordinator is responsible for reviewing data for accuracy and completeness before on-site activities are concluded. Electronic records may be substituted, provided appropriate access authorization procedures are in place and quality assurance requirements are met.

All data, notes, measurements, calibrations, and other information pertinent to a survey site must be recorded and maintained. Records must conform with the following basic requirements:

1. Marked with date of entry.
2. Signed (or initialed) by the author of the entry.
3. Written or printed, in pen, in a legible manner.
4. Contain all pertinent information in a concise, accurate entry.

Records may be in several forms. These include: maps, standard record forms for specific survey measurements, and the field data logbook; which is the daily diary and notebook of the site coordinator. Electronic records may be substituted, provided appropriate access authorization procedures are in place and quality assurance requirements are met.

Column headings or requested information on record data forms may be inappropriate or incorrect for specific site situations. If so, appropriate handwritten changes must be made on the forms. When certain information requested on the presented form is not required, the space or columns should be crossed through or marked "NA" (not applicable) as an indication that such information was not required, rather than having possibly been forgotten.

If data corrections are necessary a single line will be drawn across the entry. New data, initials of the surveyor, and date of correction will be recorded. Data will not be obliterated by erasing or use of white-out.

Original drawings and maps may first be drawn in pencil but must be made permanent by tracing in ink or producing a photocopy prior to the addition of data to the page.

In some instances imaging equipment such as still cameras or video cameras may be used to document site orientation, site conditions, equipment, etc. Such equipment should be operated in accordance with manufacturer's instruction manuals. Images shall be considered critical records if used for documentation of measurement or sampling locations. Critical record images will be archived with site file information. The physical types of these records may include video cassettes, photographs, or digital images which could be either in hard copy or electronic format on disk or the network drive. Locations of electronically archived critical records must be identified in the project file.

All records relative to a specific site are reviewed and retained by the site coordinator or their designee until the report has been prepared. Records must be protected from loss, damage, tampering, or unauthorized access by keeping them under surveillance or in a secured storage location. Following acceptance of the final report by the funding agency all records, background information, and other information relative to the site are archived for permanent storage according to the requirements established in the Quality Assurance Manual.

The results of surveys are documented in reports. The complexity and style of the report and its distribution are determined based on the type of survey and the requirements established by NRC, DOE, or other funding agency. Internal review of reports will be performed according to requirements of the ESSAP Quality Assurance Manual. These reports are provided only to the funding agencies; they are responsible for the distribution of all information concerning the surveys.