

CCP-TP-511

Revision 0

CCP Peer Review

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RECORD OF REVISION

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1.0 PURPOSE

The purpose of this procedure is to implement a Peer Review process meeting the requirements defined in DOE/WIPP-02-3214, *Remote-Handled TRU Waste Characterization Program Implementation Plan*.

1.1 Scope

The scope procedure is limited to requesting a Peer Review from Department of Energy (DOE)/Carlsbad Field Office (CBFO).

2.0 REQUIREMENTS

2.1 References

Referenced Documents

- DOE/WIPP-02-3214, *Remote-Handled TRU Waste Characterization Program Implementation Plan*
- CBFO MP 10.5, *Peer Review*
- CCP-QP-008, *CCP Records Management*

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

3.1 Site Project Manager (SPM)

3.1.1 Requests by formal letter DOE/CBFO for Peer Review to be performed.

3.1.2 Provides supporting documentation to DOE/CBFO, as requested.

4.0 PROCEDURE

SPM

4.1 Peer Review

4.1.1 Review the applicable Acceptable Knowledge (AK) documentation.

4.1.2 **IF** the documentation supports a peer review,
THEN request DOE/CBFO perform a Peer Review in accordance with CBFO MP 10.5, *Peer Review* by formal letter identifying the following elements:

- Scope (e.g., the waste stream and characterization method).
- The Data Quality Objectives (DQOs) and Quality Assurance Objectives (QAOs) which the AK documentation must satisfy.

4.1.3 **WHEN** notified by DOE/CBFO that a peer review will be performed,
THEN

- Compile a list of support documentation requested.
- Submit supporting documentation requested.

4.1.4 **WHEN** the peer review is complete,
THEN obtain copies of the Quality Assurance (QA) records defined in CBFO MP 10.5.

4.1.5 Forward copies of the QA records defined in Section 5.0 of this procedure to CCP Records.

5.0 RECORDS

NOTE

Records identified in step 5.1.1[A] are generated during the performance of CBFO MP 10.5. A copy of these documents will be submitted to CCP 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/Lifetime

[A] Records Generated by CBFO MP 10.5:

- [A.1] Peer Review Plans
- [A.2] Peer Review Procedures (if different from Attachment I of MP 10.5)
- [A.3] Service acquisition documents
- [A.4] Peer review panel member verification of education/employment documentation
- [A.5] Determination of peer review panel member independence documentation
- [A.6] Peer review panel selection justification/decision documentation
- [A.7] Peer review panel member service provider contracting documentation
- [A.8] Observer inquiry forms
- [A.9] Peer review panel manager qualification documentation
- [A.10] Peer review panel member selection documentation
- [A.11] Peer review panel orientation documentation and attendance form

[A.12] Written minutes of meetings, deliberations, and activities

[A.13] Peer review reports

[B] Peer review request letter

[C] List of submitted supporting documents