



<b>Standard Operating Instruction – EMS-0100.002</b> <b>Name: EMS Document Control Procedure</b>		Revision #: 0
Prepared By: Beth Eckert, Industrial Chemist	Revision Date: 12/16/99	
Approved By: Larry Cummings, Asst. Superintendent of WWTD	Effective Date: 1/1/00	
Signature:		Page 1 of 2

## **EMS Document Control** **Standard Operating Procedure**

### **1.0 Purpose**

- 1.1 The following procedure covers various requirements for control of existing documents and development of new documents.

### **2.0 Associated Equipment**

- 2.1 None

### **3.0 Associated Reference Material**

- 3.1 *ANSI/ISO 14001-1996 Environmental management systems – Specifications with guidance for use*
- 3.2 *City of Gastonia – Environmental Management System Manual*
- 3.3 *Crowders Creek Operations Library Index (WCR-0100.015)*
- 3.4 *Long Creek Operations Library Index (WLC-0100.015)*
- 3.5 *Long Creek Laboratory Library Index (WLC-0100.200)*
- 3.6 *Crowders Creek Laboratory Library Index (WCR-0100.200)*
- 3.7 *Document Control / Training Matrix (EMS-0100.002A)*

### **4.0 Procedure**

- 4.1 The Management Review Board (MRB) will determine the need for development of new or modification of current internal documents based on corrective action reports, audit findings, legal requirements, new or modified operations, and/or any other activities where a need is identified.
- 4.2 Management Review Board will assign personnel to develop or modify identified documents. All new or modified documents will be given to the EMS coordinator to verify that the following information has been included: title, document #, revision date, and revision #. All procedures must also include the following: effective date, person responsible for preparation and an approval signature. (A procedure template is provided on the U:\ under procedures for guidance with procedure development.)

4.3 The EMS coordinator will be responsible for making appropriate changes to all related material on the U:\ drive which may include but is not limited to the EMS manual, Document Control / Training Matrix, Individual Training Matrices, and other referenced documents. The EMS coordinator will replace existing hard copies of any controlled documents, which have been revised and save all new and/or revised documents to the U:\  
All controlled copies of controlled documents shall be copied onto green paper. Any documents other than the original signed document, which is not on green paper, is not a controlled copied. All originals must be signed in blue ink for easy identification as an original.

4.4 All documents made obsolete by revised or new documents will be stamped "Obsolete" and hard copies will be maintained in each area supervisor's and the EMS coordinators obsolete files. Locations and retention times for obsolete documents will be maintained on the Document Control and Training Matrix (EMS-0100.002A). An electronic copy of the obsolete document will be maintained on U:\iso\obsolete.doc.

4.5 All new or revised external documents that are referred to in procedures shall be assigned index numbers by the area supervisor. The index number will be placed on the document and recorded in an indices for each appropriate library: Crowders Creek Lab, Long Creek Lab, Long Creek Operations, Crowders Operations, and Land Application. A controlled hard copy will be maintained at each library location. The Indices will include at a minimum the name of the reference material and assigned #.

4.5.1 To update any indices the area supervisor must make a copy of the one on the U:\ and save it to their system, make any necessary revisions and then email the revised copy to the EMS coordinator for final review and management system update of the U:\  
Upon obtaining an approval signature all approved documents will be sent to the EMS coordinator for filing and replacement of all controlled copies per distribution list on the Document Control / Training Matrix.

**5.0 Deviations from this procedure must be documented by completing a Corrective / Preventative Action Report (EMS-0101.004).**

# Document Control Matrix

Controlled Version on Computer U: Drive - All printed copies are uncontrolled

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EMS Form # EMS-0101.002A

Format Revision 1

Date Updated: 7/26/00

Date Printed: 1/31/2001

Document Title	Document #	Revision	Retain	Frequency	Controlled Copy Locations
<b>ENVIRONMENTAL MANAGEMENT SYSTEM DOCUMENTS</b>					
<b><u>Procedures for Environmental Management System</u></b>					
Environment Management System Manual	EMS-0100.000	0	As Needed	As Needed	♦ U: Drive 1. Long Creek Operations 2. Crowders Conf. Room 3. PW Director's Office 4. Pretreatment Office
EMS Review Procedure	EMS-0100.001	0	As Needed	As Needed	♦ U: Drive 1. Long Creek Operations 2. Crowders Conf. Room 3. PW Director's Office 4. Pretreatment Office
Document Control Procedure	EMS-0100.002	0	As Needed	As Needed	♦ U: Drive 1. Long Creek Operations 2. Crowders Conf. Room 3. PW Director's Office 4. Pretreatment Office
Aspects and Impacts Procedure	EMS-0100.003	0	As Needed	As Needed	♦ U: Drive 1. Long Creek Operations 2. Crowders Conf. Room 3. PW Director's Office 4. Pretreatment Office
Corrective/Preventative Action Report Procedure	EMS-0100.004	2	As Needed	As Needed	♦ U: Drive 1. Long Creek Operations 2. Crowders Conf. Room 3. PW Director's Office 4. Pretreatment Office
Training Procedure	EMS-0100.005	0	As Needed	As Needed	♦ U: Drive 1. Long Creek Operations 2. Crowders Conf. Room 3. PW Director's Office 4. Pretreatment Office
Roles and Responsibilities Listing	EMS-0100.006	0	As Needed	As Needed	♦ U: Drive 1. Long Creek Operations 2. Crowders Conf. Room 3. PW Director's Office 4. Pretreatment Office
External Communications Procedure	EMS-0100.008	1	As Needed	As Needed	♦ U: Drive 1. Long Creek Operations 2. Crowders Conf. Room 3. PW Director's Office 4. Pretreatment Office
Compliance Review Procedure	EMS-0100.009	Not Created	As Needed	As Needed	♦ U: Drive 1. Long Creek Operations 2. Crowders Conf. Room 3. PW Director's Office 4. Pretreatment Office

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Format Revision 1

Date Updated: 7/26/00

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Document Title	Document #	Revision	Retain	Frequency	Controlled Copy Locations
Environmental Management System Audit	EMS-0100.011	0	As Needed	As Needed	♦ U: Drive 1. Long Creek Operations 2. Crowders Conf. Room 3. PW Director's Office 4. Pretreatment Office
Sewer Overflow / Reporting Procedure (Press Release); Media List; Distribution list; Emergency Phone list	EMS-0100.012	2	As Needed	As Needed	U: Drive /T: Drive /see distribution list EMS-0100.003C
Monitoring and Measuring Procedure	EMS-0100.013	0	As Needed	As Needed	♦ U: Drive 1. Long Creek Operations 2. Crowders Conf. Room 3. PW Director's Office 4. Pretreatment Office

## Forms and Charts for Environmental Management System

Legal and Other Requirements Listing	EMS-0101.001	0	As Needed	As Needed	♦ U: Drive 1. Long Creek Operations 2. Crowders Conf. Room 3. PW Director's Office 4. Pretreatment Office
Pressure Vessel Inspection Information (Legal Requirements Addendum)	EMS-0101.001A	0	As Needed	As Needed	♦ U: Drive 1. Long Creek Operations 2. Crowders Conf. Room 3. PW Director's Office 4. Pretreatment Office
Document Control Matrix	EMS-0101.002A	1	As Needed	As Needed	♦ U: Drive
Corrective/Preventative Action Report Form	EMS-0101.004	2	As Needed	As Needed	♦ U: Drive
Procedure Training Sign-In Sheet	EMS-0101.005	0	As Needed	As Needed	♦ U: Drive
Procedure Training Sign-In Sheet	EMS-0101.005A	0	As Needed	As Needed	♦ U: Drive
Training Matrix	EMS-0101.005B	Draft	As Needed	As Needed	♦ U: Drive
Objective and Targets - Improvement Plan Summary	EMS-0101.007	0	As Needed	As Needed	♦ U: Drive 1. Long Creek Operations 2. Crowders Conf. Room 3. PW Director's Office 4. Pretreatment Office
Communications Chart	EMS-0101.008a	1	As Needed	As Needed	♦ U: Drive 1. In External Communications Log by each Telephone
Summary of Activities and NPDES Permit Limit/SOC Violations	EMS-0101.009	1	As Needed	As Needed	♦ U: Drive

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Document Title	Document #	Revision	Retain	Frequency	Controlled Copy Locations
Aspect Ranking Form	EMS-A&I-1	0	As Needed	As Needed	♦ U: Drive
Significant Aspects Determination Form	EMS-A&I-2	0	As Needed	As Needed	♦ U: Drive
Significant Aspects Listing Form	EMS-A&I-3	0	As Needed	As Needed	♦ U: Drive
<b><u>Reference Material for Environmental Management System</u></b>					
ISO 14001 Standard	ISO 14001:1996(E)				1. EMS Coordinator Office 2. WWTD Superintendent's Office

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Document Title	Document #	Revision	Retain	Frequency	Controlled Copy Locations
<b>LONG CREEK OPERATIONS DOCUMENTS</b>					
<b>Procedures for Long Creek Operations</b>					
Spill Clean Up and Reporting Procedure	WLC-0100.001	0	As Needed	As Needed	♦ U: Drive 1. LC Operations Room
Sample Collection for Long Creek WWTP	WLC-0100.002	0	As Needed	As Needed	♦ U: Drive 1. LC Operations Room
Long Creek / Duhart / Catawba Procedure for Significant Rain Events	WLC-0100.003	3	As Needed	As Needed	♦ U: Drive 1. LC Operations Room 2. Catawba Pump Station on wall by pump controls 3. Duhart Pump Station on wall by pump controls
Calibration, Storage, Operation and Maintenance of YSI Model 55 Dissolved Oxygen Meter	WLC-0100.004	DRAFT	As Needed	As Needed	♦ U: Drive 1. LC Operations Room
Calibration, Storage, Operation and Maintenance of YSI Model 50B Dissolved Oxygen Meter	WLC-0100.005	DRAFT	As Needed	As Needed	♦ U: Drive 1. LC Operations Room
Calibration, Storage, Operation and Maintenance of AP 10 pH Meter	WLC-0100.006	DRAFT	As Needed	As Needed	♦ U: Drive 1. LC Operations Room
Sampler Cleaning	WLC-0100.007	DRAFT	As Needed	As Needed	♦ U: Drive 1. LC Operations Room
Risk Management Plan	WLC-0100.008	In Revision	As Needed	As Needed	♦ U: Drive 1. Long Creek Operations 2. Public Library
Safety Manual	WLC-0100.009	Not formated yet	As Needed	As Needed	♦ U: Drive 1. Long Creek Operations
Emergency Action Plan	WLC-0100.010	0			♦ U: Drive 1. LC Operations Room
Rounds	WLC-0100.011	Not Created	As Needed	As Needed	♦ U: Drive 1. Long Creek Operations
Microscopic Examination of Activated Sludge	WLC-0100.012	Not Created	As Needed	As Needed	♦ U: Drive 1. Long Creek Operations
Main Lift Failure Procedure	WLC-0300.001	0	As Needed	As Needed	♦ U: Drive 1. LC Operations Room
Intermediate Lift Failure Procedure	WLC-1700.001	0	As Needed	As Needed	♦ U: Drive 1. LC Operations Room
Lime Stabilization Process Instructions	WLC-3000.001	0			
Land Application Tanker Loading Procedure	WLC-3100.002	0			
Chemical Receiving Procedures	WLC-4200.001	0	As Needed	As Needed	♦ U: Drive 1. LC Operations Room

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Format Revision 1

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Document Title	Document #	Revision	Retain	Frequency	Controlled Copy Locations
<b>Forms for Long Creek Operations</b>					
Sample Collection Schedule	WLC-0100.002	0		Daily	<ul style="list-style-type: none"> <li>◆ U: Drive</li> <li>1. LC Operations Room</li> <li>2. Senior Plant Supervisor's Office</li> <li>3. Asst. Superintendent's Office</li> <li>4. LC Lab Supervisor's Office</li> <li>5. Crowders Lab Supervisor's Office</li> <li>6. Crowders Laboratory</li> </ul>
Sample Location Map	WLC-0101.002B	Not Created	As Needed	As Needed	
Sample Collection Record Form	WLC-0101.002C	DRAFT	As Needed	As Needed	
Sampler Temperature Logbook	WLC-0101.002D		3 years	As Needed	
On Call Schedule	WLC-0101.003	1	As Needed	As Needed	
Dissolved Oxygen Meter Calibration	WLC-0101.004A	0			
pH Meter Calibration	WLC-0101.006A	0			
Safety Inspection Eyewash / Emergency Shower	WLC-0101.009A	0			
Safety Inspection First Aid	WLC-0101.009B	0			
Safety Inspections Fire Extinguishers	WLC-0101.009C	0			
Safety Inspections Lumidor Gas Probe	WLC-0101.009D	0			
Safety Inspection Gas Detectors	WLC-0101.009E	0			
Safety Inspection Respirator	WLC-0101.009F	0			
Ladder Inventory and Inspection Report	WLC-0101.009G	0			
Daily Operations	WLC-0101.011A	0			
Microscopic Examination of Activated Sludge	WLC-0101.012A	0			
Main Lift Check Sheet	WLC-0301.001A	0			
Raw Sludge / Primary Check Sheet	WLC-0901.001A	0			
Old A <sup>2</sup> /O and Blower Sheet	WLC-1001.001A	0			
New A <sup>2</sup> /O and Blower Sheet	WLC-1201.001A	0			
Check Sheet for Denitification and Blowers	WLC-1601.001A	0			

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Document Title	Document #	Revision	Retain	Frequency	Controlled Copy Locations
Screw Pump and Backwash Filters Check	WLC-1701.001A	0			
Check Sheet for Secondary Clarifiers	WLC-2101.001A	0			
DAF Check Sheet	WLC-2701.001A	0			
DAF Pump Building	WLC-2801.001A	0			
Digester Check Sheet	WLC-3001.001A	0			
Chlorine and Sulfur Dioxide Building	WLC-3701.001A	0			
Long Creek Shift Chlorine Dosage	WLC-3701.001B	0			
Long Creek Chlorine Shift Data	WLC-3701.001C	0			
Alum Pump Rates	WLC-3901.001A	0			
Acetic Acid Pump Rates	WLC-3901.001B	0			
Long Creek Generator Testing	WLC-4201.001A	0			
Temperature Check on DO/pH/Chlorine Sampling Units				Quarterly	Operations Room / Supply Building
Chlorine / Sulfur Dioxide Delivery Checklist				Every Delivery	Operations Room / Supply Building
Chlorine / Sulfur Dioxide Change Out Checklist				Every Change	Operations Room / Supply Building
Valve Exercise Program				Quarterly	Operations Room / Supply Building
H <sub>2</sub> S Gas Monitoring Report				Tuesday / Thursday	Operations Room / Supply Building
Lock Out / Tag Out Log Book				As needed	Operations Room / Supply Building
Operators Log Book				Every Change	Operations Room / Supply Building
Temperature Check Influent / Effluent Log				Daily	Operations Room/ Supply Building
<b>Reference Material for Long Creek Operations</b>					
Chlorine System Operating Manual					Operations Room
Operations and Maintenance Manual for Long Creek WWTP					Operations Room

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Document Title	Document #	Revision	Retain	Frequency	Controlled Copy Locations
<b>CROWDER OPERATION DOCUMENTS</b>					
<b>Procedures for Crowders Operations</b>					
Crowder Spill Procedure	WCR-0100.001	0	As Needed	As Needed	♦ U: Drive 1. CR Operations Room
Sampling Procedure	WCR-0100.002	1	As Needed	As Needed	♦ U: Drive 1. CR Operations Room
Process Control	WCR-0100.003	0			♦ U: Drive 1. CR Operations Room
Risk Management Plan	WCR-0100.008	In Revision	As Needed	As Needed	♦ U: Drive 1. Crowders Lab Sup. Office 2. Public Library
Emergency Action Plan	WCR-0100.010				♦ U: Drive 1. CR Operations Room
Main Lift Failure Procedure	WCR-0300.001	0	As Needed	As Needed	♦ U: Drive 1. CR Operations Room
Hi-Ran Panel Failure	WCR-0300-002	1	As Needed	As Needed	♦ U: Drive 1. CR Operations Room
Blower Operation Procedure	WCR-1000.001	0	As Needed	As Needed	♦ U: Drive 1. CR Operations Room
Waste Gas Burner Lighting Procedure	WCR-3000.001	0	As Needed	As Needed	♦ U: Drive 1. CR Operations Room
Holding Digester Transfer to Land Application Start Up	WCR-3100.001	0	As Needed	As Needed	♦ U: Drive 1. CR Operations Room
Holding Digester Transfer to Land Application Shut Down Procedure	WCR-3100.002	0	As Needed	As Needed	♦ U: Drive 1. CR Operations Room
Chemical Receiving Procedures	WCR-4200.001	0	As Needed	As Needed	♦ U: Drive 1. CR Operations Room
Return Sludge Procedure	WCR-5700.001	0	As Needed	As Needed	♦ U: Drive 1. CR Operations Room
Spill Clean Up and Reporting Procedure			As Needed	As Needed	♦ U: Drive 1. CR Operations Room
<b>Forms for Crowders Operations</b>					
Ops Log Sheet	WCR-0101.003	0	3 yrs	Daily	♦ U: Drive
Sample Collection Schedule	WCR-0101.002	1		Daily	♦ U: Drive 1. Crowders Operations in Procedure Manual 2. Crowders Creek Operations Room Bulletin Board 4. Assistant Superintendent's Office 5. Crowder's Creek Laboratory 6. CR Lab Supervisor's Office 7. LC Laboratory

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Document Title	Document #	Revision	Retain	Frequency	Controlled Copy Locations
Microscopic Exam Form				2 / week	Operations Room / Supply Building
Special Sample Request Form				As Needed	Lab
Portable pH / DO Meter Calibration Form				Daily	Operations Room / Supply Building
Temperature Check on DO/pH/Chlorine Sampling Units				Quarterly	Operations Room / Supply Building
Chlorine / Sulfur Dioxide Delivery Checklist				Every Delivery	Operations Room / Supply Building
Chlorine / Sulfur Dioxide Change Out Checklist				Every Change	Operations Room / Supply Building
Generator Logs				Every Run	Operations Room / Supply Building
Valve Exercise Program				Quarterly	Operations Room / Supply Building
H <sub>2</sub> S Gas Monitoring Report				Tuesday / Thursday	Operations Room / Supply Building
Methane / H <sub>2</sub> S / SO <sub>2</sub> / Cl <sub>2</sub> Gas Monitor Inspection				Weekly	Operations Room / Supply Building
Lock Out / Tag Out Log Book				As needed	Operations Room / Supply Building
Operators Log Book				Every Change	Operations Room / Supply Building
Fire Extinguisher Testing				Monthly / Yearly	See Safety Equipment Schematic
Eye Wash / Shower Inspection				Weekly	See Safety Equipment Schematic
First Aid Kit				Monthly	See Safety Equipment Schematic
Respirators / SCBA's				Weekly	See Safety Equipment Schematic
Equipment Work Orders				As Needed	Hansen / Hard Copy in Senior Operators Office
Temperature Check Influent / Effluent Log				Daily	Operations Room/ Supply Building
Cl <sub>2</sub> /SO <sub>2</sub> Hand Analyzer Calibration				Monthly	Operations Room
Chemical Feed Log Sheet				Daily	Chemical Feed Area
Effluent Flow Meter Calibration Form				Quarterly	Operations Room / Supply Building
ISI Calibration Report				Quarterly	Operations Room / Supply Building

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Document Title	Document #	Revision	Retain	Frequency	Controlled Copy Locations
Influent Flow / RAS / WAS Meter Calibration Form				Quarterly	Operations Room / Supply Building
Stationary DO Meter Calibration Form				Biweekly	Operations Room / Supply Building
<b>Reference Material for Crowders Operations</b>					
Operations and Maintenance Manual for Crowders Creek WWTP					Operations Room
Chlorine System Operating Manual					Operations Room

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Format Revision 1

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Document Title	Document #	Revision	Retain	Frequency	Controlled Copy Locations
<b>LONG CREEK LABORATORY DOCUMENTS</b>					
<b>Procedures for Long Creek Laboratory</b>					
Chemical Hygiene Plan	WLC-0100.100	Draft	3 years	annually	♦ U: Drive 1. Long Creek Lab 2. LC Lab Supervisors Office
General Laboratory Techniques	WLC-0100.101	Not Created	3 years	Daily	♦ U: Drive 1. Long Creek Lab 2. LC Lab Supervisors Office
Quality Control Testing	WLC-0100.102	Not Created	3 years	Daily	♦ U: Drive 1. Long Creek Lab 2. LC Lab Supervisors Office
Laboratory Checks and Calibrations	WLC-0100.103	Not Created	3 years	Daily	♦ U: Drive 1. Long Creek Lab 2. LC Lab Supervisors Office
Washing and Preparation of Glassware and Bottles	WLC-0100.104	Not Created	3 years	Daily	♦ U: Drive 1. Long Creek Lab 2. LC Lab Supervisors Office
Sample Bottle Set Up and Receiving	WLC-0100.105	3	3 years	Daily	♦ U: Drive 1. Long Creek Lab 2. LC Lab Supervisors Office
Data Verification	WLC-0100.106	Not Created	3 years	Daily	♦ U: Drive 1. Long Creek Lab 2. LC Lab Supervisors Office
Mercury Spill Clean Up Procedure	WLC-0100.108	0	3 years	As Needed	♦ U: Drive 1. Long Creek Lab 2. LC Lab Supervisors Office
Inorganic Acid & Base Spill Clean Up Procedure	WLC-0100.109	0	3 years	As Needed	♦ U: Drive 1. Long Creek Lab 2. LC Lab Supervisors Office
Laboratory Waste Chemical Storage/Disposal	WLC-0100.110	Not Created	3 years	As Needed	♦ U: Drive 1. Long Creek Lab 2. LC Lab Supervisors Office
Sample Receiving	WLC-0100.111	1	3 years	As Needed	♦ U: Drive 1. Long Creek Lab 2. LC Lab Supervisors Office
Alkalinity Analysis	WLC-0100.121	Not Created	3 years	Daily	♦ U: Drive 1. Long Creek Lab 2. LC Lab Supervisors Office
Ammonia Nitrogen Analysis	WLC-0100.122	2	3 years	Daily	♦ U: Drive 1. Long Creek Lab 2. LC Lab Supervisors Office
Ammonia Nitrogen Distillation Method	WLC-0100.123	Not Created	3 years	Quarterly	♦ U: Drive 1. Long Creek Lab 2. LC Lab Supervisors Office
Biochemical Oxygen Demand Analysis	WLC-0100.124	Not Created	3 years	As Needed	♦ U: Drive 1. Long Creek Lab 2. LC Lab Supervisors Office

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Format Revision 1

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Document Title	Document #	Revision	Retain	Frequency	Controlled Copy Locations
Chemical Oxygen Demand Analysis	WLC-0100.125	Not Created	3 years	Monthly	♦ U: Drive 1. Long Creek Lab 2. LC Lab Supervisors Office
Conductivity Analysis	WLC-0100.126	Not Created	3 years	As Needed	♦ U: Drive 1. Long Creek Lab 2. LC Lab Supervisors Office
Cyanide Analysis	WLC-0100.127	Not Created	3 years	Daily	♦ U: Drive 1. Long Creek Lab 2. LC Lab Supervisors Office
Fecal Coliform Analysis	WLC-0100.128	0	3 years	Daily	♦ U: Drive 1. Long Creek Lab 2. LC Lab Supervisors Office
Nitrates Analysis	WLC-0100.134	1	3 years	Daily	♦ U: Drive 1. Long Creek Lab 2. LC Lab Supervisors Office
Nitrate & Nitrite Analysis – FIAS Method	WLC-0100.136	Not Created	3 years	Daily	♦ U: Drive 1. Long Creek Lab 2. LC Lab Supervisors Office
pH Analysis	WLC-0100.137	Not Created	3 years	Daily	♦ U: Drive 1. Long Creek Lab 2. LC Lab Supervisors Office
Ortho-Phosphorus Analysis	WLC-0100.138	Not Created	3 years	Daily	♦ U: Drive 1. Long Creek Lab 2. LC Lab Supervisors Office
Total Phosphorus Analysis	WLC-0100.139	1	3 years	Daily	♦ U: Drive 1. Long Creek Lab 2. LC Lab Supervisors Office
Residual Chlorine Analysis	WLC-0100.140	3	3 years	Daily	♦ U: Drive 1. Long Creek Lab 2. LC Lab Supervisors Office
Lime Stabilization Sludge pH Analysis	WLC-0100.142	2	3 years	As Needed	♦ U: Drive 1. Long Creek Lab 2. LC Lab Supervisors Office
Solids - % Total Solids/% Total Volatile Solids Analysis	WLC-0100.143	2	3 years	Daily	♦ U: Drive 1. Long Creek Lab 2. LC Lab Supervisors Office
Solids - Total Solids/Total Volatile Solids Analysis	WLC-0100.144	Not Created	3 years	2x/week	♦ U: Drive 1. Long Creek Lab 2. LC Lab Supervisors Office
Total Suspended/Total Volatile Suspended Solids Analysis	WLC-0100.145	1	3 years	Daily	♦ U: Drive 1. Long Creek Lab 2. LC Lab Supervisors Office
Total Kjeldahl Nitrogen Analysis	WLC-0100.146	Not Created	3 years	Daily	♦ U: Drive 1. Long Creek Lab 2. LC Lab Supervisors Office
Volatile Acids Analysis	WLC-0100.147	Not Created	3 years	Daily	♦ U: Drive 1. Long Creek Lab 2. LC Lab Supervisors Office

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Format Revision 1

Date Updated: 7/26/00

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Document Title	Document #	Revision	Retain	Frequency	Controlled Copy Locations
Biochemical Oxygen Demand – Winkler Method	WLC-0100.149	Not Created	3 years	As Needed	♦ U: Drive 1. Long Creek Lab 2. LC Lab Supervisors Office
<b>Forms for Long Creek Laboratory</b>					
Standard Curve Bench Sheet	WLC-0101.101	0	3 years	Daily	♦ U: Drive
Temperature Log	WLC-0101.103A	0	3 years	Daily	♦ U: Drive
Thermometer Calibration Chart	WLC-0101.103B	0	3 years	Daily	♦ U: Drive
Balance Calibration Log	WLC-0101.103C	0	3 years	Daily	♦ U: Drive
Autoclave Logbook	WLC-0101.103D	N/A	3 years	As Needed	Long Creek Laboratory
Safety Shower and Eyewash Test Log	WLC-0101.103E	0	3 years	Daily	♦ U: Drive
Emergency Water Supplies Checklist	WLC-0101.103F	0	3 years	As Needed	♦ U: Drive
Accumet 50 Meter pH Calibration Log Book	WLC-0101.103G	N/A	3 years	As Needed	Long Creek Laboratory
Orion 720A Meters 1 & 2 pH Calibration Log Book	WLC-0101.103H	N/A	3 years	As Needed	Long Creek Laboratory
VWR 8015 Meter pH Calibration Log Book	WLC-0101.103I	N/A	3 years	As Needed	Long Creek Laboratory
Reagent Log Book	WLC-0101.103J	N/A	3 years	As Needed	Long Creek Laboratory
Annual QC/Safety Schedule Checklist	WLC-0101.103K	0	3 years	As Needed	♦ U: Drive
Chain of Custody for LC – Blank	WLC-0101.105A	0	3 years	As Needed	♦ U: Drive
Chain of Custody for LC – Page 1 – Long Term Monitoring	WLC-0101.105B	4	3 years	Monthly	♦ U: Drive
Chain of Custody for LC – Page 1 – Monday, Thursday	WLC-0101.105C	4	3 years	2x/week	♦ U: Drive
Chain of Custody for LC – Page 1 – Saturday, Sunday	WLC-0101.105D	4	3 years	2x/week	♦ U: Drive
Chain of Custody for LC – Page 1 – Tuesday, Friday	WLC-0101.105E	6	3 years	2x/week	♦ U: Drive
Chain of Custody for LC – Page 1 – Wednesday	WLC-0101.105F	6	3 years	1x/week	♦ U: Drive
Chain of Custody for LC – Page 2 – Monday, Thursday	WLC-0101.105G	7	3 years	2x/week	♦ U: Drive
Chain of Custody for LC – Page 2 – Tuesday, Wednesday, Friday	WLC-0101.105H	2	3 years	3x/week	♦ U: Drive

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Document Title	Document #	Revision	Retain	Frequency	Controlled Copy Locations
Chain of Custody for LC – Page 2 – Wednesday 1x Month	WLC-0101.105I	2	3 years	Monthly	♦ U: Drive
Chain of Custody for LC – Page 3 – Tuesday, Wednesday, Friday	WLC-0101.105J	2	3 years	3x/week	♦ U: Drive
Chain of Custody for LC – Page 3 – Wednesday, 1x Month	WLC-0101.105K	2	3 years	Monthly	♦ U: Drive
Chain of Custody for LC – Page 3 – Monday, Thursday	WLC-0101.105L	1	3 years	2x/week	♦ U: Drive
Chain of Custody for LC – Page 4 – To Crowders – 3rd Friday	WLC-0101.105M	2	3 years	Monthly	♦ U: Drive
Chain of Custody for LC – Page 4 – To Crowders – Friday (Except 1st & 3rd)	WLC-0101.105N	2	3 years	2x/Month	♦ U: Drive
Chain of Custody for LC – Page 4 – To Crowders – Long Term Monitoring	WLC-0101.105O	1	3 years	Monthly	♦ U: Drive
Chain of Custody for LC – Page 4 – To Crowders – Monday, Thursday	WLC-0101.105P	5	3 years	2x/week	♦ U: Drive
Chain of Custody for LC – Page 4 – To Crowders – Saturday, Sunday	WLC-0101.105Q	3	3 years	2x/week	♦ U: Drive
Chain of Custody for LC – Page 4 – To Crowders – Tuesday	WLC-0101.105R	2	3 years	1x/week	♦ U: Drive
Chain of Custody for LC – Page 4 – To Crowders – Wednesday	WLC-0101.105S	0	3 years	2x/week	♦ U: Drive
Chain of Custody for LC – Page 5 – Grab Samples – Long Term Monitoring	WLC-0101.105T	0	3 years	Monthly	♦ U: Drive
Chain of Custody for LC – Page 5 – Grab Samples	WLC-0101.105U	0	3 years	Daily	♦ U: Drive
Chain of Custody for LC – Page 1 – Holiday	WLC-0101.105V	1	3 years	Daily	♦ U: Drive
Alkalinity/Volatile Acid Bench Sheet	WLC-0101.121	Not Created	3 years	Daily	♦ U: Drive
Ammonia Nitrogen Dechlorination Log	WLC-0101.122A	0	3 years	Daily	♦ U: Drive
Ammonia Nitrogen – Bench Sheet	WLC-0101.122B	1	3 years	Daily	♦ U: Drive
Ammonia Nitrogen Distillation – Bench Sheet	WLC-0101.123	Not Created	3 years	Quarterly	♦ U: Drive

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Document Title	Document #	Revision	Retain	Frequency	Controlled Copy Locations
Biochemical Oxygen Demand Bench Sheet	WLC-0101.124	Not Created	3 years	As Needed	♦ U: Drive
Chemical Oxygen Demand – Bench Sheet	WLC-0101.125	Not Created	3 years	Monthly	♦ U: Drive
Conductivity Bench Sheet	WLC-0101.126A	Not Created	3 years	As Needed	♦ U: Drive
Conductivity Quarterly Temperature Check Bench Sheet	WLC-0101.126b	Not Created	3 years	As Needed	♦ U: Drive
Cyanide – Screening Sheet	WLC-0101.127A	Not Created	3 years	Daily	♦ U: Drive
Cyanide – Bench Sheet	WLC-0101.127B	Not Created	3 years	Daily	♦ U: Drive
Fecal Coliform – Bench Sheet	WLC-0101.128	1	3 years	Daily	♦ U: Drive
Nitrates – Bench Sheet	WLC-0101.134	0	3 years	Daily	♦ U: Drive
Nitrate & Nitrite – FIAS Method Bench Sheet	WLC-0101.136	Not Created	3 years	Daily	♦ U: Drive
pH Bench Sheet	WLC-0101.137	Not Created	3 years	Daily	♦ U: Drive
Ortho-Phosphorus – Bench Sheet	WLC-0101.138	Not Created	3 years	Daily	♦ U: Drive
Total Phosphorus – Bench Sheet	WLC-0101.139	0	3 years	Daily	♦ U: Drive
Residual Chlorine – Bench Sheet	WLC-0101.140A	0	3 years	Daily	♦ U: Drive
Standardization of PAO Solution Log	WLC-0101.140B	Not Created	3 years	Daily	♦ U: Drive
Lime Stabilization Sludge pH Bench Sheet	WLC-0101.142	2	3 years	As Needed	♦ U: Drive
Solids - % Total Solids/% Total Volatile Solids Bench Sheet	WLC-0101.143	0	3 years	Daily	♦ U: Drive
Solids - Total Solids/Total Volatile Solids Bench Sheet	WLC-0101.144	Not Created	3 years	2x/week	♦ U: Drive
Total Suspended/Volatile Suspended Solids Bench Sheet	WLC-0101.145A	0	3 years	Daily	♦ U: Drive
Total Suspended/Volatile Suspended Solids Quarterly Drying Check Bench Sheet	WLC-0101.145B	0	3 years	Daily	♦ U: Drive
Total Nitrogen – Dechlorination Log	WLC-0101.146A	0	3 years	Daily	♦ U: Drive
Total Kjeldahl Nitrogen – Bench Sheet	WLC-0101.146B	Not Created	3 years	Daily	♦ U: Drive

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Document Title	Document #	Revision	Retain	Frequency	Controlled Copy Locations
<b>Reference Material for Long Creek Laboratory</b>					
<u>Chemical Technician Ready Reference Handbook</u>	Shugar & Ballinger	4th Edition			Long Creek Laboratory
<u>CRC Handbook of Laboratory Safety</u>	A. K. Furr	4th Edition			Long Creek Laboratory
<u>Handbook for Analytical Quality Control in Water and Wastewater Laboratories</u>	EPA #EPA-600/4-79-019				Long Creek Laboratory
<u>Industrial Waste Treatment</u>	CA State Univ. & CA WEA				Long Creek Laboratory
<u>Operation of Municipal Wastewater Treatment Plants Volume I, II &amp; III</u>	WEF				Long Creek Laboratory
<u>Operation of Wastewater Treatment Plants - Volume II</u>	CA State Univ. & CA WEA	4th Edition			Long Creek Laboratory
<u>Standard Methods for the Examination of Water and Wastewater</u>		18th Edition			Long Creek Laboratory

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Document Title	Document #	Revision	Retain	Frequency	Controlled Copy Locations
<b>CROWDERS LABORATORY DOCUMENTS</b>					
<b>Procedures for Crowders Laboratory</b>					
Chemical Hygiene Plan	WCR-0100.100	0	3 years	annually	♦ U: Drive 1. Crowders Creek Lab 2. CR Lab Supervisors Office
General Laboratory Techniques	WCR-0100.101	Not Created	3 years	Daily	♦ U: Drive 1. Crowders Laboratory 2. CR Lab Supervisor's Office
Quality Control Testing	WCR-0100.102	Not Created	3 years	Daily	♦ U: Drive 1. Crowders Laboratory 2. CR Lab Supervisor's Office
Laboratory Checks and Calibrations	WCR-0100.103	Not Created	3 years	Daily	♦ U: Drive 1. Crowders Laboratory 2. CR Lab Supervisor's Office
Washing and Preparation of Glassware and Bottles	WCR-0100.104	Not Created	3 years	Daily	♦ U: Drive 1. Crowders Laboratory 2. CR Lab Supervisor's Office
Sample Bottle Set Up and Receiving	WCR-0100.105	0	3 years	Daily	♦ U: Drive 1. Crowders Laboratory 2. CR Lab Supervisor's Office
Data Verification	WCR-0100.106	Not Created	3 years	Daily	♦ U: Drive 1. Crowders Laboratory 2. CR Lab Supervisor's Office
Mercury Spill Clean Up Procedure	WCR-0100.108	0	3 years	As Needed	♦ U: Drive 1. Crowders Laboratory 2. CR Lab Supervisor's Office
Inorganic Acid & Base Spill Clean Up Procedure	WCR-0100.109	0	3 years	As Needed	♦ U: Drive 1. Crowders Laboratory 2. CR Lab Supervisor's Office
Laboratory Waste Chemical Storage/Disposal	WCR-0100.110	Draft	3 years	As Needed	♦ U: Drive 1. Crowders Laboratory 2. CR Lab Supervisor's Office
Sample Receiving	WCR-0100.111	0	3 years	As Needed	♦ U: Drive 1. Crowders Laboratory 2. CR Lab Supervisor's Office
Switching Temperature Control Units on Environmental Rooms at Crowders Laboratory	WCR-0100.112	0	3 years	As Needed	♦ U: Drive 1. Crowders Laboratory 2. CR Lab Supervisor's Office 3. CR Operations Room
Alkalinity Analysis	WCR-0100.121	Not Created	3 years	Daily	♦ U: Drive 1. Crowders Laboratory 2. CR Lab Supervisor's Office
Ammonia Nitrogen Analysis	WCR-0100.122	0	3 years	Daily	♦ U: Drive 1. Crowders Laboratory 2. CR Lab Supervisor's Office
Ammonia Nitrogen Distillation Method	WCR-0100.123	0	3 years	Quarterly	♦ U: Drive 1. Crowders Laboratory 2. CR Lab Supervisor's Office

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Document Title	Document #	Revision	Retain	Frequency	Controlled Copy Locations
Biochemical Oxygen Demand Analysis	WCR-0100.124	Not Created	3 years	As Needed	♦ U: Drive 1. Crowders Laboratory 2. CR Lab Supervisor's Office
Chemical Oxygen Demand Analysis	WCR-0100.125	Not Created	3 years	Daily	♦ U: Drive 1. Crowders Laboratory 2. CR Lab Supervisor's Office
Conductivity Analysis	WCR-0100.126	Not Created	3 years	As Needed	♦ U: Drive 1. Crowders Laboratory 2. CR Lab Supervisor's Office
Fecal Coliform Analysis	WCR-0100.128	1	3 years	Daily	♦ U: Drive 1. Crowders Laboratory 2. CR Lab Supervisor's Office
Metals Analysis by ICP-MS	WCR-0100.130	Draft	3 years	As Needed	♦ U: Drive 1. Crowders Laboratory 2. CR Lab Supervisor's Office
Metals - Mercury Analysis	WCR-0100.131	0	3 years	As Needed	♦ U: Drive 1. Crowders Laboratory 2. CR Lab Supervisor's Office
Metals Digestion Procedure – Microwave	WCR-0100.133	Not Created	3 years	As Needed	♦ U: Drive 1. Crowders Laboratory 2. CR Lab Supervisor's Office
Nitrates Analysis	WCR-0100.134	0	3 years	Daily	♦ U: Drive 1. Crowders Laboratory 2. CR Lab Supervisor's Office
pH Analysis	WCR-0100.137	Not Created	3 years	Daily	♦ U: Drive 1. Crowders Laboratory 2. CR Lab Supervisor's Office
Ortho-Phosphorus Analysis	WCR-0100.138	Not Created	3 years	Daily	♦ U: Drive 1. Crowders Laboratory 2. CR Lab Supervisor's Office
Total Phosphorus Analysis	WCR-0100.139	0	3 years	Daily	♦ U: Drive 1. Crowders Laboratory 2. CR Lab Supervisor's Office
Residual Chlorine Analysis	WCR-0100.140	1	3 years	Daily	♦ U: Drive 1. Crowders Laboratory 2. CR Lab Supervisor's Office
40 Day Vector Test Analysis	WCR-0100.141	Draft	3 years	As Needed	♦ U: Drive 1. Crowders Laboratory 2. CR Lab Supervisor's Office
Solids - % Total Solids/% Total Volatile Solids Analysis	WCR-0100.143	0	3 years	2x/week & As needed	♦ U: Drive 1. Crowders Laboratory 2. CR Lab Supervisor's Office
Solids – Total Solids/Total Volatile Solids Analysis	WCR-0100.144	0	3 years	2x/week	♦ U: Drive 1. Crowders Laboratory 2. CR Lab Supervisor's Office
Total Suspended/Total Volatile Suspended Solids Analysis	WCR-0100.145	0	3 years	Daily	♦ U: Drive 1. Crowders Laboratory 2. CR Lab Supervisor's Office

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Document Title	Document #	Revision	Retain	Frequency	Controlled Copy Locations
Volatile Acids Analysis	WCR-0100.147	Not Created	3 years	Daily	♦ U: Drive 1. Crowders Laboratory 2. CR Lab Supervisor's Office
Biochemical Oxygen Demand – Winkler Method	WCR-0100.149	Not Created	3 years	As Needed	♦ U: Drive 1. Crowders Laboratory 2. CR Lab Supervisor's Office
ADMI Color Analysis	WCR-0100.150	1	3 years	As Needed	♦ U: Drive 1. Crowders Laboratory 2. CR Lab Supervisor's Office
Fecal Coliform Analysis - Method for After Hours Spills Samples	WCR-0100.152	0	3 years	As Needed	♦ U: Drive 1. Crowders Laboratory 2. CR Lab Supervisor's Office
Clean Hood Operation	WCR-0100.153	0	3 years	As Needed	♦ U: Drive 1. Crowders Laboratory 2. CR Lab Supervisor's Office

## Forms for Crowders Laboratory

Standard Curve Bench Sheet	WCR-0101.101A	0	3 years	Daily	♦ U: Drive
Equipment and Supplies to Order	WCR-0101.101B	0	3 years	Daily	♦ U: Drive
Safety Inspection Record	WCR-0101.101C	0	3 years	Daily	♦ U: Drive
Broken Glassware Log	WCR-0101.101D	0	3 years	Daily	♦ U: Drive
Laboratory Equipment Checklist for Plant Operators	WCR-0101.101E	0			♦ U: Drive
Refrigerator Temperature Log	WCR-0101.103A	0	3 years	Daily	♦ U: Drive
Oven Temperature Log	WCR-0101.103B	0	3 years	Daily	♦ U: Drive
Balance Calibration Log	WCR-0101.103C	0	3 years	Daily	♦ U: Drive
Autoclave Log	WCR-0101.103D	0	3 years	As Needed	♦ U: Drive
Fecal Bath Temperature Log	WCR-0101.103E	0	3 years	Daily	♦ U: Drive
Incubator/Cold Room Temperature Log	WCR-0101.103F	0	3 years	Daily	♦ U: Drive
Accumet 25 Meter pH Calibration Log Book	WCR-0101.103G	N/A	3 years	As Needed	Crowders Laboratory
Accumet 50 Meter pH Calibration Log Book	WCR-0101.103H	N/A	3 years	As Needed	Crowders Laboratory
Denver 225 Meter pH Calibration Log Book	WCR-0101.103I	N/A	3 years	As Needed	Crowders Laboratory
Reagent Log Book	WCR-0101.103J	N/A	3 years	As Needed	Crowders Laboratory
Annual QC/Safety Schedule Checklist	WCR-0101.103K	0	3 years	As Needed	♦ U: Drive
Drierite Drying & Changing Log	WCR-0101.103L	0	3 years	As Needed	♦ U: Drive

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Document Title	Document #	Revision	Retain	Frequency	Controlled Copy Locations
Muffle Furnace Temperature Log	WCR-0101.103M	0	3 years	As Needed	♦ U: Drive
Thermometer Quarterly Check Log	WCR-0101.103N	0	3 years	As Needed	♦ U: Drive
Chain of Custody for Crowders – Blank	WCR-0101.105A	1	3 years	As Needed	♦ U: Drive
Chain of Custody for Crowders – Grabs – Daily	WCR-0101.105B	0	3 years	Monthly	♦ U: Drive
Chain of Custody for Crowders – Grabs – LTM	WCR-0101.105C	0	3 years	2x/week	♦ U: Drive
Chain of Custody for Crowders – Land Application %TS	WCR-0101.105D	1	3 years	2x/week	♦ U: Drive
Chain of Custody for Crowders – Land Application - Fecal	WCR-0101.105E	1	3 years	2x/week	♦ U: Drive
Chain of Custody for Crowders – Page 1 – Tuesday, Thursday	WCR-0101.105F	2	3 years	1x/week	♦ U: Drive
Chain of Custody for Crowders – Page 1 – Friday	WCR-0101.105G	2	3 years	2x/week	♦ U: Drive
Chain of Custody for Crowders – Page 1 – Long Term Monitoring	WCR-0101.105H	3	3 years	3x/week	♦ U: Drive
Chain of Custody for Crowders – Page 1 – Monday	WCR-0101.105I	2	3 years	Monthly	♦ U: Drive
Chain of Custody for Crowders – Page 2 – Monday & Friday	WCR-0101.105J	2	3 years	3x/week	♦ U: Drive
Chain of Custody for Crowders – Page 2 – Tuesday, Wednesday, Thursday	WCR-0101.105K	2	3 years	Monthly	♦ U: Drive
Chain of Custody for Crowders – Page 3 – 2nd, 4th & 4th Friday	WCR-0101.105L	2	3 years	2x/week	♦ U: Drive
Chain of Custody for Crowders – Page 3 – 3rd Friday	WCR-0101.105M	2	3 years	Monthly	♦ U: Drive
Chain of Custody for Crowders – Page 3 – Long Term Monitoring	WCR-0101.105N	3	3 years	2x/Month	♦ U: Drive

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Document Title	Document #	Revision	Retain	Frequency	Controlled Copy Locations
Chain of Custody for Crowders – Page 3 – Monday	WCR-0101.105O	1	3 years	Monthly	♦ U: Drive
Chain of Custody for Crowders – Page 3 – Thursday	WCR-0101.105P	1	3 years	2x/week	♦ U: Drive
Chain of Custody for Crowders – Page 3 – Tuesday	WCR-0101.105Q	2	3 years	2x/week	♦ U: Drive
Chain of Custody for Crowders – Page 3 – Wednesday	WCR-0101.105R	1	3 years	1x/week	♦ U: Drive
Chain of Custody for Crowders – Sent to Long Creek - Friday	WCR-0101.105S	2	3 years	2x/week	♦ U: Drive
Chain of Custody for Crowders – Sent to Long Creek - LTM	WCR-0101.105T	3	3 years	Monthly	♦ U: Drive
Chain of Custody for Crowders – Sent to Long Creek - Monday	WCR-0101.105U	1	3 years	Daily	♦ U: Drive
Chain of Custody for Crowders – Sent to Long Creek - Tuesday	WCR-0101.105V	2	3 years	Daily	♦ U: Drive
Chain of Custody for Crowders – Sent to Long Creek – Wed, Thurs.	WCR-0101.105W	1	3 years	Daily	♦ U: Drive
Chain of Custody for Crowders – Saturday	WCR-0101.105X	2	3 years	Daily	♦ U: Drive
Alkalinity/Volatile Acid Bench Sheet	WCR-0101.121	Not Created	3 years	Daily	♦ U: Drive
Ammonia Nitrogen Dechlorination Log	WCR-0101.122A	Not Created	3 years	Daily	♦ U: Drive
Ammonia Nitrogen – Bench Sheet	WCR-0101.122B	Not Created	3 years	Daily	♦ U: Drive
Ammonia Nitrogen Distillation Bench Sheet	WCR-0101.123	Not Created	3 years	Quarterly	♦ U: Drive
Biochemical Oxygen Demand Bench Sheet	WCR-0101.124	Not Created	3 years	As Needed	♦ U: Drive
Chemical Oxygen Demand – Bench Sheet	WCR-0101.125	Not Created	3 years	Daily	♦ U: Drive
Conductivity Bench Sheet	WCR-0101.126A	Not Created	3 years	As Needed	♦ U: Drive

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Document Title	Document #	Revision	Retain	Frequency	Controlled Copy Locations
Conductivity Quarterly Temperature Check Bench Sheet	WCR-0101.126B	Not Created	3 years	As Needed	♦ U: Drive
Cyanide – Screening Sheet	WCR-0101.127A	Draft	3 years	Daily	♦ U: Drive
Fecal Coliform – Bench Sheet	WCR-0101.128	1	3 years	Daily	♦ U: Drive
Metals Summary Report	WCR-0101.130	Not Created	3 years	As Needed	♦ U: Drive
Mercury Digestion Log Sheet	WCR-0101.131A	0	3 years	As Needed	♦ U: Drive
Mercury Summary Sheet	WCR-0101.131B	0	3 years	As Needed	♦ U: Drive
Microwave Digestion Log Sheet	WCR-0101.133	0	3 years	As Needed	♦ U: Drive
Nitrates –Bench Sheet	WCR-0101.134	0	3 years	Daily	Share Drive / Crowders Laboratory
pH Bench Sheet	WCR-0101.137	Not Created	3 years	Daily	♦ U: Drive
Ortho-Phosphorus – Bench Sheet	WCR-0101.138	Not Created	3 years	Daily	♦ U: Drive
Total Phosphorus – Bench Sheet	WCR-0101.139	0	3 years	Daily	♦ U: Drive
Residual Chlorine – Bench Sheet	WCR-0101.140A	0	3 years	Daily	♦ U: Drive
Standardization of PAO Solution Log	WCR-0101.140B	Not Created	3 years	Monthly	♦ U: Drive
40 Day Vector Attraction Test – Bench Sheet	WCR-0101.141A	0	3 years	As Needed	♦ U: Drive
40 Day Vector Attraction Test - Report Sheet	WCR-0101.141B	0	3 years	As Needed	♦ U: Drive
40 Day Vector Attraction Log	WCR-0101.141C	0	3 years	As Needed	♦ U: Drive
Specific Gravity Log	WCR-0101.141D	0	3 years	As Needed	♦ U: Drive
Bench Sheet for Solids – Percent, Total and Volatile	WCR-0101.143A	0	3 years	As needed	♦ U: Drive
Calculation Sheet for Solids – Percent, Total and Volatile	WCR-0101.143B	0	3 years	As needed	♦ U: Drive
Total Suspended/Total Volatile Suspended Solids Bench Sheet	WCR-0101.145A	0	3 years	Daily	♦ U: Drive
Total Suspended/Total Volatile Suspended Solids Quarterly Drying Check Bench Sheet	WCR-0101.145B	0	3 years	Daily	♦ U: Drive

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Document Title	Document #	Revision	Retain	Frequency	Controlled Copy Locations
Total Nitrogen – Dechlorination Log	WCR-0101.146A	2	3 years	Daily	♦ U: Drive
ADMI Color Sample Preparation Log	WCR-0101.150A	0	3 years	As Needed	♦ U: Drive
ADMI Color Sample Calculation Sheet	WCR-0101.150B	0	3 years	As Needed	♦ U: Drive
<b>Reference Material for Crowders Laboratory</b>					
<u>Analytical Chemistry for Technicians</u>	J. Kukel	2nd Edition			Crowders Laboratory
<u>Biological Hazards at Wastewater Treatment Facilities</u>	Water Pollution Control Federation				Crowders Laboratory
<u>Chemical Hazards at Water and Wastewater Treatment Plants</u>	R.A. Buzzi				Crowders Laboratory
<u>CRC Handbook of Chemistry and Physics</u>	CRC	76th Edition			Crowders Laboratory
<u>Digestion and Analysis of Wastewater Liquids, Solids and Sludges</u>	HACH Corp.	1st Edition			Crowders Laboratory
<u>Environmental Chemistry: Essentials of Chemistry for Engineering Practice - Volumes 4A &amp; 4B</u>	Teh Fu Yen				Crowders Laboratory
<u>First Aid Manual for Chemical Accidents</u>	M.J. Lefeuere	2nd Edition			Crowders Laboratory
<u>Laboratory Management: Manual of Practice No SM-1</u>	Water Pollution Control Fed.				Crowders Laboratory
<u>Operation of Wastewater Treatment Plants - Volume III</u>		2nd Edition			Crowders Laboratory
<u>Prudent Practices for Handling Hazardous Chemicals in Laboratories</u>	Committee on Hazardous Substances in the Laboratory				Crowders Laboratory
<u>Safety Made Easy: A Checklist Approach to OSHA Compliance</u>	Davis, Grubbs & Nelson				Crowders Laboratory
<u>Standard Methods for the Examination of Water and Wastewater</u>		18th Edition			Crowders Laboratory
<u>The Laboratory Quality Assurance System</u>	Ratliff & Reinhold				Crowders Laboratory
<u>Wastewater Engineering Treatment/Disposal/Reuse</u>	Metcalf & Eddie	2nd Edition			Crowders Laboratory
<u>Wastewater Sampling for Process Control</u>	WEF				Crowders Laboratory

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<b>RRF &amp; BIOSOLIDS DOCUMENTS</b>					
<b>Procedures for Biosolids</b>					
<b>Forms for Biosolids</b>					
RRF Decant Irrigation Log	WRF-7501.001	0			
<b>Reference Material for Biosolids</b>					
Control of Pathogens and Vector Attraction in Sewage Sludge	EPA/625/R-92/013	Revised Oct 1999			

<b>PRETREATMENT DOCUMENTS</b>					
<b>Procedures for Pretreatment</b>					
Sampling Preparation Procedures	WPR-0100.001				
Field Procedures for Clean Mercury Grab Sampling	WPR-0100.002				
Protocol for Performing Chronic Toxicity Screening of Industrial Discharges	WPR-0100.003	0			
WWTP Bioassays and User Toxicity Screening Procedures	WPR-0100.004	0			
"Clean Hand/Dirty Hands" Composite Sampling Procedures	WPR-0100.005				
<b>Forms for Pretreatment</b>					
SIU Permit	WPR-0101.000	0	3 years	as needed	♦ U: Drive
SIU Permit General Conditions pgs. 8-17	WPR-0101.000A	0	3 years	as needed	♦ U: Drive
SIU Permit General Conditions pgs. 9-18	WPR-0101.000B	0	3 years	as needed	♦ U: Drive
Industrial User Contact List	WPR-0101.006	0	3 years	as needed	♦ U: Drive
Industry Permitted Flows	WPR-0101.004	0	3 years	as needed	♦ U: Drive
<b>Reference Material for Pretreatment</b>					
North Carolina Comprehensive Guidance Manual					