LLNL Environmental Restoration Division (ERD)
Standard Operating Procedure (SOP)

ERD SOP 5.8: Field Logbook Control—Revision: 2

ENVIRONMENTAL RESTORATION DIVISION
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THIS IS A RED STAMP
ERD

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1.0 PURPOSE

The purpose of this procedure is to establish the means for issuing and using field logbooks. This procedure is to ensure complete and consistent handling of all field logbooks within the Environmental Restoration Division (ERD) Data Management Team (DMT).

2.0 APPLICABILITY

This procedure applies to personnel performing quality affecting activities in the issue and use of field logbooks, which constitute controlled documents under the scope of the Environmental Protection Department (EPD) Quality Assurance Management Plan (QAMP).

3.0 REFERENCES

3.1 LLNL Environmental Protection Department, *EPD Quality Assurance Management Plan (QAMP).*

4.0 DEFINITIONS

See SOP Glossary.

5.0 RESPONSIBILITIES

5.1 Division Leader

The Division Leader's responsibility is to ensure that all activities performed by ERD at the Livermore Site and Site 300 are performed safely and comply with all pertinent regulations and procedures, and provide the necessary equipment and resources to accomplish the tasks described in this procedure.

5.2 ERD Data Management Team (DMT)

The DMT's responsibilities are to create, issue, assign, maintain, and track custody and status of the field logbooks.

6.0 PROCEDURE

6.1 Issuing the ERD Field Logbook

All controlled logbooks are issued by DMT.

6.1.1 Assign a document control number to the new logbook. ERD field logbooks are controlled documents and must be assigned a **unique** character code by the DMT. Check the logbook file in the appropriate server.

6.1.2 Use only a new bound logbook as kept in supply for controlled field logbooks with consecutively numbered pages, beginning with 1 (one). Place tape (blue for Livermore Site and green for Site 300) approximately one third from the top and all the way around the outside of the book.

6.1.3 Put the code on the front and spine of the book.

6.1.4 Write the following information inside the front cover:

- Book code.
- Technician and project name.
- Date.
- Page number for information and signature of recipient in the master logbook.

6.1.5 Apply the stamps that read:

- "If found send to: LLNL L-528, P.O. Box 808, Livermore, CA 94551"
- "OFFICIAL LAB DOCUMENT, DO NOT DEFACE!"

6.1.6 Write the following in the document control master logbook:

{**unique code**} logbook assigned to {**person's name**} for {**project**} {**date**}

Signed:_____ Completed: {**date**}

6.1.7 Have the recipient sign the master logbook upon receipt.

6.1.8 For new facilities, when the first logbook is requested, notify data manager doing treatment facility naming. That person will provide a copy of the naming convention memo to paste in the back of the new logbook. Also, that person will be responsible for entering the sampling port names in the location table.

6.2 Completed Field Logbooks

6.2.1 Write the date of completion in the master logbook.

6.2.2 Archive returned logbook (see Section 6.3).

6.2.3 Issue a new logbook if work is continuing.

6.2.4 Update logbook spreadsheet on appropriate server.

6.3 Storage of Field Logbooks

6.3.1 The signed out field logbook must remain with the recipient or at a central location during a project.

6.3.2 After a project is complete, the field logbook must be returned to the DMT where it is archived. Completed logbooks may be retained in an established location when approved by DMT and a custodian (i.e., a sample coordinator, drilling coordinator, treatment facility operator or their designees).

6.3.4 Those needing a completed field logbook must sign it out from DMT or the custodian.

7.0 QA RECORDS

The following documents shall be maintained as ERD Quality Assurance Records.

7.1 Controlled Field Logbooks

7.2 Master Logbook

8.0 ATTACHMENTS

Not applicable.