

RCT-PXP-015

Revision 0

Project Execution Plan For the WIPP Certification of



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1.0 PROJECT OVERVIEW

This Project Execution Plan (PXP) for the preparation of [REDACTED] [REDACTED] to become Waste Isolation Pilot Plan (WIPP) Certified for Headspace Gas (HSG) Analysis under the Central Characterization Project (CCP) WIPP certification program has been prepared under the guidelines of Washington Group International's (WGI) Project Execution Management Program, in accordance with MP 1.42, *WTS Project Execution Management Program*, and WP 15-GM.01, *Project Execution Plans*. This plan utilizes a graded approach to address key issues associated with the project.

This PXP describes the scope and schedule in Fiscal Year (FY)-2006 and FY-2007. The project will be conducted at Washington TRU Solutions (WTS) and [REDACTED]. The purpose of the PXP is to document the baseline work scope for the fiscal years and delineate the processes to be used to provide sound project management for the certification of [REDACTED].

1.1 Project History

The U.S. Department of Energy (DOE) Carlsbad Field Office (CBFO) seeks to have two laboratories certified to perform HSG Analysis for generator sites preparing their Transuranic (TRU) and TRU-mixed wastes for transportation to and emplacement within the WIPP. In this way, at least one laboratory should always be available to perform the HSG analysis required under the WIPP Hazardous Waste Facility Permit (HWFP). DOE has identified [REDACTED] as one of the laboratories to be certified.

1.2 Project Description

This project will enable [REDACTED] to become and remain certified for HSG Analysis and participation within CBFO's Performance Demonstration Program (PDP). This new process at [REDACTED] will be added to the existing CCP program and procedures and will be included in the existing Quality Assurance (QA) Program.

1.3 Project Scope of Work

1.3.1 Establish Project Team to Include:

- Project Manager
- Vendor Project Manager (VPM)
- Site Project Manager (SPM)
- Quality Support
- Project Support

1.3.2 Develop process to prepare [REDACTED] to become WIPP certified for HSG analysis under CCP's certification program, including, but not limited to, the following:

- Operating Procedures
- Software
- Equipment
- Procurement
- Training
- Measuring and Test Equipments (M&TE) calibration
- QA Records

2.0 CONTRACT OVERVIEW

2.1 Project Goals and Objectives

The project's first goal is to establish a program under CCP and become certified for WIPP HSG analyses by November 30, 2006. The second goal is to establish the program to be capable of analyzing up to 120 sample canisters per week. The objective of the program will be to provide analyses that comply with requirements in a timely manner.

2.2 Management Overview of the Project Execution

The Program Manger is responsible for the execution of the project in accordance with the WIPP procedure and company policy. The direction and management of project activities are conducted in accordance with WGI/WTS project management polices and approved WIPP procedures. The Program Manager will maintain an active communications program to assure DOE and WTS management and personnel are apprised of performance and other issues affecting as-planned project execution.

2.3 Project Management Authority

The Project Manager is responsible for safe and compliant execution and completing the authorized scope within approved schedule. Management authority is established to prioritize, direct, and status activities related to the project. WTS first-line managers are responsible for allocation of personnel and other resources described therein.

2.4 Management Philosophy

WTS manages and operates the WIPP to set the standard for achieving excellence in the performance of all activities. WTS systematically integrates safety and environmental compliance into management and work practices at all levels of the organization so that the WIPP mission is accomplished while protecting the worker, the public, and the environment. Emphasis is placed on a knowledgeable individual's responsibility to perform their task in a safe manner and compliant with all requirements and to produce quality work. Management emphasizes that employees are expected to stop work if a safety concern arises or conditions change.

2.5 Customer Identification

CBFO is the primary customer for this project. The primary contact is the Assistant Manager for Operations. The secondary customer is [REDACTED]. The Project Manager will interface directly with the Laboratory Manager at CEMRC. Routine integration meetings and conference calls will be conducted by the Project Manager to provide integration and status on the project.

2.6 Project Location

The Project will be conducted in Carlsbad, NM, and Denver, CO. Project planning and support personnel are located in Carlsbad, NM, and Denver, CO.

2.7 Third Party Organizations

DOE certification will be required. CBFO will have lead authority for performing the certification audit using the CBFO Technical Assistance Contractor (CTAC).

2.8 Partnering

██████████ and WTS are partnered through a Memorandum of Agreement dated June 9, 2006.

2.9 Release to Proceed

The work scope is an authorized scope under the current WTS prime contract.

2.10 Applicable Reference Documents

- CCP-PO-001, CCP Transuranic Waste Characterization Quality Assurance Project Plan
- *Waste Isolation Pilot Plant Hazardous Waste Facility Permit, NM 4890139088-TSDF, Attachment B, Waste Analysis Plan*
- MP 1.42, *WTS Project Execution Management Program*
- WP 15-GM.01, *WTS Project Execution Plans*

3.0 PROJECT ORGANIZATION

In order to accomplish the planned scope of work successfully, WTS has established a program management organization to provide technical and administrative support for all certification activities.

Program management includes project office support for certification. The role of the Project Office is to coordinate all project activities at the ██████████ to be as efficient as possible. The functions of the Project Office include:

- Establish the scope of work and program objectives for the project, including the requirements to be accomplished at the ██████████
- Coordinate and maintain characterization and operations documentation and records, including plans and procedures.
- Manage project-level Batch Data Reports (BDRs) and characterization data through the WIPP certification process.
- Ensure appropriate training of project personnel.
- Prepare, maintain, and update project schedules.

- Formally maintain configuration control of project scope and schedule.
- Coordinate and resolve issues for the project.

The certification project will be managed by an assigned Project Manager who will work closely with the current [REDACTED] Laboratory Manager. The certification Project Manager functions as the primary interface and point-of-contact between WTS and the [REDACTED] Laboratory Manager on this project.

Key project personnel required for the project include:

Project Sponsor	[REDACTED]
Project Manager	[REDACTED]
Vendor Project Manager	TBD
Procurement	[REDACTED]
QA Oversight	[REDACTED]
QA Programs	[REDACTED]
Project Controls	[REDACTED]

The organizational chart for this project is shown in Figure 1, Organizational Chart of CCP/[REDACTED] Personnel for Project.

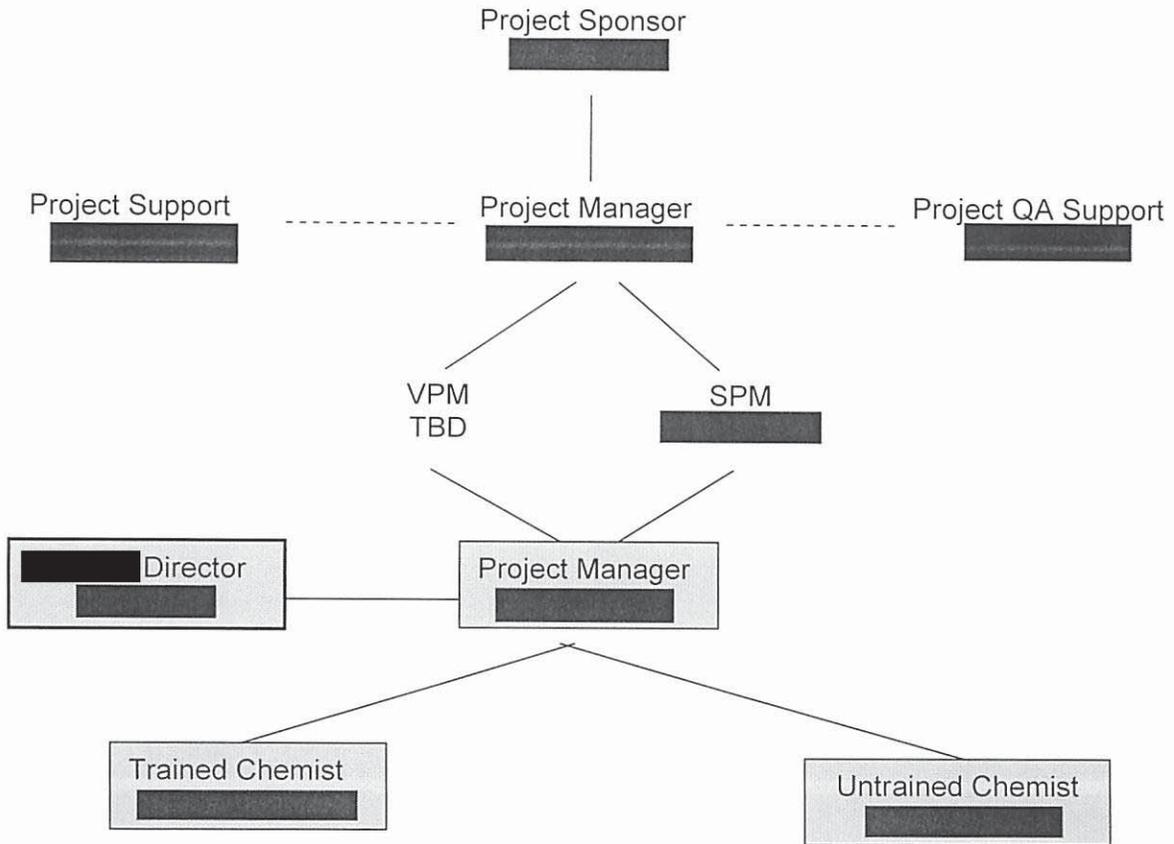


Figure 1. Organizational Chart of CCP Personnel for Project

4.0 PROJECT ADMINISTRATION



5.0 PROJECT BUDGET AND SCHEDULE

5.1 Budget

Current allocated resources will support this project and no additional funding will be required.

5.2 Schedule

- Procedures developed and in review
 - Issue to CBFO by 7/31/06
- Docket required information by 8/11/06
- Complete training and qualification for personnel by 8/31/06
- Complete Initial calibration and method detection limits by 8/31/06
- Participate in Performance Demonstration Program by 8/31/06
- Complete software QA requirements by 8/31/06
- Conduct program evaluation by 9/8/06
- Perform certification audit by 9/30/06

6.0 PROJECT RESOURCES

WTS will provide staff for oversight and management.

6.1 Training Requirements

WTS will provide training for personnel as required in accordance with CCP-QP-002, *CCP Training and Qualification Plan*. [REDACTED] will provide the site-specific training. The training requirements will satisfy both WTS project needs and [REDACTED] site training needs.

7.0 UNIQUE PROJECT CONSIDERATIONS

7.1 [REDACTED] Relations

WTS will implement and utilize specific communication processes and methods to maintain effective and productive relations with the [REDACTED] staff, including the following:

- Integrated planning and agreement with the [REDACTED]
- Formal and documented communications to ensure full understanding of the work scope.
- Routine progress update and issues notification.

- A team approach to work accomplishment and problem solving. It is important that all team members communicate effectively and maintain a business-like approach to managing performance.

WTS will accomplish its mission following accepted project management policies and procedures, including the development and execution of this PXP.

7.2 Project Execution Plan (PXP) Implementation

This PXP will be issued and controlled by WTS. This plan describes the plans and objectives. This formal structure will include the following:

- Establishment of baseline project schedules under Change Control within WTS.
- Establishment of baseline personnel/resources under Change Control within WTS.

8.0 ENGINEERING AND DESIGN

No engineering and design will be required for this project.

9.0 PROCUREMENT AND MATERIALS MANAGEMENT

Sample canisters and shipping containers may be procured under the CCP procurement process for the project.

10.0 PROJECT CONTROLS.

Project controls are tracked to provide increased cost and schedule performance visibility of project objective accomplishments. The management control system provides analysis of planned-versus-actual performance and early detection or prediction of problems that require management attention.

11.0 PROJECT QUALITY PLAN

The [REDACTED] HSG analysis program will operate under CCP Quality Program (CCP-PO-001). Some activities may be qualified under the CCP Qualified Suppliers List (QSL).

12.0 CONSTRUCTION

No construction/operations are required for this project.

13.0 COMMISSIONING AND STARTUP

██████████ will follow their program for startup operations and CBFO will certify CCP for this scope of work.

14.0 ENVIRONMENT, SAFETY, AND HEALTH

CCP's Basis for Interim Operation (BIO) will be updated to include ██████████ HSG Analysis operation. The BIO demonstrates safety to workers primarily through adherence to Safety Management Programs (SMPs). The required SMPs are a combination of CCP SMPs and site-specific SMPs. Integration of SMPs is further addressed in the Interface Document developed to support implementation of this BIO. In addition, the BIO demonstrates safety to workers and the offsite public through identification of the safety envelope and presentation of the results of qualitative and semi-quantitative safety analysis.

15.0 RISK MANGEMENT PLAN

The only risk associated with the ██████████ scope of work is the timeliness and quality of reported results. This timeliness and quality could impact Host site schedules and program compliance.

16.0 PROJECT CLOSEOUT

Closeout of the project will be successful CBFO certification and effective implementation of program.

17.0 PROJECT PROCEDURES

- CCP-TP-142, *CCP Preparation of Canisters for Headspace Gas Sampling*
- CCP-TP-143, *CCP Carlsbad Environmental Monitoring and Research Center Headspace Gas Analysis*
- Interface Document

The Document Control organization under CCP provides full-time, subcontracted document services. These services include completing program documents, quality and technical procedures, and electronic forms and participation in CCP audits.

Document Control performs document control and technical and operating support for CCP. Document Control provides support by creating, modifying, and controlling documents and electronic forms in accordance with applicable requirements. Support includes:

- Coordinating reviews for documents.
- Maintaining a hard copy/master file of active controlled documents, including review and approval records.
- Maintaining the electronic document management system. The system provides electronic review, approval, and distribution of controlled documents.
- Supporting audits, assessments, surveillances, and reviews as required by WTS.

CCP Records provides records management and support services to the CCP.

The CCP Central Records Center is located at the Skeen Whitlock Building in Carlsbad, NM. All records generated during the characterization processes are transmitted to and maintained at the Central Records Center. Records generated at [REDACTED] will be stored in Carlsbad. CCP Central Records Center personnel act as Records Custodians in support of all generator facilities. Records Inventory and Disposition Schedules (RIDS) are created and maintained annually for the CCP Project Office and all CCP generator facilities performing characterization operations. Records functions include:

- Record receipt, acknowledgment, and maintenance
- Records scanning, tracking, and retrieval
- Audit, assessment, and surveillance support
- Tracking and coordinating site-specific records training

In addition, CCP Records maintains records custodians at remote-generator facilities. These individuals support the in-process and/or completed records at each facility for transmittal to the CCP Central Records Center.