

# CCP-QP-010

Revision 21

## CCP Document Preparation, Approval, and Control

EFFECTIVE DATE: 10/06/2010

Larry Porter

PRINTED NAME

APPROVED FOR USE

RECORD OF REVISION

Revision Number	Date Approved	Description of Revision
6	12/12/2001	<p>Revised to clarify the review process as a result of an audit conducted at SRS. Section 2.0 was rewritten. Section 4.1 was split into two Sections, 4.1 Processing New Procedures, and 4.2 Revising Documents. Numerous editorial changes.</p> <p>In addition, the requirements and procedural steps of CCP-QP-007 have been incorporated into this revision. CCP-QP-007 has been cancelled.</p> <p>All changes are indicated by a side bar.</p>
7	02/06/2002	<p>Clarification for the format of jointly-developed technical procedures.</p> <p>Clarification regarding the electronic document management system(s).</p>
8	05/31/2002	<p>Addition of language to accommodate CCP configuration management/authorization basis documents.</p> <p>Other minor changes as indicated.</p>
9	07/12/2002	<p>Deleted Table 2 and revised the following steps/Sections accordingly: 2.5.2, 3.10, 4.1.21, and 4.2.22. Clarified steps 2.2.3[C], 4.2.23, 4.2.24, Section 4.4 and the note prior to step 4.1.27.</p>
10	09/26/2002	<p>Deleted step 2.2.3[F].</p>
11	05/29/2003	<p>Added new Section for electronic forms. Added validator responsibilities. Combined Sections for creating and revising documents.</p>
12	08/24/2004	<p>Revised to clarify responsibilities and remove references to electronically fillable forms. Added a note to Section 4.0 discussing the phased approach of placing currently stand-alone forms in procedures.</p>
13	11/08/2005	<p>Revised to remove requirements for Performance Demonstration Program (PD) review by the CBFO PDP Coordinator. Revised Attachment 1.</p>
14	11/16/2006	<p>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).</p>

RECORD OF REVISION (Continued)

Revision Number	Date Approved	Description of Revision
15	03/14/2007	Revised note in Section 2.3, clarifying the format for documents previously used in a certified program.
16	08/02/2007	Revised to create consistency in wording pertaining to submitting data quality and performance criteria affecting changes to U.S. Department of Energy – Carlsbad Field Office (DOE/CBFO) for review and approval. Relocated section pertaining to validator review.
17	01/16/2008	Revised to allow additional unit of designation for acceptable knowledge (AK) documents. Also, revised to address concern raised during Quality Assurance (QA) audit A-08-07.
18	05/28/2009	Revised to move the site technical representative (STR) after the Site Project Manager (SPM) in order to reorganize the document review cycle. Added step 2.2.3[F] clarifying the process for obtaining CBFO signature approvals on cover sheets of certain CCP documents. Added a NOTE in step 3.6 and step 4.1.20 clarifying the validation process for technical operating procedures. Incorporated a number of editorial corrections throughout the procedure.
19	03/12/2010	Revised based on conditions identified in CAR-CCP-0001-10. Removed requirement to identify Corrective action Report (CARs) and Nonconformance Reports (NCRs) in revision history and clarified notes in Attachment 1, Technical Procedure Writer's Guide.
20	06/30/2010	Revised to bring this procedure in line with the new revision of CCP-TP-005, <i>CCP Acceptable Knowledge Documentation</i> , and to update the records section.
21	10/06/2010	Revised to update references to the <i>Waste Isolation Pilot Plant Hazardous Waste Facility Permit</i> .

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## 1.0 PURPOSE

This procedure describes the process for preparing, reviewing, approving, issuing, and controlling the distribution of Central Characterization Project (CCP) documents controlled by CCP Document Services.

### 1.1 Scope

This procedure applies to waste characterization and certification documents, including transportation, certification, and waste packaging. Documents can include instructions, procedures, plans, drawings, test plans, management plans, technical reports, performance reports, and test reports.

## 2.0 REQUIREMENTS

### 2.1 References

#### Baseline Documents

- DOE Order 5480.19, *Conduct of Operations Requirements for DOE Facilities*

#### Referenced Documents

- DOE-STD-1029-92, *DOE Writer's Guide for Technical Procedures*
- DOE/WIPP 01-3187, *Quality Assurance Program Plan for TRUPACT-II Gas Generation Test Program*
- DOE/WIPP-02-3122, *Transuranic Waste Acceptance Criteria for the Waste Isolation Pilot Plant*
- DOE/WIPP-02-3214, *Remote-Handled TRU Waste Characterization Program Implementation Plan*
- *Waste Isolation Pilot Plant Hazardous Waste Facility Permit, Waste Analysis Plan*
- DOE-CBFO-94-1012, *U.S. Department of Energy Carlsbad Field Office Quality Assurance Program Document*
- CCP-PO-001, *CCP Transuranic Waste Characterization Quality Assurance Project Plan*
- CCP-PO-002, *CCP Transuranic Waste Certification Plan*
- CCP-PO-003, *CCP Transuranic Authorized Methods for Payload Control (CCP CH-TRAMPAC)*
- CCP-PO-005, *CCP Conduct of Operations*
- CCP-PO-006, *CCP Conduct of Operations Matrix*
- CCP-PO-016, *CCP Gas Generation Testing Program Quality Assurance Project Plan*
- CCP-PO-401, *CCP Contact-Handled Transuranic Authorized Methods for Payload Control (CCP CH-TRAMPAC) For Intersite Shipments*

- CCP-PO-505, *CCP Remote-Handled Transuranic Authorized Methods for Payload Control (CCP RH-TRAMPAC)*
- CCP-QP-001, *CCP Graded Approach*
- CCP-QP-008, *CCP Records Management*
- CCP-TP-005, *CCP Acceptable Knowledge Documentation*
- WP 09-10, *WIPP Preparation Guide for System Design Description Documents*

## 2.2 Quality Assurance (QA) Requirements

2.2.1 This procedure implements specific QA requirements for preparing documents used in the characterization, certification, and packaging of transuranic (TRU) waste. This includes waste characterization and certification documents, including transportation, certification, and waste packaging. Documents can include instructions, procedures, plans, drawings, test plans, management plans, technical reports, performance reports, and test reports.

2.2.2 Documents are reviewed for adequacy, correctness, and completeness prior to approval and issuance.

2.2.3 The following requirements apply to new documents and revisions to documents and are followed when preparing or processing a document.

[A] New documents are denoted as "Revision 0," and subsequent revisions are denoted by the next sequential revision number. The revision number is placed on the front page of the document, and in the header on each page of the document.

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### NOTE

The CCP reissues an entire document electronically rather than only changed pages. Deleted text is not displayed in the issued document.

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[B] Revision bars, indicating a change to the text, are included along the left-hand margin of the page. Revision bars will only show the changes made to a new revision.

- [C] Requests for a document revision identify the changes required. Document reviews consider technical adequacy and completeness, and assure that the revised contents continue to satisfy the requirements of CCP-PO-001, *CCP Transuranic Waste Characterization Quality Assurance Project Plan (QAPjP)*, CCP-PO-002, *CCP Transuranic Waste Certification Plan*, CCP-PO-003, *CCP Transuranic Authorized Methods for Payload Control (CCP CH-TRAMPAC)*, CCP-PO-401, *CCP Contact-Handled Transuranic Authorized Methods for Payload Control (CCP CH-TRAMPAC) For Intersite Shipments*, or CCP-PO-505, *CCP Remote-Handled Transuranic Authorized Methods for Payload Control (CCP RH-TRAMPAC)*, DOE/WIPP 01-3187, *Quality Assurance Program Plan for TRUPACT-II Gas Generation Test Program (QAPP)*, DOE/WIPP-02-3214, *Remote-Handled TRU Waste Characterization Program Implementation Plan*, and DOE-CBFO-94-1012, *U.S. Department of Energy Carlsbad Field Office Quality Assurance Program Document (QAPD)*.
- [D] Changes to documents, other than those defined as editorial changes or minor changes, shall be reviewed and approved by the same functional organizations that performed the original review and approval, unless other organizations are specifically designated by the Site Project Manager (SPM). Section 4.5 discusses reviews required for minor changes.
- [E] Document changes are evaluated and approved by the SPM and CCP QA before implementation. Documents requiring U.S. Department of Energy - Carlsbad Field Office (DOE/CBFO) approval are: CCP-QP-001, *CCP Graded Approach*; CCP-PO-001; CCP-PO-002; CCP-PO-003; CCP-PO-006, *CCP Conduct of Operations Matrix*; CCP-PO-016, *CCP Gas Generation Testing Program Quality Assurance Project Plan*; CCP-PO-401, and CCP-PO-505. DOE/CBFO also approves new documents and changes to documents that could impact data quality or performance criteria as defined in CCP-PO-001 and CCP-PO-002.

- [F] Documents that require DOE/CBFO signature approval on the cover sheet are assigned Effective Dates using one of the following two options:
- The Effective Date is left blank until after all approval signatures have been obtained, including those of DOE/CBFO. The Effective Date is stamped on the original document once all the required approvals are complete. For this option, the Effective Date is the date that the document is actually issued in Q&MIS®.
  - A pre-selected Effective Date is assigned that is several days later than the date the document and cover sheet are circulated for signature approval. This option allows for the time it takes to obtain CCP Management and DOE/CBFO signature approvals. If all required approvals are complete before the pre-selected Effective Date, the document must be held until the pre-selected Effective Date before it can be issued in Q&MIS®.

## 2.3 Document Format Requirements

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### NOTE

CCP-PO-001 follows the document format of the *Waste Isolation Pilot Plant Hazardous Waste Facility Permit, Waste Analysis Plan (WAP)*; CCP-PO-002 follows the format of DOE/WIPP-02-3122, *Transuranic Waste Acceptance Criteria for the Waste Isolation Pilot Plant (WAC)*, CCP-PO-003, CCP-PO-401, and CCP-PO-505 follow the format of the *CH-TRAMPAC* and the *RH-TRAMPAC*, CCP-PO-016 follows the format of DOE/WIPP 01-3187, and CCP-PO-006 is a matrix.

The format for CCP acceptable knowledge (AK) summary reports is defined in CCP-TP-005, *CCP Acceptable Knowledge Documentation*.

The format for technical procedures developed jointly with Host sites is defined in the Host site-specific interface document. These procedures are approved by both the Host site and CCP. As a minimum, technical procedures developed jointly with Host sites contain the sections shown in Table 1, Procedure Format (Example) (not necessarily in the order shown in Table 1, but the sections must be included somewhere in each jointly-developed technical procedure).

The format for configuration management (CM) procedures will contain, as a minimum, the sections shown in Table 1 (not necessarily in the order shown in Table 1, but the sections must be included somewhere in each document).

The format for CM documents designated as equipment descriptions will follow the format designated in WP 09-10, *WIPP Preparation Guide for System Design Description Documents*.

The format for documents that are from a previously certified program DO **NOT** have to follow Table 1. The documents may be used in their current format as long as they are modified to reference CCP quality procedures for quality program activities such as preparation of Nonconformance Reports (NCRs) and processing and control of records. The extent of modification will be sufficient to ensure that no quality documents from the previously certified program are required in order to perform the activities described in the documents, and that all quality program activities in the procedure are linked to CCP quality procedures.

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- 2.3.1 CCP documents will include a unique document number. For example, CCP Project Office (PO) documents are designated as CCP-PO-XXX. Health and Safety Plans (HSP) are designated as CCP-HSP-XXX. QA procedures (i.e., Quality Procedures [QP]) are designated as CCP-QP-XXX. Technical Procedures (TP) are

designated as CCP-TP-XXX. CM documents are designated as CCP-CM-XXX, and new AK documents are designated as CCP-AK-Site-XXX, where “site” indicates the associated Host site (e.g., Idaho National Laboratory [INL], Savannah River Site [SRS], Los Alamos National Laboratory [LANL]). Process Knowledge (PK) documents are designated as CCP-PK-Site-XXX. The “XXX” is a unique sequential identifier. Procedures use the subsections/format shown in Table 1. Additional subsections may be included for procedure clarification and readability. Attachment 1, Technical Procedure Writer’s Guide, is provided as a guide for calibration, maintenance, and operating procedures, and provides an example of a technical procedure in Appendix 1, Sample Procedure.

Table 1. Procedure Format (Example)

<b>CCP-XX-XXX, Rev. X</b> <b>CCP Document Title</b>	<b>Effective Date: xx/xx/20XX</b> <b>Page X of X</b>
COVER SHEET	
RECORD OF REVISION	
TABLE OF CONTENTS	
1.0 PURPOSE	The purpose section explains why the document was written (e.g., to establish or describe a process).
1.1 Scope	The scope describes what activities or processes are included and/or addressed in the procedure.
2.0 REQUIREMENTS	Project upper-tier document requirements (baseline and referenced) are referenced in this section, in addition to project-specific requirements, if applicable. This section defines specific terms used in the procedure, when appropriate. This section defines training requirements. This section may also identify software used in fulfilling requirements of a procedure. For TPs, this section also includes the equipment list, precautions and limitations, and prerequisite actions, as necessary.
3.0 RESPONSIBILITIES	The responsibilities section identifies specific responsibilities for personnel of facilities/organizations performing functions under the procedure.
4.0 PROCEDURE	This section identifies the steps to be completed in performing the procedure. Except for TP documents, this section may be plans, interface requirements, and not action steps per se.
5.0 RECORDS	Records generated, as a function of performing the procedure, are identified as lifetime, nonpermanent, or non-QA records.
Attachments (as needed)	

2.3.2 The Document Writer provides a cover sheet for procedures that includes an authorization for use line. The Document Writer also provides a header that is placed on the individual pages, excluding the cover page of a document, which includes the following information:

- Unique number identifier
- Current revision number
- CCP Document Title
- Effective date
- Page number

2.3.3 Implementing QPs, TPs, and CM procedures include the following information as appropriate to the work to be performed:

- [A] Responsibilities and interfaces of the organizations affected by the document.
- [B] Technical, regulatory, QA, or other project requirements.
- [C] Sequential description of the work to be performed, including any allowance for out-of-sequence processing.
- [D] Quantitative or qualitative acceptance criteria sufficient for determining that activities were satisfactorily accomplished.
- [E] Prerequisites, limits, precautions, process parameters, and environmental conditions.
- [F] Special qualification and training requirements or reference to special qualification and training requirements.
- [G] Methods for demonstrating that the work was performed as required (such as provisions for recording inspection and test results, checklists, or sign-off blocks).
- [H] Identification and classification of QA records generated by the implementing procedure.

## 2.4 Document Distribution and Control

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### NOTE

Document preparation, issuance, and changes that specify requirements or prescribe actions affecting quality are controlled by CCP Document Services to ensure current and correct documents are used and referenced.

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2.4.1 Controlled documents are distributed and used in accordance with the following criteria:

- [A] With the exception of AK and PK documents, controlled documents are available electronically to CCP personnel for use via the common shared area (file transfer protocol [ftp] site). All controlled documents are available through the electronic document control system (Q&MIS<sup>®</sup>).
- [B] Effective dates are established and identified on the approved documents.
- [C] Obsolete, void, or superseded documents are removed from the applicable shared areas and replaced, when applicable, with revised documents on the effective date of change.
- [D] Controls are established and maintained to identify the current status or revision of controlled documents.
- [E] Documents on the ftp site and in Q&MIS<sup>®</sup> cannot be altered without appropriate approval.

## 2.5 Additional Plan-Specific Requirements

2.5.1 The review of CCP-PO-001 includes review for technical adequacy, completeness, correctness, and the inclusion of and compliance with the requirements established by the WAP.

2.5.2 The review of CCP-PO-002 includes review for technical adequacy, completeness, correctness, and the inclusion of and compliance with the requirements established by the WAC.

2.5.3 The review of CCP-PO-003, CCP-PO-401, and CCP-PO-505 includes review for technical adequacy, completeness, correctness, and the inclusion of and compliance with the requirements established by the *CH-TRAMPAC*, *CCP CH-TRAMPAC*, and the *RH-TRAMPAC*.

- 2.5.4 The review of CCP-PO-016 includes review for technical adequacy, completeness, correctness, and the inclusion of and compliance with the requirements established by the QAPP.

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### 3.0 RESPONSIBILITIES

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#### NOTE

Reviewers of implementing procedures shall review document change proposals for compliance with the following driver documents, as applicable:

- CCP-PO-001
  - CCP-PO-002
  - CCP-PO-003 or CCP-PO-505
  - CCP-PO-016
  - CCP-PO-401
  - DOE/WIPP-02-3214
  - DOE/CBFO-94-1012
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#### 3.1 All CCP Personnel

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#### NOTE

The revision of the document that is current at the beginning of the shift shall be used throughout the shift unless a STOP WORK order is issued.

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- 3.1.1 Confirms at the beginning of each shift that the current revision of the document is being used by checking the ftp site or contacting CCP Document Services.
  - 3.1.2 Reports any obsolete or superseded information to the SPM.
  - 3.1.3 Proposes creation of a new document or changes to an existing CCP document to the SPM, as needed.
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#### NOTE

The Document Originator can be anyone who wants to develop a new document or revise/delete an existing document.

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#### 3.2 Document Originator

- 3.2.1 Proposes creation of a new document or changes to an existing CCP document to the SPM.
- 3.2.2 Researches regulatory, administrative, and operational requirements to justify the proposal.
- 3.2.3 Performs initial walkthrough of the proposed change or new document to verify functionality with the responsible reviewer prior to submittal to the SPM.

- 3.2.4 Drafts new documents and document revisions in conjunction with the Document Writer.
- 3.2.5 Resolves reviewer comments with the responsible reviewer and determines if the document requires re-review by assigned reviewers.
- 3.2.6 Provides technical comments/information to the Document Writer when revising documents.
- 3.2.7 Reviews and verifies document for adequacy, correctness, and technical content.
- 3.2.8 Ensures document complies with driver documents, as applicable.
- 3.2.9 Ensures document complies with the requirements documents cited within the document.
- 3.3 Technical Reviewer
  - 3.3.1 Provides technical comments to the Document Writer.
  - 3.3.2 Reviews and verifies document for adequacy, correctness, and technical content.
  - 3.3.3 Ensures document complies with driver documents, as applicable.
  - 3.3.4 Ensures document complies with the requirements documents cited within the document.
- 3.4 Subcontract Technical Representative (STR)
  - 3.4.1 Reviews all changes to applicable documents (defined in the Host site-specific interface document) prior to implementation.
  - 3.4.2 Provides comments to the Document Writer.
- 3.5 Facility Safety Representative (FSR)
  - 3.5.1 Reviews all changes to applicable documents (defined in the Host site-specific interface document) prior to implementation, to maintain the facility within the safe operating boundaries.
  - 3.5.2 Provides comments to the Document Writer.

3.6 Validator

- 3.6.1 Verifies and validates technical operating procedures by using step-by-step walkthroughs or similar methods.
- 3.6.2 Validates operations are in compliance with CCP-PO-005, *CCP Conduct of Operations*.
- 3.6.3 Ensures the document's instructions are clear, correct, and concise.
- 3.6.4 Provides comments to the Document Writer.

3.7 Site Project Manager (SPM)

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**NOTE**

SPM approval to create or revise a CCP document, and assignment of designated reviewers, is documented by approval of the document by the SPM.

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- 3.7.1 Concurs with the need to write new document or make changes to an existing CCP document prior to development.
- 3.7.2 Determines and assigns the appropriate technical reviewers to provide review for the document.
- 3.7.3 Provides permission to the Document Writer for concurrent and/or expedited review.
- 3.7.4 Reviews document for accuracy of content.
- 3.7.5 Verifies compliance with driver documents, as applicable.
- 3.7.6 Reviews all changes to all CCP documents to evaluate whether those changes could positively or negatively impact Data Quality Objectives (DQOs) for the purpose of reporting those changes to DOE/CBFO.
- 3.7.7 Approves all CCP documents.
- 3.7.8 Provides comments to the Document Writer.
- 3.7.9 Concurs with the resolution of any DOE/CBFO comments.

- 3.8 CCP Quality Assurance (QA)
  - 3.8.1 Provides QA oversight for the preparation, review, and approval process and reviews DOE/WIPP 94-1012, CCP-PO-001, CCP-PO-002, CCP-PO-016, CCP-PO-003, CCP-PO-401, or CCP-PO-505 for requirements compliance.
  - 3.8.2 Provides comments to the Document Writer.
  - 3.8.3 Approves all CCP documents.
- 3.9 Document Writer
  - 3.9.1 Coordinates preparation, review, approval, and issuance of controlled documents.
  - 3.9.2 Coordinates and tracks document activity.
  - 3.9.3 Assigns new document numbers and titles.
  - 3.9.4 Prepares cover sheet, as necessary.
  - 3.9.5 Performs editing on draft document prior to review.
  - 3.9.6 Distributes the document through Q&MIS<sup>®</sup> to the review/approval personnel.
  - 3.9.7 Forwards review comments to the document originator for comment resolution and disposition.
  - 3.9.8 Updates the ftp site and Q&MIS<sup>®</sup>, and checks that these document locations are current.
  - 3.9.9 Maintains the electronic and hard copy files of all records generated by this procedure for each document processed.

3.10 Review and approval of CCP Documents

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**NOTE**

CCP documents are developed for activities that affect the quality of the waste characterization and certification process and are reviewed before approval by qualified and independent individuals. This review and approval process is accomplished before implementation of CCP activities.

Reviews will be performed by individuals, other than the document originator, who are technically competent in the subject area being reviewed.

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- 3.10.1 All CCP documents are, at a minimum, reviewed and approved by the technical reviewer, CCP QA, and the SPM, except for minor changes as explained in Section 4.5.
- 3.10.2 The SPM may assign other personnel to review documents and will inform CCP Document Services of other reviewers.
- 3.10.3 Host site STRs and FSRs will review documents as designated in their respective Host site-specific interface document.
- 3.10.4 In addition to the requirements above, CCP-PO-001, CCP-PO-002, CCP-PO-003, CCP-PO-006, CCP-PO-016, CCP-PO-401, CCP-PO-505, and CCP-QP-001 are also reviewed and approved by CCP Management and DOE/CBFO as follows:
- [A] The SPM, CCP QA, CCP Manager, and DOE/CBFO Manager reviews and approves CCP-PO-006. The DOE/CBFO Manager signs the cover sheet.
  - [B] The SPM, CCP QA, CCP Manager, DOE/CBFO QA Manager, and DOE/CBFO Office Director, Office of National TRU Program, reviews and approves CCP-PO-001, CCP-PO-002, CCP-PO-003, CCP-PO-401, CCP-PO-016, and signs the cover sheet.
  - [C] The SPM, CCP QA, RH Manager, DOE/CBFO QA Manager, and DOE/CBFO Office Director, Office of National TRU Program, reviews and approves CCP-PO-505 and signs the cover sheet.
  - [D] The SPM, CCP QA, and DOE/CBFO QA Manager reviews and approves CCP-QP-001, and documents approval within Q&MIS<sup>®</sup>, or via email.

- 3.10.5 The documents listed in step 3.10.4 are forwarded to DOE/CBFO via e-mail with a full justification of changes and changes that could impact data quality or performance criteria as defined in CCP-PO-001 and CCP-PO-002 in the text of the e-mail at: [site.documents@wipp.ws](mailto:site.documents@wipp.ws).
- 3.10.6 All proposed new documents and revisions to documents that could impact data quality or performance criteria as defined in CCP-PO-001 and CCP-PO-002 must be submitted to DOE/CBFO via e-mail with a full justification of changes in the text of the e-mail. All changes that could impact data quality or performance criteria as defined in CCP-PO-001 and CCP-PO-002 must be listed and described in the text of the e-mail. Document submittal e-mails are provided to DOE/CBFO via the DOE/CBFO e-mail site at: [site.documents@wipp.ws](mailto:site.documents@wipp.ws).

#### 4.0 PROCEDURE

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**NOTE**

Upon resolution of comments, the Document Originator will determine if the nature and extent of the changes warrants a re-review of the draft document.

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**NOTE**

An interactive, concurrent, expedited, or non-sequential review may be performed in lieu of a sequential review, with permission from the SPM.

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#### 4.1 Processing Documents

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**NOTE**

The Document Originator can be anyone who wants to develop a new document or revise/delete an existing document.

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**Document Originator**

- 4.1.1 Develop proposed changes, with a justification for the change, and a summary of the change for the Record of Revision.
- 4.1.2 Perform an initial walkthrough of the document to verify functionality.
- 4.1.3 Submit proposed changes to CCP Document Services.

**Document Writer**

- 4.1.4 Forward proposed changes to the SPM.

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**SPM**

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**NOTE**

Changes to documents, other than those defined as editorial changes or minor changes, shall be reviewed and approved by the same functional organizations that performed the original review and approval, unless other organizations are specifically designated by the SPM.

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**NOTE**

SPM approval to create or revise a CCP document, and assignment of designated reviewers, is documented by approval of the document by the SPM.

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- 4.1.5 Concur with or deny the proposal to develop a new document or changes to existing documents.
- 4.1.6 Determine the organizations that are affected and/or the organizations that have responsibilities as a result of implementing the document.
- 4.1.7 Identify/designate the validator, if applicable, and other document reviewers, ensuring compliance with the applicable Host site-specific interface documents.
- 4.1.8 Inform the Document Writer of the validator, if applicable, and other reviewers.

**Document Writer**

- 4.1.9 **IF** new document,  
**THEN** assign a document number to track the draft preparation, review comments, comment resolution, final document preparation, and distribution.
- 4.1.10 Format and edit draft document, **AND** make an entry in the Record of Revision briefly describing the purpose of the revision or new document.
- 4.1.11 **IF** the revision is for a minor change as defined in Section 4.5,  
**THEN** confirm the words "Minor Change" appear in the Record of Revision.
- 4.1.12 Distribute the draft document for review through Q&MIS<sup>®</sup> to the reviewers, as designated by the SPM.

4.1.13 Place an Adobe® Portable Document File (pdf) copy of the draft document on the ftp site in the Draft Documents folder, via a standard windows-based operation, for viewing by external reviewers.

#### **Technical Reviewers**

4.1.14 Perform the review using the criteria established in Section 3.3.

4.1.15 Transmit comments to the Document Writer via e-mail, within Q&MIS®, or hard copy (e.g., fax copy, hand written copy).

#### **Document Writer**

4.1.16 Forward comments to the Document Originator for resolution.

4.1.17 Upon resolution of comments from the Document Originator, incorporate comments, **AND** distribute draft document for review through Q&MIS®.

4.1.18 Place a copy of the draft document on the ftp site in the Draft Documents folder, via a standard windows-based operation, for viewing by external reviewers.

**NOTE**

Validation reviews will be performed by individuals other than the Document Originator. The Validator shall be technically competent in the subject area being validated.

Validation is required for all new technical operating procedures. The SPM will determine if validation is required to revisions of existing technical operating procedures. Validation must be performed by using step-by-step walkthroughs or similar methods.

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**Validator (if applicable)**

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**NOTE**

Validation of technical operating procedures is to be performed by a two-person team. One person reads the operating steps aloud while the other person verifies that they can be performed just as written.

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4.1.19 **IF** the document requires validation per SPM direction, **THEN** perform the following:

- [A] Perform the document exactly as written using step-by-step walkthroughs or similar methods.
- [B] Perform the review using the criteria established in Section 3.6.
- [C] Transmit comments to the Document Writer via email, within Q&MIS<sup>®</sup>, or hard copy (e.g., fax copy, hand written copy).

**Document Writer**

4.1.20 Forward comments to the Document Originator for resolution.

4.1.21 Upon resolution of comments from the Document Originator, incorporate comments, **AND** distribute draft document for review through Q&MIS<sup>®</sup>.

4.1.22 Place a copy of the draft document on the ftp site in the Draft Documents Folder, via a standard windows-based operation, for viewing by external reviewers.

**SPM/CCP QA Review**

4.1.23 Perform the review using the criteria established in Sections 3.7 and 3.8.

4.1.24 Transmit comments to the Document Writer via e-mail, within Q&MIS<sup>®</sup>, or hard copy (e.g., fax copy, hand written copy).

**Document Writer**

4.1.25 Forward comments to the Document Originator for resolution.

4.1.26 Upon resolution of comments from the Document Originator, incorporate comments, **AND** distribute draft document for review through Q&MIS<sup>®</sup>.

4.1.27 Place a copy of the draft document on the ftp site in the Draft Documents Folder, via a standard windows-based operation, for viewing by external reviewers.

**FSR and/or STR (if applicable)**

4.1.28 **IF** the document requires review per the Host site-specific interface document,  
**THEN** perform the following:

[A] Review the document.

[B] FSR, review the document to ensure the facility is maintained within safe operating boundaries, **AND** is in compliance with site authorization basis and the Host site-specific interface document.

[C] Transmit comments to the Document Writer via email, within Q&MIS<sup>®</sup>, or hard copy (e.g., fax copy, hand written copy).

**Document Writer**

4.1.29 Forward comments to the Document Originator for resolution.

4.1.30 Upon resolution of the comments by the Document Originator, incorporate comments, **AND** distribute draft document for review through Q&MIS<sup>®</sup>.

4.1.31 Place a copy of the draft document on the ftp site in the Draft Documents Folder, via a standard windows-based operation, for viewing by external reviewers.

**SPM**

4.1.32 **IF** the document is new or if the document is a change to an existing document, **AND** the new document or changes to the existing document could impact data quality or performance criteria as defined in CCP-PO-001 or CCP-PO-002, **THEN** provide the Document Writer, via e-mail or Q&MIS<sup>®</sup>, a full justification for document changes and any changes that could impact data quality or performance criteria as defined in CCP-PO-001 and CCP-PO-002, **AND** direct the Document Writer to send the document to DOE/CBFO within five days of project level review.

**Document Writer**

4.1.33 **IF** directed by the SPM, **THEN** submit document to DOE/CBFO for review/approval with a full justification for document changes and any changes that could impact data quality or performance criteria as defined in CCP-PO-001 and CCP-PO-002 via e-mail at: [site.documents@wipp.ws](mailto:site.documents@wipp.ws).

---

**NOTE**

DOE/CBFO comments are formally documented on a DOE/CBFO Document Review Record (DRR) which is transmitted to CCP Document Services via e-mail from DOE/CBFO.

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4.1.34 **IF** DOE/CBFO provides comments, **THEN** forward comments to the SPM for resolution.

**SPM**

4.1.35 Resolves DOE/CBFO comments, **AND** transmits the dispositioned DRR to the Document Writer.

**Document Writer**

4.1.36 Incorporate changes provided by the SPM or designee, **AND** transmit the DRR and revised document to DOE/CBFO via e-mail at [site.documents@wipp.ws](mailto:site.documents@wipp.ws), **OR** make arrangements for an interactive review as directed by the SPM and/or DOE/CBFO.

**NOTE**

Finalizing a document includes, but is not limited to, verifying correct format, spelling, and references.

---

4.1.37 Upon DOE/CBFO approval, finalize document.

4.1.38 Perform the following to the document:

- [A] Remove all Draft indicators on the cover page and in document header(s), **AND** mark as Controlled Copy.
- [B] Insert effective date and CCP Manager or RH Manager name on the cover page.
- [C] Place effective date in document header(s).
- [D] Place effective date in the Record of Revision.

4.1.39 Issue the controlled copy of the document through Q&MIS<sup>®</sup>, with read-only access to users.

4.1.40 Perform the following activities:

- [A] Place a pdf copy of the approved document on the ftp site in the Controlled Documents folder, via a standard windows-based operation, for viewing by external users.
- [B] Delete the draft document from the Draft Documents folder on the ftp site.

4.2 Document Use

**CCP Personnel**

---

**NOTE**

Approved documents must be used to ensure that tasks are performed in a consistent manner that results in achieving the quality required.

At the beginning of each shift, CCP personnel will confirm the current revision of the document is being used. This revision of the document will be used throughout the shift unless a STOP WORK order is issued.

---

4.2.1 Check that the current revision of an approved document is being used by performing one of the following activities:

**NOTE**

Any hard copies of documents kept at facilities are considered to be working copies requiring verification that they are **NOT** out-of-date prior to use. If the ftp site is unavailable, Document Services may be telephoned to determine which revision is current.

---

- [A] Verify that the existing working copy is current by comparing the revision number of the working copy to the revision number of the controlled copy of the document on the ftp site in the Controlled Documents folder,

**OR**

- [B] Print a new working copy of the document on the day of use from the ftp site.

4.3 Process Steps Specific to CCP-PO-001

4.3.1 The SPM and CCP QA ensures CCP-PO-001 meets the requirements listed in Section 2.2 of this procedure and includes:

- [A] The qualitative or quantitative criteria for determining whether the CCP activities are being satisfactorily performed.
- [B] The identity of the CCP organization(s) and positions responsible for the implementation of CCP-PO-001.
- [C] References to CCP-specific documentation that details how each of the required elements of the characterization project are performed.
- [D] A description of the organization, format, content, and designation of the document.
- [E] An approval and date page indicating the document has been reviewed and approved.

4.4 Canceling a Document

**CCP Personnel**

4.4.1 Notify the SPM and Document Writer that a document needs to be cancelled.

### Document Writer

- 4.4.2 Obtain approval for document cancellation from the SPM.
- 4.4.3 Upon receiving approval from the SPM, remove the document from use as follows:
  - [A] Remove all “Controlled Copy” indicators on the cover page and in document header(s), **AND** mark as “OBSOLETE.”
  - [B] Make the document obsolete in Q&MIS®.
  - [C] Remove the document from the ftp site Controlled Documents folder.
- 4.4.4 Notify CCP Training and CCP Records personnel of the document cancellation via email.

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### **NOTE**

The SPM decides if notification to other personnel, such as Document Originator, CCP QA, etc., is required.

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- 4.4.5 **IF** directed by the SPM,  
**THEN** notify other personnel of the document cancellation.
- 4.5 Minor Changes to CCP Documents
  - 4.5.1 Editorial or minor changes may be made to all CCP documents **except** CCP-PO-001, CCP-PO-002, CCP-PO-003, CCP-PO-016, CCP-PO-401, CCP-PO-505, and CCP-QP-001 without the same level of review and approval as the original document. The following items are considered editorial or minor changes:
    - [A] Correcting grammar or spelling (the meaning has not changed).
    - [B] Renumbering sections or attachments.
    - [C] Updating organization titles.
    - [D] Changes to non-quality affecting schedules.
    - [E] Revising or reformatting forms, providing the original intent of the form has not been altered.
    - [F] Attachments marked “Example,” “Sample,” or exhibits that are clearly intended to be representative only.

- 4.5.2 A change in an organizational title accompanied by a change in responsibilities is not considered an editorial change.
- 4.5.3 Changes to the text shall be clearly indicated in the document.
- 4.5.4 All Host site-specific changes shall be evaluated and approved by the SPM and CCP QA before implementation.

## 5.0 RECORDS

5.1 Records generated during the performance of this procedure are maintained as QA records in accordance with CCP-QP-008, *CCP Records Management*. The records are the following:

### 5.1.1 QA/Nonpermanent

[A] Controlled Document (Current/Historical)

[A.1] Review/Approval Documentation (may include but is not limited to Q&MIS<sup>®</sup> reports, letters, emails, DRRs, etc.).

## Attachment 1 – Technical Procedure Writer’s Guide

### 1.0 INTRODUCTION

The purpose of this writer's guide is to establish the style to be used in writing technical procedures. A technical procedure is required when a defined task or activity is to be performed that meets one of the following criteria: (1) provides specific direction for operating equipment and/or systems included in the CM process, and (2) provides specific direction for physical activities that require repeatability and documented results. For example:

- Environmental sampling operations
- Hazardous waste packaging/handling
- Maintenance of equipment

Technical Procedures - prescribe precisely how to accomplish the various technical tasks associated with startup, testing, operation, and maintenance of CCP equipment and systems. Technical procedures specify fixed tasks and define activities in a way that ensures operations are safe, efficient, and practiced within the appropriate margins of safety.

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#### NOTE

The basic steps for developing a procedure can be found in DOE-STD-1029-92, *DOE Writer's Guide for Technical Procedures*.

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#### NOTE

A sample CCP procedure (Appendix 1) has been added to this guide to provide a visual sample.

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#### NOTE

This guide is intended to be used for assistance in procedure development and formatting.

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### 2.0 FORMAT

#### 2.1 Procedure Titles

Write procedure titles that are short, concise, clear, and descriptive of the system, equipment, process, or activity. Avoid using acronyms in procedure titles.

## 2.2 Section Headings

Break the text of the procedure into sections by grouping related action steps or related functions. Headings perform the following functions:

- Help users locate information in the procedure.
- Break up long series of actions into manageable segments.
- Track progress through the procedure, especially when branching to other sections.
- Give each major activity in the main body of the procedure a unique and descriptive heading.

Major sections have all letters uppercase (e.g., INTRODUCTION, PERFORMANCE).

Secondary sections are initial caps (e.g., Develop Schedule). Secondary sections organize action steps.

## 2.3 Letter Font and Style

The font and style to be used in the body of the procedure is normally Arial 12.

## 2.4 Page Margins

Portrait-oriented page margins are normally as follows:

- 1.0 inch top margin
- 1.0 inch bottom margin
- 1.0 inch left margin
- 1.0 inch right margin

Landscape-oriented page margins are normally as follows:

- 1.0 inch top margin
- 0.5 inch bottom margin
- 0.5 inch left margin
- 0.5 inch right margin

## 2.5 Tab Settings

Tab Settings are normally as follows:

1.0 inch 1.5 inch 2.0 inch 2.5 inch 3.0 inch 3.5 inch 4.0 inch

## 2.6 Step Numbering

Step numbering is normally as follows:

1.0 Primary section or first-level action step

1.1 Secondary section or second-level action step

1.1.1 Third-level action step

[A] Fourth-level action step

## 2.7 Emphasis

Emphasize information that, if overlooked or misinterpreted, could result in user error. Use upper case and/or bolding to emphasize important information, unless directed otherwise in this document (e.g., STOP WORK, GO TO, **NOT, IF, THEN, OR, and AND**).

## 2.8 Title Page

The title page is the first page of a procedure and contains the following information about the procedure:

- Type of procedure
- Document number
- Revision number
- Title
- Effective date
- Approved for use line

## 2.9 Second Page Header

A two or three-line header will be printed on the second page of a procedure and all subsequent pages, containing the following information:

- (Flush left/first row) procedure number, revision number and (right justified) effective date.
- (Flush left/second row) procedure title and (right justified) page numbering (e.g., Page 1 of 1).

## 2.10 Record of Revision Page

The Record of Revision page is the second page of a procedure. The table on the page contains a condensed history of the procedure. Data in the table normally are revision number, date of revision, and a short description of what the revision entailed and why the revision was required. If the revision is for a minor change, then the words, "Minor Change" must appear in the Record of Revision.

## 2.11 Table of Contents

The Table of Contents helps users locate the portions of the procedure they need for a specific operation. The use of a Table of Contents should be done on a graded approach based on the following criteria:

- The number of subsections in the performance section that can be performed independently
- The length of the procedure

Required entries in the Table of Contents are:

- Section headings
- Subsection headings in the Performance Section
- Attachments, if applicable
- Tables, if applicable
- Figures, if applicable
- Appendixes, if applicable

## 2.12 Grammar

The Gregg Reference Manual is the standard to be used for capitalization, punctuation, and hyphenation (do not use hyphens to break words at the end of a line). Spell out acronyms, abbreviations, symbols, units, and terms not found in Webster's Dictionary or not normally used by the action performer during first usage in the performance section of the procedure.

## 2.13 Attachment Format

Locate the attachment number and title one line below the page header on the left margin.

Place the attachment title on the same line as the attachment number separated by a space, a long hyphen, and a space (e.g., Attachment 1 – Electronic Symbols).

Locate the attachment page number on the first line of the page, flush right to the margin with the word "Page" followed by the page number of the attachment (not the procedure page number) and the total number of pages of the attachment (e.g., Page 1 of 1).

## 2.14 Warnings, Cautions, and Notes

---

### **NOTE**

Action statements **SHOULD NOT** be placed in Warnings, Cautions, or Notes.

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**WARNINGS** attract attention to specific personnel hazards and contain information that is essential to safe performance. Warnings may include conditions, design limitations, practices, and procedures to be complied with to avoid loss of life, personal injury, or health hazards.

Outline warning statements in a single thick-lined box (single row, single column table). Extend the warning box from left margin to right margin.

Leave one blank line above and below the warning box.

Boldface, capitalize, and center the word "warning" inside the box above the text.

Separate the word "warning" from the warning text with one blank line.

Left indent the text of the warning.

Place warnings immediately before and on the same page as the related step (regardless of page length).

Place warnings prior to cautions and notes when a step has both warnings and cautions or notes.

Warning example:

**WARNING**

DO **NOT** stand between the container and the High Efficiency Particulate Air (HEPA) inlet when removing drum filter.

**CAUTIONS** attract attention to specific equipment or environmental hazards.

Outline caution statements in a double-lined box (single row, single column table). Extend the caution box from left to right margin.

Boldface, capitalize, and center the word “caution” inside the box above the text.

Separate the word “caution” from the caution text with one blank line.

Left indent the text of the caution.

Place cautions immediately before and on the same page as the related step (regardless of page length).

Place cautions prior to notes when a step has both cautions and notes.

Leave one blank line above and below the caution box.

Caution example:

**CAUTION**

The DSA1000 units and detectors must warm up and stabilize for at least one hour after the power is applied and HV is turned on prior to drum examination and data acquisition.

**NOTES** call attention to important supplemental information. The information may be a reminder of preparatory information needed to perform the activities of a step.

Outline notes in a single-lined box (single row, single column table) with no right or left lines. Extend the box from left to right margin. Boldface, capitalize, and center the word “note” inside the box above the text. Indent the text of the note.

Place the note either before or after the applicable step, depending on when the user needs the information.

Note example:

---

**NOTE**

A background check is performed at least once per day at the beginning of the operational day prior to assaying.

---

### 2.15 Figures and Tables

Figures and Tables may be used in the body of the procedure at the applicable step, or may be grouped in an attachment. The determination for use is based on complexity of the procedure or to increase user friendliness. Number and title a figure/table as follows:

- Use initial caps for the figure/table number and title.
- Left justify the figure/table number and title on a line or lines as needed above the top of the figure/table.
- Single space between the last line of the title and the top line of the figure/table.
- Separate the word "Figure/Table" and the title of the figure/table with a period at the end of the figure number followed by two spaces (e.g., Figure 1. Designated Parking Areas).

## 3.0 WRITING ACTION STEPS

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**NOTE**

Action steps in CCP procedures use imperative sentences (commands) instead of declarative sentences (for example, "Manager, approve completed work order" or "Provide approved storage for classified documents").

---

### 3.1 Standard Action Steps

The basic element of an action step is an imperative sentence, a command to perform a specific action. An action step answers the question, "What is to be done?" Write each action step to direct the user to perform a single action.

Start the step with a singular present-tense action verb.

Describe the direct object of the verb.

Initially refer to instruments and components using both the equipment name and number. After the initial reference, write equipment names exactly as the equipment is labeled.

If the equipment is not labeled within the facility, use equipment nomenclature precisely as it appears in the documentation.

Complete the step with supportive information about the verb and the direct object. Supportive information includes further description of the object or the recipient of the object.

Write steps using words that are easily understood by the intended users.

Break one subsection into two or more subsections to simplify the step structure if necessary. Use main steps to allow users to quickly comprehend the purpose of the step. Use substeps to provide specific details for performance. Both main steps and substeps use the same basic format.

If someone other than the cognizant user is responsible for performing a step, identify the person (by position) to perform the step.

Include articles (a, an, the) when referring to a general item; omit articles when referring to specific items (for example, change "Open the door," to "Open door SB-9").

Present action steps, including associated action substeps and lists, with a minimum of interruption (for example, page breaks).

### 3.2 Writing Conditional Action Steps

Two types of conditional steps are generally needed in a procedure:

- A step where the action depends on an unexpected but possible condition (if clause).
- A step where the action depends on an expected condition (when clause).

Describe the condition first (**IF** or **WHEN** clause) and then the action to be taken. The **IF** or **WHEN** clause is followed by a comma. Conditional action steps that are not critical are written as follows:

4.1 If stock tank is full, close valve.

Conditional action steps that are critical are written with the action introduced with the word **THEN** on the next line emphasized. Critical action steps are written as follows:

4.1 **IF** RAD tank is full,  
**THEN** close valve.

### 3.3 Writing Logic Steps

When multiple conditions are required to be evaluated, these are considered logic steps. The logic terms **AND** and **OR** are used in conjunction with a conditional step to indicate a choice needs to be made.

If two conditions are required, and both of these conditions must be met, place the logic term **AND** between the conditions. Begin a new line with **THEN** followed by the action.

If two conditions are involved, and one of the conditions must be met before the action is taken, place the logic term **OR** between the conditions. Begin a new line with **THEN** followed by the action.

If three or more conditions are described, use a list format as follows:

4.1 **IF** Rad tank meets TWO of the following conditions:

- 3/4 full
- Alarming
- Isolated

**THEN** perform, ONE of the following:

- Close Valve A
- Close Valve B
- Secure Pump PMP-1

Avoid using the logic term **AND** with the logic term **OR** on the same line of a conditional statement. Write the conditional statement using only one logic term on a line. Start a new line for each additional logic term used.

4.1 **IF** Rad tank is 3/4 full **AND** isolated,  
**OR** alarming,  
**THEN** open Valve A.

Use only **AND** and **OR** to join conditions that include both a subject and a predicate. If two subjects apply to the same predicate (e.g., "**IF** temperature and pressure are stable, ... ") or one subject takes two predicates (e.g., "**IF** level is stable or falling, ... ") use the unemphasized conjunctions and or or rather than the emphasized logic terms.

Avoid using **NOT** if a single word can be used and the condition can be stated in a positive manner.

#### 3.4 Non-sequential Action Steps

Identify that a series of steps may be performed non-sequentially by placing a note before the sequence of steps that can be performed non-sequentially, or bullets may also be used to indicate non-sequential steps.

#### 3.5 Alternative Action Steps

Alternative action steps are used when it is beneficial for users to be provided with more than one option. It is important to ensure that only one alternative is performed.

Present alternative actions as items in a list within a single step.

Use the word "one" to introduce the list of alternatives (e.g., "Perform **ONE** of the following actions").

#### 3.6 Continuous Action Steps

Continuous action steps are conditional steps where the conditions they describe must be monitored throughout a procedure or a portion of a procedure. For example, a user may need to monitor a gauge and take a specific action if the gauge, at any point during the procedure, indicates a reading above or below a specific level.

Place continuous action steps in the procedure at the point at which they first apply. Repeat the steps periodically, as appropriate, in the body of the procedure.

Format continuous steps as conditional steps and state the portion of the procedure during which they are applicable.

### 3.7 Repeated Action Steps

Repeated action steps are simple steps that must be performed more than once during the execution of a procedure.

If a step must be repeated an indefinite number of times to achieve an objective, specify that the step is to be repeated until the expected results are achieved.

If a large group of repetitive actions is required and becomes cumbersome, address the actions in steps that reference an attachment (an example of a large group of repetitive actions is a series of valve alignments).

Notify the performer when repeated action steps are to be discontinued.

### 3.8 Action Steps Containing Verifications

Verification of steps provides assurance that a required condition exists. If the condition does not exist, the user takes appropriate action to obtain the required condition before proceeding.

Specify the type of verification, who is to verify, how to verify, and when to verify the step.

### 3.9 Action Steps to Branch or Reference Elsewhere

Referencing and branching increase the potential for error, with attendant safety and administrative consequences. Therefore, branching and referencing are highly discouraged. Use referencing and branching only when it is necessary to direct the user to information that is vital to the performance of the activity and when it is not appropriate to incorporate that information into the base procedure.

Branching routes the procedure user to other subsections within the procedure or to other procedures when the user does not return to the original position.

Referencing routes the procedure user to other subsections within the procedure or to other procedures and then back to the original position in the base procedure.

Evaluate the following criteria to determine if referencing or branching is appropriate:

- Can steps be readily incorporated rather than referenced?

- Will branching and referencing reduce user comprehension and ease of use?
- Will users be directed to small isolated subsections, rather than whole procedures or attachments?
- Will branching and referencing cause users to bypass prerequisites that affect the section to which they are being directed?
- Will branching and referencing cause users to bypass precautions and limitations that affect the section to which they are being directed?

If the answer to all of the above questions is NO, referencing or branching may be appropriate. If referencing or branching is appropriate, use the following methods:

- Indicate a branch step by using the words "GO TO" as applicable.
- Specify the location where the user is to go. If the user is being sent to another procedure, identify the procedure number and title. If the user is being sent to another location in the base procedure, identify the specific section/step in the procedure.
- Indicate referencing, by using the terms "GO TO" and "RETURN TO" in the same step to indicate the reentry point into the base procedure.

Ensure that a reference or branch directs the user to all material needed as a prerequisite to the identified material. For example, ensure that the user does not bypass an applicable caution or prerequisite step.

Emphasize "GO TO" and "RETURN TO" in branching or referencing steps.

### 3.10 Action Steps with Acceptance Criteria

Acceptance criteria provides a basis for determining the success or failure of an activity. Acceptance criteria may be qualitative (specify a given event that does or does not occur) or quantitative (specify a value or value range).

Determine where specific acceptance criteria are to be presented in the procedure; either or both of the following methods can be used.

State the location of acceptance criteria, whether located at individual action steps (used when criteria are satisfied at the time of performance),

or located in data sheets or other procedures. When acceptance criteria are located in other procedures, link procedures together using referencing techniques if the information cannot be included in the procedure.

Provide a summary of the acceptance criteria in a table, or a list as an attachment.

Include instructions for notifications to be made or actions to be taken immediately by the user in the event that specified acceptance criteria are not met using the standard notification step stated earlier. Place these instructions or actions in the body of the procedure. Ensure that these actions are consistent with administrative instructions.

Use acceptance criteria that consist of nominal values, and allowable ranges.

## 4.0 SECTIONS

### 4.1 Purpose

Address the purpose of the procedure. The purpose provides a clear description why the document was written (e.g., to describe the goals to be achieved by performing the procedure).

#### 4.1.1 Scope

The scope describes what activities or processes are included in the procedure. The scope also discusses the limitations of the procedure or what the procedure does not cover.

### 4.2 Requirements

One subsection of the Requirements Section defines reference documents. Other subsections define, as appropriate, specific terms used in the procedures (definitions), training requirements, equipments list, precautions and limitations, and prerequisite actions.

#### 4.2.1 References

There are two types of reference documents:

- Baseline Documents
- Referenced Documents

Baseline Documents is a list of specific documents used to develop and maintain the procedure.

Referenced Documents is a list of documents called out in the body of the procedure.

Group Baseline Documents by originating organization (i.e., *Code of Federal Regulations* [CFR], DOE Orders) in the reference section, to allow easy location of materials.

#### 4.2.2 Training Requirements

This subsection lists all special training required for personnel to perform the procedure.

#### 4.2.3 Equipment List

This subsection lists all equipment to be used during the performance of a procedure that is not ordinary craft tools, including special software. The following is a guidance to be used when listing tools:

- Identify specific equipment necessary to perform a procedure.
- Specify alternative tools and equipment.
- If the procedure has a generic application, do not include instrument-specific information (e.g., serial number or calibration date). This information is included in application-specific procedures.
- Provide clear specifications for defining test equipment parameters applicable to the procedure. Specifications include ranges, accuracies, and compliance with calibration standards.
- Ensure that range and accuracy of measuring equipment is consistent with the expected values to be measured.

The Equipment List section may be divided into subsections listing the following:

- Measuring and Test Equipment - Calibrated tools and equipment required to perform or verify performance of the procedure.

- Special Test Equipment - Items not commonly used that are required for the procedure.

#### 4.2.4 Precautions and Limitations

The precautions and limitations subsection delineates information that affects the entire procedure, or that occur at multiple points in the procedure. Failure to include precautions and limitations within the procedure can cause severe injury to, or the death of personnel, serious damage to equipment, and/or invalidation of the parameters required of the procedure.

Precautions alert procedure users to actions and conditions that represent potential hazards to personnel, possible damage to equipment, or establish abnormal conditions. Identify and address potential hazards such as the following:

- Radiation or contamination
- High temperature or high pressure fluids
- Hazardous substances
- Electrical shocks
- Excessive noise levels
- Confined space hazards
- Falls
- Moving equipment or parts of equipment
- Fire hazards

Limitations define boundaries that are not to be exceeded. Identify special qualification and training requirements as a limitation of performance of the procedure. Limitations may also state system or equipment capacities or conditions.

Do not present user actions in the Precautions and Limitations Section.

Avoid generic precautions that are part of a job description or inherent in the task.

#### 4.2.5 Prerequisite Actions

The prerequisite actions subsection identifies actions that must be completed by the user and/or requirements that must be met before the user continues with the procedure.

#### 4.2.6 Definitions

The definitions subsection list definitions of special terms used in the procedure.

#### 4.3 Responsibilities

Identify specific responsibilities for personnel performing the procedure.

#### 4.4 Procedure

The performance section contains the action steps that prescribe the principal tasks and sub-tasks.

Organize activities in the order of performance. Divide the Performance Section into subsections that logically group all related activities. Use titles for each subsection that reflect the activity rather than a generic title (e.g., Removing the Actuator rather than Actuator).

#### 4.5 Records

Identify records generated by the procedure. Classify the records as lifetime, nonpermanent, or non-QA records as applicable.

#### 4.6 Attachments

Provide attachments when the material and function of the procedure requires them. Attachments are part of the procedure. Examples of items that may be placed in an attachment are data sheets, tables, figures, graphs, and checklists.

Reference attachments within the text of the procedure.

- Include information in attachments that is more conveniently located outside the main body of a procedure.

If the form (report) is generated by software (e.g., NDA2000), the report generated will be labeled in the actual attachment as follows:

- Attachment 1 – QA Last Results Report (Example)

A picture (or example) of the form will be placed in the procedure.

When the form is generated by software (e.g., NDA2000), within the body of the procedure, call out the first use as in the following example:

*Example:* 1.1 Print the QA Last Results Report (see Attachment 1, QA Last Results Report for an example), **AND** print name, sign, and date the QA Last Results Report.

Then, as you refer to the form within the text of the procedure (after first callout), use the title (e.g., QA Last Results Report).

When the form is generated by software, use the title of the form as in the following example:

*Example:* 5.0 RECORDS

5.1 Records generated during the performance of this procedure are maintained as Quality Assurance (QA) records in accordance with CCP-QP-008, *CCP Records Management*. The records are the following:

5.1.1 QA/Lifetime

[A] QA Last Results Report(s)

[B] NDA Radioassay Data Sheet(s)

If the form is a fillable form (e.g., TP-001 forms), the word “example” will not be added to the attachment name. The actual form is created in the procedure so that it can be completed either by the user printing and completing by hand or electronically by accessing the posted form on the ftp site in the Forms Folder. The form is posted on the ftp site by Document Services.

In this case, within the body of the procedure, call out the first use as in the following example:

*Example:* 1.1 Enter the BDR number on Attachment 1, Independent Technical Reviewer Checklist.

Then as you refer to the form, within the text of the procedure (after first callout), use Attachment and # (e.g., Attachment 1). Refer to the fillable form as in the following example:

*Example:* 5.0 RECORDS

5.1 Records generated during the performance of this procedure are maintained as Quality Assurance (QA) records in accordance with CCP-QP-008, *CCP Records Management*. The records are the following:

5.1.1 QA/Lifetime

[A] Attachment 1 [Title]

[B] Attachment 2 [Title]

[C] Attachment 3 [Title]

[D] NDA Radioassay Data Sheet

Appendix 1. Sample Procedure

**CCP-TP-XXX**

Revision X

**CCP  
Title**

EFFECTIVE DATE: \_\_\_\_\_

\_\_\_\_\_  
PRINTED NAME

APPROVED FOR USE

RECORD OF REVISION

Revision Number	Date Approved	Description of Revision
0	mm/dd/yyyy	Initial issue.
1	mm/dd/yyyy	Revised to rewrite Section 4.1 due to changes in requirements.

SAMPLE

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## 1.0 PURPOSE

This procedure provides the required instructions for opening radiologically clean TRUPACT-IIs at the Waste Isolation Pilot Plant (WIPP).

### 1.1 Scope

This procedure applies to opening radiologically clean TRUPACT-IIs at the WIPP only.

## 2.0 REQUIREMENTS

### 2.1 References

#### Baseline Documents

- CCP-PO-001, *CCP Transuranic Waste Characterization Quality Assurance Project Plan*

#### Referenced Documents

- CCP-QP-002, *CCP Training and Qualification Plan*

### 2.2 Training Requirements

2.2.1 Personnel performing this procedure will be trained and qualified in accordance with CCP-QP-002, *CCP Training and Qualification Plan* prior to performing this procedure.

### 2.3 Equipment List

#### 2.3.1 Crane Load Cell

2.4 Precautions and Limitations

2.4.1 Workers who will be working in a radiation area must have read and signed that they understand the applicable Radiological Work Permit (RWP).

2.5 Prerequisite Actions

2.5.1 Verify the Waste Handling Building Exhaust Filtration System is operating.

2.5.2 Verify that the TRUPACT-II is radiologically clean by reviewing receipt report.

2.6 Definitions

2.6.1 None

3.0 RESPONSIBILITIES

3.1 Nondestructive Assay (NDA) Operator

3.1.1 Performs routine startup, normal operations, and shutdown of the system.

3.1.2 Notifies the NDA Lead Operator (LO) of abnormal or nonconforming conditions.

#### 4.0 PROCEDURE

##### 4.1 Outer Containment Vessel (OCV) Upper Assembly Removal

4.1.1 Prepare the TRUPACT-II Outer Containment Vessel (OCV) Lid for removal by removing the following:

- Lift Pocket Covers
- Locking Ring Bolts (six)
- Outer Containment Assembly (OCA) Test Port Access Plug
- OCV Vent Port Access Plug
- OCV Vent Port Cover

4.1.2 Install the following in the OCV:

- Vent Port Tool
- T-Handles

4.1.3 Retrieve the Vent Port Plug into the Vent Port Tool.

4.1.4 **IF** the Locking Ring will **NOT** rotate,  
**THEN** perform the following:

- [A] Verify the Vacuum Valve is in OFF position.
- [B] Connect the Vacuum Line to the Vent Port Tool.
- [C] Start the Vent Hood Fan.
- [D] Start the Vacuum Pump.
- [E] Place the Vacuum Valve in VACUUM position.
- [F] Rotate the OCV Locking Ring to the UNLOCKED position.
- [G] Place the Vacuum Valve in OFF position.
- [H] Stop the Vacuum Pump.
- [I] Stop the Vent Hood Fan.
- [J] Disconnect the Vacuum Line from the Vent Port Tool.

4.1.5 **IF** the Locking Ring will rotate,  
**THEN** rotate the Locking Ring to the UNLOCK position.

- 4.1.6 Remove the T-Handles from the OCV Locking Ring.
- 4.1.7 Break vacuum on the OCV.
- 4.1.8 Connect the Adjustable Center of Gravity Lift Fixture (ACGLF) to the OCV Lid.

**WARNING**

Personnel may be injured if the TRUPACT-II OCV Lid begins to swing due to excessive misalignment.

**CAUTION**

Exceeding a crane load cell indication of 8000 pounds may damage the TRUPACT-II OCV Lid lift points.

**NOTE**

Force may be applied to either side of the OCV lid by rotating the ACGLF counterweights to help prevent binding.

- 4.1.9 Release the ACGLF.
- 4.1.10 Remove the Vent Port Tool.

4.2 Inner Containment Vessel (ICV) Lid Removal

- 4.2.1 Prepare the TRUPACT-II Inner Containment Vessel (ICV) Lid for removal by removing the following:
  - Locking Ring bolts (three)
  - ICV Vent Port Cover

4.2.2 Install the following in the ICV:

- Vent Port Tool
- T-Handles

4.2.3 Verify the Vacuum Valve is in OFF position.

4.2.4 Retrieve the Vent Port Inner Plug into the Vent Port Tool.

4.2.5 Connect the Vacuum Line to the Vent Port Tool.

4.2.6 Start the Vent Hood Fan.

4.2.7 Start the Vacuum Pump.

4.2.8 Place the Vacuum Valve in VACUUM position.

4.2.9 Rotate the ICV Locking Ring to the UNLOCKED position.

4.2.10 Place the Vacuum Valve in OFF position.

4.2.11 STOP the Vacuum Pump.

4.2.12 STOP the Vent Hood Fan.

4.2.13 Disconnect the Vacuum Line from the Vent Port Tool.

4.2.14 Perform the following:

- Break ICV vacuum
- Remove Vent Port Tool
- T-Handles

4.2.15 Connect the ACGLF to the ICV Lid.

**CAUTION**

Exceeding a crane load cell indication of 5000 pounds may damage the TRUPACT-II ICV Lid lift points.

**NOTE**

Force may be applied to either side of the ICV lid by rotating the ACGLF counterweights to help prevent binding.

4.2.16 Remove the ICV Lid.

4.2.17 Place the ICV Lid on the storage stand.

4.2.18 Release the ACGLF.

5.0 RECORDS

5.1 Records generated during the performance of this procedure are maintained as Quality Assurance (QA) records in accordance with CCP-QP-008, *CCP Records Management*. The records are the following:

5.1.1 QA Nonpermanent

[A] Attachment 1, Sign-Off Sheet

SAMPLE



## Attachment 2 – Verb Usage

This list is not all inclusive. It contains the verbs generally used by the CCP.

Actuate	To put into action or use. When possible, use "START."
Adjust	Alter (parts of a device) for proper functioning.
Align	Arrange components into a desired condition.
Assess	Make a judgment as to the status or extent of change.
Attempt	To make an effort to do.
Bleed	Cause to escape from a system or container in a regulated manner.
Block	To prohibit an automatic action or motion, to isolate a system.
Bypass	Circumvent some operational mode of a system or component.
Calculate	Perform a mathematical process to produce a value.
Calibrate	The set of operations which establish, under specified conditions, the relationship between values indicated by a measuring instrument or measuring system, and the corresponding standard or known values derived from the standard.
Call-up	Summon information.
Certify	To attest as being true or to represent as meeting a standard.
Charge	Add fluid, gas, or energy.
Check	Inspect for satisfactory condition, if condition is not satisfactory, report the condition to the immediate responsible management.
Close	Mechanically: to change the position of a mechanical device so that physical access of fluid or gas flow is prevented.  Electrically: to position a circuit breaker or relay so that electrical current flow is permitted.
Collect	Cause the assembly of something in a fixed location or container.
Comply	Follow a requirement.
Confirm	Assure that an action or task has been performed/completed.

Attachment 2 – Verb Usage (Continued)

Connect	Fasten or join together.
Cool	Lower the temperature of equipment or an environment.
Creep	A very slow, usually continuous time-dependent movement.
Cycle	Cause repetition of an action or activity, change of a valve from one position to another, then back.
Decrease	DO NOT use. Use lower.
De-energize	To disconnect equipment from its electrical power supply.
Depressurize	DO NOT use. Use lower the pressure.
Dilute	Reduce in concentration.
Dispatch	Send by a predefined method.
Don	To put on.
Drain	Remove liquid from an enclosure or part of an enclosure to a predetermined level.
Drive	Move equipment to a prescribed position.
Emplace	To put into position.
Energize	To apply energy (electrical, pneumatic).
Ensure	Confirm that an activity or condition has occurred in conformance with specified requirements (by action if necessary).
Equalize	Make a value or parameter the same as that of another.
Evaluate	Assess a condition based on observation, experience, or external input.
Execute	Perform an instruction or step.
Feed	Add fluid or gas to a system or equipment.
Fill	Add fluid, gas, or a material to a system, equipment, or container to a prescribed point.
Ground	Provide an electrical path to a system at zero potential.

Attachment 2 – Verb Usage (Continued)

Hold	A continued action that maintains a device or a spring returned switch in a required position.
Increase	DO NOT use. Use raise.
Initiate	Begin or start an activity.
Inspect	Evaluate for comparison with a pre-defined limit or standard.
Isolate	Mechanically: to change the position of a valve so that physical access of fluid or gas flow is prevented.  Electrically: to remove or open an electrical circuit breaker so that passage of electrical current is not permitted.
Jog	A momentary start/stop action of a motor (to check rotation).
Land	The re-connection of electrical leads temporarily disconnected for maintenance, tests, or calibration purposes.
Latch	To make fast.
Lift	To temporarily disconnect electrical leads for maintenance, tests, or calibration purposes.
Limit	Restrict or impose bounds.
Load	The amount of torque being supplied or the electrical current that a component is using.
Lock	Securely fasten.
Lower	To decrease (e.g., elevation, pressure, temperature, voltage).
Maintain	Continue an action or condition without interruption.
Notify	Inform a specified person.
Open	Mechanically: to change the position of a mechanical device (valve) so that physical access of fluid or gas flow is permitted.  Electrically: to position an electrical circuit breaker so that electrical current flow is prevented.
Operate	To cause to function.

Attachment 2 – Verb Usage (Continued)

Overpack	To repackage a Waste Container into a larger package.
Override	To bypass a normal function and allow operation in a condition other than normal.
Pack	Fill with packing material; usually applies to lubricate and seal.
Perform	Carry out an action or series of procedure steps as written.
Position	To "place" a component in a specified condition.
Pressurize	DO NOT use. Use raise.
Press	Inward motion of a push button.
Rack-in	Physically connecting an electrical circuit breaker to its associated power source.
Rack-out	Physically disconnecting an electrical circuit breaker from its associated power source.
Rack-to-test	Physical placement of an electrical circuit breaker so that control functions are operable while the supply and load sides are disconnected.
Raise	To increase (e.g., elevation, pressure, temperature, voltage).
Recirculate	Cause repetitive motion of a fluid or gas in a system.
Reduce	DO NOT use. Use lower.
Regenerate	Restore towards original properties or capabilities.
Reset	Placement of an automatic system or component to its normal condition or pre-action state.
Retract	Withdraw or take back.
Sample	A representative portion taken for examination.
Secure	Take appropriate actions to remove from service or to prevent a return to service.
Set	Adjust as necessary to obtain a specified value (set Diesel Generator loading to 300 Kv).
Shut	DO NOT use. Use close.

Attachment 2 – Verb Usage (Continued)

Shut down	Terminate operation or remove from service.
Start	Initiate equipment operation or begin a process.
Stop	Discontinue.
Terminate	Form an end connection.
Throttle	Physical adjustment of a valve to obtain a specified position or flow rate.
Torque	The measurement of a turning or twisting force that produces tension.
Transfer	Movement of a fluid, gas, or electrical current from one source to another.
Trip	An automatic or manual operation which removes an electrical breaker or device from service.
Vent	Removal of a liquid or gas to allow system filling, draining, or equalization.
Verify	Check that the required condition exists. If the condition does not exist, take appropriate action to obtain the required condition before proceeding.