

RCT-PXP-016

Revision 0

Project Execution Plan
For the
Incorporation of INL Laboratory
Into the CCP
WIPP Certification Program

EFFECTIVE DATE: 07/31/2006



PRINTED NAME

APPROVED FOR USE

RECORD OF REVISION

Revision Number	Date Approved	Description of Revision
0	07/31/2006	Initial issue.

TABLE OF CONTENTS

1.0	PROJECT OVERVIEW	5
1.1	Project History	5
1.2	Project Description.....	5
1.3	Project Scope of Work	6
2.0	CONTRACT OVERVIEW	7
2.1	Project Goals and Objectives.....	7
2.2	Management Overview of the Project Execution	7
2.3	Project Management Authority.....	7
2.4	Management Philosophy	7
2.5	Customer Identification	8
2.6	Project Location	8
2.7	Third Party Organization	8
2.8	Partnering	8
2.9	Release to Proceed	8
2.10	Reference Documents	8
3.0	PROJECT ORGANIZATION.....	9
4.0	PROJECT ADMINISTRATION	11
5.0	PROJECT BUDGET AND SCHEDULE.....	12
5.1	Budget	12
5.2	Schedule.....	12
6.0	PROJECT RESOURCES	13
6.1	Training Requirements.....	13
7.0	UNIQUE PROJECT CONSIDERATIONS.....	13
7.1	INL Relations	13
7.2	PXP Implementation	13
8.0	ENGINEERING AND DESIGN	14
9.0	PROCUREMENT AND MATERIALS MANAGEMENT	14
10.0	PROJECT CONTROLS.....	14
11.0	PROJECT QUALITY PLAN	14
12.0	CONSTRUCTION.....	14
13.0	COMMISSIONING AND START-UP	14
14.0	ENVIRONMENT, SAFETY, AND HEALTH.....	14
15.0	RISK MANAGEMENT PLAN	14

16.0 PROJECT CLOSEOUT 15

17.0 PROJECT PROCEDURES..... 15

LIST OF FIGURES

Figure 1. Organization Chart of CCP and INL for Project..... 10

1.0 PROJECT OVERVIEW

Introduction

The Project Execution Plan (PXP) for incorporating the Idaho National Laboratory (INL) Environmental Chemistry Laboratory (ECL) and the Idaho Nuclear Technology Engineering Center (INTEC) laboratories into the Central Characterization Project (CCP) Waste Isolation Pilot Plan (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 addresses 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). The purpose of the PXP is to document the baseline work scope for the FY and delineate the processes to be used to provide sound project management for the incorporation of INL laboratories.

1.1 Project History

At INL the INL ECL, operated by Battelle Energy Alliance (BEA) and the INTEC has operated as a separate Department of Energy (DOE) Waste Isolation Project Plan (WIPP) certified laboratory. The certification was made up of three parts: Headspace Analysis Laboratory, Solids Analysis Laboratory, and Material Fuel Complex (MFC) facility performing Visual Examination (VE) and Solids coring operations. The MFC part of the certification will no longer be used in the future. Without the MFC part of the certification program the other two parts cannot standalone.

1.2 Project Description

This project will incorporate the INL laboratories to the CCP WIPP certification process, and then CBFO will certify CCP for this scope of work. The incorporation will minimize any technical changes to the INL laboratories operations and will allow the INL laboratories to perform work for other customers.

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 incorporate INL Laboratories into CCP to include the following, but not limited to:

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

2.0 CONTRACT OVERVIEW

2.1 Project Goals and Objectives

The goal of this project is to convert the laboratories into the CCP WIPP certification process without affecting the current WIPP certification and disrupting or affecting any shipping schedule of any Host site connected with the INL laboratories, and then complete a Carlsbad Field Office (CBFO) recertification audit and obtain CBFO's CCP recertification approval of INL laboratories before the expiration of INL laboratories current WIPP certification in June 2007.

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 authorized scope within approved schedule. Management authority is established to prioritize, direct, and status activities related to the project. Washington TRU Solutions (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 the task in a safe manner, compliant with all requirements and produce quality work. Management emphasizes that employees are expected to stop work if a safety concern arises or conditions change.

2.5 Customer Identification

The CBFO is the primary customer for this project. The primary contact is the Assistant Manager for Operations. A secondary customer is the INL ECL and INL INTEC. The Project Manager will interface directly with the Laboratory Managers at INL. 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 at Carlsbad, New Mexico, Denver, Colorado, and Idaho National Laboratories. The project planning and support personnel are located in Carlsbad, New Mexico, and Denver Colorado.

2.7 Third Party Organization

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

WTS and INL laboratories are partnered through a Contract Statement of Work (SOW).

2.9 Release to Proceed.

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

2.10 Reference Documents

- *Waste Isolation Pilot Plant Hazardous Waste Facility Permit, NM 4890139088-TSDF, Attachment B, Waste Analysis Plan*
- *CCP-PO-001, CCP Transuranic Waste Characterization Quality Assurance Project 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 incorporation activities.

Program management includes project office support for incorporation. The role of the Project Office is to coordinate all project activities at the INL 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 INL;
- 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 incorporation Project will be managed by an assigned Project Manager who will work closely with the current INL Laboratory Managers. The incorporation Project Manager functions as the primary interface and point-of-contact between WTS and the INL Laboratory Managers on this project.

Key project personnel required for the project include:

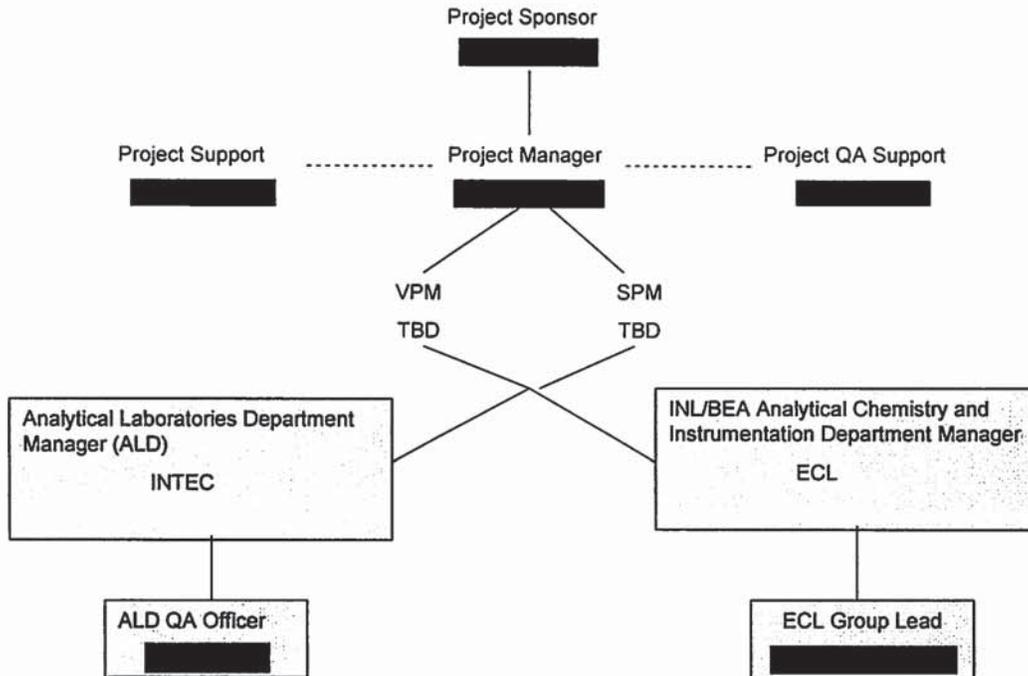
Project Sponsor
Project Manager
Vendor Project Manager (VPM)
Site Project Manager (SPM)
Procurement
QA Oversight
QA Programs
Project Controls

[REDACTED]
[REDACTED]
TBD
TBD
[REDACTED]

The organization chart for this project is shown in Figure 1, Organization Chart of CCP and INL for Project.

Figure 1. Organization Chart of CCP and INL for Project

ORGANIZATION CHART OF CCP AND INL FOR PROJECT



4.0 PROJECT ADMINISTRATION

It is WTS's responsibility to ensure that the activities of each of the primary contractors result in the timely completion of project activities, while ensuring that the site remains in compliance with the wide array of safety, environmental, security, labor, and contract requirements. WTS integrates these activities through the following key activities:

- Preparation of project baselines and direction of the work planning needed to implement such plan;
- Weekly production discussions, integration and operations meetings that track project progress and identify and resolve issues. Ad hoc teams are established, as needed, to address problem areas such as schedule and resource allocation.

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

The following are the milestones identified:

- INL procedures reformatted to CCP by 10/31/06.
- Complete Software Quality Assurance by 10/31/06.
- Incorporate INL equipment into CCP configuration management by 10/31/06.
- Records personnel trained by 10/31/06.
- INL procedures approved by CCP by 11/31/06.
- WTS Qualified Supplier List (QSL) audit for procurement and M&TE complete INL approved by 11/31/06.
- Interface and Contract SOW complete by 11/31/06.
- INL (CCP) procedures approved by CBFO.
- Training to new Qualification Cards complete by 1/15/07.
- CBFO audit complete by 3/01/07.

6.0 PROJECT RESOURCES

WTS will provide staffing oversight and management.

6.1 Training Requirements

WTS will provide training for the personnel as required. INL will provide the site-specific training. The training requirements will satisfy both WTS project needs and INL site training needs.

7.0 UNIQUE PROJECT CONSIDERATIONS

7.1 INL Relations

WTS will implement and utilize specific communication processes and methods to maintain effective and productive relations with the INL staff. The methods include: (1) integrated planning and agreement with the INL; (2) formal and documented communications to ensure full understanding of the work scope; (3) routine progress update and issues notification; and (4) 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 PXP Implementation

This PXP will be issued and controlled by WTS. This plan describes the plans and objectives for FY-2006 and FY-2007. 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

No procurement and materials management is required for this 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 requires management attention.

11.0 PROJECT QUALITY PLAN

The INL laboratories will operate under the CCP Quality Program, CCP-PO-001, *CCP Transuranic Waste Characterization Quality Assurance Project Plan*. Some activities may be qualified under the CCP SQL.

12.0 CONSTRUCTION

No construction/operations are required for this project.

13.0 COMMISSIONING AND START-UP

CBFO will certify CCP for INL laboratories operation.

14.0 ENVIRONMENT, SAFETY, AND HEALTH

No safety, health, or environment compliance requirement is being change due to this project. Both INL and CCP operate under a Document Safety Analysis (DSA) at INL, and this will remain the same during and after completion of this project.

15.0 RISK MANAGEMENT PLAN

The only risk associated with this scope of work is the recertification approval of INL laboratories. If this is not accomplished, then impact to Host sites shipping schedules will occur.

16.0 PROJECT CLOSEOUT

Closeout of the project will be successful CBFO certification.

17.0 PROJECT PROCEDURES

The Document Control organization under CCP provide full-time, subcontracted, document services. These services include completing Program Documents, Quality and Technical Procedures, Electronic Forms, and participation in CCP audits.

The Document Services Support Team performs document control and technical and operating support for the CCP. The Support Team 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, New Mexico. All records generated during the characterization processes are transmitted to and maintained at the Records Center. Records generated at INL will be stored in Carlsbad. CCP Central Records Center personnel act as Records Custodians in support of all generator facilities. Records Inventory & Disposition Schedules (RIDS) are created and maintained annually for the CCP Project Office, and all CCP generator facilities performing characterization operations. Records functions include: 1) record receipt, acknowledgment, and maintenance; 2) records scanning, tracking, and retrieval; 3) audit, assessment, and surveillance support; and 4) 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.