

CCP-TP-509

Revision 3

CCP Remote-Handled Transuranic Container Tracking

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APPROVED FOR USE

RECORD OF REVISION

Revision Number	Date Approved	Description of Revision
0	02/16/2006	Initial issue.
1	06/02/2008	Delete requirement for hanging nonconformance (NCR) tag.
2	11/11/2008	Revised to add responsibilities and procedural steps to incorporate sampling operations into the program. Added reference to CCP-QP-005, <i>CCP TRU Nonconforming Item Reporting and Control</i> . Added note to step 4.4.1 regarding Acceptable Knowledge (AK) Expert review on newly packaged waste containers added to the AK Tracking Spreadsheet.
3	02/24/2011	Revised to include the nondestructive assay (NDA) process.

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1.0 PURPOSE

This procedure describes and implements the Central Characterization Project (CCP) tracking of remote-handled (RH) transuranic (TRU) waste containers during the characterization process.

1.1 Scope

This procedure applies to personnel who support CCP RH TRU waste characterization activities. The Host site may use their procedures for container movement and handling. Container tracking through CCP activities will be conducted using this procedure.

2.0 REQUIREMENTS

2.1 References

Baseline Documents

- DOE/WIPP-02-3214, *Remote-Handled TRU Waste Characterization Program Implementation Plan*
- CCP-PO-001, *CCP Transuranic Waste Characterization Quality Assurance Project Plan*
- CCP-PO-002, *CCP Transuranic Waste Certification Plan*

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*
- CCP-QP-040, *Support Training*
- CCP-TP-500, *CCP Remote-Handled Waste Visual Examination*

2.2 Training Requirements

- 2.2.1 None.

2.3 Equipment List

2.3.1 None.

2.4 Precautions and Limitations

2.4.1 None.

2.5 Prerequisite Actions

2.5.1 None.

2.6 Definitions

2.6.1 None.

3.0 RESPONSIBILITIES

NOTE

Container Management personnel may be CCP and/or Host site personnel as determined by CCP and the Host facility.

3.1 Container Management Personnel

3.1.1 Verifies container is on the Acceptable Knowledge Tracking Spreadsheet (AKTSS).

3.1.2 Verifies container has a legible radiological label/tag with a radiation dose equivalent rate.

3.1.3 Performs scale calibration check and container weighing.

3.1.4 Records scale calibration information on Attachment 1, Scale Calibration Check Information.

3.1.5 Records the Gross Container Weight and the Container Identification (ID) Number on Attachment 2, Standardized Container Management Report.

3.2 Nondestructive Examination (NDE) Operator

3.2.1 Provides the container processing information (Container ID Number, Batch Data Report [BDR] Number, Nonconformance Report [NCR] Number if applicable, and reason for NCR) to the Site Project Manager (SPM)/Vendor Project Manager (VPM).

3.3 Dose Operator

3.3.1 Provides the container processing information (Container ID Number, BDR Number, NCR Number if applicable, and reason for NCR) to the SPM/VPM.

3.4 Nondestructive Assay (NDA) Operator

3.4.1 Provides the container processing information (Container ID Number, BDR Number, NCR Number if applicable, and reason for NCR) to the SPM/VPM.

- 3.5 Headspace Gas (HSG) Operator
 - 3.5.1 Provides the container processing information (Container ID Number, BDR Number, NCR Number if applicable, and reason for NCR) to the SPM/VPM.
- 3.6 Visual Examination (VE) Operator
 - 3.6.1 Provides the container processing information (Container ID Number, BDR Number, NCR Number if applicable, and reason for NCR) to the SPM/VPM.
- 3.7 Sampling Operator
 - 3.7.1 Provides the container processing information (Container ID Number, BDR Number, NCR Number if applicable, and reason for NCR) to the SPM/VPM.
- 3.8 Vendor Project Manager (VPM)
 - 3.8.1 Tracks the containers through the characterization process using the Data Generation Level Container Management database within the CCP Data Center.
- 3.9 Site Project Manager (SPM)
 - 3.9.1 Tracks the containers through the characterization process using the Data Generation Level Container Management database within the CCP Data Center.
 - 3.9.2 Updates and maintains new NCR information in the RH folder on the file transfer protocol (ftp) site (<ftp://q.wipp.ws>), as reviewed, placing or removing NCR holds on containers.
- 3.10 Facility Records Custodian
 - 3.10.1 Receive, process, and transmit Attachment 1 and Attachment 2 in accordance with CCP-QP-008, *CCP Records Management*.

4.0 PROCEDURE

Container Manager

NOTE

Only perform steps 4.1 and 4.2 as applicable (i.e., NDA process).

4.1 Scale Calibration Check

4.1.1 On each day the scale is used, perform the following:

- [A] **IF** the scale is an electronic scale,
THEN either verify the scale is turned ON, **OR** turn the power ON to the scale.
- [B] Verify the following, **AND** record on Attachment 1:
 - Scale ID #
 - Scale Calibration Due Date
- [C] Verify that the scale reads zero when NOT loaded.
 - [C.1] **IF** the scale DOES **NOT** read zero,
THEN ensure the scale is ON, **OR** zero the scale per manufacturer instruction.
- [D] Perform a calibration check to verify the scale response is satisfactory as follows:
 - [D.1] Place a known Check Weight on the scale, **AND** verify the scale reads within the accuracy of the calibration (as listed on the calibration sticker or data sheet, as applicable).
 - [D.2] **IF** the scale calibration is satisfactory,
THEN record SAT on Attachment 1 in the Scale Cal Check column.
 - [D.3] **IF** the scale reads outside of the calibration range,
THEN SUSPEND WORK, record UNSAT on Attachment 1, in the Scale Cal Check column, **AND** notify the CCP VPM/Designee.
 - [D.4] Return the Check Weight to its storage location.
- [E] Print name, sign, and date Attachment 1.

4.2 Container Weighing

4.2.1 Verify Container ID is on the AKTSS.

[A] **IF** the Container ID is NOT on the AKTSS,
THEN DO NOT accept the container, contact the
VPM/Designee, **AND** return the container to the Host site.

4.2.2 Record the Container ID on Attachment 2.

4.2.3 Inspect each container for a completed radiological label/tag, **AND**
ensure the completed radiological label/tag is legible and records a
radiation dose.

[A] **IF** a radiological label/tag is NOT attached to the container,
THEN SUSPEND WORK on the container, **AND** perform the
following:

[A.1] Notify the VPM/Designee

[A.2] Request a radiation survey be performed

[A.3] Verify that a new radiological label/tag is attached

4.2.4 Load the container onto to the scale, **AND** allow the scale reading
to stabilize.

4.2.5 Record the Gross Container Weight (kilogram [kg]) on the
Attachment 2.

4.2.6 Remove the container from the scale.

4.2.7 Repeat steps 4.2.1 through 4.2.6 as required for all additional
containers.

4.2.8 Print name, sign, and date Attachment 2.

4.2.9 Forward Attachments 1 and 2 to the Facility Records Custodian.

Facility Records Custodian

4.2.10 Receive, process, and transmit Attachments 1 and 2 in accordance
with CCP-QP-008.

4.3 NDE Process

NDE Operator

- 4.3.1 Verify that the containers delivered to the NDE process are on the AKTSS.
- 4.3.2 **IF** the containers are **NOT** the correct containers to be processed (i.e., **NOT** listed on the AKTSS), **THEN** return the containers to the Host site in lieu of processing.
- 4.3.3 Perform NDE in accordance with approved procedure.
- 4.3.4 Provide the container processing information (Container ID Number, BDR Number, NCR Number if applicable, and reason for NCR) to the SPM/VPM.

4.4 Dose Process

Dose Operator

- 4.4.1 Verify that the containers delivered to the process are on the AKTSS.
- 4.4.2 **IF** the containers are **NOT** the correct containers to be processed (i.e., **NOT** listed on the AKTSS), **THEN** return the container to the Host site in lieu of processing.
- 4.4.3 Perform Dose acquisition in accordance with approved procedure.
- 4.4.4 Provide the container processing information (Container ID Number, BDR Number, NCR Number if applicable, and reason for NCR) to the SPM/VPM.

4.5 NDA Process

NDA Operator

NOTE

Only performed when directed by an RH SPM.

- 4.5.1 Verify that the containers delivered to the NDA process are on the AKTSS.

4.5.2 **IF** the containers are **NOT** the correct containers to be processed (i.e., **NOT** listed on the AKTSS), **THEN** return the containers to the Host site in lieu of processing.

4.5.3 Perform NDA in accordance with the approved procedure.

4.5.4 Provide the container processing information (Container ID Number, BDR Number, NCR Number if applicable, and reason for NCR) to the SPM/VPM.

4.6 Headspace Gas Sampling (HSG) Process

HSG Operator

4.6.1 Verify the containers identified for HSG Sampling are on the AKTSS.

4.6.2 **IF** the containers are **NOT** the correct containers to be processed (i.e., **NOT** listed on the AKTSS), **THEN** return the container to the Host site in lieu of processing.

4.6.3 Ensure that the waste containers identified for HSG Sampling are moved to the thermal conditioning area.

4.6.4 **AFTER** a minimum of 72 hours has elapsed since the container was placed in the Thermal Conditioning Area, **THEN** perform HSG Sampling in accordance with approved procedures.

4.6.5 Provide the container processing information (Container ID Number, BDR Number, NCR Number if applicable, and reason for NCR) to the SPM/VPM.

4.7 VE Operations

NOTE

For newly packaged waste, the containers will be added to the AKTSS after the appropriate AK Expert review is complete. Forward signed CCP-TP-500, *CCP Remote-Handled Waste Visual Examination*, Attachment 1 to SPM with copy to the AK Expert for review and AK update.

VE Operator

4.7.1 Verify the containers identified for VE are on the AKTSS.

4.7.2 **IF** the containers are **NOT** the correct containers to be processed (i.e., **NOT** listed on the AKTSS),
THEN return the container to the Host site in lieu of processing.

4.7.3 Perform VE in accordance with approved procedure.

4.7.4 Provide the container processing information (Container ID Number, BDR Number, NCR Number if applicable, and reason for NCR) to the SPM/VPM.

4.8 Sampling Operations

Sampling Operator

4.8.1 Verify the containers identified for Sampling are on the AKTSS.

4.8.2 **IF** the containers are **NOT** the correct containers to be processed (i.e., **NOT** listed on the AKTSS),
THEN return the container to the Host site in lieu of processing.

4.8.3 Perform Sampling in accordance with approved procedure.

4.8.4 Provide the container processing information (Container ID Number, BDR Number, NCR Number if applicable, and reason for NCR) to the SPM/VPM.

4.9 Radiochemistry and Solids Analysis

SPM

4.9.1 Track the container processing information (Container ID Number, BDR Number, NCR Number if applicable, and reason for NCR) provided by the analytical laboratory.

4.10 Container Tracking

SPM/VPM

4.10.1 Track each container through the required processes.

4.11 Updating and Maintaining ftp Site

SPM

4.11.1 Update Excel spreadsheet with NCR information received, if applicable.

- 4.11.2 Click on the applicable site in the RH folder on the ftp site (<ftp://q.wipp.ws>).
- 4.11.3 Open appropriate Excel spreadsheet and logon.
- 4.11.4 Copy the updated spreadsheet.
- 4.11.5 Verify NCR status of containers prior to container reconciliation/evaluation.

5.0 RECORDS

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

5.1.1 QA/Nonpermanent

- [A] Data Generation Level Container Management database
- [B] Attachment 1 – Scale Calibration Check Information
- [C] Attachment 2 – Standardized Container Management Report

Attachment 1 – Scale Calibration Check Information

Scale ID #	Scale Calibration Due Date	Scale Cal Check (SAT/UNSAT)

Comments:

Completed
by:

Print Name

Signature

Date

