

CCP-TP-087

Revision 5

CCP Scale Operations

EFFECTIVE DATE: 03/13/2007

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PRINTED NAME

APPROVED FOR USE

RECORD OF REVISION

Revision Number	Date Approved	Description of Revision
0	07/15/2003	Initial Revision.
1	12/14/2005	Revised to remove Attachment 1 (a nonexistent scale) from the procedure, and made editorial corrections.
2	05/02/2006	Revised to allow initial weighing of drums.
3	06/19/2006	Revised to incorporate an additional scale at another location.
4	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). In addition, includes some editorial and format improvements.
5	03/13/2007	Revised to allow use of any container scale. Addressed Carlsbad Field Office (CBFO) Document Review Record (DRR) comments.

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1.0 PURPOSE

To provide instructions for operating a container scale for the Central Characterization Project (CCP).

NOTE

Drums are payload containers or dunnage.

1.1 Scope

This procedure applies to the calibration verification, operation, and drum (payload container or dunnage) weighing, on a container scale.

2.0 REQUIREMENTS

2.1 References

Baseline Documents

- CCP-PO-003, *CCP Transuranic Authorization Methods for Payload Control*

Referenced Documents

- CCP-QP-002, *CCP Training and Qualification Plan*
- CCP-QP-005, *CCP TRU Nonconforming Item Reporting and Control*
- CCP-QP-008, *CCP Records Management*

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 Precautions and Limitations

2.3.1 Leather gloves, toe protection, hard hat, and safety glasses will be worn when manually manipulating drums.

2.4 Definitions

2.4.1 **Verify** - Confirm that an activity or condition has occurred in accordance with specified requirements (by action if necessary).

3.0 RESPONSIBILITIES

3.1 Scale Operator

3.1.1 Documents use of procedure as specified by completing appropriate attachments.

3.2 Supervisor

3.2.1 Reviews and approves completed Attachment 1, Scale Verification Data Form.

3.3 Facility Records Custodian

3.3.1 Receives, processes and transmits all records generated by this procedure in accordance with CCP-QP-008, *CCP Records Management*.

4.0 PROCEDURE

4.1 Scale Calibration Verification

NOTE

This section shall be performed each shift prior to drum(s) being weighed.

NOTE

Power is supplied to scale system.

- 4.1.1 Verify that the scale system power cord is plugged into 110 V outlet **AND** scale system is turned ON.
- 4.1.2 Verify that the calibration has **NOT** expired, **AND** record the Measuring and Testing Equipment (M&TE) Calibration Expiration Date and the Scale M&TE Unique Identification Number on Attachment 1, Scale Verification Data Form.
 - [A] **IF** the calibration has expired,
THEN STOP and notify the Vendor Project Manager (VPM).
- 4.1.3 Verify that the ZERO indicator on control panel is illuminated, if applicable.
 - [A] **IF** the ZERO indicator is extinguished,
THEN perform the following:
 - [A.1] Press the ZERO Button, **AND** verify that the ZERO indicator on control panel is illuminated.
 - [A.2] **IF** the ZERO indicator is extinguished,
THEN contact supervisor to schedule scale maintenance.

NOTE

Utilize personnel capable and comfortable with lifting and placing the weights on the scale.

4.1.4 Place 100 - 200 pounds (lbs) of standard weights on the scale, **AND** record the Standard Weight M&TE Unique Identification Number(s) and the Standard Weight Calibration Expiration Date(s) of the standard weights used on Attachment 1.

4.1.5 **IF** the test fails,
THEN repeat the weight check a second time.

4.1.6 Record Scale Indication/Readout on Attachment 1.

4.1.7 **IF** Scale Indication/Readout is outside the range of +/-5 lb.,
THEN proceed as follows:

[A] Contact supervisor to schedule scale maintenance/calibration.

[B] Contact CCP Quality Assurance (QA) to assess the need to initiate a Nonconformance Report (NCR) in accordance with CCP-QP-005, *CCP TRU Nonconforming Item Reporting and Control*.

4.1.8 Enter a (✓) in the YES or NO space to document results of calibration verification on Attachment 1.

4.1.9 Remove **AND** store weights in designated storage location.

4.2 Drum Weigh Using Scale

Scale Operator

4.2.1 **IF** beginning of use,
THEN verify that Section 4.1 has been completed satisfactorily.

4.2.2 Record Container ID and date on Attachment 2, Container Weigh Data Form.

4.2.3 Record the type of container (Painted or galvanized Drum) by marking the appropriate box on Attachment 2.

4.2.4 Position the container on the scale.

NOTE

Gross weight is recorded to one decimal place (e.g., 45.2).

- 4.2.5 Record the container weight in kilogram (kg) in the Gross Weight block of Attachment 2.
 - 4.2.6 Press the LB/KG Button, **AND** verify that the LB indicator is illuminated, if applicable.
-

NOTE

Gross weight is recorded to one decimal place (e.g., 145.2).

- 4.2.7 Record the container weight in lbs in the Gross Weight block of Attachment 2.
- 4.2.8 Print name, sign, and date completed Attachment 2.
 - [A] Enter time on Attachment 2.
- 4.2.9 Print name, sign, and date completed Attachment 1.
 - [A] Enter time on Attachment 1.
- 4.2.10 Submit Attachments 1 and 2 to Supervisor for review.

Supervisor

- 4.2.11 Review, print name, sign, and date Attachment 1.
 - [A] Enter time on Attachment 1.
- 4.2.12 Review, print name, sign, and date Attachment 2.
 - [A] Enter time on Attachment 2.

Scale Operator

- 4.2.13 **WHEN** Attachment 1 and 2 are complete,
THEN submit the Attachments to the Facility Records Custodian.

5.0 RECORDS

5.1 Records generated during the performance of this procedure will be compiled into the BDR, in accordance with CCP-TP-113, *CCP Standard Waste Visual Examination*.

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

5.2.1 QA/Nonpermanent

[A] Attachment 1, Scale Verification Data Form

[B] Attachment 2, Container Weigh Data Form

Attachment 2 – Container Weigh Data Form

Container Weigh Data Form			
Characterization Data			
Container ID: _____ Date: _____			
Painted Drum <input type="checkbox"/>		Galvanized Drum <input type="checkbox"/>	
Gross Weight: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> . <input type="checkbox"/> kg			
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> . <input type="checkbox"/> lbs			

Completed By Scale Operator:

_____	_____	_____	_____
Signature	Print Name	Date	Time

Supervisor's Review:

_____	_____	_____	_____
Signature	Print Name	Date	Time