

CCP-QP-023

Revision 3

CCP Handling, Storage and Shipping

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APPROVED FOR USE

RECORD OF REVISION

Revision Number	Date Approved	Description of Revision
2	06/05/2006	Minor revision to update references to Carlsbad Field Office (CBFO) Quality Assurance Program Document (QAPD) and titles of responsible organizations.
3	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), which resulted in changes in responsibilities.

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1.0 PURPOSE

This procedure describes the process for handling, storage and shipment of items identified as affecting the quality of Central Characterization Project (CCP) waste characterization, certification, packaging, and transportation.

1.1 Scope

This procedure applies to CCP activities and specifies requirements and processes for handling, storage, and shipping of items identified as affecting the quality of CCP waste characterization, certification, packaging, and transportation.

2.0 REQUIREMENTS

This procedure implements applicable requirements from:

- 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*

Handling, storage, cleaning, shipping, and other means of preserving, transporting, and packaging of items will be conducted in accordance with established work and inspection procedures, shipping instructions, or other specified documents.

If required for critical, sensitive, perishable, or high-value articles, specific implementing procedures for handling, storage, cleaning, packaging, shipping, and other preservation will be prepared and used.

Measures will be established and implemented for the marking and labeling of items for packaging, shipping, handling, and storage, as necessary, to adequately identify, maintain, and preserve the item. Markings and labels will indicate the presence of special environments, or the need for special controls, as necessary, and be applied and removed by authorized personnel.

If required for protection or maintenance of particular items, special equipment (such as containers, shock absorbers, and accelerometers) and special protective environments (such as inert gas and specific moisture and temperature levels) will be specified, planned for, and provided.

- If special protective equipment and environments are used, provisions will be made for verifying their adequacy.
- Special handling tools and equipment will be used and controlled, as necessary, to ensure safe and adequate handling.
- Special handling tools and equipment will be inspected and tested at specified intervals, and in accordance with implementing procedures to verify that the tools and equipment are adequately maintained.
- Operators of special handling and lifting equipment will be sufficiently experienced and trained to use the equipment.
- If storage of items is required, then methods will be established for the control of item identification records that are commensurate with the planned duration and conditions of storage. These methods will provide for, as applicable:
 - Maintenance or replacement of markings and identification tags damaged during handling or aging.
 - Protection of identification markings that are subject to excessive deterioration resulting from environmental exposure.
 - Update of related identification records and documentation.

Status indicators, such as tagging valves and switches to prevent inadvertent operation, will be used to indicate the operating status of items. Status indicators, such as lockout tagging, will also be used where appropriate and will be applied and removed by authorized personnel.

3.0 RESPONSIBILITIES

3.1 CCP Site Project Manager (SPM)

3.1.1 Provides operational oversight for the requirements of this procedure.

3.2 CCP Quality Assurance (QA)

3.2.1 Provides QA oversight for the requirements of this procedure, including scheduling of assessments and surveillances to verify implementation of handling, shipping and storage requirements.

3.3 Lead Operator (LO)

3.3.1 Assures that handling, storage, and shipping requirements for systems, components, items, and materials are determined, documented in the appropriate work control documents, and implemented by CCP personnel.

3.4 CCP Personnel

3.4.1 Assures that handling, storage, and shipping requirements for systems, components, items, and materials are implemented.

4.0 PROCEDURE

4.1 CCP Personnel

- 4.1.1 When a system, component, item or material has been identified as quality affecting, determine whether the item is susceptible to damage or deterioration.
- 4.1.2 Determine the need for special equipment (e.g., containers, shock absorbers, accelerometers) for the system, component, item or material.
- 4.1.3 Determine the need for special protective environments (e.g., inert gas atmosphere, specific humidity levels and/or temperature levels) for the system, component, item or material.
- 4.1.4 Determine the need for special handling tools and lifting equipment to be used in lifting, handling, and movement of systems, components, items and materials.
- 4.1.5 Determine the need for warning notes, labels, tags, or other applicable operating status indicators, including lockout/tagout requirements.
- 4.1.6 Determine the need for special handling, storage, cleaning, maintenance, packing, preservation, or shipping instructions.
- 4.1.7 Establish methods for the control of item identification records that are commensurate with the planned duration and conditions of storage. Include provisions for:
 - Maintenance or replacement of markings and identification tags damaged during handling or aging.
 - Protection of markings and identification tags that are subject to excessive deterioration resulting from environmental exposure.
 - Tracking of shelf life limitations and stock rotation as appropriate.
- 4.1.8 Revise or generate the procedure, work package, or other appropriate control document to reflect the needed processes. Include provisions for:
 - Verification and documentation of the adequacy of any special protective equipment and environments.

- Calibration or other control requirements for equipment and tools used for handling or storage of systems, components, items or materials.

5.0 RECORDS

- 5.1 There are no records directly generated by this procedure. Documentation associated with handling, storage, and shipping is prepared, validated and retained as an integral element of work control documents such as work orders, procedures, and purchase requisitions.