



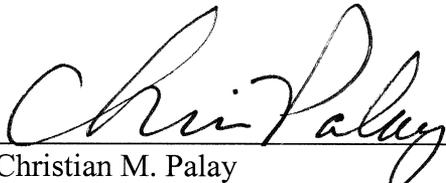
Office of Environmental Management

Administrative Procedure

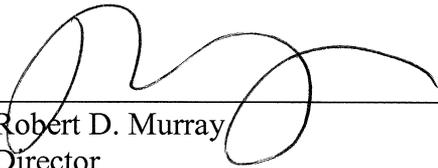
Document Control

AP-6.2Q, Revision 1

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Date

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11-20-12
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11/20/12
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1.0 PURPOSE

The purpose of this procedure is to establish responsibilities and processes for controlling documents applicable to the implementation of the High-Level Waste (HLW) and Used Nuclear Fuel (UNF) Oversight Program.

2.0 SCOPE

The scope of this procedure is to describe the process for controlling and maintaining documents implemented by the HLW and UNF Oversight Program.

3.0 APPLICABILITY

This procedure applies to Environmental Management (EM) personnel and contractors that participate in activities associated with the HLW and UNF Oversight Program.

4.0 REQUIREMENTS and REFERENCES

4.1 Requirements

4.1.1 *Quality Assurance Requirements and Description (QARD)*, DOE/RW-0333P, Revision 20

4.1.2 EM-QA-002, *Quality Assurance Program Plan (QAPP)*

4.2 References

4.2.1 AP-5.1Q, *Implementing Documents*

4.2.2 AP-17.1Q, *Quality Assurance Records*

5.0 DEFINITIONS and ACRONYMS

5.1 Editorial Corrections – Changes to documents that perform one of the following tasks:

- Correcting grammar or spelling.
- Renumbering sections or attachments that do not affect the chronological sequence of work.
- Changing the title or number of the document or the title or number of documents referenced in the procedure.
- Updating organizational titles.

- 5.2 Controlled Document – A document that specifies quality or technical requirements (e.g., Administrative Procedures, Quality Assurance Program Plans). Within the context of the HLW and UNF Oversight Program, a controlled document is either an implementing document developed and approved per AP-5.1Q, *Implementing Documents*, or an Office of Civilian Radioactive Waste Management Legacy Document.
- 5.3 Office of Civilian Radioactive Waste Management (OCRWM) Legacy Documents – Documents that established the quality or technical requirements for DOE-EM HLW and UNF oversight activities. Although OCRWM no longer exists, DOE-EM has adopted these documents for control of the HLW and UNF oversight activities. Examples of OCRWM Legacy Documents include but are not limited to:
- QARD
 - *Waste Acceptance Requirements Document (WASRD)*
 - *Interface Control Document (ICD)*

6.0 RESPONSIBILITIES

6.1 Document Preparer

- 6.1.1 Responsible for providing approved documents in their entirety to the EMCBC Coordinator, Office of Technical Support and Asset Management.

6.2 QA Lead for the HLW and UNF Oversight Program

- 6.2.1 Responsible for identifying the need for a controlled document.
- 6.2.2 Responsible for coordinating with the EMCBC Coordinator, Office of Technical Support and Asset Management for the processing of controlled documents.

6.3 EMCBC Coordinator, Office of Technical Support and Asset Management

- 6.3.1 Responsible for maintaining configuration control, change control, and coordination of periodic reviews of controlled documents.
- 6.3.2 Responsible for the maintenance/use, storage, protection, retrieval, and final disposition of controlled documents.

7.0 GENERAL INFORMATION

N/A

8.0 PROCEDURE

8.1 Issuance of a Controlled Document

8.1.1 The Document Preparer provides the following to the EMCBC Coordinator:

- Approved hard-copy of the document in its entirety;
- Electronic version of the approved document in Microsoft Word;
- Any applicable support documentation.

8.1.2 The EMCBC Coordinator reviews the approved document package for legibility, correctness, and completeness. For example:

- Approval signatures (document changes, other than those defined as editorial changes, shall be reviewed and approved by the same organization that performed the original review and approval).
- Editorial changes (approval is only required by the organization responsible for preparing the document).
- Document completeness (document type, number and revision, and place to fill in effective date, correct pagination, change bars, and electronic copy).

8.1.3 The EMCBC Coordinator resolves any issues of legibility and completeness with the Document Preparer before posting the document on-line. After determining that the package is complete, the EMCBC Coordinator updates the controlled documents folder and posts the documents on-line per 8.2.

8.2 On-Line Documents

8.2.1 The EMCBC Coordinator places the approved controlled document (electronic version) on-line with “read-only” access on the EMCBC website (www.emcbc.doe.gov).

8.2.2 The EMCBC Coordinator posts the following disclaimer:

– NOTE –

Documents posted on line are the most current version of the approved controlled document. Users of on-line documents are responsible to verify that printed documents are current and reflect the most recent version of the on-line document. Printed documents are not considered to be controlled documents but are considered to be an “Information Only” copy.

8.2.3 The EMCBC Coordinator can make corrections to controlled documents provided those corrections meet the definition of Editorial Corrections (§5.1).

8.3 Control of Office of Civilian Radioactive Waste Management Legacy Documents

8.3.1 Once the need for OCRWM legacy document is determined, the QA lead obtains the document from the DOE Office of Legacy Management (DOE-LM).

8.3.2 The QA Lead transmits the copy received from DOE-LM in portable digital format (PDF) to the EMCBC Coordinator.

8.3.3 The EMCBC Coordinator places the approved controlled document (electronic version) on-line with “read-only” access on the EMCBC website.

8.3.4 The EMCBC Coordinator posts the following disclaimer:

– NOTE –

DOE-EM has committed to implement these Office of Civilian Radioactive Waste Management Legacy Documents. However, these documents are not maintained or updated. For additional information concerning these documents contact Christian Palay at Christian.Palay@em.doe.gov.

9.0 RECORDS

9.1 The approved document in its entirety shall be submitted by the EMCBC Coordinator to records in accordance with AP-17.1Q, *Quality Assurance Records*.

9.2 The following are considered Lifetime QA Records:

9.2.1 The approved Controlled Document

9.3 The following are considered Nonpermanent QA Records:

9.3.1 The OCRWM Legacy Document as posted on-line

10.0 FORMS USED

N/A

11.0 ATTACHMENTS

N/A

Form 5.1-1 – Record of Revision

DOCUMENT: AP-6.2Q, *Document Control*

Revision Number	Description of Changes	Revision on Pages	Effective Date
0	Original	All	04/27/2011
1	General Revision	All	12/14/2012