

CCP-QP-019

Revision 6

CCP

Quality Assurance Reporting to Management

EFFECTIVE DATE: 02/23/2011

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PRINTED NAME

APPROVED FOR USE

RECORD OF REVISION

Revision Number	Date Approved	Description of Revision
2	01/21/2004	Updated a reference in Section 2.0 and deleted the requirement in Section 3.1 to submit the semiannual report for approval.
3	08/01/2005	Changed responsibility for sending the report to Records from SPM to SPQAO and made several editorial clarifications.
4	11/16/2006	Revised to implement changes to the Waste Isolation Pilot Plant Hazardous Waste Facility Permit requirements resulting from the Section 311/RH PMR.
5	08/26/2008	Revised to add adverse trends related to removal of drums from Waste Isolation Pilot Plant (WIPP) Waste Information System (WWIS) as additional information to be included in the semi-annual report. This change is an action resulting from U.S. Department of Energy Carlsbad Field Office (DOE/CBFO) Corrective Action Report (CAR) 08-025.
6	02/23/2011	Revised to clarify administrative protocols on the distribution of the Semiannual Quality Assurance (QA) Report.

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1.0 PURPOSE

This procedure establishes a mechanism for providing a Semiannual Quality Assurance (QA) Report on the activities occurring within the Central Characterization Project (CCP) Program to the CCP Site Project Manager (SPM) and the U.S. Department of Energy (DOE), Carlsbad Field Office (CBFO).

1.1 Scope

This procedure applies to the CCP QA and the CCP SPM and covers QA/Quality Control (QC) activities that occur during the semiannual period.

2.0 REQUIREMENTS

2.1 References

Baseline Documents

- DOE/CBFO-94-1012, *U.S. Department Of Energy Carlsbad Field Office Quality Assurance Program Document (QAPD)*
- CCP-PO-002, *CCP Transuranic Waste Certification Plan*

Referenced Documents

- CCP-QP-006, *CCP Corrective Action Reporting and Control*
- CCP-QP-008, *CCP Records Management*
- CCP-PO-001, *CCP Transuranic Waste Characterization Quality Assurance Project Plan*

3.0 RESPONSIBILITIES

3.1 CCP Quality Assurance (QA)

3.1.1 Reviews relevant information for the semiannual period.

3.1.2 Submits a Semiannual QA Report summarizing all relevant information on CCP QA/QC activities during the period to the CCP Program Manager.

3.2 CCP Site Project Manager (SPM)

3.2.1 Reviews the Semiannual QA Report, and if comments are identified, forwards a copy of the report with comments to the CBFO and provides a copy of the comments to CCP Records in accordance with CCP-QP-008, *CCP Records Management*.

3.2.2 Implements corrective measures, as necessary, in accordance with CCP-QP-006, *CCP Corrective Action Reporting and Control*.

3.3 CCP Program Manager

3.3.1 Submits the Semiannual QA Report summarizing all relevant information on CCP QA/QC activities during the semiannual period to the CCP SPMs and the CBFO.

3.3.2 Provides a copy of the completed Semiannual QA Report to CCP Records.

4.0 PROCEDURE

CCP QA

- 4.1 Review the results of assessments, performance demonstration program sample results, significant QA/QC problems, trend analyses, and performance assessments of QC data, including performance against data quality objectives (DQOs).
- 4.2 Prepare a report of all relevant information on the QA/QC activities performed during the semiannual period. The Semiannual QA Report includes the following information, as appropriate:
 - 4.2.1 Any changes in CCP-PO-001, *CCP Transuranic Waste Characterization Quality Assurance Project Plan*.
 - 4.2.2 Identification of any significant QA/QC problems, recommended solutions, and corrective actions.
 - 4.2.3 An assessment of QC data collected during the period, including the frequency of repeated analyses, reasons they were repeated, and corrective actions.
 - 4.2.4 Discussions of whether the QA objectives (QAOs) have been met and any resulting impact on decision making.
 - 4.2.5 Limitations on the use of measurement data.
 - 4.2.6 Status of performance demonstration program sample results.
 - 4.2.7 Results of audits, assessments, and surveillances conducted during the program.
 - 4.2.8 Any adverse trends related to the removal of drums from Waste Isolation Pilot Plant (WIPP) Waste Information System (WWIS)/Waste Data System (WDS).
- 4.3 Provide Semiannual QA Report to the CCP Program Manager for submission to the CCP SPM and the CBFO.

NOTE

CCP QA generates and approves the Semiannual report but cannot distribute the report to the CBFO because of administrative protocols for external correspondence.

CCP Program Manager

- 4.4 Distribute the completed Semiannual QA Report to the CCP SPM and the CBFO.
- 4.5 Provide a copy of the report to CCP Records.

SPM

- 4.6 Review and comment on the Semiannual QA Report.
- 4.7 **IF** comments are identified,
THEN forward a copy of the report, with comments as appropriate, to the CBFO, **AND** provide a copy of the comments to CCP Records.
- 4.8 Effect corrective measures, as necessary, in accordance with CCP-QP-006.

5.0 RECORDS

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

QA/Nonpermanent

- 5.1.1 Semiannual QA Reports (may include comments and resolutions)