



ENVIRONMENTAL WORK INSTRUCTION EVR.4

From: Environmental Business Line Coordinator

To: All NAVFAC Southwest Environmental Project Managers and Contractor Personnel

Subj: IMPLEMENTING AND MAINTAINING THE ENVIRONMENTAL RECORDS MANAGEMENT PROGRAM AT NAVFAC SOUTHWEST

Ref: (a) SECNAV MANUAL 5210.1, Department of Navy, Navy Records Management Program, Records Management Manual, Revised November 2007, Revised Change 1, Dated August 2017
(b) SECNAV Note 5210, Dated 29 May 2018
(c) NAVFAC Final Environmental Restoration Program Recordkeeping Manual, Dated February 2017
https://navfac.navy.mil/products_and_services/ev/products_and_services/en_v_restoration/RKM.html
(d) Final Guidance on Administrative Records for Selecting CERCLA Response Actions, OSWER Directive 9833.3A-1, US EPA 3 December 1990
(e) Revised Guidance on Compiling Administrative Records for CERCLA Response Actions, US EPA, 20 September 2010

Encl: (1) SW and BRAC PMO West Document Cover and Title Page Templates
(2) Document Control Number Instructions
(3) Environmental Records Standard Subject Identification Codes (SSIC)
(4) Environmental Document Distribution Matrix
(5) Electronic Document and Native Source File Deliverable Requirements
(6) Document Transmittal and Document Data Sheets

1. **PURPOSE:** The purpose of this instruction is to ensure that NAVFAC Southwest's Environmental Records Management Program record files are received and maintained in a consistent manner and to meet the requirements listed in References (a) through (d).
2. **CANCELLATION:** Effective immediately, this instruction replaces Environmental Work Instruction (EWI) EVR.4, dated May 2007, and all previously issued Environmental Record file work instructions, are hereby cancelled.

3. BACKGROUND: All NAVFAC Southwest (SW) official Environmental Records shall be centrally located and maintained at the NAVFAC Southwest Records Management Office, located at the Naval Base San Diego, 2965 Mole Rd., Bldg. 3519, San Diego, CA. The Records Management Office is open Monday through Friday between 0800 and 1630, excluding observed Federal holidays.
4. APPLICABILITY: This instruction applies to all Environmental records including, but not limited to, Environmental Restoration Program (ERP), Munitions Response Program (MRP), Compliance, Natural Resources, Cultural Resources, Planning and NEPA. Requirements and procedures included in this instruction apply to all NAVFAC SW Environmental Project Managers and contractors.
5. PROCEDURES:
 - A. Environmental Project Manager and Contractor Responsibilities:
 1. Review and evaluate documents or record materials for inclusion into the official NAVFAC Environmental record files. Documents include, but are not limited to, facsimiles, e-mails, incoming and outgoing correspondence, reports, plans, newspaper articles, public notices and publications, etc. Record materials includes any physical format or media, such as, but not limited to, paper, books, electronic, digital, audio, video, etc. See Appendix B of Reference (c) for a listing of typical documents required to be included in the Environmental Restoration files. When in doubt, consult the Command Records Manager for specific guidance.
 2. Ensure all reports, plans, etc., include the standardized NAVFAC cover and title pages. Cover and title pages shall include NAVFAC logos only. Contractor logos shall not be included on document deliverables. However, contractor logos may be included as an option at the bottom of the title page only. All reports, plans, etc. must be formatted in accordance with Appendix V to Reference (c) for samples of the generic NAVFAC cover and title pages. See Enclosure (1) for NAVFAC Southwest and BRAC PMO West specific cover and title page templates.
 3. Ensure all document deliverables include a unique Document Control Number (DCN). See Enclosure (2) for instruction on assigning contractor issued DCNs.
 4. Ensure all NAVFAC documents issued by NAVFAC Environmental Project Managers include a NAVFAC DCN. NAVFAC DCNs will be provided by the Command Records Manager and shall be printed on the document cover and title pages prior to printing and distributing documents. When requesting a NAVFAC DCN, provide the following document information: installation or

facility name, complete document title, document version (Draft, Draft Final, Final), anticipated issue date, RPM name, code and contact information. A **unique** DCN shall be issued for each document version. See Enclosure (2) for NAVFAC DCN formats. See Items 21. a. and b. for instruction on providing pre-final documents to the NAVFAC SW Records Management Office.

5. Ensure that all official correspondence include NAVFAC Serial Numbers and the complete Standard Subject Identification Code (SSIC). See Enclosure (3) for current environmental record SSICs. Responsibility for assignment of NAVFAC correspondence Serial Numbers shall remain unchanged.
6. Official e-mail, memoranda or other documentation appropriate for the official record file must include appropriate SSICs. Contact the Command Records Manager if assistance is required with assigning the complete SSIC.
7. Ensure all documents submitted for inclusion into the official record include a full date (month, day and year), author, author affiliation and are signed. The **original** signed document shall be provided to the NAVFAC SW Records Management Office for the official record file. Copies are required when no original is available or when original NAVFAC correspondence is provided to the addressee.
8. Ensure all documents and CD-ROM/DVD labels include a distribution statement. The distribution statement shall be printed at the bottom of the cover or first page of the document. See Appendix N to Reference (c) for a list of typical document types which require distribution statements and guidance on appropriate and required distribution statements.
9. Ensure multi-volume documents are labeled using Arabic numbers on each volume cover and title page. Each volume shall identify the volume number and the total number of volumes of the complete document, in UPPER case, as follows:

VOLUME 1 OF 3; VOLUME 2 OF 3; VOLUME 3 of 3

- a. Volume numbers shall **not** be written as Roman numerals (Volume I of IV).
- b. Volume numbers shall **not** be written as words (Volume One of Three).

10. Ensure report Tables of Contents accurately reflect the actual content of the document and include accurate page numbers to each section, appendix, enclosure, table, figure, analytical, sampling or calibration data, etc. The Table of Contents **must** be updated, as appropriate, to accurately reflect modification, addition or deletion of any section, appendix, attachment, enclosure, volume, table, figure, map plates, etc. All sections, appendices, attachments, enclosures, volumes, tables, figures, map plates, etc., must be re-numbered or re-lettered when added or removed, as appropriate, to ensure consecutive numbers or letters. Page numbers must also be updated, as appropriate.
11. Document headers shall be printed on **each** page of all documents except for report cover and title pages. All header information must be accurate and apply to the document on which it is printed. Headers shall include document title, installation or facility name and state, and document section, appendix, addendum or volume number(s), if applicable, etc. See Appendix V of Reference (c) for the NAVFAC generic document template.
 - a. The document version (i.e., “Draft”, “Draft Final” or “Final”) shall **NOT** be included in the header. This will eliminate the need to reprint pages, sections, appendices, etc., when previous document versions are accepted as or converted to the final. Caution must be taken to ensure that information included in the header is accurate as incorrect information **will** require reprinting the **entire** document.
12. Document footers shall be printed on **each** page of all documents and all versions, except for report cover and title pages as outlined in Appendix V of Reference (c). All footer information must be accurate and apply to the document on which it is printed. All footers shall include the page number and the complete DCN, including the revision (i.e. .R1), addendum (i.e. .A1), if applicable. A date included in the footer shall only apply to **revision/ replacement pages**, as show below. See Enclosure (2) for additional NAVFAC DCN format instructions.

DCN: ABCD-0233-0012-0006.R1
12 August 2011

 - a. Appendices, attachments or enclosures which include copies of previously issued documents AND have been previously issued and distributed **may** have a different DCN than the DCN of the main report in which they are included. In this case, the complete document title, issue date, author affiliation and DCN of each appendix, attachment or enclosure **must** be identified in the document Table of Contents.
13. Ensure that raw analytical, sampling calibration data or laboratory reports are included as the **LAST** appendix, enclosure or attachment of the report or document.

14. Ensure all document pages are sequentially numbered within and by each section or appendices, attachments, enclosures, tables, figures, data, laboratory reports, etc. Page numbers shall be included on all printed and electronic pages. Do not overwrite existing page numbers. If page number formats are not sequential throughout each section, appendix, etc., replace page numbers using the Adobe Acrobat footer function.
 - a. For analytical, sampling, calibration data or laboratory reports received in PDF format only, pages can be numbered using the Bates Numbering function within the Tools option of Adobe software. This function allows for customizing the starting page number and page to begin numbering. When using this function within Adobe, it is highly recommended that the original paper document and copies be printed from the PDF file to ensure page numbers are included on both the paper and electronic documents.
 - b. Blank pages shall not be included in the printed document or electronic copies. Pages which are included for section breaks must include text stating the page is intentionally left blank and include a page number.
15. Ensure all document deliverables are 3-hole punched on the left margin, ensuring that no information or data is lost due to punching.
16. Ensure the **original** Final document is signed and submitted to the NAVFAC SW Records Management Office for the official record file, including the Document Transmittal Sheet, Document Data Sheet (for Restoration documents), appropriate number of paper copies and all electronic files. See Enclosure (6) for Document Transmittal and Document Data Sheets. See Enclosures (4) and (5) for document distribution and electronic deliverable requirements to the NAVFAC SW Records Management Office. Follow
17. contract or NAVFAC Project Manager distribution requirements for all other copies. Ensure the **original** Final paper document and all required copies (paper and electronic) are complete. A complete document is defined as **all** printed and electronic pages, including, but not limited to, text, tables, figures, maps and drawings, photos, appendices, enclosures, attachments, logs, raw analytical, sampling or calibration data, laboratory reports, manifests, chain-of-custody forms, etc. The electronic PDF file **must** be an exact copy of the original paper document. Document deliverables containing discrepancies shall be returned to the issuer for correction and complete re-distribution to all original document recipients.
 - a. The original paper document is the NAVFAC Official Record and **MUST** be printed in its entirety, including all sections, appendices, enclosures, volumes, etc., regardless of the number of pages or whether documents have been previously submitted to the NAVFAC SW Records

Management Office as individual documents or are included as an appendix, enclosure, attachment, etc., in other documents. Incomplete paper documents or electronic copies will not be accepted for NAVFAC's official record files.

- b. When the original, signed paper document is not available, copies must be provided for the official record file.
 - c. A single document (reports, plans, etc.) issued for multiple installations is strongly discouraged. However, when a single document is issued for multiple installations, a copy of the complete document deliverable (full paper copy and all electronic files) **MUST** be provided to the NAVFAC SW Records Management Office for **EACH** installation included in the document. Therefore, it is recommended that a separate document be issued for each individual installation and contain only relevant information to the specific installation. The NAVFAC SW Records Management Office will not duplicate the number of copies required for the official record files.
 - d. A single document (reports, plans, etc.) issued for multiple installations across multiple NAVFAC Commands is strongly discouraged. However, when a single document is issued for multiple installations, a copy of the complete document deliverable (full paper copy and all electronic files) **MUST** be provided to the NAVFAC SW Records Management Office for **EACH** installation included in the document. Therefore, it is recommended that a separate document be issued for each individual installation and contain only relevant information to the specific installation. The NAVFAC SW Records Management Office will not duplicate the number of copies required for the official record files.
18. All raw analytical, sampling or calibration data and laboratory reports must be submitted with the Final document at the time of submission to the NAVFAC Records Management Office. Incomplete document deliverables will not be accepted.
- a. **One** complete original set of all raw analytical, sampling or calibration data and laboratory reports **must** be printed in their entirety and 3-hole punched regardless of the number of pages. Caution must be taken to ensure that no information or data is removed when pages are punched.
 - (1) Raw analytical, sampling or calibration data and laboratory reports **must** be included in the report, plan, etc., as the **last** appendix, enclosure or attachment.

- (2) Raw analytical, sampling or calibration data and laboratory reports **must** be submitted in a logical, organized manner appropriate for the document in which the data supports (i.e., SDG numbers, sampling event dates, ER sites, etc.). Consult the NAVFAC Project Manager to determine whether he/she has specific organizational requirements for the data or laboratory reports.
 - (3) A complete index of all raw analytical, sampling or calibration data and laboratory reports **must** accompany all data submissions. The index shall be placed as the first page(s) of the data appendix, enclosure or attachment. The data shall be indexed to reflect the logical organization of the data provided. Data shall include index tab sheets as separators and labeled in accordance with the accompanying index in the original paper record. Blank sheets shall **not** be inserted into the electronic .PDF file copy in place of index tab sheets. Index tab sheets shall not include page numbers. See Enclosure (5) for electronic deliverable requirements.
 - (4) All raw data and laboratory reports shall be bound (rubber bands are acceptable) and boxed for delivery to the NAVFAC SW Records Management Office in the same sequential order as listed on the index. Loose pages shall not be delivered or shipped to the Records Management Office. The complete document deliverable shall be boxed sequentially, beginning with the main report in Box 1. All boxes shall be labeled with the document DCN and numbered sequentially beginning with and numbered as "Box 1 of XX". Large shipments must be coordinated with the Command Records Manager in advance of delivery or shipping.
- b. Multiple printed sets of raw data and laboratory reports shall **not** be printed and will not be accepted by the NAVFAC SW Records Management Office.
 - c. When **multiple** copies of document deliverables are required, raw data and laboratory reports shall be included in the single electronic PDF copies only. See Enclosure (5) for electronic deliverable requirements. Follow contract or NAVFAC Project Manager distribution requirements for all other copies.
19. When subsequent documents are issued and rely on the **same** complete set of analytical, sampling or calibration data previously submitted, an additional complete printed set of data is **NOT** required to be submitted with the new document. However, the location of the previously submitted data set **MUST** be referenced in the new document as follows:

- a. Include the appendix, enclosure or attachment letter or number, report title, date, author affiliation and DCN in the Table of Contents of the new document.
 - b. An information reference sheet **MUST** be inserted in the last appendix, enclosure or attachment of the document stating where the analytical, sampling or calibration data can be found, including the complete document title, date, author affiliation and DCN. Do **NOT** reference NAVFAC Record Numbers as record numbers may change if/when records are re-organized or duplicate records are destroyed; DCNs do change.
 - c. A complete set of all data must be included in the electronic PDF copy on the disk accompanying the new document.
20. When only excerpts, portions or segments of specific analytical, sampling, calibration data sets or laboratory reports from previously submitted documents apply to a new document, **all** relevant data **must** be included in the new document. The new document shall be printed in its entirety and electronic copies must submitted to the NAVFAC Records Management Office.
21. Pre-Final documents, such as Internal, Preliminary or Working Drafts, Draft and Draft Final, shall not be submitted to the NAVFAC SW Records Management Office **UNLESS**:
- a. the pre-final document is required for a public comment period. If not previously provided, the pre-final document must be accompanied by all original published public notices, whether published in a printed publication or posted on a public website; or
 - b. the contract or contract task order (CTO) under which the pre-final document is issued is expiring and no later document version is to be issued by the **same** contractor, contract or CTO; or
 - c. the NAVFAC Project Manager requires the pre-final version to be included in the Restoration Record Site File on a case-by-case basis only. Pre-final document versions shall no longer be provided for the Restoration Record file as a standard business practice.

All electronic deliverables must be included with pre-final documents when submitted to the NAVFAC SW Records Management Office. See Enclosure (5) for instructions on electronic deliverable requirements.

22. When required, ensure **one** pre-final paper document and all related electronic files, including all source files in the native software applications, are submitted to the NAVFAC SW Records Management Office **UNLESS**, additional copies are required for a public comment period. When a public comment period is required, the document distribution requirements provided in Enclosure (4) shall apply.
- a. When a pre-final document is required to be submitted to the NAVFAC SW Records Management Office due to a public comment period, raw, analytical, sampling or calibration data and laboratory reports are **NOT** required to be printed. However, all data and laboratory reports shall be included in the electronic .PDF copy. All data and laboratory reports shall be printed in their entirety and submitted with the **final** report.
 - b. **When** a pre-final document is required to be submitted to the NAVFAC SW Records Management Office as defined above, all data and laboratory reports must be printed in their entirety and also provided in the electronic .PDF copy.
 - (1) In this case, a second printed set of raw data and laboratory reports will **NOT** be required when the Final document is issued. However, the data and laboratory reports **MUST** be included in the electronic .PDF copy of the Final.
 - (2) The document title, date, author affiliation and DCN of the pre-final document in which all data and laboratory reports are located must be identified on the **Contractor Transmittal Sheet** and **Document Data Sheet**. Do **NOT** include this information in the last appendix of the report. The pre-final document will be replaced with the Final and the printed data and laboratory reports will be retained in the LAST appendix of the Final when issued.
 - (3) Ensure an information sheet stating that the analytical, sampling or calibration data or laboratory reports is available electronically (i.e., “Analytical Data is Available Electronically”) is inserted in the **last** appendix, enclosure or attachment as a placeholder for the printed data and laboratory reports. Do **NOT** state that the data is included electronically “Only” as all printed data **MUST** be included and inserted into the Final report when issued. In many cases, the Draft or Draft Final is converted to or accepted as the Final. Stating that the data is included in electronic format “only” in the Draft or Draft Final will require revised information sheets to be printed and submitted when the Final is issued.

23. If Draft or Draft Final documents are accepted as or converted to the Final and were previously provided to the NAVFAC SW Records Management Office as required in Items 21.a., b. or c., above, a new Final document must be issued in its entirety, or the Draft or Draft Final must be revised or converted to the Final with replacement pages. Either option shall be issued at the direction and discretion of the NAVFAC Project Manager. The following shall apply based on the NAVFAC Project Manager's direction:
- a. If the Final document is issued in its entirety as a new document, a new DCN shall be issued. See Enclosure (2) for instruction on assigning or obtaining new DCNs.
 - b. If the Final document is converted from the Draft or Draft Final, revised report cover and title pages labeled as "Final" shall be issued with a new date. See Enclosure (2) for instruction on assigning or obtain new DCNs.
 - c. All replacement pages are considered 'revsions' and, therefore, shall include the appropriate revision number to the original DCN and included in the footer of each **new** revised or replacement page(s). Reprinting the entire document is NOT required unless directed by the NAVFAC Project Manager as defined in Item 23.a., above, in which case a new DCN will be assigned.
 - d. Original document signature page(s) shall be submitted to the NAVFAC SW Records Management Office and include the revised DCN format as defined above and in Enclosure (2).
 - e. Ensure that all revised or replacement pages are provided with the replacement report Cover and Title pages. All revised and replacement pages shall include the revision DCN in the document footer.
 - f. Ensure both sides of double sided pages are reprinted even if only one page (side) has not been revised. Only the page (side) which was revised or replaced shall include the revision DCN.
 - g. Ensure that the Table of Contents is updated, as required, to accurately reflect any added, removed or revised appendices, tables, figures, attachments, enclosures, etc. If the Table of Contents is revised or replaced, the revision DCN must also be included in the footer of the revised page(s) only.
 - h. Ensure **one** original printed set of raw analytical, sampling, or calibration data and laboratory reports are printed in their entirety and provided WITH all revised or replacement pages for the Final document. All data shall be submitted as required in Items 18.a. through c., above. All original paper data must be 3-hole punched, organized logically, bound

(rubber banded) and include a complete index of the data submitted. Caution must be taken to ensure that no information is removed when pages are 3-hole punched. Raw analytical, sampling or calibration data **must** be the last appendix or enclosure of the report.

- i. Ensure a **complete** replacement disk is provided for the Final document submittal. The replacement disk shall include the complete updated electronic .PDF and all native files in their source applications at the time the Final document is submitted. An electronic .PDF file containing only the revised or replacement pages is considered incomplete and will **not** be accepted. The updated electronic disk(s) **replaces** the original disk(s) and shall include the same distribution as the original submission to the NAVFAC SW Records Management Office. Follow contract or Navy Project Manager distribution requirements for any other copies, as required or applicable.
 - j. In rare cases when no Final report will be issued, the NAVFAC Project Manager must provide a signed and dated Memorandum to the File documenting the acceptance of the Draft or Draft Final document as the official record.
 - k. All revisions, replacement pages, corrections and updated documents must be distributed to all original document recipients. All recipients must receive the SAME document. At no time shall the NAVFAC SW Records Management Office receive a different document than other recipients included on the original distribution.
24. Pre-final documents shall **NOT** be placed at the Information Repositories (IR) **UNLESS** a public comment period is required.
- a. All documents to be placed at the IRs must be processed through the NAVFAC SW Records Management Office prior to placement at the IR. NAVFAC SW records management personnel shall provide the IR copy with an updated IR Index to the appropriate IR(s) or contractor support personnel designated by the NAVFAC Project Manager, as applicable. Follow contract or NAVFAC Project Manager distribution requirements for all other copies.
 - b. Upon completion of the public comment period, pre-final documents shall be promptly removed from the IR by the appropriate designated personnel.
25. Ensure **original** public notices published in all commercial or military publications, including, but not limited to, newspapers, magazines, pamphlets, flyers, etc., are submitted to the NAVFAC SW Records Management Office for the official record file. The full **original tear sheet**

shall include the **printed** publication name and date. When duplicate notices are published in multiple publications, on multiple dates, all original tear sheets from **each** publication and dates shall be submitted to the official record file, even if the notices are exactly the same.

26. Ensure electronic public notices published on the Internet are printed directly **from** the sites published so that the complete URL and date are printed on each page of the printed publication. If the complete URL is truncated on the printed page, ensure that the full URL is typed onto the document. An electronic copy/paste function of the notice from the website to another electronic file version (i.e., Microsoft Word or PowerPoint) is not acceptable as the URL and date do not print on the document. The printed page must also be scanned and provided in .PDF. The Contractor Transmittal Sheet and Document Data Sheet must also identify the start and end dates in which the notice is published on the website.
 - a. When public notices are published on multiple website, notices must be printed directly from each website so that each record copy includes the complete URL and date from each website. Each copy is considered a separate document deliverable or record and each must include its own DCN and completed Document Data Sheets.
27. Ensure maps and drawings are appropriately labeled and identified. Information shall include, but, is not limited to, the installation name, title or description, date, and environmental site location and number.
28. Ensure photos, slides, negative film etc., are appropriately labeled and identified. Each image must include the installation name, environmental site name and number, date **taken**, taken by and detailed description of the image depicted in the photo. For example, a photo of a trench or field labeled only with the installation name and site number does not provide sufficient information about the image to determine what the photo is intended to convey. Photographic media shall be labeled and submitted as defined below. All photo slides, negatives and electronic images must include a complete printed photo set. Up to four images may be printed per page when consolidated in an appendix, enclosure or attachment and must be sequentially numbered below each image. An index must accompany photo/image submittals and include the required information stated above.
 - a. Each individually printed photo shall be labeled on the back side with required information identified in Item 28, above. Only archive quality labeling shall be used.

- b. Negative slides shall be submitted in archive quality, 3-hole punched protective sleeves. Slides shall be labeled on the edge(s), space permitting. Slide information shall include the required information identified in Item 28, above. If space does not allow complete labeling, each slide shall be dated and sequentially numbered and accompanied by a separate index which includes all information required above.
 - c. Negative film strips or sheets shall be submitted in archive quality, 3-hole punched protective sleeves, dated and numbered. Film strips or sheets shall be accompanied by a separate index which includes all information required in Item 28, above.
 - c. Electronic image (.jpeg, etc.) file names shall include the DCN and sequential image number (i.e.: ABCD-0123-0023-0001_PHOTO-1.jpeg). See Enclosure (5) for additional information regarding electronic deliverable requirements.
29. Ensure all documents are printed double sided except as noted below.
- a. Do NOT print on the back side of oversized pages when it is followed by a standard 8.5" x 11" sheet. Oversized pages are defined as 8.5" x 14" or larger. Double sided printing is acceptable and encouraged for oversized pages when multiple pages of the same size are used consecutively, such as with spreadsheets. For example, do not print double sided when an 11" x 17" page is immediately followed by a smaller page size.
 - b. Do NOT print double sided on pages larger than 11" x 17".
30. Ensure landscape printed pages (11" x 8.5" only) are inserted into the document so that the page number is visible on the unbound or outside edge. Allow space at the top margin to 3-hole punch and bind the page(s) to ensure holes to do not obstruct or remove printed information.
31. Legal or oversized sheets (8.5" x 14" or 11" x 17") shall be "Z" folded and 3-hole punched on the left margin only. Large map and drawing plates which cannot be punched or bound shall be folded and inserted into 3-hole punched, **non-stick**, archive quality, protective slip covers so that the title and description box is clearly visible without removing the map or drawing plates from the protective cover. Bindings and punched holes must **not** obstruct or remove printed information from the document page or sheet.
32. Document pages shall **not** be reduced so as to print multiple pages onto one sheet regardless of paper size. Only one document page shall be printed onto each sheet, except as defined in Item 28, above.

33. Provide the **original** document and appropriate number of copies as defined below and Enclosure (4) to the NAVFAC SW Records Management Office for the **official** record file. Follow contract and the Navy Project Manager's distribution requirements for all other copies.
- a. **Original signed**, unbound, 3-hole punched, **Final** document and appropriate number of bound copies for each installation defined in Enclosure (4).
 - b. One **original** unbound, 3-hole punched, pre-final document (Internal, Working, or Preliminary Draft, Draft and Draft Final), only when required as defined in Item 21, above, **UNLESS** the document is required for public review and comments. When public comment periods are required, distribution requirements defined in Enclosure (4) apply. A complete printed set of analytical, sampling or calibration data and all electronic deliverable requirements in this instruction applies.
34. Different or alternate versions of the same document shall **not** be issued and distributed to various multiple recipients. The official record document issued to the NAVFAC Records Management Office must be the same document distributed to all appropriate recipients defined by the Navy Project Manager. Electronic copies only CAN be distributed to Navy Project Managers or outside agencies, as requested; however, the document deliverables **must** be the same as those submitted to the NAVFAC Records Management Office.
- a. If document discrepancies are noted and corrections are required, corrected or updated documents shall be distributed to all original document recipients. At no time shall the NAVFAC Records Management Office receive a different version than other recipients.
35. Ensure all **original** official correspondence addressed **to** the NAVFAC Command or individual Command personnel, including all enclosures and attachments, are submitted to the NAVFAC Records Management Office for the official record file. This includes correspondence received from, but, not limited to, local, State and Federal regulators or agencies, community groups and organizations, members of the public, etc. When correspondence and/or enclosures or attachments are required for reference, copies may be retained by the NAVFAC Project Managers and labeled or stamped as "COPY". Original incoming correspondence shall be submitted to the NAVFAC Records Management Office for the official record file.
36. Ensure all official electronic communications, such as e-mails, addressed to the NAVFAC Command or individual Command personnel, including all enclosures and attachments, are submitted to the NAVFAC Records Management Office for the official record file IF communications are received

via e-mail ONLY. This includes communications received from, but, not limited to, local, State and Federal regulators or agencies, community groups and organizations, members of the public, etc. Do NOT forward e-mail communications IF:

- a. Local, State or Federal communications are or will be submitted on sender's official letterhead;
 - b. Communications which are not official in nature or does not provide official decisions or agreement; or
 - c. Contains official information already submitted or included elsewhere in the official record file(s).
37. Ensure that all personal, privacy information requiring protection under the Freedom of Information Act (FOIA) is protected at all times as follows:
- a. Do not use personal e-mail addresses, phone number, U.S. Postal address, etc., to transmit communications or include them within documents or e-mail messages if at all possible. Including PII requires the document to be marked as 'sensitive' and restricts distribution outside of NAVFAC. This is particularly critical for Restoration Administrative Record documents which are deemed public documents. It is recommended that PII is not included in documents unless required. When converting electronic e-mails to .PDF, the original e-mail transmission addresses are converted and are readable. Such information MUST be protected from public release and requires additional special document handling to ensure protection from public access. If personal identifiable information (PII) must be included, sensitive information must be identified on the DDS. See Enclosure (5) for detailed instructions and requirements for electronic submissions.
38. Coordinate with base personnel to obtain copies of relevant and appropriate Environmental documents for inclusion into the NAVFAC official record file(s) as required and appropriate. When in doubt where the official record file resides for certain documents, consult the NAVFAC Command Records Manager.
39. Provide Environmental Restoration guidance documents (referred to as the Compendium) that may be referred to during the decision making process to the NAVFAC Records Management Office. Guidance documents that are specifically considered or relied on in selecting a response action **must** also be included in the Environmental Restoration Administrative Record File.

40. Electronic 'copies' of all Environmental documents shall be submitted to the NAVFAC Records Management Office WITH the **original** paper document(s), regardless of document version. All electronic deliverables shall include the original source files in their **native** applications (i.e., .doc, .xls, .dwg, .dgn, .jpg, etc.), AND a single complete **.PDF** copy of the original document. See Enclosure (5) for detailed instructions and requirements for electronic submissions.
 - a. Electronic document deliverables and source files will not be downloaded by the NAVFAC Records Management Office from public or privately shared file transfer protocol (FTP) servers, websites or via e-mail.

B. Command Records Manager and Records Personnel Responsibilities:

1. Review and evaluate records received for inclusion into the NAVFAC SW official record files.
2. Verify each document received is accurate and complete. Accurate is defined as including completed Document Data Sheet, original signature pages, complete document date, DCN, correct distribution statement, Table of Content references and pages, pages are inserted in correct order and right read rotated, etc. Complete is defined as containing all printed pages, tables, figures, maps and drawings, photos, enclosures, attachments, appendices, logs, indices, raw analytical, sampling or calibration data, laboratory reports, manifests, chain-of-custody forms and all electronic deliverables, etc., and are included WITH the document deliverable. Incomplete submissions will not be accepted.
3. Incomplete and inaccurate document deliverables will not be entered into NIRIS or the NAVFAC SW Records Management Database (RMD). The NIRIS and RMD systems shall include inventory of complete and accurate NAVFAC SW official records only.
4. Ensure inaccurate or incomplete documents are returned to the issuing contractor or Navy Project Manager for correction or resolution. Documents returned to the issuing contractor shall include notification to the NAVFAC Project Manager and the NAVFAC SW Quality Control Manager.
5. Ensure all documents are entered into the NAVFAC SW Document Tracker upon receipt and tracked throughout the review process to ensure document discrepancies are noted and corrected documents are received and entered into NIRIS or the RMD and included into the official record file(s).
6. Ensure inaccurate or incomplete documents are not cataloged into the official record file automated systems or distributed to the official installation and public Information Repositories.
7. Review and verify that all electronic documents are exact copies of the paper original. A noted discrepancy between the original printed document and the electronic copy shall halt further document review and shall be returned to the issuing contractor or Navy Project Manager for correction or resolution. The Records Manager and records management personnel are not authorized to determine whether the original or electronic copy is the correct document.

8. Ensure official records are entered into NIRIS or the RMD.
 - a. Processing official records into NIRIS or the RMD requires that each record be inventoried, labeled, filed and stored. Special document handling is required for records containing raw analytical, sampling or calibration data, sensitive information, photographs, and electronic or magnetic media.
 - b. Records shall be filed and stored sequentially by the unique identification code (UIC) and the NIRIS or RMD assigned sequential record number for each installation within the NAVFAC Southwest area of responsibility (AOR).
9. Determine the number of record copies required and coordinate with Navy Project Managers or contractors for appropriate distribution to the installation and public Information Repositories. See Enclosure (4) for current document distribution requirements to the NAVFAC Records Management Office.
10. Catalogue and maintain a complete Environmental Restoration Compendium. Guidance documents that are specifically considered or relied on in selecting a response action shall also be included in the Environmental Restoration Administrative Record File for the appropriate installation(s).
11. Provide NAVFAC Document Control Numbers (DCNs) to NAVFAC Project Managers for all documents created and issued in-house. The NAVFAC document DCNs are **not** to be used on NAVFAC or BRAC correspondence. All NAVFAC correspondence shall include appropriate Serial Numbers as required by the NAVFAC Correspondence Manual and SSICs per References (a) and (b), above.
12. Provide support and training on the use of the NIRIS EDMS ER Search Tool to NAVFAC Project Managers and approved NAVFAC contractors.
13. Provide various current printed and/or electronic record indices and reports to the installations and public Information Repositories supported by NAVFAC Southwest and BRAC on a quarterly basis and upon request, as appropriate.
14. Provide support in updating the Environmental Restoration Record Files at various installations and public Information Repositories supported by NAVFAC Southwest on a quarterly basis and upon request, as appropriate.

15. Prepare and process all historical paper Environmental records for scanning, as requested or required. Additional funding may be required for certain Environmental programs. Consult the Command Records Manager for detailed information for document scanning support.
16. Prepare and process all Environmental records for transfer to the Federal Records Center (FRC) as necessary or required.
17. Review Environmental contract closeout packages to ensure all documents appropriate for inclusion into the official Environmental record file(s) have been received. Contract closeout packages shall not be signed by the Command Records Manager, or alternate, until all required records are received in the NAVFAC Records Management Office and have been verified accurate and complete as defined in Item B.2., above. Documents not received in the NAVFAC Records Management Office shall be requested from the issuing contractor through the NAVFAC Contract Specialist. The NAVFAC Project Manager shall be notified of document requests submitted to the Contract Specialist.
18. Ensure the NAVFAC Contract Specialist and NAVFAC Project Manager is notified upon receipt of all required documents and final Records Management contract closeout.

POC for additional information: Diane Silva, NAVFAC Command Records Manager, 619-556-1280 or diane.silva@navy.mil.

STEWART.KATHRYN
.ANNE.1031071654

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Date: 2018.11.16 18:29:48 -08'00'

KATHRYN A. STEWART
Environmental Business Line Leader
NAVFAC Southwest

DO NOT MODIFY FORMAT, PLACEMENT OF INFORMATION OR ADD BORDERS/PICTURES



**Naval Facilities Engineering Systems Command Southwest
San Diego, CA**

FINAL HISTORICAL RADIOLOGICAL ASSESSMENT

History of the Use of General Radioactive Material from 1940 to
2015

Volume 1 of 2

Report and Attachments 1 and 2, Appendix A and B

NAVAL AIR STATION NORTH ISLAND, CORONADO, CA

August 2016

Approved for public release; distribution is unlimited

DO NOT MODIFY FORMAT, PLACEMENT OF INFORMATION OR ADD BORDERS/PICTURES



**Naval Facilities Engineering Systems Command Southwest
San Diego, CA**

**FINAL
HISTORICAL RADIOLOGICAL ASSESSMENT**

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Volume 1 of 2

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NAVAL AIR STATION NORTH ISLAND, CORONADO, CA

August 2016

DCN: ABCD-2622-0005-0091

Prepared for:

Department of the Navy

Naval Facilities Engineering Systems Command Southwest

750 Pacific Highway

San Diego, CA 92132

Prepared by:



(Optional Contractor logo permitted on Title page ONLY)

Resolution Consultants

A Joint Venture of AECOM & EnSafe

1500 Wells Fargo Building

440 Monticello Avenue

Norfolk, Virginia 23510

Contract Number: N62470-11-D-8013; Task Order No. 0012

DO NOT MODIFY FORMAT, PLACEMENT OF INFORMATION OR ADD BORDERS/PICTURES



**Naval Facilities Engineering Systems Command Southwest
BRAC PMO West
San Diego, CA**

**FINAL
RECORD OF DECISION FOR PARCEL UC-3**

HUNTERS POINT NAVAL SHIPYARD, SAN FRANCISCO, CA

January 2017

Approved for public release; distribution is unlimited

DO NOT MODIFY FORMAT, PLACEMENT OF INFORMATION OR ADD BORDERS/PICTURES



**Naval Facilities Engineering Systems Command Southwest
BRAC PMO West
San Diego, CA**

**FINAL
RECORD OF DECISION FOR PARCEL UC-3**

HUNTERS POINT NAVAL SHIPYARD, SAN FRANCISCO, CA

January 2017

DCN: ABCD-2622-0005-0091

Prepared for:

Department of the Navy

Naval Facilities Engineering Systems Command Southwest

BRAC PMO West

33000 Nixie Way, Bldg. 50, Suite 207

San Diego, CA 92147

Prepared by:



Resolution Consultants

A Joint Venture of AECOM & EnSafe

1500 Wells Fargo Building

440 Monticello Avenue

Norfolk, Virginia 23510

(Optional Contractor logo permitted on Title page ONLY)

Contract Number: N62470-11-D-2622; Task Order No. 0005

Document Control Number Instructions

All document deliverables and NAVFAC SW issued documents must include Document Control Numbers (DCN). This instruction provides detailed requirements for assigning contractor and NAVFAC SW issued DCNs. Documents received which do not include or have incorrect DCNs shall not be accepted by the NAVFAC SW Records Management Office.

A. Contractor Issued DCNs:

1. Contractors creating and issuing documents are responsible for ensuring that all document deliverables are assigned a Document Control Number (DCN), including but not limited to, reports, proposed plans, meeting minutes, fact sheets, public notices, etc. DCNs are also required on deliverables which are not required to be submitted to the NAVFAC Southwest Records Management Office.
2. DCNs shall be **unique** and identify the **current** issuing contractor, contract and contract task order (CTO) numbers under which the document deliverable is issued. DCNs shall never be duplicated or assigned to more than one document deliverable regardless of version, revision or addendum numbers.
3. The DCN format shall include up to four alpha characters to represent the contractor name/identifier, followed by the last four digits of the contract number, four-digit contract task order (CTO) number, and a four-digit sequential number for the CTO and contract number under which the document is issued. The DCN segments shall be separated by **dashes** (-) as follows: ABCD-5879-0021-0001.
4. Previously issued reports which are included as appendices, enclosures, attachments, etc., as part of a complete new report are not required to have the same DCN as the main report. However, the DCN of all appendices, enclosures, attachments, etc., must be identified in the document's Table of Contents when the DCN is different than the main report.
5. All document revisions, replacement pages/sections **MUST** reflect the **CURRENT** contractor, contract and CTO numbers, followed by ".R1" (using the appropriate revision number) as follows: ABCD-5879-0021-0001.R1. All DCNs must be unique and never be duplicated.
 - a. Revised documents or replacement pages/sections issued by the **same** contractor **and** contract/CTO numbers shall retain the same DCN as the primary document and include the corresponding revision number as follows:

Revision 1: ABCD-5879-0021-0001.**R1**; Revision 2: ABCD-5879-0021-0001.**R2**, etc.

- b. **Documents shall NOT be labeled as “Revision 0”**. Revision numbers are only used when the Draft, Draft Final or Final versions are revised or modified and reissued as the **same** version in their entirety (i.e., Revised Draft, Revised Draft Final or Revised Final). For records management purposes, Draft, Draft Final and Final versions of the same report are NOT considered revisions of the previous report version and shall each include a **unique** DCN (i.e. Draft: ABCD-5879-0021-0001; Draft Final: ABCD-5879-0021-0002; Final: ABCD-5879-0021-0006). Each version is not required to be numbered as the next consecutive sequential number. The sequential number only relates to the number of documents issued under the same CTO number of the same contract.
- c. Revised documents, replacement pages issued by a **different** contractor or contract/CTO numbers shall identify the **current** issuing contractor and contract/CTO numbers and reference the primary DCN below the new DCN on the report cover and title pages and footer of each revised or replacement pages/sections as follows:

Primary Document: DCN: EFGH-0101-0022-0012

Revised Document: DCN: ABCD-0123-0001-0001.R1
Revision 1 to DCN: EFGH-0101-0022-0012

Future revisions or replacement pages/sections shall reference the LAST DCN issued as follows:

Revision 1: DCN: ABCD-0123-0001-**0001.R1**
Revision 1 to DCN: EFGH-0101-0022-0012

Revision 2: DCN: ABCD-0123-0001-**0001.R2**

- d. Document revisions or replacement pages/sections issued for primary documents **without** a DCN must follow the **current** DCN format described above, **including** ".R1" (using the appropriate revision number). The Document Data Sheet (DDS) and contractor's transmittal sheet must include a statement that the primary document was issued without a DCN and also include the complete document title, date, contract and CTO/DO numbers and author affiliation, if known, of the primary document to ensure that all documents can be accurately identified and associated with the primary document in the official NAVFAC Record Files.

- e. Replacement pages, sections, attachments, enclosures, etc., which are intended to be inserted into a document version previously issued ARE considered revisions and shall follow the same DCN sequence as full document revisions described above, as applicable.
 - f. The Table of Contents (TOC) must also be updated, as applicable, to accurately reflect all additional or deleted sections, appendices, attachments, enclosures, volumes, etc. The TOC must always accurately reflect the actual content of the document. Replacement/revised TOCs shall be submitted with all revisions and follow the same DCN sequence as described above for revisions or addenda, above, as appropriate.
6. All addenda MUST reflect the **CURRENT** contractor, contract and CTO numbers, followed by “.A1” (using the appropriate addendum number) as follows:
ABCD-5879-0021-0001.A1. All DCNs must be unique and never be duplicated.
- a. Addenda issued by the same contractor and contract/CTO numbers shall retain the same DCN as the primary document and include the corresponding addendum number as follows: Addendum 1: ABCD-5879-0021-0001.**A1**; Addendum 2: ABCD-5879-0021-0001.**A2**.
 - b. **Documents shall NOT be labeled as “Addendum 0”.**
 - c. When issuing multiple versions of the **same** addendum number (Draft, Draft Final or Final), the DCN shall include the version designator as follows:

Draft Addendum 1 – DCN: ABCD-0123-0010-0012.A1/D

Draft Final Addendum 1 – DCN: ABCD-0123-0010-0012.A1/DF

Final Addendum 1 – DCN: ABCD-0123-0010-0012.A1/F
 - d. Each successive addenda version MUST retain the same addendum number. For example, a Draft Addendum 1 (.A1/D) cannot be followed by the Draft Final as “Draft Final Addendum 2 (.A2/DF)”. It is critical that the Navy records clearly tie all addenda versions to the SAME original document. The addendum number remains the **same** through the Final for each addendum number.
 - e. Addenda issued by a different contractor or contract/CTO numbers shall identify the **current** issuing contractor and contract/CTO numbers and reference the primary DCN below the new DCN on the report cover and title pages and footers as follows:

Primary Document: DCN: ABCD-5879-0021-0023

Addendum 1: DCN: EFGH-0123-0001-0014.**A1**
Addendum 1 to DCN: ABCD-5879-0021-0023

Future addenda shall reference the LAST DCN issued as follows:

Addendum 1: DCN: EFGH-0123-0001-**0014.A1**
Addendum 1 to DCN: ABCD-5879-0021-0023

Addendum 2: DCN: EFGH-0123-0001-**0014.A2**

- g. Addenda issued for primary documents **without** a DCN must follow the **current** DCN format described above, **including** ".A1" (using the appropriate Addendum number). The Document Data Sheet (DDS) and contractor's transmittal sheet must include a statement that the primary document was issued without a DCN and also include the complete document title, date, contract and CTO/DO numbers and author affiliation, if known, of the primary document to ensure that all documents can be accurately identified and associated with the primary document in the official NAVFAC Record Files.
 - h. When issuing replacement pages, sections, attachments, enclosures, etc., of an addendum which are intended to be inserted into a document version previously issued ARE considered revisions to the addendum. The DCN for the revised or replacement pages, sections, attachments, etc. must also include the revision/replacement number as follows:
ABCD-5879-0021-0023.A1/F.R1. The DCN of the second revision/replacement pages to Addendum 1 would be printed as ABCD-5879-0021-0023.A1/F.R2, etc.
7. When in doubt of the correct DCN assignment or format, contact the NAVFAC SW Command Records Manager **prior** to document reproduction and distribution.

B. NAVFAC Issued DCNs:

- 1. All documents created and issued by NAVFAC Environmental Project Managers (PM) shall include a NAVFAC DCN.
- 2. The issuing PM is responsible for requesting a NAVFAC DCN from the SW Command Records Manager for each document to be issued, including but not limited to, reports, proposed plans, meeting minutes, fact sheets, public notices, etc.

3. NAVFAC correspondence will NOT be assigned a DCN and will continue to be assigned an appropriate Serial Number and SSIC as currently established.
4. DCNs shall be **unique** and identify the Command and calendar year in which the document deliverable is issued. DCNs shall never be duplicated or assigned to more than one document deliverable regardless of version, revision or addendum numbers.
5. The DCN format shall include the standard Command abbreviation, followed by the four-digit calendar year and a four-digit sequential number under which the document is issued. The DCN segments shall be separated by **dashes** (-) as follows: SW-2017-0001; BPMOW-2017-0001. The four-digit sequential number will 'reset' to 0001 each calendar year on 1 January.
6. Previously issued reports which are included as appendices, enclosures, attachments, etc., as part of a complete new report are not required to have the same DCN as the main report. However, the DCN of all appendices, enclosures, attachments, etc., must be identified in the document's main Table of Contents when the DCN is different than the main report.
7. All DCN requirements and formatting for document revisions, replacement pages/sections, etc., defined in Items 5.a. through 5.f. above, also applies to documents created and issued by NAVFAC PMs.
8. All DCN requirements and formatting for document addenda defined in Items 6.a. through 6.h. above, also applies to documents created and issued by NAVFAC PMs.
9. When in doubt of the correct DCN assignment or format, or appropriate correspondence SSIC to assign, contact the NAVFAC SW Command Records Manager **prior** to document reproduction and distribution.

Environmental Records Standard Subject Identification Codes

All NAVFAC official records must be assigned a complete and accurate Standard Subject Identification Code (SSIC) as required by References (a) and (b). The complete SSIC identifies the record subject or category and the record's required legal retention period. It is critical that the full number is used rather than primary subject category only. For example, using SSIC 5000 on Environmental records only indicates that the records relate to NAVFAC's Environmental programs in general. There are multiple record types or categories with different legal retention periods. An incomplete SSIC could potentially cause a record category to be destroyed prematurely.

The following complete SSICs must be assigned to all official environmental program records, including e-mails and memoranda, regardless of format, media or physical form.

SSIC	RECORD TYPE/CATEGORY
5000-33A	Restoration – Administrative Record (AR)
5000-33B	Restoration – Post Decision (PF)
5000-33C	Restoration – Site File (SF)
5000-45A	Compliance
5000-45B	Cultural Resources
5000-45C	Natural Resources
5000-45D	Marine Resources (Reserved)
5000-45E	NEPA
5000-45F	Planning (Includes Range Sustainment)

1. NAVFAC Project Managers are responsible to ensure that the assigned SSIC is accurate and complete. The SSIC must be printed on all official correspondence, memoranda, official e-mail, etc., regardless of format, physical form or media, created and issued by NAVFAC.
2. The NAVFAC SW Records Management Office personnel are responsible for assigning the appropriate SSIC to all contractor issued document deliverables, including but not limited to, reports, meeting minutes, fact sheets, plans, public notices, correspondence, etc., addressed to or received by NAVFAC SW or BRAC PMO. The SSIC is assigned to each document and is labeled after the records are entered into the NAVFAC Information Restoration Information Solution (NIRIS) for Restoration program records and the SW Records Management Database (RMD) for all other environmental program records. SW issued documents must also include Document Control Numbers (DCN). See Enclosure 2, for instructions on assigning DCNs.

Environmental Program Document Distribution Matrix

The document distribution matrix identifies the required distribution of ORIGINAL documents and the number of copies required for each of the Environmental Programs for each installation, including Draft or Draft Final versions, if required. See Items 21.a through c. for details on when a Draft or Draft Final version are required. This distribution matrix applies to all Environmental Program (i.e., Restoration, Compliance, Natural and Cultural Resources, NEPA, Planning, etc.) document deliverables for NAVFAC Southwest. All Information Repository (IR) copies must be submitted and processed through the NAVFAC Records Management Office prior to distribution to the IRs or public website(s).

All original document deliverable pages must be unbound and 3-hole punched. Pages or sections printed in landscape must be 3-hole punched at the top of the page so that the page number is placed on the outside (right) edge of the document.

All base and IR copies must be in a binder or comb bound.

Installations which require a base copy, must be printed in its entirety, EXCEPT for the raw analytical, sampling or calibration data. A copy of raw data is acceptable as electronic only. The base copy shall also include an electronic copy on CD/DVD-ROM.

All IR copies must be routed to the NAVFAC SW Records Management Office for review prior to placement at any Information Repository or public website(s). For public comment periods, please plan accordingly to ensure documents are available to the public prior to the start date of the comment period.

Installations which require IR copy(ies), must be printed in its entirety, EXCEPT for the raw analytical, sampling or calibration data. Electronic copies are not required for the IR copies. CD/DVD-ROMs are not placed at the IRs.

Mail all Environmental Program documents to Diane Silva, Command Records Manager as follows:

FedEx or UPS ONLY:

OR

**U.S. Postal Service or Other
Commercial Carriers ONLY:**

**NAVFAC Southwest
Naval Base San Diego
2965 Mole Rd., Bldg. 3519
San Diego, CA 92136**

**NAVFAC Southwest
750 Pacific Highway, Code EV 33
NBSD Bldg. 3519
San Diego, CA 92132-5190**

ENVIRONMENTAL PROGRAM DOCUMENT DISTRIBUTION MATRIX

Direct all questions or requests for additional information to Diane Silva, Command Records Manager, NAVFAC Southwest, at 619-556-1280 or e-mail at diane.silva@navy.mil.

INSTALLATION	MUST BE UNBOUND AND 3-HOLE PUNCHED	BOUND COPIES	
	ALL ENVIRONMENTAL PROGRAMS (Restoration, Compliance, Natural and Cultural Resources, NEPA, etc.)	ENVIRONMENTAL RESTORATION <u>AR AND CERTAIN SPECIFIED PF</u> <u>DOCUMENTS ONLY</u> See Appendices B and E of Reference (C)	
	OFFICIAL RECORD (ORIGINAL)	BASE COPY	INFO. REPOSITORY COPY (Include Draft / Draft Final Required for Public Comment Periods)
29 Palms (MCAGCC)	1	1	0
Alameda (Annex)	1	0	2
Alameda (NAS) AKA: Alameda Point	1	0	2
Alameda (NMCRC)	1	0	1
Barstow (MCLB)	1	0	0
Bridgeport (MCMWTC)	1	1	2
Brown Field (NSCSS)	1	1	2
Camp Pendleton (MCB)	1	0	1
Centerville Beach	1	0	1
Channel Islands Includes: San Nicholas, Santa Cruz and Santa Rosa)	1	1	0
China Lake (NAWS)	1	1	1
Chocolate Mountains	1	1	1
Concord (NWS)	1	0	1
Corona Annex (NWCD)	1	0	0
Crows Landing	1	0	1
Dixon (NRTF)	1	0	2
El Centro (NAF)	1	1	2
El Toro (MCAS)	1	0	1
Encino (NMCRC)	1	0	0
Fallbrook (NWS)	1	1	1
Fallon (NAS)	1	1	1
FASWTC-P - San Diego	1	0	1
FCTC - San Diego	1	0	1

INSTALLATION	MUST BE UNBOUND AND 3-HOLE PUNCHED	BOUND COPIES	
	ALL ENVIRONMENTAL PROGRAMS (Restoration, Compliance, Natural and Cultural Resources, NEPA, etc.)	ENVIRONMENTAL RESTORATION <u>AR AND CERTAIN SPECIFIED PF</u> <u>DOCUMENTS ONLY</u> See Appendices B and E of Reference (C)	
	OFFICIAL RECORD (ORIGINAL)	BASE COPY	INFO. REPOSITORY COPY (Include Draft / Draft Final Required for Public Comment Periods)
FISC - San Diego Includes: FISC - Pt. Loma and FISC – Broadway Formerly: NSC NOTE: Site 19 is NOT AR	1	0	1
FISC – Oakland	1	0	1
Flagstaff (Naval Observatory Flagstaff Station)	1	0	0
Hunter's Point	1	0	2
Imperial Beach (NCTS) AKA: Silver Strand Training Center South Includes: Naval Radio Receiver Facility (NRRF)	1	0	0
Imperial Beach (OLF)	1	0	0
Lemoore (NAS)	1	0	0
Long Beach (NAVSTA) AKA: Long Beach Naval Complex NOTE: NEX Gas Station is NOT AR * When document is issued as “Naval Complex” collectively, total number of copies must be 2	1*	0	0
Long Beach (NSY) AKA: Long Beach Naval Complex NOTE: NEX Gas Station is NOT AR * When document is issued as “Naval Complex” collectively, total number of copies must be 2	1*	0	0

INSTALLATION	MUST BE UNBOUND AND 3-HOLE PUNCHED	BOUND COPIES	
	ALL ENVIRONMENTAL PROGRAMS (Restoration, Compliance, Natural and Cultural Resources, NEPA, etc.)	ENVIRONMENTAL RESTORATION <u>AR AND CERTAIN SPECIFIED PF</u> <u>DOCUMENTS ONLY</u> See Appendices B and E of Reference (C)	
	OFFICIAL RECORD (ORIGINAL)	BASE COPY	INFO. REPOSITORY COPY (Include Draft / Draft Final Required for Public Comment Periods)
Los Angeles (NMCRC) AKA: LA Reserve Center	1	0	0
Lowry AFB, CO	1	0	0
Magna, UT - NIROP	1	0	0
Mare Island	1	0	1
MCRD - San Diego	1	0	0
Miramar (MCAS) Includes: Former NAS	1	0	0
Moffett Field	1	0	1
Monterey (NPGS)	1	0	0
Morris Dam	1	0	1
NAB Coronado (Naval Amphibious Base)	1	0	1
Naval Medical Center – Oakland	1	0	0
Naval Medical Center – San Diego	1	0	0
Naval Base - San Diego Includes: Former NAVSTA San Diego NOTE: San Diego Bay Munitions IS AR (Site 100)	1	0	1
NCEL (Naval Civil Engineering Laboratory)	1	0	0
NMCRC San Diego	1	0	0
NORCO (NWS)	1	0	0
North Island (NAS)	1	0	1
NTC - San Diego NOTE: NEX Gas Station IS AR (Site 3)	1	0	2
NUWC - San Diego (Naval Undersea Warfare Center)	1	0	0
Pasadena (MCRD)	1	0	0

INSTALLATION	MUST BE UNBOUND AND 3-HOLE PUNCHED	BOUND COPIES	
	ALL ENVIRONMENTAL PROGRAMS (Restoration, Compliance, Natural and Cultural Resources, NEPA, etc.)	ENVIRONMENTAL RESTORATION <u>AR AND CERTAIN SPECIFIED PF</u> <u>DOCUMENTS ONLY</u> See Appendices B and E of Reference (C)	
	OFFICIAL RECORD (ORIGINAL)	BASE COPY	INFO. REPOSITORY COPY (Include Draft / Draft Final Required for Public Comment Periods)
Phoenix (NMCRC)	1	0	0
Pico Rivera (MCRTC)	1	0	0
Point Molate	1	0	0
Point Mugu (NBVC)	1	1	0
Pomona NIROP	1	0	0
Pomona (NMCRC)	1	0	0
Port Hueneme (NBVC)	1	1	0
Salton Sea (SSTB)	1	0	0
San Bernardino (NMCRC)	1	0	0
AKA: Morena Valley (NMCRC)			
San Bruno (NRC)	1	0	0
AKA: San Bruno (NMCRC)			
San Clemente Island (NALF)	1	0	0
San Francisco PWC	1	0	0
AKA: Novato DoD Housing Facility			
San Pedro (DFSC)	1	0	0
Seal Beach (NWS)	1	0	1
Sentinel - NCCOSC	1	0	0
Includes: Luke Air Force Base			
Skaggs Island (NSG)	1	0	1
SPAWAR – Old Town Campus, San Diego			
Includes: Pacific Hwy. Complex and Taylor St. Complex	1	0	1
Formerly: NCCOSC – Old Town Campus; NISE – West; and Air Force Plant 19			

INSTALLATION	MUST BE UNBOUND AND 3-HOLE PUNCHED	BOUND COPIES	
	ALL ENVIRONMENTAL PROGRAMS (Restoration, Compliance, Natural and Cultural Resources, NEPA, etc.)	ENVIRONMENTAL RESTORATION <u>AR AND CERTAIN SPECIFIED PF</u> <u>DOCUMENTS ONLY</u> See Appendices B and E of Reference (C)	
	OFFICIAL RECORD (ORIGINAL)	BASE COPY	INFO. REPOSITORY COPY (Include Draft / Draft Final Required for Public Comment Periods)
SPAWAR – Pt. Loma, San Diego Includes: NraD and Pt. Loma Campus Formerly: NCCOSC – Pt. Loma; NOSC NOTE: Site 21 and UST 22 NOT AR	1	0	1
Stockton (NCS)	1	0	0
SubBase - San Diego AKA: Pt. Loma Naval Complex	1	0	1
Treasure Island	1	0	1
Tustin (MCAS)	1	0	1
Warner Springs AKA: SERE Camp	1	0	0
White Sands (NAWCWPNSDIV)	1	0	0
Yuma (MCAS)	1	0	1

ELECTRONIC DOCUMENT AND FILE DELIVERABLE REQUIREMENTS

An electronic copy of all document deliverables shall be provided with the original paper document and the base copy required as defined in the distribution matrix (Enclosure 4). Electronic deliverables shall be submitted in accordance with Appendix K of Reference (c) and this enclosure.

1. All electronic files for each document shall be submitted on gold, archive quality, CD/DVD-ROM. Files should be consolidated onto the fewest number of disks possible to accommodate all electronic file per document deliverable.
2. The CD/DVD-ROM shall include the original source files in their native applications (i.e., .docx, .xlsx, .dwg, .dgn, .jpg, etc.), as well as **one** complete **.PDF** version. The .PDF must be an exact copy of the paper document, including all appendices, enclosures, attachments, etc.
 - a. When the single document .PDF copy is too large to fit onto a single DVD; the file can be cleaved at a logical point(s) and split between two or more disks. Cleaving the .PDF at a logical point is defined as between the main text and appendices or document volumes. Appendixes or volumes shall not be further split into multiple PDF files.
 - b. The PDF file(s) of the complete document shall be copied onto the main directory of the disk(s). All electronic source files shall be copied into subfolders for each of the document sections, tables, figures, etc., as outlined in the Table of Contents. For example, all source files for the report tables shall be copied into a subfolder labeled "Tables"; figures shall be copied into a subfolder labeled "Figures", etc.
 - c. Electronic copies of the transmittal sheet, letters and the Document Data Sheet (DDS) must be included on the disk in the main directory as separate files. Do not include these sheets or documents in the same PDF file as the report or deliverable (i.e., meeting minutes, public notice, etc.).
3. Optical Character Recognition (OCR) **MUST** be applied to all .PDF files prior to submitting to the NAVFAC SW Records Management Office.
4. When incorporating existing .PDF from other sources into new document deliverables, all files must also be adapted to meet the requirements outlined in Appendix K to Reference (c) and this enclosure, including, but not limited to bookmarks, OCR, etc.
5. Electronic files shall NOT be password protected.

6. All electronic files shall be named using the Document Control Number (DCN) for the complete, single PDF and all associated native source files.

- a. Use the following format for a single PDF file:

ABCD-05879-0021-0002.PDF

- b. Use the following format when the PDF file must be cleaved when it cannot fit onto a single CD/DVD-ROM:

ABCD-05879-0021-0002-0001.PDF

ABCD-05879-0021-0002-0002.PDF

7. All other electronic source files, including, but not limited to .docx, .xlsx, .dwg, jpg, etc.) shall include the DCN and sequential appendix, enclosure, attachment, table, figure, image number, etc., as follows:

ABCD-05879-0021-0002.DOCX

ABCD-05789-0021-0002_PHOTO-1.JPEG

ABCD-05789-0021-0002_TABLE_1-1.XLSX

ABCD-05879-0021-0002_FIGURE_A-1.DWG

ABCD-05879-0021-0002_APPENDIX_A.DOCX

- a. Note that in some cases, a .PDF file may be the 'source' file. For example, analytical data or laboratory reports may be received from the laboratory in .PDF format only. In this case, it is **not** necessary to provide a separate set of .PDF 'source' files on the disk(s).
8. All documents containing Tables of Contents shall be bookmarked regardless of document size or page count. Bookmarks shall include all sections, tables, figures, appendices, etc., as outlined in each document's Table of Contents.
 - a. When bookmarking report sections, only the main or primary level shall be bookmarked. For example, Section 1.0, Section 2.0, Section 3.0, etc., only. Additional sub-section bookmarks shall not be included in the NIRIS ready PDFs. However, do not include the section number in the bookmark (see Appendix K of Reference (c) for additional details on bookmarking).
 - b. When documents contain multiple Tables of Contents, all Tables of Contents shall be bookmarked. For example, in some cases, report appendices will include another report. The Table of Contents of the report included as an appendix or enclosure, shall be bookmarked as defined in Appendix K of Reference (c) and above.

9. All PDF file settings must be applied in accordance with Appendix K of Reference (c). In addition to the Document Properties settings outlined in Appendix K, the Window Options setting shall be set to "Show: File Name".
File>Document Properties>Initial View>Window Options>Show: File Name.
10. All electronic disk labels shall include the NAVFAC logo, complete document title, installation name, date and DCN. When multiple disks are required to submit all electronic files associated with the document deliverable, the disks shall be numbered sequentially as Disk 1 of 3, Disk 2 of 3, etc.
 - a. The complete report .PDF(s), transmittal sheet, letter(s) and DDS shall be on the first disk(s). All remaining files shall be included on the next sequentially numbered disk(s) and labeled to identify the contents of each disk. For example, Disk 1 of 3 would include the main report PDF, transmittals and DDS; Disk 2 of 3 includes Appendices A through F; Disk 3 of 3 includes Analytical Data.

Document Transmittal and Document Data Sheets

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Installation:

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Site(s):

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☐ Restoration (**Complete Document Data Sheet**)

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Purpose

Complete one copy of this form to accompany the paper and electronic versions of Environmental Restoration Program (ERP) records submitted for inclusion to NIRIS.

Submitted By:

Name:			
Organization:			
Email:		Phone:	

Record Information:

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Program:	ER,N	BRAC	Supporting: <input type="checkbox"/> MRP <input type="checkbox"/> LUC <input type="checkbox"/> RAD <input type="checkbox"/> POL
Document Title:			
Site (AOC, SITE, SWMU, UST, UXO):			
Sample Delivery Groups (SDGs):			
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