ENVIRONMENTAL WORK INSTRUCTION #2 (EWI #2)

From: Environmental Restoration Product Line Coordinator

To: All Environmental Restoration Personnel and Contractors

Subj: REVIEW, APPROVAL, REVISION, AND AMENDMENT OF SAMPLING AND ANALYSIS PLANS (SAPs)

Ref: (a) OSD 2006, "Uniform Federal Policy for Quality Assurance Project Plans Memo" (UFP-QAPP), 11 April 2006
(b) "Environmental Restoration Program Recordkeeping Manual" (RKM), February 2017 https://www.navfac.navy.mil/Business-Lines/Environmental/Products-and-Services/Environmental-Restoration/Data-Submittal-Guidance/

Encl: (1) NIRIS Document Review Tool - SAP Module (Submitter Instructions)
(2) SAP Review and Approval (Process Flow Chart)
(3) Field Change Request (FCR) Template

1. PURPOSE: This environmental work instruction provides consistency in reviewing, approving, revising, and amending all SAPs used in environmental sampling and analysis.

2. CANCELLATION: NAVFAC SW EWI #2, EV3.2 dated 12 JAN 2011

3. DISCUSSION: The SAP integrates technical and quality control aspects of a project throughout its completion, including planning, implementation, assessment, and corrective actions. It presents an organized and systematic description of the procedures in which quality assurance (QA) and quality control (QC) applies to the collection, analysis, and use of environmental data. More specifically, the SAP documents project management responsibilities and describes the objectives and locations of sampling activities, field procedures, analytical requirements, and project-specific QA/QC protocols necessary to achieve Data Quality Objectives (DQOs). It also describes project design and implementation of measurement systems, assessment/oversight of QA/QC issues, data validation, and overall data usability.

SAPs are reviewed and approved in writing by the NAVFAC SW Quality Assurance Officer (QAO) prior to regulatory review and field implementation. The NAVFAC SW Environmental Restoration Program (ERP) implements an electronic review process for all SAPs involving the collection of environmental data. The electronic review process documents all steps in the SAP review and approval process through the NIRIS portal. The process includes two review cycles: it starts with the initial SAP upload by the Contractor and subsequent uploads of comments and responses to comments, leading to approval and QAO signature

of the Draft SAP (prior to regulatory review) and Final SAP (prior to field implementation). The procedures for uploading and reviewing SAPs are included in Enclosure 1.

4. APPLICABILITY: This work instruction is applicable to all ERP projects within the Naval Facilities Engineering Systems Command Southwest area of responsibility, which are funded by the Environmental Restoration, Navy (ER,N) or the Base Realignment and Closure (BRAC) accounts. In accordance with the latest version of Reference (a), it is also applicable to projects involving Resource Conservation and Recovery Act (RCRA) investigations and encouraged for use in data collection activities for purposes of compliance monitoring.

5. PROCEDURE:
Basic SAP Review and Approval for All Projects (Enclosure 2): Submit the Internal Draft SAP, SAP Addendum, or Revised SAP to the NAVFAC SW QAO through the NIRIS SAP Module. In the case of an addendum to an existing SAP (Section 5.2) or FCR (Section 5.3), the original SAP must be uploaded concurrently with the “review document” to allow for proper QAO review. In order to avoid duplication of documentation during the Final SAP Addendum or FCR submittal to the administrative record, the original SAP (or any associated document like existing FCRs) must be uploaded to NIRIS SAP Review Module as an “informational only” document to support QAO review and therefore not required to be included in the final document deliverable. Standard turnaround review schedule for SAPs may range from 15 to 21 business days depending on complexity. For expedited review (five to ten business days depending on complexity), the Remedial Project Manager (RPM) must obtain written approval from the ER Program Manager or BRAC PMO Program Manager. This written evidence for approval of expedited reviews shall be uploaded to the NIRIS SAP Module, along with the date QAO comments are needed.

a. The submitting team must fully review and sign the SAP before submitting it for QAO review. The QAO is not responsible for project design completeness for its intended purpose, or geologic or engineering content. The QAO reviews the Internal Draft SAP and provides comments to the Contractor QA point of contact (POC) by posting the MS Excel comment matrix to the NIRIS SAP Module. Notification of comment upload is automatically sent to the Contractor POC by NIRIS. Laboratory SOPs must be uploaded to NIRIS concurrently with the Preliminary SAP for QAO review and are issued as a separate document deliverable for submittal to the Records Management Office in accordance with document deliverable requirements outlined in EWI#4. Laboratory SOPs are considered a separate document deliverable and are no longer attached to SAPs as appendices or attachments with the Final SAP or Work Plan document deliverable to Records Management.

b. Contractor incorporates comments into Draft SAP and resubmits the revised Draft SAP, along with written responses to comments (RTC) in the MS Excel comment matrix ,to QAO through the NIRIS SAP Module. Notification of RTC upload is automatically sent to the QAO by NIRIS. This process will continue until all QAO comments are satisfactorily addressed.

c. The QAO reviews changes and approves release of Draft SAP if RTCs and revisions are complete and adequate. QAO Approval is submitted though the NIRIS SAP Module. Notification of the Draft SAP approval is sent automatically to the project's RPM and the Contractor's QA POC. This step must be completed before the SAP is released for regulatory review. At this time, the Contractor shall upload the Draft SAP (final version) to the NIRIS SAP Module with signature page ready for QAO signature. The QAO signs the approved Draft SAP and uploads it via the NIRIS SAP Module. The approved signed Draft SAP is posted to the NIRIS SAP Module once finished.

d. Navy Remedial Project Manager (RPM) or her/his designee sends the approved Draft SAP to regulatory agencies for review.

e. Repeat steps b – c. Contractor to upload the Draft Final once all the regulatory comments have been addressed and resolved. At this stage in the process, QAO review of the Draft Final SAP will focus on review of regulatory comments relevant to the Draft SAP and how they are addressed in the revised Draft Final document.

f. QAO approves Final SAP before field implementation proceeds. RPM submits the Final SAP to regulatory agencies.

5.1 Revision and Amendment of Previously Approved SAPs:

The following requirements are provided for guidance in determining when a SAP shall be amended or revised. A SAP revision involves reproduction of the entire document. A SAP is to be completely revised and reissued when the changes are substantive or extensive and revision is required to maintain document clarity. The original SAP in this case is completely replaced and no longer in effect. A SAP may be amended by issuing an addendum to the document when changes are not extensive and document clarity can be maintained without complete revision.

SAP Amendments are to only include information associated with the changes, including updated relevant worksheets, revised figures, updated laboratory accreditation/certifications, and field SOPs as applicable. Updated worksheets must be provided in their entirety to clearly reflect the changes and any elements from the original SAP that may still be in effect.

All revised and amended SAPs must be approved in writing by the NAVFAC SW QAO prior to regulatory review and/or field implementation. The review and approval process for a revised or amended SAP will be handled through the NIRIS SAP Review Module following the steps outlined above in 5.1. SAP amendments shall be treated as standalone deliverables. The format of SAP amendments shall be consistent with the format of the original SAP and in accordance with the Records Management Program requirements outlined in EWI #4.

The SAP for an ongoing project(s) should be reviewed on an annual basis. The determination of the need for revision or amendment shall be made utilizing the following guidance:

a. Any significant change in site characterization and cleanup that necessitates a change in sampling and analysis that significantly alters the original DQOs.

b. Proposed changes to methods or new methods: When new methods or changes to approved methods are proposed due to new site information (e.g., lower detection limits are required to meet project DQOs).

c. Whenever sampling methods, sampling locations, or type of samples have significantly changed.

d. New Contaminants: Whenever there is a need to assess the impact of new chemicals of concern (COC), the decision to use an approved method or new method.

e. Whenever the scope of the investigation changes, or whenever the project goes into a new stage to include a new area of concern.

f. Whenever a SAP is outdated, that is, does not contain all the required elements or its information is no longer current resulting in significant changes to project DQOs. This may be discovered during a site visit, annual review, or when changes are proposed.

5.2 Field Change Requests:
The following requirements are provided for guidance in determining when a Field Change Request (FCR) shall be prepared. FCRs should be used in lieu of a SAP Amendment only in cases where project DQOs in the existing SAP have not significantly changed. Similar to a SAP amendment, a FCR only involves submittal of relevant updated worksheets applicable to the changes being made to the original SAP. Updated worksheets must be included in their entirety to clearly reflect the changes and any elements from the original SAP in that particular worksheet that may still be in effect. Submittal of worksheets with partial information is not acceptable. The latest FCR template is included in Enclosure 3 and can be found at EWIs & ARARs (afpims.mil).

FCRs shall be treated as standalone document deliverables and submitted to the NAVFAC SW Records Management Office per the EWI # 4. All FCRs must be approved in writing by the NAVFAC SW QAO prior to field implementation. The review of a Draft FCR by the regulatory agencies will be determined by the project lead RPM. The decision and rationale for not submitting a FCR for regulatory review will be documented as part of the QAO review. The review and approval process for a FCR will be handled through the NIRIS SAP Module following the steps outlined above in 5.1. The determination of the need for a FCR shall be made utilizing the following guidance:

a. Field changes due to unanticipated emergencies, site conditions, or incidents may require a FCR.

b. Whenever there are organizational changes either in chain-of-command with respect to QA reporting, a change in the QAO, change in Contractor, or a change in laboratory, a FCR would be appropriate in lieu of a SAP amendment only if the changes do not result in changes to the project DQOs.

c. Changes associated with anticipated optimization of long-term monitoring investigations involving regulatory review and concurrence to change the suite of target analytes and/or monitoring frequency.

Submittal of a FCR associated with multiple re-iterations of the original SAP is discouraged and will be rejected if a cohesive understanding of the requirements cannot be made during the QAO review. In cases where questions exist regarding whether amending or revising a SAP, or preparing a FCR is most appropriate, the QAO should be consulted regarding the extent of changes and the required format necessary.

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Date: 2023.05.25 17:10:38 -07'00'

(signed)
ALLISON CANTU, P.E.,
Environmental Restoration Product Line Leader

Copy to:
BLTLs
RPMs
EV3
Contracting Officers
NAVFAC SW Environmental Contractors

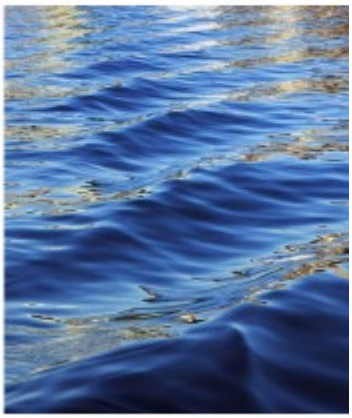
ENCLOSURE 1

NIRIS DOCUMENT REVIEW TOOL
SAP MODULE

The presentation below describes the process for uploading a Sampling and Analysis Plan (SAP) for Navy chemist review and how to retrieve comments posted by a Navy chemist.

Only those personnel who have obtained access to the NIRIS system and have the proper credentials, SSO account, and PKI certificate will be able to implement this SOP. Consult with your NIRIS administrator for assistance in obtaining the required credentials.

NIRIS Document Review Tool – SAP Module



Version 1.0

NIRIS Document Review Tool – SAP Module

- Outline
  - NIRIS and SAP NAVFAC Policy
  - Conducting SAP Reviews in NIRIS
    - Initiating a SAP Review in NIRIS
    - Conducting a SAP Review in NIRIS
  - Navigating Uncommon SAP Reviews in NIRIS
    - Expedited SAPs
    - Tier II SAPs
    - SAPs with Multiple Field Events
    - Field Change Requests
    - SAPs Part of a Work Plan
    - SAPs with Multiple Installations
    - Combining an SME Review with a SAP Review

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- Naval Installation Restoration Information Solution (NIRIS)
  - ERN
    - April 11, 2008
  - BRAC
    - May 19, 2008
  - "NIRIS shall be used by all NAVFAC components to ensure that ER data and documents for Navy and Marine Corp installations are maintained and accessible over the lifecycle of the ER program."
- Document Review Tool
  - UFP-SAP
    - June 3, 2011
  - Submitted and reviewed through NIRIS Document Review Tool SAP Module

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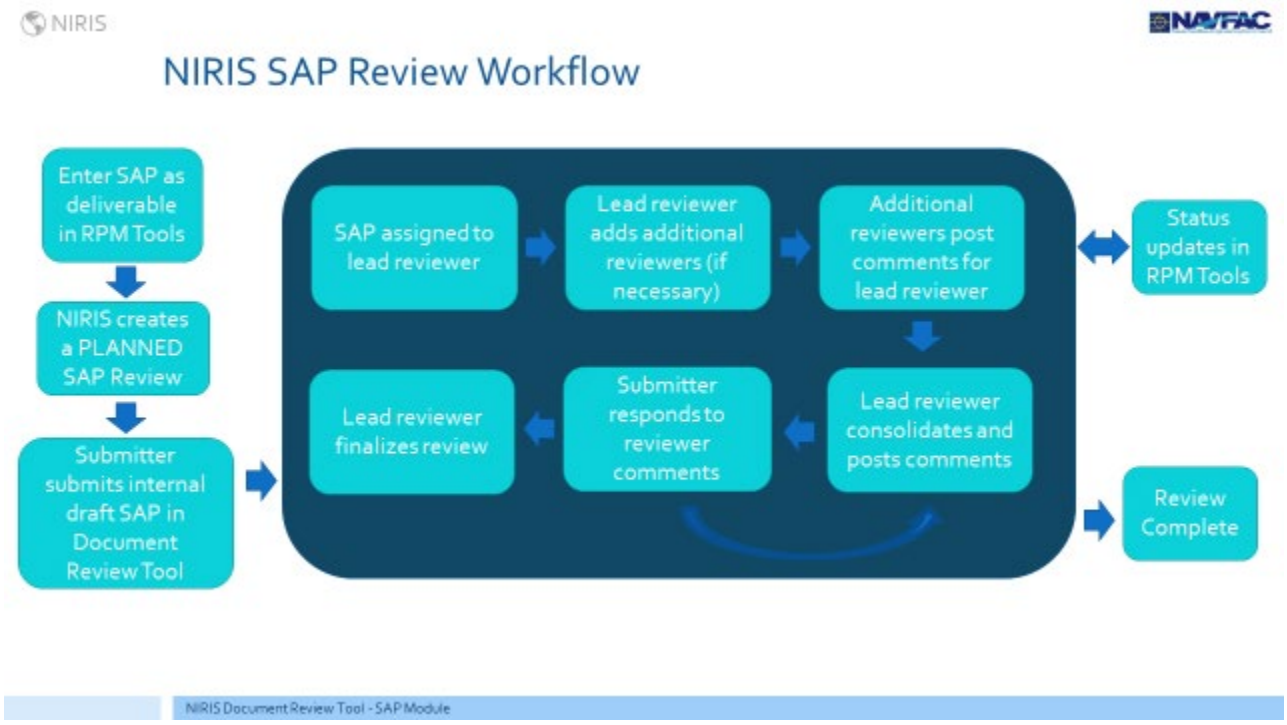
Benefits of Using the NIRIS SAP Module

- Centralized location for all documents related to the SAP review
- Utilize authoritative data to increase data quality
- Automated notifications
- Track status of reviews
- Reviewers know when to expect a SAP and can manage workload
- Ensure your SAP is reviewed on time

NIRIS Document Review Tool - SAP Module

Conducting SAP Reviews in NIRIS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NIRIS SAP Review Workflow
Enter SAP as deliverable in RPM Tools
NIRIS creates a PLANNED SAP Review
Submitter submits internal draft SAP in Document Review Tool
SAP assigned to lead reviewer
Lead reviewer adds additional reviewers (if necessary)
Additional reviewers post comments for lead reviewer
Lead reviewer consolidates and posts comments
Submitter responds to reviewer comments
Lead reviewer finalizes review
Status updates in RPM Tools
Review Complete
NIRIS Document Review Tool - SAP Module

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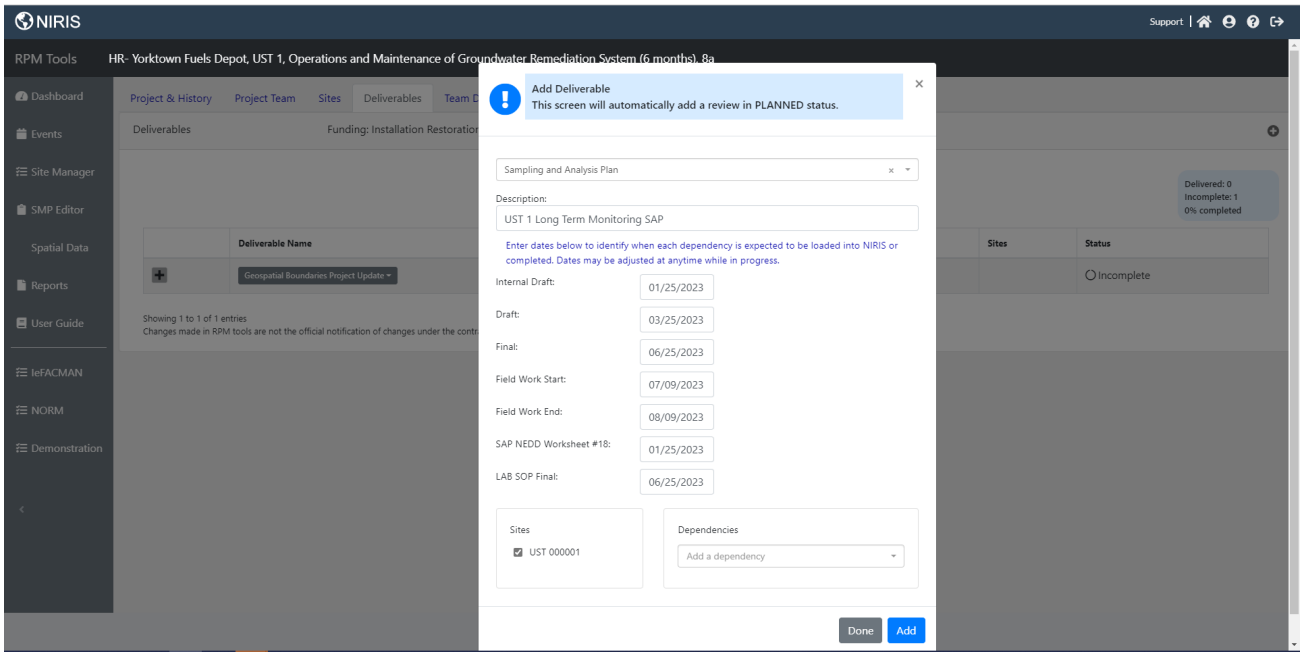
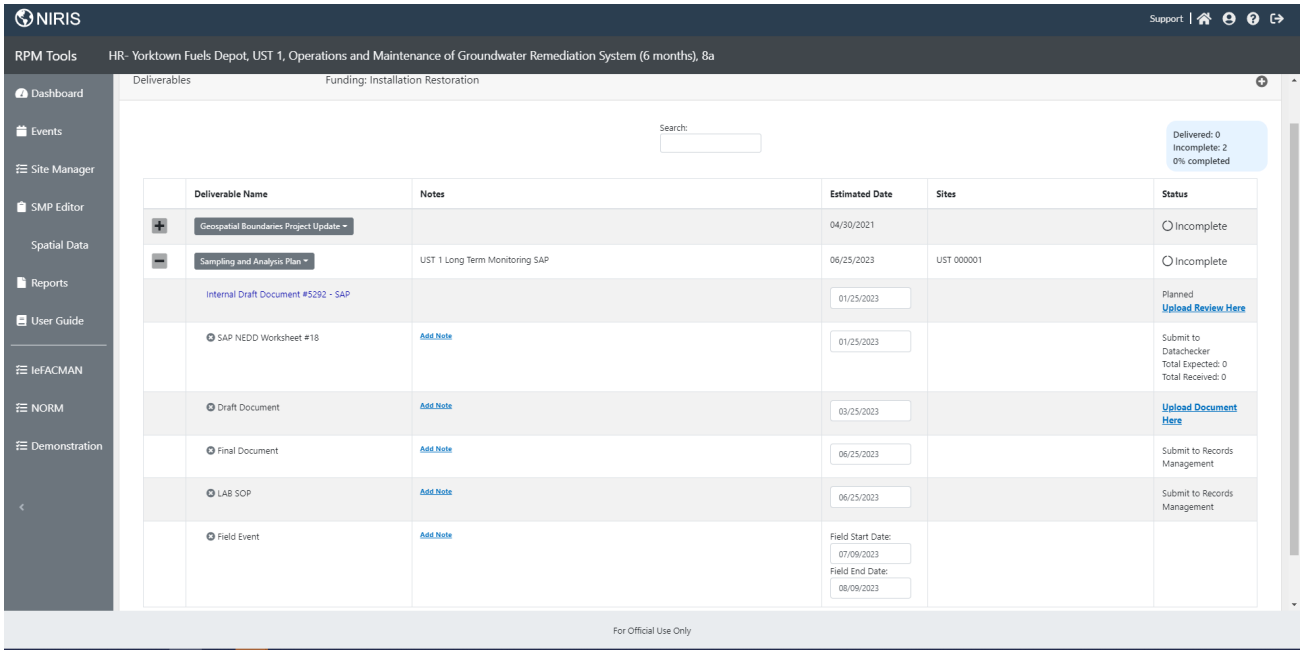
Initiating a New SAP Review in NIRIS

COMPLETED immediately after CTO award

- Open RPM Tools
- Navigate to applicable installation
- Open contract/task order
- Click on deliverables tab
- Click "+" icon to add deliverable
- Select the following
  - Sampling and Analysis Plan
  - Provide Description
  - Enter all dates
  - Select applicable NIRIS sites
  - Add any additional dependencies

NIRIS Document Review Tool - SAP Module





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Starting the SAP Review - Submitter

Completed when the Internal DRAFT SAP is complete

- Open Document Review Tool
- Click the PLANNED tab
- Find the PLANNED review and click to open
- Fill out remaining data fields
- Attach SAP and any other relevant documents (if applicable)
- Click "Submit"

NIRIS Document Review Tool - SAP Module

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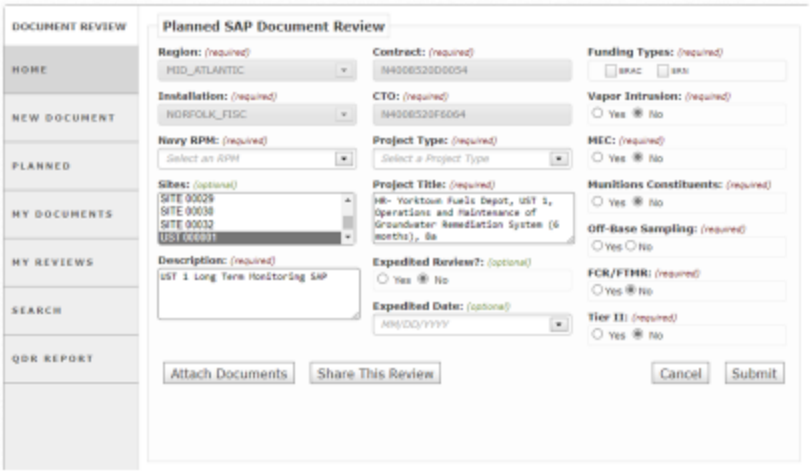
Starting the SAP Review - Submitter



- Fill out all required fields and optional fields (if applicable)
- Many fields pre-populated based on information from RPM Tools
  - Cannot edit the following
    - Region
    - Installation
    - Contract
    - CTO
  - Can edit the following:
    - Sites
    - Project Title
    - Description

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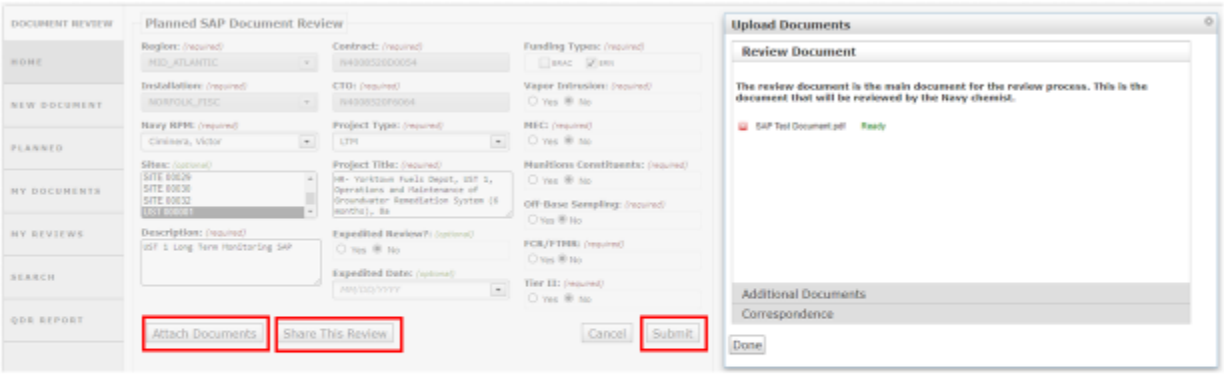
Starting the SAP Review - Submitter



- Click "Attach Documents" to load the Review Document, Supporting Documents, and/or relevant Correspondance
- Click "Share This Review" to add other NIRIS users as a Submitter for this review (optional)
- Click "Submit" to submit to submit the SAP for review and begin the review process

NIRIS Document Review Tool - SAP Module

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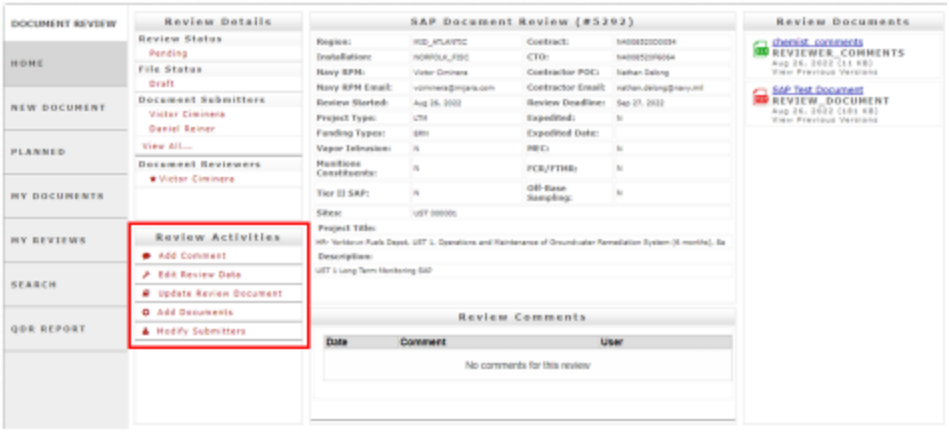
PENDING – Submitter Actions



- Status: PENDING
- Submitter(s) can do the following:
  - Add comments
  - Edit review data
  - Update the review document
  - Add supporting documents
  - Change the list of submitters

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NIRIS SAP Reviews - Reviewers

- Each SAP review can have multiple reviewers
  - Must have a "Primary Reviewer"
    - Indicated by the ★
- For multiple reviewers
  - Each reviewer submits comments
    - Individual reviewer comments are not seen by submitter(s)
  - Primary reviewer consolidates reviews from individual reviewers into a single set of comments
  - Primary reviewer posts comments in SAP module

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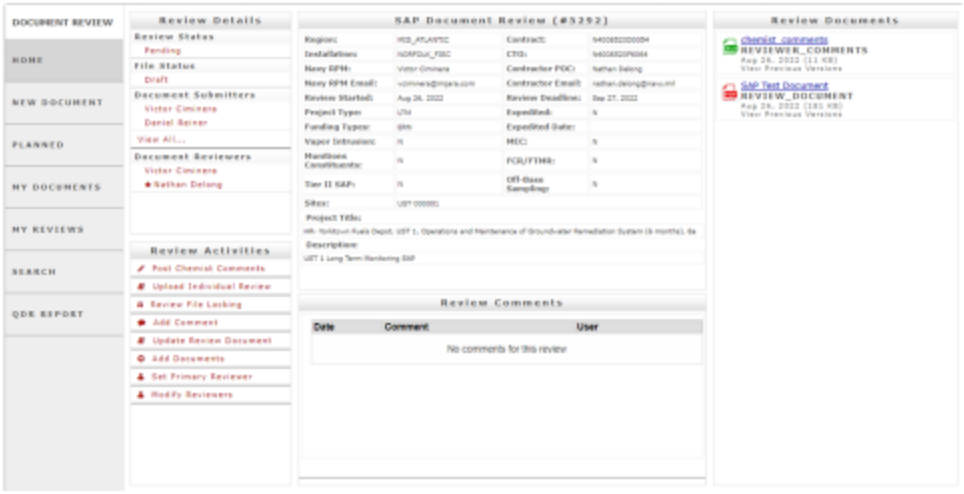
PENDING – Reviewer Actions



- Status: PENDING
- Reviewer(s) can do the following:
  - Post chemist comments
  - Upload individual review
  - Lock review file
  - Add comment
  - Update review document
  - Add supporting documents
  - Change "Primary Reviewer"
  - Change list of reviewers

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PENDING – Reviewer Comments

- Reviewer(s) performs the following actions to review the document
  - Click "chemist comments" to download the comment template
  - Click the title of the review document ("SAP Test Document" in this example) to download the review document
  - Record comments using the comment template file

Reviewer: Nathan Delong, Victor Ciminera
Document: UST 1 Long Term Monitoring SAP
Date: 23-Sep-22

Comment Number	Worksheet and/or Section	Rating (High or Low)	Statement or Issue	Comment
1	All	Low	The document lacks excitement and fails to draw the reader into the "world of the site"	Spice it up a bit
2	14	High	The entire Worksheet #14 is missing	Please complete and add Worksheet #14

Note:

High Rating - Requires comment to be addressed prior to Government Chemist signature.

Low Rating - RPM may use their discretion. The change is advised but not required for the SAP to be signed by Government Chemist.

NIRIS Document Review Tool - SAP Module

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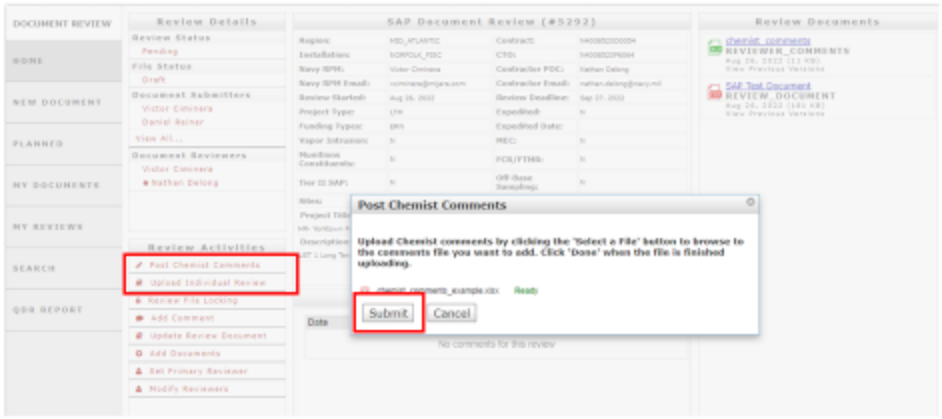
PENDING – Reviewer Actions



- An "Individual Reviewer" submits their comments with the following:
  - Selecting "Upload Individual Review"
  - Attach comment file
  - Click "Submit"
- The "Primary Reviewer" submits their comments with the following:
  - Select "Post Chemist Comments"
  - Attach comment file
  - Click "Submit"

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CHEMIST COMMENTS POSTED – Submitter RTC

- Status: CHEMIST COMMENTS POSTED
  - Submitter(s) can perform same actions as before
- To see comments and provide the response, the submitter(s) can do the following:
  - Select "chemist comments" to download the chemist comments
  - Select the title of the SAP review file (if necessary)
  - Record the RTC's

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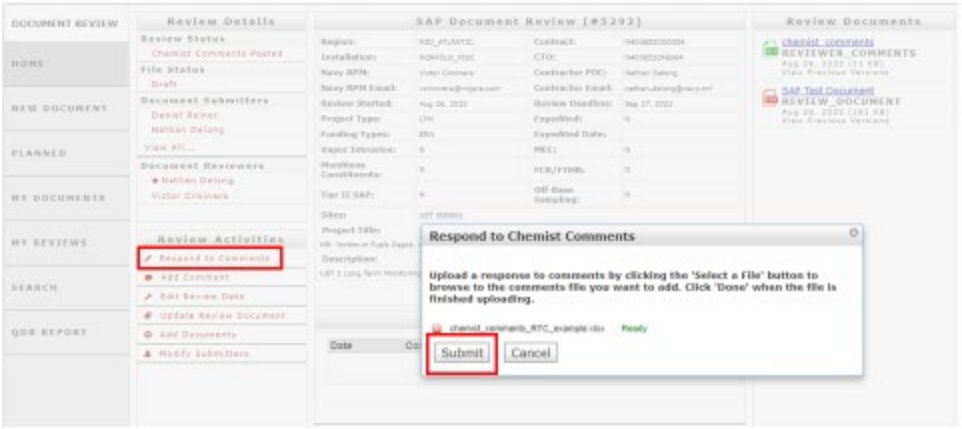
CHEMIST COMMENTS POSTED – Submitter RTC



- Status: CHEMIST COMMENTS POSTED
- Submitter(s) must do the following:
  - Select "Respond to Comments"
  - Attach RTC file
  - Click "Submit"

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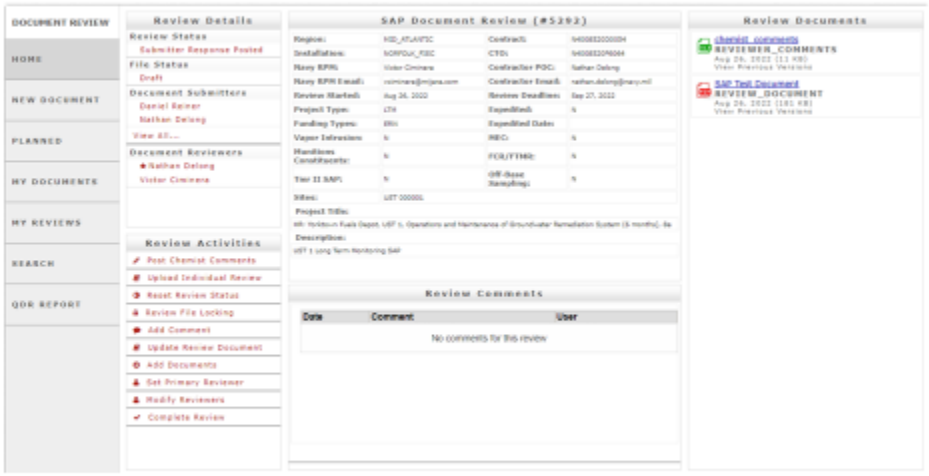
SUBMITTER RESPONSE POSTED – Reviewer Actions



- Status: SUBMITTER RESPONSE POSTED
- Reviewer(s) can reset the review status to PENDING (if necessary) as well as perform all other actions as before

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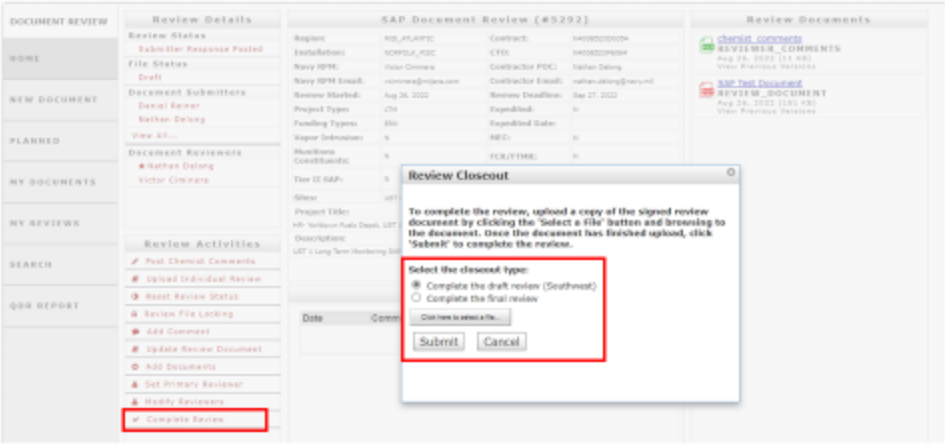
SUBMITTER RESPONSE POSTED – Reviewer Completion



- Status: SUBMITTER RESPONSE POSTED
- Reviewer(s) can complete the review with the following:
  - Select "Complete Review"
  - Check the applicable closeout type
  - Attach Signed Review Document
  - Click "Submit"

- For any region other than SW, the review in NIRIS is now complete

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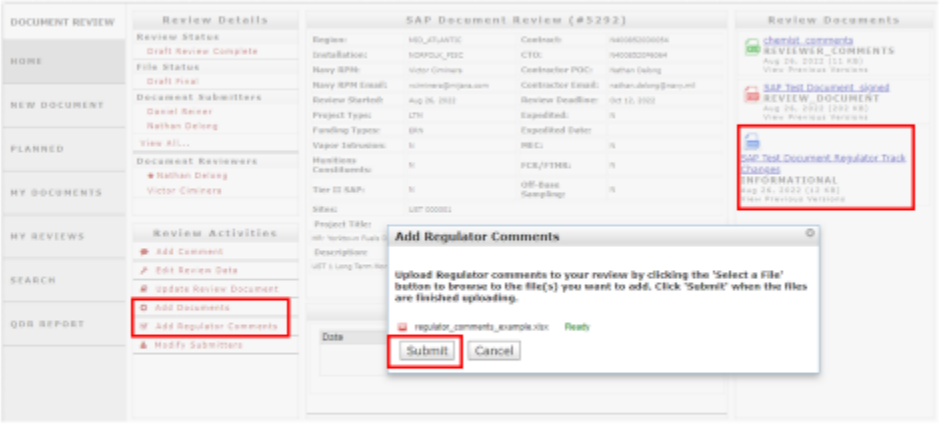
DRAFT REVIEW COMPLETE – Submitter Draft Final



- Status: DRAFT REVIEW COMPLETE
- Following resolution of regulatory comments, submitter(s) perform the following actions
  - Load revised review document showing track changes by clicking "Add Documents"
  - Submit regulator commesnts (including Navy RTC's) by clicking "Add Regulator Comments"

- NAVFAC SW only!

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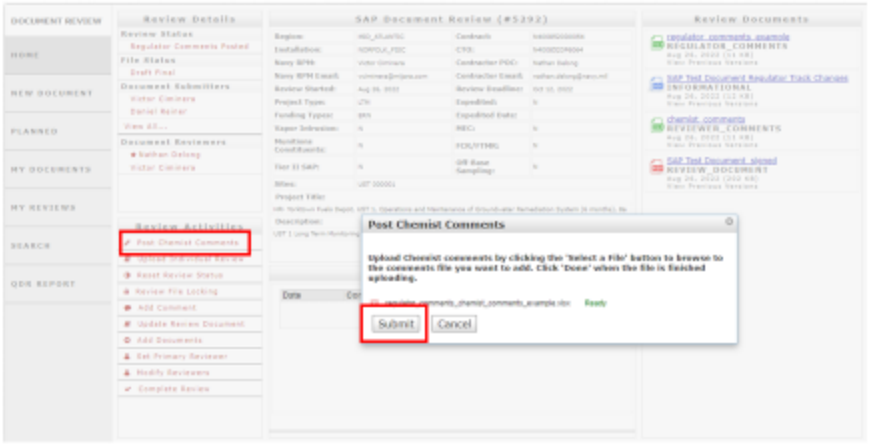
REGULATOR COMMENTS POSTED – Reviewer



- Status: REGULATOR COMMENTS POSTED
- Depending on the extent of changes during the regulatory review process, the reviewer can do one of the following:
  - Post comments to the changes
    - This reverts the status back to "Chemist Comments Posted"
    - Submitter will need to submit a response the new chemist comments
  - Complete the review

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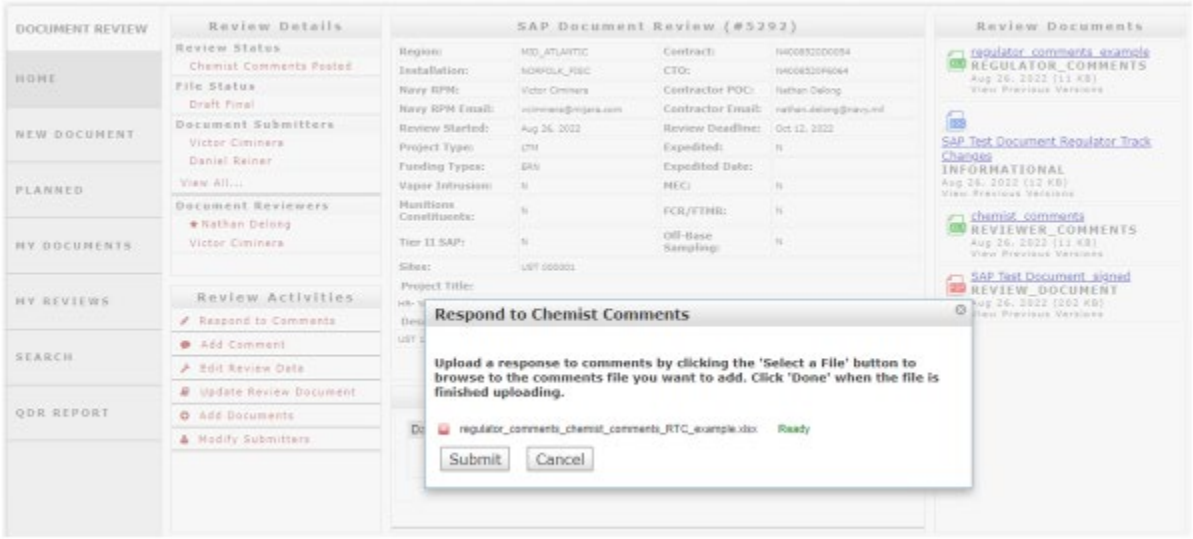
CHEMIST COMMENTS POSTED - Submitter



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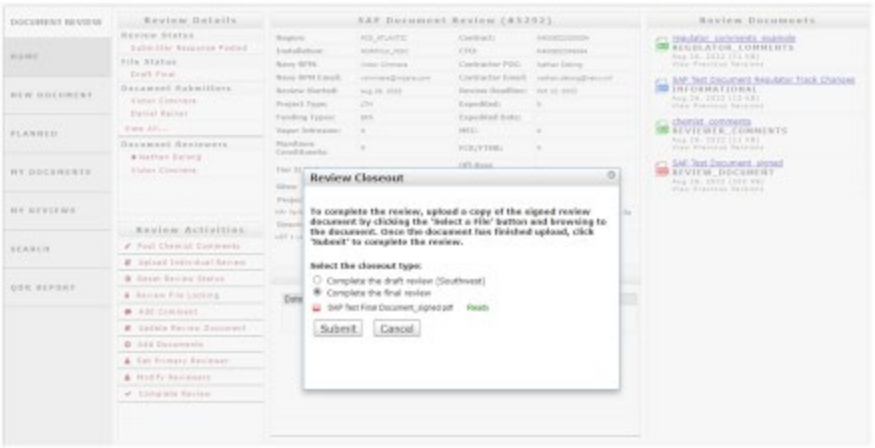
SUBMITTER RESPONSE POSTED - Reviewer



- Status: SUBMITTER RESPONSE POSTED
  - If everything looks good, the reviewer can then complete the final review
    - Click "Complete Review"
    - Check the "Complete the final review" check box
    - Attach signature document
    - Click "Submit"

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Review Complete

- Complete archive of review
- Click on "View Previous Versions" underneath any document to view older iterations of documents

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REVIEW COMPLETE

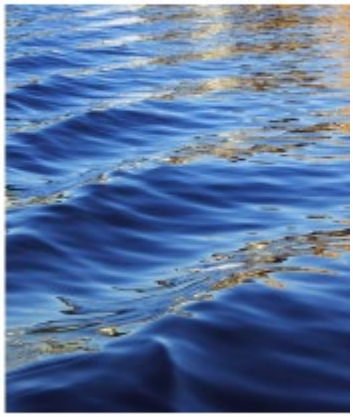
Submitter(s)

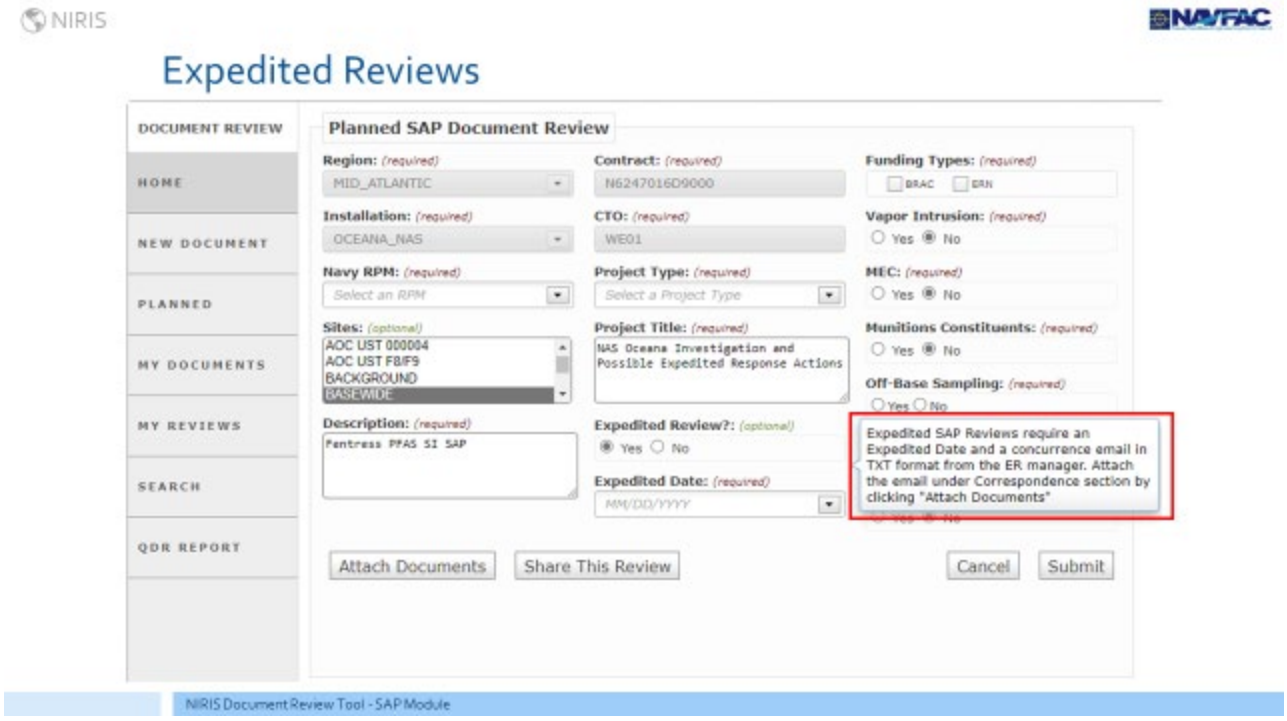
Reviewer(s)

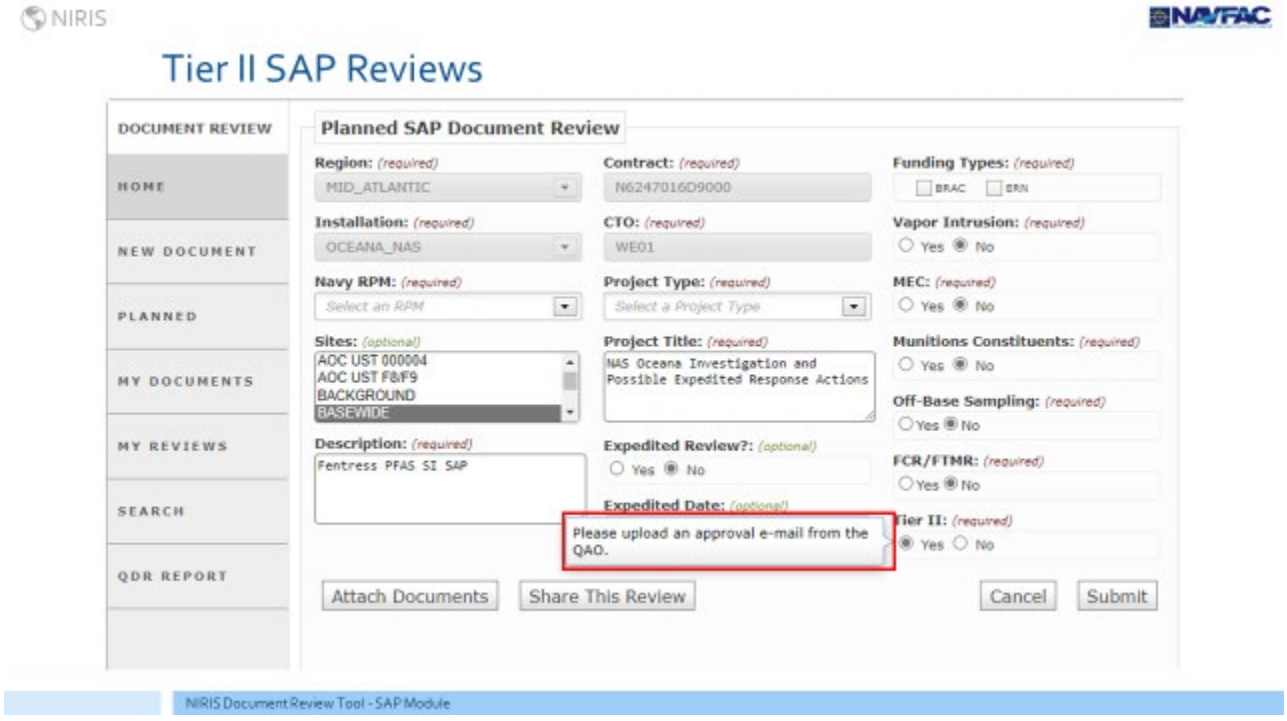
- Reviewers have actions available after review is complete

NIRIS Document Review Tool - SAP Module

Navigating Uncommon SAP Reviews in NIRIS




NIRIS
NAVFAC
Expedited Reviews
DOCUMENT REVIEW
HOME
NEW DOCUMENT
PLANNED
MY DOCUMENTS
MY REVIEWS
SEARCH
QDR REPORT
Planned SAP Document Review
Region: (required)
MID_ATLANTIC
Contract: (required)
N6247016D9000
Funding Types: (required)
BRAC
ERN
Installation: (required)
OCEANA_NAS
CTO: (required)
WE01
Vapor Intrusion: (required)
Yes
No
Navy RPM: (required)
Select an RPM
Project Type: (required)
Select a Project Type
MEC: (required)
Yes
No
Sites: (optional)
AOC UST 000004
AOC UST F8/F9
BACKGROUND
BASEWIDE
Project Title: (required)
NAS Oceana Investigation and Possible Expedited Response Actions
Munitions Constituents: (required)
Yes
No
Off-Base Sampling: (required)
Yes
No
Description: (required)
Fentress PFAS SI SAP
Expedited Review?: (optional)
Yes
No
Expedited Date: (required)
MM/DD/YYYY
Expedited SAP Reviews require an Expedited Date and a concurrence email in TXT format from the ER manager. Attach the email under Correspondence section by clicking "Attach Documents"
Attach Documents
Share This Review
Cancel
Submit
NIRIS Document Review Tool - SAP Module


NIRIS
NAVFAC
Tier II SAP Reviews
DOCUMENT REVIEW
HOME
NEW DOCUMENT
PLANNED
MY DOCUMENTS
MY REVIEWS
SEARCH
QDR REPORT
Planned SAP Document Review
Region: (required)
MID_ATLANTIC
Contract: (required)
N6247016D9000
Funding Types: (required)
BRAC
ERN
Installation: (required)
OCEANA_NAS
CTO: (required)
WE01
Vapor Intrusion: (required)
Yes
No
Navy RPM: (required)
Select an RPM
Project Type: (required)
Select a Project Type
MEC: (required)
Yes
No
Sites: (optional)
AOC UST 000004
AOC UST F8/F9
BACKGROUND
BASEWIDE
Project Title: (required)
NAS Oceana Investigation and Possible Expedited Response Actions
Munitions Constituents: (required)
Yes
No
Off-Base Sampling: (required)
Yes
No
Description: (required)
Fentress PFAS SI SAP
Expedited Review?: (optional)
Yes
No
FCR/FTMR: (required)
Yes
No
Expedited Date: (optional)
Tier II: (required)
Yes
No
Please upload an approval e-mail from the QAO.
Attach Documents
Share This Review
Cancel
Submit
NIRIS Document Review Tool - SAP Module

Enclosure 1

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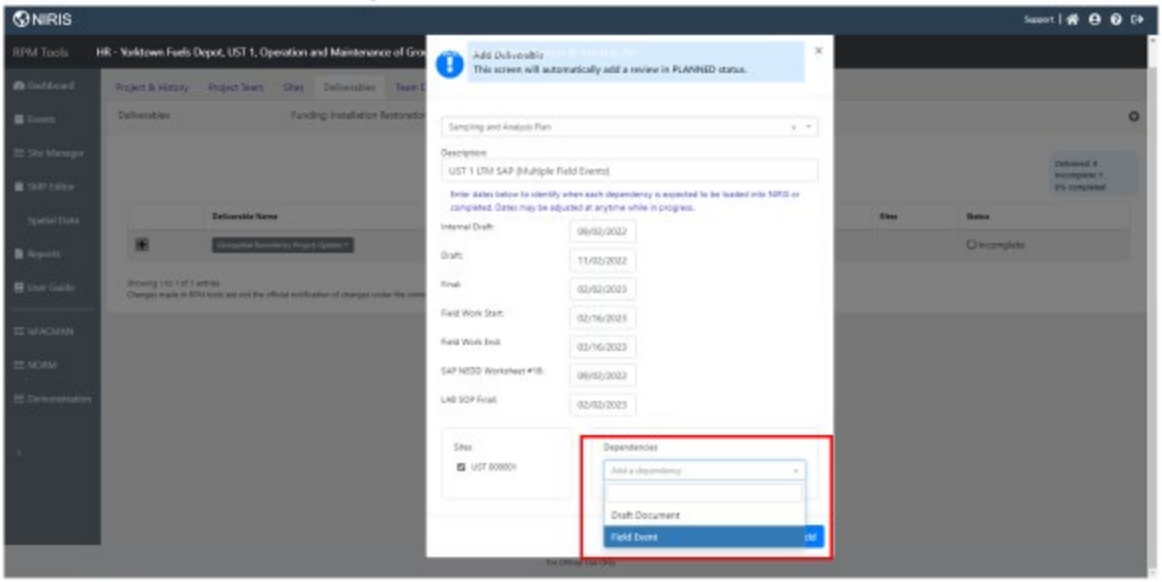
SAPs with Multiple Field Events



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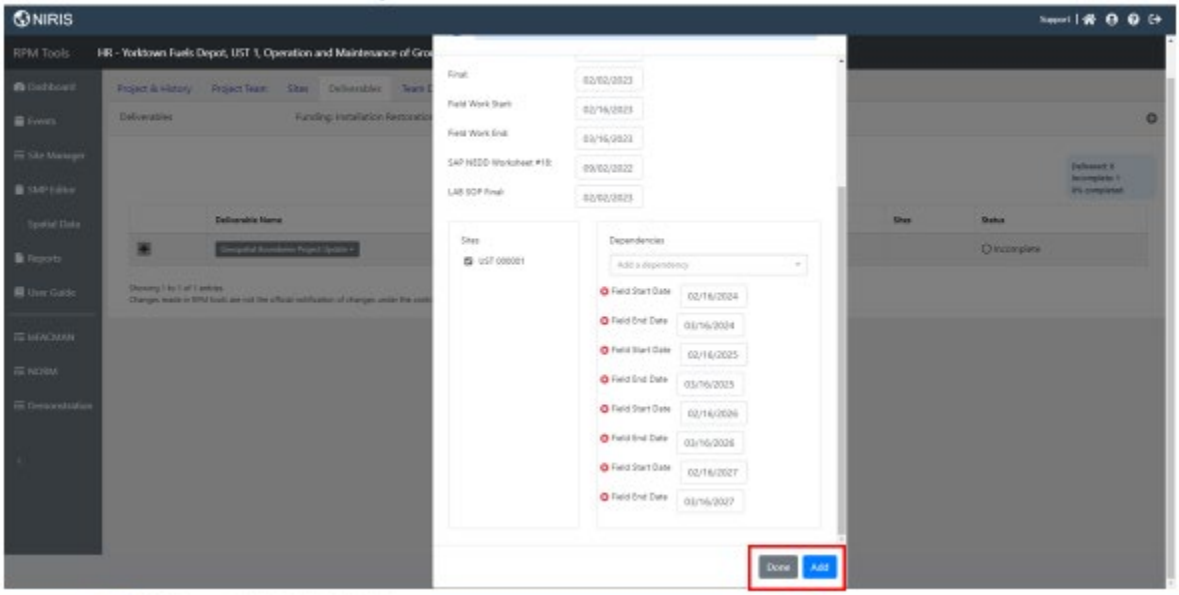
SAPs with Multiple Field Events



NIRIS Document Review Tool - SAP Module

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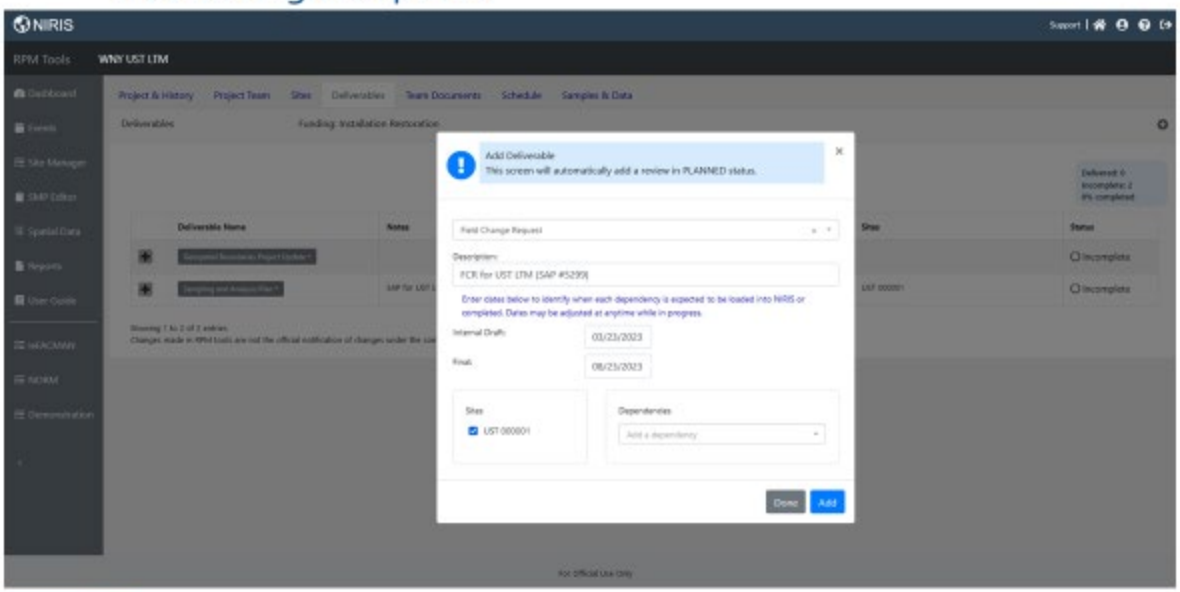
Field Change Requests



NIRIS Document Review Tool - SAP Module

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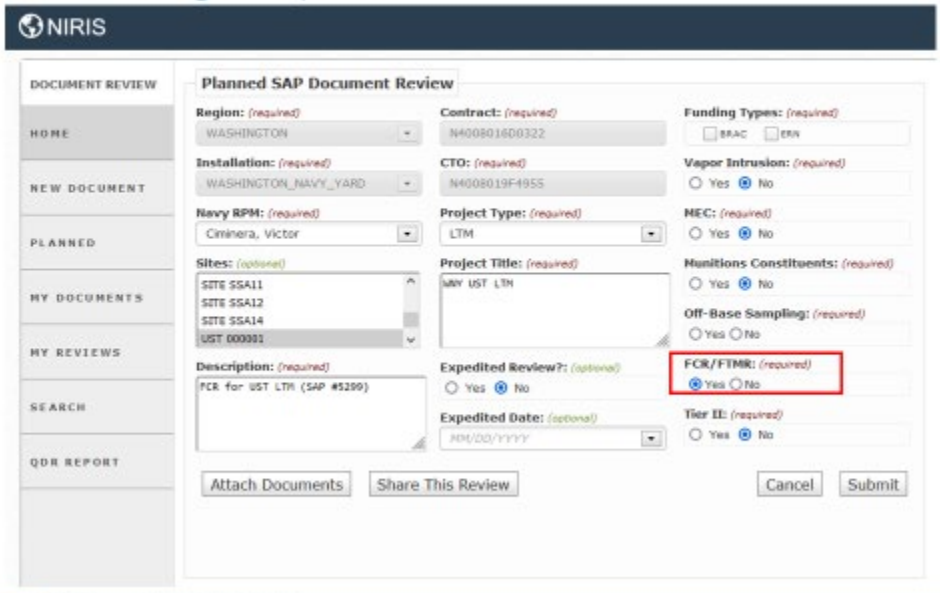
Field Change Requests



NIRIS Document Review Tool - SAP Module

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Field Change Requests

- Add the FCR as the "Review Document"
- Add the original SAP as and additional document

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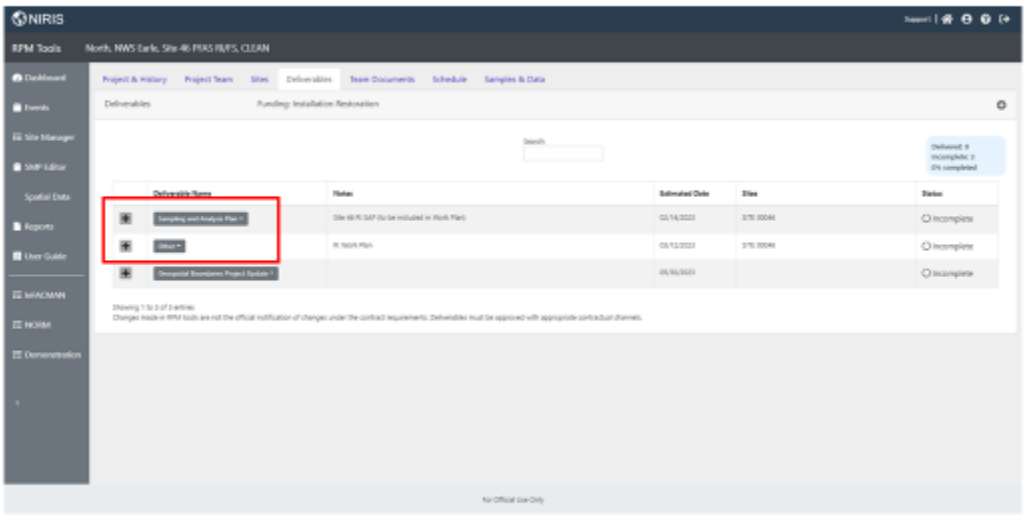
SAP Part of a Work Plan



- Add SAP deliverable
  - Include that it will be included as part of Work Plan in the Notes
- Add "Other" deliverable
  - Indicate that it is a Work Plan in the Notes

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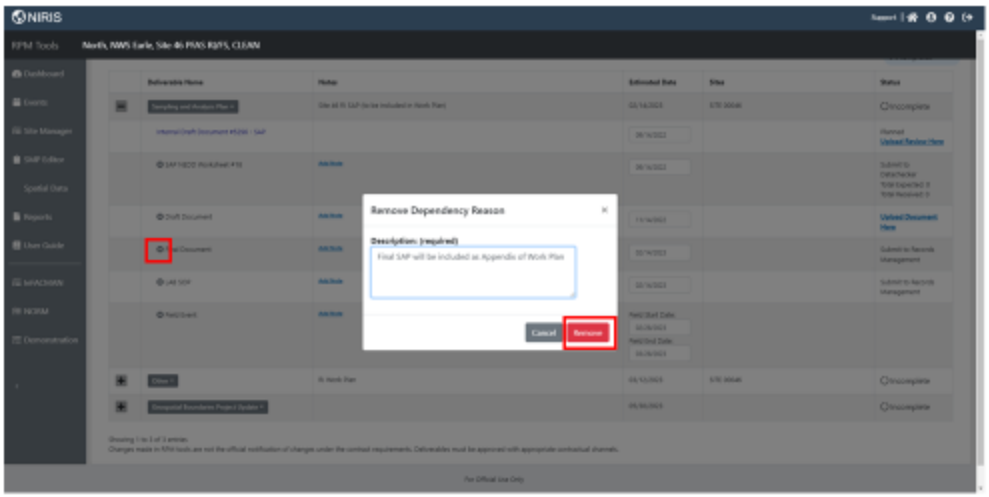
SAP Part of a Work Plan



- Remove the "Final Document" dependency from the SAP deliverable
  - Click the "x" next to "Final Document"
  - Add an appropriate reason for removal
    - Ex, "Final SAP will be included as Appendix of Work Plan"
  - Click "Remove"

- Don't want Records Managers to expect a standalone FINAL SAP!

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Multiple Installation SAPs

- Add SAP as a deliverable in RPM Tools in each installation
  - This will result in multiple PLANNED reviews in the Document Review Tool
- Select one installation where the review will occur in the Document Review Tool SAP module *and inform reviewer*
  - Reviewer will set each review not being used as "Review Not Needed"
  - In RPM Tools, add a note in the SAP deliverable of each internal draft where the review is not occuring, indicating where the review is occurring (ex, "see SAP ID 1234 for review details")
- It is important not to remove any SAP dependencies in any of the installations in RPM Tools

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Combining a SAP Review with an SME Review

- Add a normal SAP deliverable with expected dates and note the generated ID number
- Add an OTHER deliverable and enter a description such as: "Preliminary worksheet review request for SAP ID#"
- Enter the expected submittal date for the Internal review
- Check the Request SME Review box, click Add and then click Done
- Expand the OTHER deliverable from the list and remove all dependencies except for the Internal Review
- When specific SAP worksheets are ready, begin the SME review using existing processes
  - Begin the SAP review when the SME review is complete

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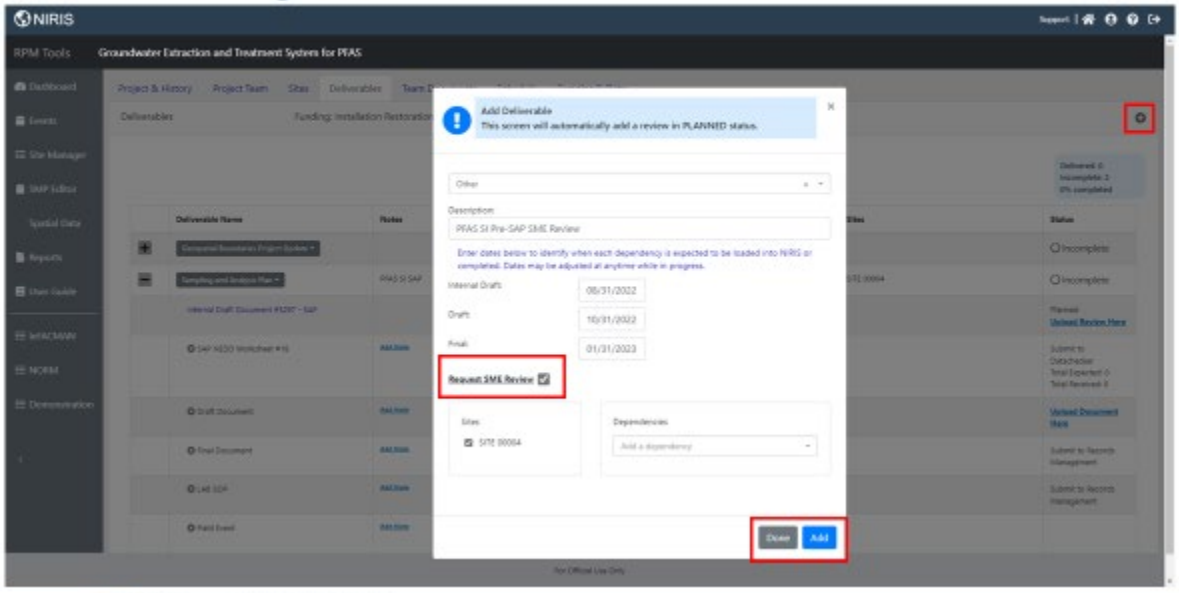
Combining a SAP Review with an SME Review



NIRIS Document Review Tool - SAP Module

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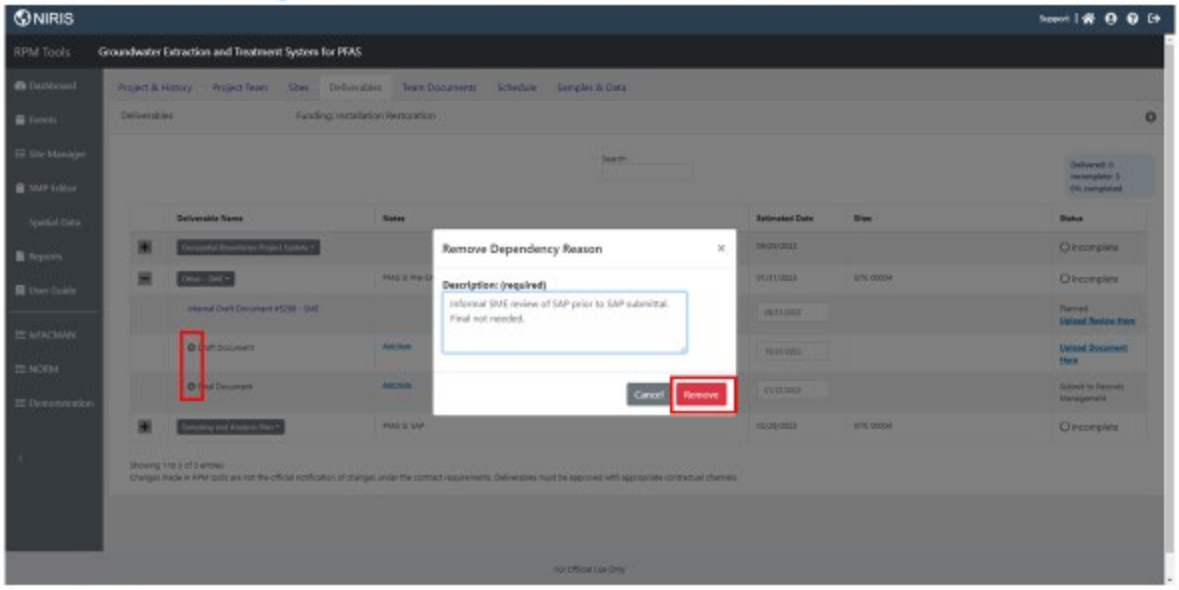
Combining a SAP Review with an SME Review



NIRIS Document Review Tool - SAP Module

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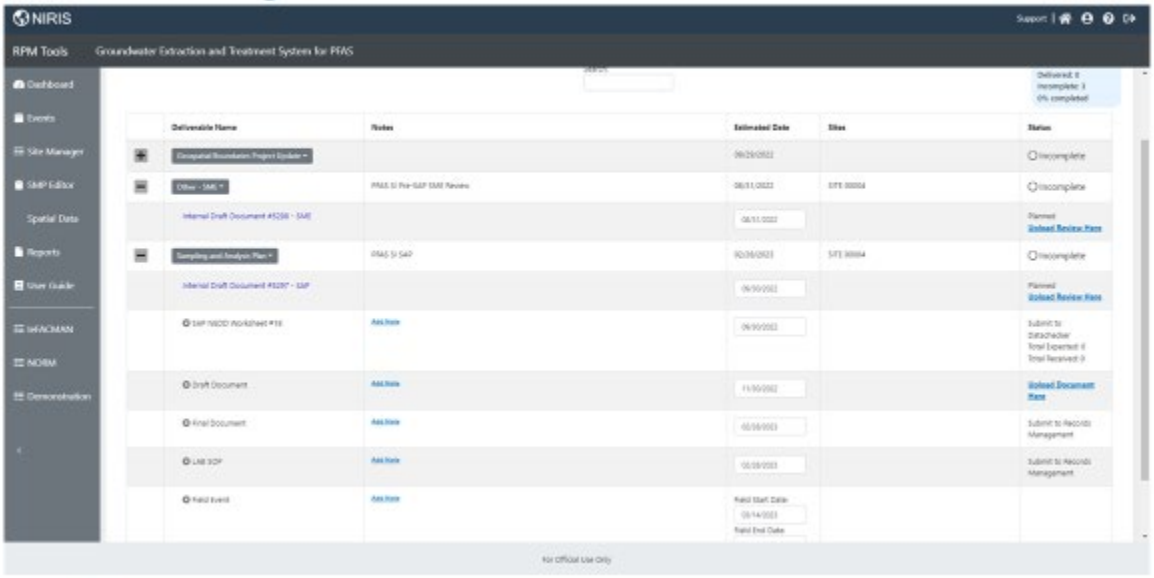
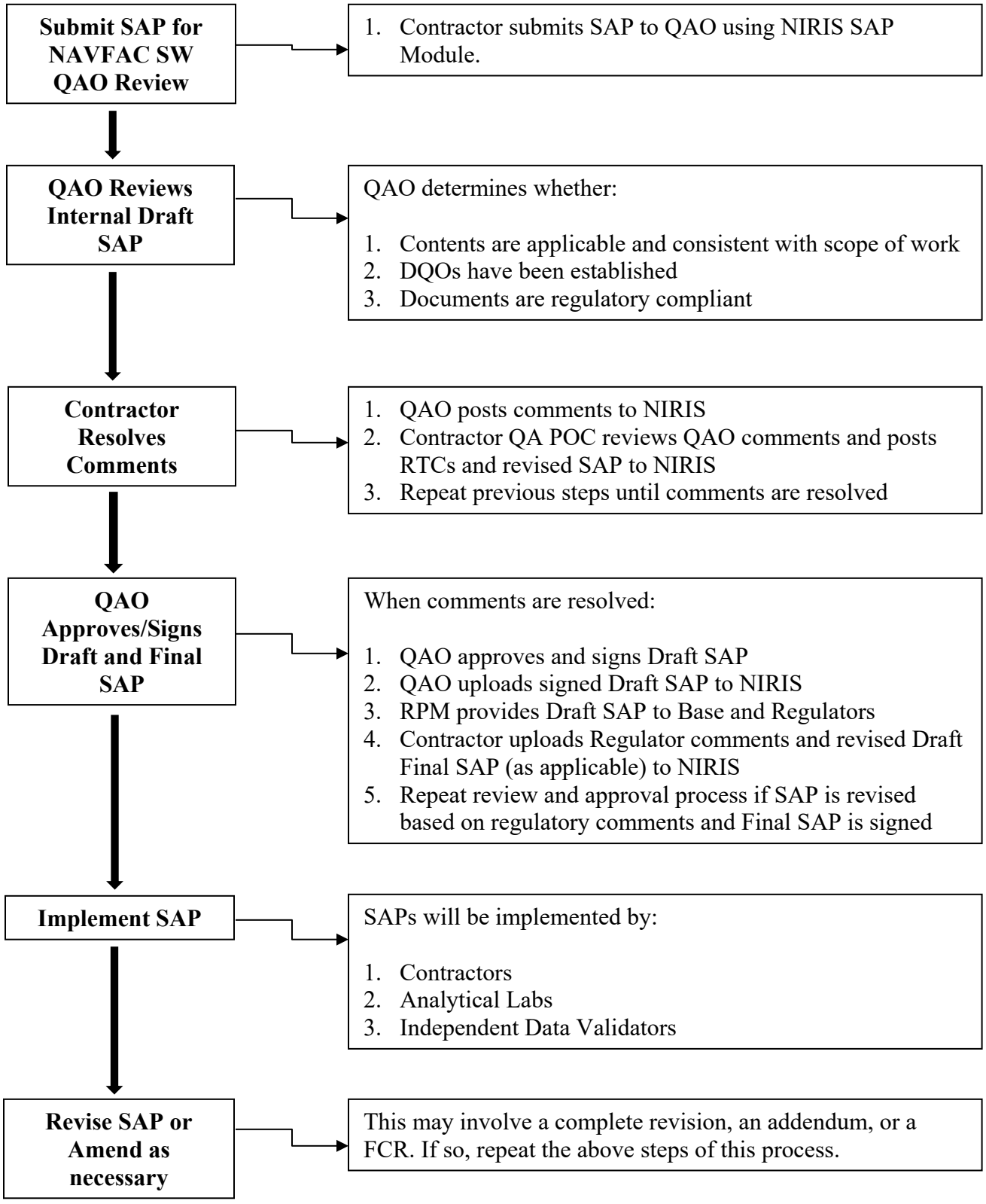
Combining a SAP Review with an SME Review



NIRIS Document Review Tool - SAP Module

ENCLOSURE 2

SAP REVIEW AND APPROVAL PROCESS



Naval Facilities Engineering Systems Command Southwest
San Diego, CA *(For BRAC installations, replace with: Naval Facilities Engineering Systems Command Southwest BRAC PMO West San Diego, CA)*

FINAL

FIELD CHANGE REQUEST - 01 to SAMPLING AND ANALYSIS PLAN (FIELD SAMPLING PLAN AND QUALITY ASSURANCE PLAN) FOR

(Project Title as stated in the original SAP- If original SAP was an Appendix to the Work Plan then use Work Plan Title)

May 2023

(Add Distribution Statement)

Naval Facilities Engineering Systems Command Southwest
San Diego, CA

FINAL

FIELD CHANGE REQUEST - 01 to SAMPLING AND ANALYSIS PLAN (FIELD SAMPLING PLAN AND QUALITY ASSURANCE PLAN) FOR

(Project title as stated in original SAP - If original SAP was an Appendix to the Work Plan then use Work Plan Title)

May 2023

DCN: ABCD-8013-0012-0091

Prepared for:

United States Department of the Navy
Naval Facilities Engineering Command Southwest
750 Pacific Highway
San Diego, CA 92132-0058

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 (for new CTO format, use full 13 character CTO)

Contract No.:	CTO No.: Field Chang e Requ
Location:	Date:

As applicable, list FCR Ref. Documents (Associated WP, SAP/QAPP/Addendum, FCRs) with their respective DCN and SAP SAP review by QAO) with a brief summary of post-SAP changes for each document.

Description and Reason for Change: *Include clear description of change and provide an overview on what elements of the relies on) are still in effect.*

Additional Details: *Provide context and background in association with the proposed changes including adjustments du regulatory agencies.*

Contract No.:	CTO No.:	Field Change Request Form No.:

Response to the following two questions must be completed for FCR approval.

1.If this change may result in a contract cost or schedule change, is the NAVFAC RPM aware of it? ☐ Yes ☐ No ☐NA

2.If this change does not result in a contract cost or schedule change, is the NAVFAC RPM aware of the FCR content?

☐ Yes ☐ No

3. Will FCR be reviewed by regulators, if not, why not?* ☐ Yes ☐ No ☐NA

* If FCR is not being submitted for regulatory review, this needs to be stated on page 1 with a brief explanation.

Preparer (signature)	Date	Preparer's Title (Quality Control Manager)	Technical Lead (Signature)	Date

Disposition

☒ Approved

☐ Not approved (give reason): _____

Engineer (print/signature) (only if construction related) ☐ Comments (attached) ☐ No Comments	Date	Project Manager (print/signature) ☐ Comments (attached) ☐No Comments	Date
☐ Comments (attached) ☐ No Comments	Date	QC Manager (print/signature) ☐ Comments (attached) ☐No Comments	Date
Navy RPM (print/signature): optional, pending documented correspondence with NAVFAC SW QAO ☐ Comments (attached) ☐ No Comments	Date	NAVFAC SW QAO (print/signature) ☐Comments (attached) ☐No Comments	

Attachments:

Revised SAP Worksheets ***(in its entirety)***
Figures
Updated Laboratory Certifications/Accreditations ***(as applicable)***
Updated Field Sampling SOPs* ***(as applicable)***

Distribution:

Project File
Copy to Site File
Project Manager
NAVFAC SW QAO
NAVFAC SW RPM
NAVFAC SW Records Management Office