

APPENDIX N DOCUMENT DATA SHEET INSTRUCTIONS

Purpose

A completed Document Data Sheet (DDS) transmittal form must accompany all Environmental Restoration Program (ERP) records submitted to the Naval Installation Restoration Information Solution (NIRIS) Regional Data Manager (RDM) or to other Command Records Management personnel. The information provided in the DDS is intended to improve and enhance metadata requirements necessary for inclusion of documents in NIRIS.

Overview

The Portable Document Format (PDF) “SmartForm” enables the user to electronically fill out the DDS. The SmartForm contains data fields where text can be entered, check boxes where choices are selected, and radio buttons for selecting alternatives. Radio buttons are limited to only the acceptable responses. Open field entries are designed to accommodate the number of characters for that intended field.

Tooltips, which display helpful messages, appear when the cursor is positioned over a data entry field. Once completed, the DDS can be printed or submitted along with the electronic version of the record to be processed.

Instructions for Completing the Form

1. Select the hand tool.
2. Position the pointer inside a form field and click. The I-beam pointer allows you to type text. The arrow pointer allows you to select a check box or radio button.
3. After entering text or selecting an item, check box, or radio button, do one of the following:
 - Press Tab to accept the form field change and go to the next form field.
 - Press Shift+Tab to accept the form field change and go to the previous form field.
 - Press Enter (Windows) or Return (Mac OS) to accept the form field change and deselect the current form field. In a multiline text form field, Enter or Return goes to the next line in the same form field. You can use Enter on the keypad to accept a change and deselect the current form field.
 - Press Escape to reject the form field change and deselect the current form field. If you are in full screen mode, pressing Escape a second time causes you to exit full screen mode.

Form Definitions

The following provides descriptions of the required contents of the items listed on the DDS. The fields that are required to be completed are independent of the type of document being submitted.

NOTE: * Indicates a required field

***NAME**

The first and last name of the primary document creator or knowledgeable individual, within the organization, tasked to submit the document. Do not provide the name of an administrative assistant, publications, printing, or reproduction personnel unless they are knowledgeable and qualified to fill out the Form.

Examples: Charles Johnson, Arron Jones

***ORGANIZATION**

The full official name of the document submitter's organization. Organizations can include Commands, military units, agencies, contracting firms, companies, departments, associations, institutions, consortia, societies, firms, laboratories and any other types of large groups of people that issue documents.

Examples: Environmental Contractors Inc., NWIRP McGregor Environmental Office, NAVFAC Pacific

***EMAIL**

The full official email address of the person to contact (usually the submitter listed above) if additional correspondence or clarification is required.

Examples: John.A.Jones@navy.mil, ajohnson@email.com

***PHONE**

The phone number, including area code, of the person to contact (usually the submitter listed above) if additional correspondence or clarification is required.

Examples: 555-555-1212, 888-555-1122



***INSTALLATION**

The official name of the installation that is associated with the document. If the document is associated with multiple installations, add all installation names.

Examples: NS Newport RI, MCLB Albany GA

PROGRAM

If applicable, select the program the document is associated with. If neither choice is relevant, leave this field blank.

Definitions:

ER,N – Environmental Restoration, Navy
BRAC – Base Realignment and Closure

SUPPORTING

Select the program that the document supports. If the document supports multiple programs, select all that apply. If the document does not support any of the programs listed, leave this field blank.

Definitions:

MRP – Munitions Response Program
LUC – Land Use Control
RAD – Radiological
POL – Petroleum, Oil and Lubricants

***DOCUMENT TITLE**

Add the complete name of the document. Include Operable Unit numbers, site numbers, UXO numbers, AOC numbers, UST/AST numbers, and/or SWMU numbers. If the document does not have a formal name, create a descriptive title for the document including Operable Unit numbers/letters, site numbers/letters, UXO numbers, AOC numbers/letters, UST/AST numbers, and/or SWMU numbers.

If a document has multiple volumes, create a separate DDS for each volume. Add the appropriate Volume Number in the title field.

Examples: Final Site Management Plan for Solid Waste Management Units 2, 3A, 5 NAS Oceana VA; Completion Report for Soil Removal at Potential Source of Contamination Site 47 Pesticide Shop NAS Jacksonville FL; Transmittal Letter Regarding Final Long Term Monitoring Plan for Site 11 Caffee Road Landfill NSWC Indian Head MD; Laboratory Data Package, A501992, NAS Cecil Field, FL; Data Validation Package, 1510255, NS Mayport, FL.



Site: AOC, SITE, SWMU, UST, UXO

List the AOC(s), Site(s), SWMU(s), UST(s) and/or UXO(s) designation associated with this document. Enter "BASEWIDE" if it is not site specific and/or includes the entire installation.

NOTE: If a new environmental site name or number is entered (i.e. the site does not already exist in NIRIS), the corresponding NORM AOC(s), Site(s), SWMU(s), UST(s) and/or UXO(s) number or name must be provided. NORM site numbers/names do not always match the common environmental site numbers or names. Consult your Remedial Project Manager (RPM) for the correct NORM associations.

Examples: SITE 00001, SWMU 00005, UST 000003, UXO 000002, AOC M00016

SAMPLE DELIVERY GROUPS (SDGs)

If submitting a report that includes laboratory data, list all of the laboratory case numbers/work orders/job numbers used to identify groups of samples for delivery that correspond to the data being summarized in the report.

If submitting laboratory data separately (not as part of a report), list the single case number/work order/job number used to identify the group of samples for delivery that correspond to the laboratory data package being submitted.

Examples: A302072-CTOWE35, SG5943, 1306083, 15H008, 1510255, 77836, A501992

Provide the AOC, Site, SWMU, UST, UXO **number** which corresponds with the SDG number(s).

***DOCUMENT DATE**

The date the document was published or approved for publication. Publication dates can usually be found on the document cover page. If the document does not have a publication date listed, check for a signature date and use the last signed date.

Format: MM/DD/YYYY

***NUMBER OF PAGES**

The number of pages refers to the actual number of pages that comprise the document. Use the number of pages for the electronic (PDF) version of the document. If the document has multiple volumes, provide the number of pages for each volume separately.

Examples: 1436, 1, 236



CONTRACT NUMBER

If applicable, the Department of the Navy (DON) or NAVFAC Contract Number under which the document was created.

Examples: N62473-D-10-1001, N37811-02-D-8213, N62470-08-D-1000

Use the new contract format for contracts issued using the new format

Examples: N6247016D9008, N6247016D9000, N6247014D9022

CTO/DO NUMBER

If applicable, provide the DON or NAVFAC Contract Task Order or Delivery Order Number under which the document was created. If CTO or DO number is included for a document, a contract number must also be included.

Examples: CTO 8009, DO 0004, JM03

Provide the complete CTO for documents issued using the new CTO format. Do not provide only the last four numbers.

Examples: N6247018F4116, N6247017F4068, N6247018F4136

***AUTHOR/AUTHOR AFFILIATION**

The name of the primary author of the document. Add the name of the first author listed if a document has multiple authors. If the document is a correspondence or email, add the name of the sender. If a document (report, study, plan, etc.) does not have a primary or personal author, just Author Affiliation (see below) is sufficient. When submitting laboratory data, an author is not required.

Author Affiliation is name of the organization (Command, military unit, agency, contracting firm, company, department, association, institution, consortium, society, firm, laboratory, or any other type of large group of people that issues documents) that created the document. The Author Affiliation may be, but is not always, the same as the primary document submitter's organization. When submitting laboratory data, the Author Affiliation is the name of the laboratory that produced the laboratory data package.

Examples: A Jones/NAVFAC Washington, Environmental Company Inc., Florida Department of Environmental Protection

***DISTRIBUTION/AVAILABILITY STATEMENT**

Assignment of one of the six Distribution Statements to each document is an integral part of NAVFAC Sensitive Information Management and is designed to protect NAVFAC-issued documents from unauthorized distribution.

Selecting a Distribution Statement for a document is based on the document's contents. Documents which discuss or display installation sensitive areas of concern information will require a Distribution Statement stronger than "A".

Documents which have other types of sensitive information such as personal information, attorney client/work product information or internal Command rules require a Distribution Statement stronger than "A".

Most Environmental Restoration documents will be assigned Distribution Statement "A".

Use Distribution Statements, as defined below, on reports, plans, studies, technical memoranda, assessments, investigations, evaluations, forms, manifests, reviews, maps or other stand-alone figures, manuals, designs, FOSTs, surveys, Environmental Condition of Property documents, Environmental Baseline Surveys, affidavits, Hazard Ranking System-related documents, mailing lists, draft and draft final versions of documents, BRAC and Partnering Team meeting minutes, Explosives Waste and Safety-related documents, and raw analytical and laboratory data packages.

Public notices and other community involvement and events documentation do not usually need a Distribution Statement. Evaluate documents to ensure that no Distribution Statement is needed.

Definitions:

Distribution A – Approved for public release: distribution unlimited

Distribution B – Distribution authorized to U.S. Government Agencies (reason) (date of determination). Other requests for this document shall be referred to (controlling DoD office)

Distribution C – Distribution authorized to U.S. Government Agencies and their contractors. (reason) (date of determination). Other requests for this document shall be referred to (controlling DoD office)

Distribution D – Distribution authorized to DoD and U.S. DoD contractors only (reason) (date of determination). Other requests for this document shall be referred to (controlling DoD office)

Distribution E and F Use only at the direction of an Environmental Attorney

***SENSITIVE CONTENT**



Review the content of the document to determine if there is potentially sensitive information contained within the document. If you believe that the document has potentially sensitive information, select YES. If you believe that the document does not have sensitive information, select NO.

CITE PAGES

If you believe that the document has potentially sensitive information, list the page numbers, figure number(s) and page(s), map number(s) and page(s), table number(s) and page(s), photograph number(s) and page(s), drawing number(s) and page(s), and appendix page numbers that have potentially sensitive information.

***RECOMMENDED FILE TYPE**

Select a Recommended File Type for the document.

Definitions:

Administrative Record File - houses all records associated with the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) Environmental Restoration cleanup process up to and including the Record of Decision or Decision Document for an ERP site.

Post Decision File - the collection of records generated or received after a response action is selected and a CERCLA Decision Document is issued. Post Decision records are not relevant to the response decision; records were not "considered or relied" on in the decision process.

Site File - houses records that may be pertinent to the decision-making process but are not included in the Administrative Record because they may be irrelevant to the selection of the response action, were not considered or relied on in selecting the response action, or were beyond the scope of the Administrative Record.

NOTES

Use this field to add additional or helpful information about the document such as identifying words, 'draft acting as final', updated Feasibility Study, alternative names or numbers for sites, or information that describes the document but is not included in the document title.

If known, applicable FOIA Exemptions could be added in this field.

Please do not cut and paste the document Executive Summary in this field.

Information provided in this field will be used to better describe the document to enhance search capabilities.

APPROVAL SIGNATURE



Naval Installation Restoration Information Solution (NIRIS)
Environmental Restoration Program (ERP)
Document Data Sheet Transmittal Form Instructions

A Navy Project Manager signature/initials is strongly recommended. Contractor document creators either must fill out and sign/initial the Document Data Sheet Form or task a knowledgeable, qualified person to complete and sign/initial the Form. Contact the Command Environmental Restoration Records Manager if there are questions.