

## GROUNDWATER MANAGEMENT AREA (GMA) CHANGE REQUEST

This GMA Change Request Form shall be used by contract and/or Dugway Proving Ground (Dugway) personnel responsible for implementing Dugway GMAs. This form shall be used for all editorial and/or technical modifications to a State-approved GMA. In certain field circumstances it may be necessary for Dugway to render a minor GMA change in order to continue GMA activities at duty times outside Division of Solid and Hazardous Waste (DSHW) hours of operation. In this instance the Change Request process will be followed to provide “notice” in lieu of “request”. All approved modifications will be incorporated into the GMAs as Errata.

Section I outlines the Standing Operating Procedures (SOPs) that shall be followed when using a GMA Change Request Form. Section II contains the GMA Change Request Form.

### I. Standing Operating Procedure (SOP)

I.A The following procedures shall be followed for all requests:

1. The GMA Change Request Form must be completed in its entirety. Incomplete request forms will be rejected by Dugway review personnel.
2. Follow the Form Completion Instructions when filling out a GMA Change Request Form.
3. Completed GMA Change Request Forms along with draft change pages to the GMA in redline/strikeout format shall be submitted to Dugway Environmental Programs for review and approval.
4. Dugway shall submit the completed and approved GMA Change Request Form and any change pages to the Division of Solid and Hazardous Waste (DSHW) under a signed, official cover letter.
5. Dugway and contractors shall not implement any changes until the DSHW has been provided “notice” of field changes or provided approval of the GMA change request.

I.B Instructions for each section of the form are provided below:

1. Provide a unique GMA Change Request number in the footer the form.
2. Provide the page number and total number of pages in the header of the GMA Change Request Form.
3. Provide the name of the GMA for which the request is being submitted in Section II.A.
4. Provide the date of the GMA change request in Section II.B.
5. Provide a brief summary of the issue that requires change in the GMA in Section II.C. This information shall include a summary of the current GMA process and why a change to this process is needed.
6. In Section II.D, discuss the proposed solution/change. Identify whether the change could impact any other procedures outlined in the GMA. Sufficient information shall be provided to allow Dugway to make changes to the GMA in redline/strikeout format.
7. Obtain the signature and date of the USACE representative indicating that USACE was notified of this proposed change to a GMA.
8. Obtain the signature and date of a Dugway representative with authority to approve the GMA change request.

