D. PROGRAM PROCEDURE AND GUIDANCE MANUAL MAINTENANCE

A responsible individual is identified for each manual issued by the Hanford Environmental Surveillance Program. Responsibilities are as follows:

- -update manual as needed (changes in procedures or other requirements contained in manuals should be follwed by manual updates within three months, interim procedures, issued as internal letters, should be used in the intervening period);
- -assure that appropriate peer and line management review is provided for manual updates including review by program staff affected by the changes and that revisions are "issued" by the program manager;
- -maintain a distribution list of manual copies and assure that manual holders receive updates.

Manuals		Responsible Individual
PNL-MA-515	Technical Procedures	MJ Sula
PNL-MA-580	Environmental Monitoring Procedures	RL Dirkes
PNL-MA-577	Environmental Emergency Monitoring Manual	RL Dirkes
---------	Emergency Response Manual	RL Dirkes
PNL-MA-514	Environmental Sampling Locations Manual	PJ Blumer
---------	QC Compliance Manual	KR Price
PNL-MA-566	HEDS Users' Manual	PJ Blumer