

CCP-PO-008

Revision 9

CCP

Quality Assurance Interface with the WTS Quality Assurance Program

EFFECTIVE DATE: 12/29/2010

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PRINTED NAME

APPROVED FOR USE

RECORD OF REVISION

Revision Number	Date Approved	Description of Revision
2	02/18/2002	<ul style="list-style-type: none"> • Made editorial changes to and 4.1.2 and 4.1.7 • Rewrote 4.1.4 • Deleted last sentence in 4.1.5 • Deleted the first two sentences of 4.1.7 and added sentence
3	06/07/2002	Added section 3.5, Human Resources Manager Added references to 2.1
4	07/01/2003	Changed the document title and updated to more fully describe the relationship between the WTS QA and Project QA organizations.
5	04/22/2004	Revised Sections 3.0 and 4.0 to reflect SPQAO organizational changes consistent with CCP-PO-002, step 2.1.6[A]. Deleted references to CCP-QP-020, which has been cancelled.
6	04/06/2006	Added new paragraph in step 4.1.7 Inspection Interfaces.
7	11/16/2006	Revised to implement the Waste Isolation Pilot Plant Hazardous Waste Facility Permit requirements resulting from the Section 311/Remote-Handled (RH) Permit Modification Request (PMR).
8	04/03/2007	Revised to reflect changes to WP 15-RA.01 for compliance reporting and tracking.
9	12/29/2010	Minor revision to update references to the <i>Waste Isolation Pilot Plant Hazardous Waste Facility Permit</i> .

TABLE OF CONTENTS

1.0	PURPOSE.....	4
1.1	Scope.....	4
2.0	REQUIREMENTS.....	4
2.1	References.....	4
3.0	RESPONSIBILITIES.....	6
3.1	CCP Quality Assurance (QA).....	6
3.2	WTS Quality Assurance Manager (QAM)	6
3.3	WTS Procurement Manager	6
3.4	Human Resources Manager	6
3.5	Operations/Surface Operations and Maintenance	7
4.0	PROCEDURE.....	7
4.1	Interfaces between CCP and WTS QA Programs.....	7
5.0	RECORDS.....	10

1.0 PURPOSE

This document establishes the responsibilities, interfaces, and administrative practices between the Central Characterization Project (CCP) Quality Assurance (QA) Program and the Washington TRU Solutions (WTS) QA Program.

1.1 Scope

This document defines the relationship and interfaces between the CCP and WTS programs and processes, and includes training, procurement, assessment and vendor qualification, metrology, inspection support and Price-Anderson Act Amendment (PAAA) investigating and reporting. This document also describes the reviews that WTS Human Resources performs to ensure that candidates for positions in CCP meet applicable experience and education requirements.

2.0 REQUIREMENTS

2.1 References

Referenced Documents

- DOE/CBFO-94-1012, *U.S. Department Of Energy Carlsbad Field Office Quality Assurance Program Document (QAPD)*
- DOE/WIPP-02-3122, *Transuranic Waste Acceptance Criteria for the Waste Isolation Pilot Plant (WAC)*
- NM 4890139088, *Waste Isolation Pilot Plant Hazardous Waste Facility Permit, Attachments C-C6, Waste Analysis Plan (WAP)*, Santa Fe, New Mexico, New Mexico Environment Department
- CCP-PO-001, *CCP Transuranic Waste Characterization Quality Assurance Project Plan*
- CCP-PO-002, *CCP Transuranic Waste Certification Plan*
- CCP-QP-001, *CCP Graded Approach*
- CCP-QP-002, *CCP Training and Qualification Plan*
- CCP-QP-008, *CCP Records Management*
- CCP-QP-015, *CCP Procurement*
- CCP-QP-016, *CCP Control of Measuring, Testing, and Data Collection Equipment*

- CCP-QP-018, *CCP Management Assessment*
- CCP-QP-021, *CCP Surveillance Program*
- CCP-QP-026, *CCP Inspection Control*
- CCP-QP-028, *CCP Records Filing, Inventorying, Scheduling and Dispositioning*
- WP 09-CN3005, *Graded Approach to Application of QA Controls*
- WP 13-QA3012, *Supplier Evaluation/Qualification*
- WP 15-PC3609, *Preparation of Purchase Requisitions*
- WP 15-PC3044, *Quality Credit Card Purchases*
- WP 15-RA.01, *Nuclear Safety & Worker Safety and Health Compliance Program*

3.0 RESPONSIBILITIES

3.1 CCP Quality Assurance (QA)

CCP QA provides QA oversight and planning for the CCP and verifies the implementation of CCP-PO-001, *CCP Transuranic Waste Characterization Quality Assurance Project Plan* and QA program requirements, and provides day-to-day guidance to CCP staff on quality-related matters. CCP QA reports to the WTS Quality Assurance Manager (QAM) so that required authority and organizational freedom are provided, including sufficient independence from cost and schedule considerations. CCP QA also assists participant organizations with quality planning, documentation, quality measurement, and problem identification and resolution. CCP QA has no other assigned responsibilities that would prevent appropriate attention to QA matters.

3.2 WTS Quality Assurance Manager (QAM)

The WTS QAM is responsible for the specific activities identified in this document: inspection services, vendor qualification, and assessments of CCP activities.

3.3 WTS Procurement Manager

The WTS Procurement Manager is responsible for certain procurement services identified in this document. Specific responsibilities include:

- Processing and placing purchase requisitions and support contracts in accordance with federal rules and regulations and WTS procedures
- Maintenance of procurement records.

3.4 Human Resources Manager

3.4.1 The Human Resources Manager ensures that candidates for positions in CCP, who will perform activities subject to the DOE/CBFO-94-1012, *U.S. Department of Energy Carlsbad Field Office Quality Assurance Program Document (QAPD)*, have education and experience commensurate with the minimum requirements specified for the position. Individuals selected will then be trained and qualified in accordance with CCP-QP-002, *CCP Training and Qualification Plan*.

3.5 Operations/Surface Operations and Maintenance

- 3.5.1 Performs measuring and test equipment (M&TE) functions as specified in CCP-QP-016, *CCP Control of Measuring, Testing, and Data Collection Equipment*.

4.0 PROCEDURE

4.1 Interfaces between CCP and WTS QA Programs

The CCP QA program is separate from, and independent of, the WTS QA program. The CCP QA program is defined in CCP-PO-001 and CCP-PO-002, *CCP Transuranic Waste Certification Plan*, which implement the requirements of the U.S. Department of Energy (DOE) Carlsbad Field Office (CBFO) QAPD, as well as the NM 4890139088, *Waste Isolation Pilot Plant Hazardous Waste Facility Permit*, Attachments C-C6, *Waste Analysis Plan (WAP)* and the DOE/WIPP-02-3122, *Transuranic Waste Acceptance Criteria for the Waste Isolation Pilot Plant (WAC)*. These CCP QA program documents are evaluated, audited, and approved by DOE CBFO separately from their evaluations, audits, and approvals of the WTS QA program documents. However, in order to maximize efficiency and avoid duplication of effort, CCP does take advantage of some existing WTS QA program elements. The interfaces and linkages between the CCP QA program and the WTS QA program are established in this document. For these activities, CCP procedures contain specific direction on when and how the applicable portions of WTS procedures are to be implemented.

4.1.1 Quality Level Determinations

Quality level determinations for CCP-related work activities and procurements are performed in accordance with CCP-QP-001, *CCP Graded Approach*. CCP graded approach is controlled by CCP-QP-001. The WTS Waste Isolation Pilot Plant (WIPP) procedure (WP) 09-CN3005, *Graded Approach to Application of QA Controls*, is not applicable to CCP work activities and procurements.

4.1.2 Training Interfaces

Project-specific training activities are conducted and training records are maintained in accordance with CCP-QP-002. General employee training and non-CCP training are conducted by the WTS training organization. These records are maintained by WTS Technical Training.

4.1.3 Procurement Interfaces

Procurements for CCP-related work activities are initiated using CCP-QP-015, *CCP Procurement*. Procurement requisitions are prepared and reviewed by CCP personnel, with additional technical reviews as needed provided by WTS personnel upon request by CCP management. These additional reviews are typically in the disciplines of radiation and industrial safety, engineering, and environmental engineering. Buyer support is provided by the WTS procurement organization. CCP-QP-015 invokes the applicable portions of WTS WP 15-PC3609, *Preparation of Purchase Requisitions*.

4.1.4 Records Interfaces

CCP project and QA records are generated, verified, validated, transmitted and maintained by CCP in accordance with CCP-QP-008, *CCP Records Management*. Scheduling and dispositioning of CCP records is performed in accordance with CCP-QP-028, *CCP Records, Filing, Inventorying, Scheduling, and Dispositioning*.

4.1.5 Vendor Qualification and Qualified Suppliers List (QSL)

Vendor qualification and maintenance of the QSL is performed by WTS QA. CCP requests evaluation of potential suppliers in accordance with WTS WP 13-QA3012, *Supplier Evaluation/Qualification*.

4.1.6 Assessment Interfaces

Management assessments and surveillances of CCP activities are performed in accordance with CCP-QP-018, *CCP Management Assessment*, and CCP-QP-021, *CCP Surveillance Program*. Independent assessments of the CCP QA Program are currently performed by WTS personnel, to meet program requirements for independence of personnel and qualification of lead auditors. CCP accepts WTS QA independent assessments as having been produced by a DOE CBFO-Certified Program. Accordingly, the WTS QA independent assessment process does not require a CCP review of DOE CBFO-Certified activities described in WTS QA program documents and procedures. CCP QA coordinates with WTS QA and jointly determines the assessments to be performed, functional areas to be assessed, and dates of performance. Any conflicts between the requested CCP schedule and the WTS assessment schedule are resolved

between the WTS QAM and CCP QA, and the schedule is subsequently incorporated into the WTS assessment schedule. Changes to the assessment schedule are agreed upon between the WTS QAM and CCP QA on an as-needed basis.

4.1.7 Inspections Interfaces

Quality-affecting items and materials procured by CCP are received by qualified CCP personnel in the field, by WTS inspectors at the WIPP site, or at a vendor location. Items inspected by CCP personnel are inspected in accordance with CCP-QP-026, *CCP Inspection Control*.

Equipment design, fabrication, refurbishment and/or modification procurement actions that fall outside of CCP's area of expertise (program for demonstrating compliance with the WAP, WAC, and the TRAMPAC), must be coordinated with WTS Oversight Programs for their participation in inspection planning and source inspections.

CCP personnel may also be qualified by WTS QA to perform receipt inspections for items purchased using a Quality Credit Card (Q-Card) in accordance with WP 15-PC3044, *Quality Credit Card Purchases*.

4.1.8 Compliance Investigating and Reporting

The WTS Compliance Coordinator has the primary responsibility for tracking, investigating, and reporting of compliance issues and activities that apply to CCP. The CCP organization and CCP management comply with the assigned responsibilities and duties of "Line Management" and "Responsible Manager" as defined and described in WTS WP 15-RA.01, Nuclear Safety & Worker Safety Program and Health Compliance Program. CCP QA has appointed an interpretive authority to provide assistance to the WTS Compliance Coordinator in compliance issues and activities affecting CCP.

5.0 RECORDS

No records are generated by this document, but are generated by, and identified in the procedures listed in this document.