

WP 07-EU3504

Revision 3

WIPP Core Storage, Handling, and Distribution

Management Control Procedure

EFFECTIVE DATE: 03/19/08

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APPROVED FOR USE

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INTRODUCTION ¹

This procedure defines the methods for storage, handling, and distribution of core in the Waste Isolation Pilot Plant (WIPP) core storage facility, including submittal of the core to the facility, maintenance of the core storage facility (inventory, handling, and distribution), permission for access to view the core on-site, and permission to remove samples of the core from the site. A list of personnel authorized to approve core storage facility activities and authorized unlimited access to the storage facility is on file.

Records will be maintained of all core storage facility activities, including additions to the core storage facility, removal of any material from the core storage facility, any tests performed on the core, any people who examined the core on-site, and any other alterations made to the core.

Records generated by this procedure are as follows:

- Attachment 1, WIPP Core Storage Facility Sample Management Record (or similar chain-of-custody form)
- Attachment 2, Request for WIPP Core Access and/or Removal
- Electronic Database

REFERENCES

BASELINE DOCUMENT

- WP 07-1, WIPP Geotechnical Engineering Program Plan

REFERENCED DOCUMENT

- WP 15-PM3502, Property Passes

PERFORMANCE

1.0 SUBMITTAL OF CORE FOR STORAGE

NOTE

The core is stored in lockable shipping containers to minimize deterioration and to control access. These containers do not have temperature or humidity controls. The Submitter must make other arrangements to store core that require additional environmental protection not provided by the shipping container.

1.1 Submitter, perform the following:

1.1.1 Complete Attachment 1, or similar chain-of-custody form.

1.1.2 Mark each submitted container, using indelible ink, with the following information:

- Sample ID
- Interval/depth
- Sampling date

1.2 Core Librarian, perform the following:

1.2.1 Verify that material submitted corresponds with material listed on Attachment 1.

1.2.2 If any discrepancies are found between Attachment 1 and the submitted material, return the request to the Submitter for correction.

1.2.3 When the documentation is complete and correct, have the Submitter relinquish the material by signing in the appropriate block on Attachment 1.

1.2.4 Sign in the block acknowledging acceptance of the material.

1.2.5 Update the core storage facility electronic database to include the additional material.

2.0 AUTHORIZATION FOR ACCESS TO EXAMINE THE CORE

2.1 Requester, perform the following:

2.1.1 Complete Attachment 2.

2.1.2 Submit completed request to Core Librarian for review.

2.2 Core Librarian, perform the following:

2.2.1 Identify and obtain approvals.

2.2.2 Place the completed Attachment 2 and written request in the core storage facility files.

2.2.3 Send copies to the Requester or hold them on-site for pickup.

3.0 AUTHORIZATION TO REMOVE SAMPLES FROM THE CORE STORAGE FACILITY

3.1 Requester, complete Attachment 2 and include or attach the following information:

- Requesting party name and address
- Boring number and/or name
- Core intervals and/or sample depths
- Total footage of core required; minimum lengths, if any; whole or partial (e.g., quartered, or other restrictive conditions on the core)
- Type of tests to be performed
- Date when core will be returned
- If core will not be returned, justification for not returning it
- Shipping requirements and date

NOTE

The Core Librarian will not release any core until an approved Attachment 2 is on file.

3.2 Core Librarian, perform the following:

3.2.1 Submit the completed Attachment 2 for approval or disapproval to the following:

- Sandia National Laboratories
- Washington TRU Solutions LLC

3.2.2 If the request is disapproved, return Attachment 2 to the requesting party for revision as appropriate.

3.2.3 If the request is approved, perform the following:

- [A] Place the completed Attachment 2 and any attachments in the core storage facility files.
- [B] Send copies to the requesting party, or hold copies on-site for pickup.

NOTE

To gain maximum use of the core, slabbing or core splitting programs will be limited. At least 20 percent of the core footage involved (one foot in every five) will be preserved intact for potential future use. When possible, core will be split prior to shipment in order to maintain a complete core record.

- [C] Prepare Attachment 1 describing the resultant change to the core caused by removal of a sample(s).
- [D] Update the core storage facility database to reflect the changes described in Attachment 1.

NOTE

WIPP-related personnel physically removing a core from the site are responsible for arranging for the required property pass prior to removal of the core from the site.

Transfers of core and related material will be processed and shipped depending on the availability of personnel and requirements of WIPP activities.

- [E] Provide assistance to the requester as necessary for removing core(s) from the site in accordance with WP 15-PM3502.

3.2.4 When a core(s) is returned, inspect and accept receipt of the returned core.

- [A] Document core return on Attachment 1.
- [B] Update the core storage facility database to reflect the changes described in Attachment 1.

4.0 CORE HANDLING

NOTE

The Core Librarian will grant access to the core storage facility to personnel for facility maintenance and inspection.

4.1 Core Librarian, direct all personnel entering the core storage facility to enter the following information in the logbook:

- Name
- Organization
- Reason for being in the core storage facility
- Date

5.0 HANDLING DOCUMENTATION

5.1 Core Librarian, maintain a file of the following approved documents:

- Core sample chain-of-custody forms
- Request for WIPP Core Access and/or Removal forms

Attachment 1 - WIPP Core Storage Facility Sample Management Record

Project Description: _____		Date: _____	
REQUESTING PARTY: _____ _____ _____ DATE: ____ / ____ / ____ ACTION: SUBMITTAL ____ REMOVAL ____ RETURN ____	_____ / ____ / ____ RELINQUISHED BY: DATE:	_____ / ____ / ____ RELINQUISHED BY: DATE:	_____ / ____ / ____ ACCEPTED BY: DATE:
	_____ / ____ / ____ RELINQUISHED BY: DATE:	_____ / ____ / ____ RELINQUISHED BY: DATE:	_____ / ____ / ____ ACCEPTED BY: DATE:
	_____ / ____ / ____ RELINQUISHED BY: DATE:	_____ / ____ / ____ RELINQUISHED BY: DATE:	_____ / ____ / ____ ACCEPTED BY: DATE:

SAMPLE ID	SAMPLE DESCRIPTION (Core size, cuttings, other)	INTERVAL/DEPTH		CONTAINER NO.	SAMPLING DATE	LOCATION	PROGRAM	REMARKS
		From:	To:					
		-	-		/ /			
		-	-		/ /			
		-	-		/ /			
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Attachment 1 - WIPP Core Storage Facility Sample Management Record - Continued

SAMPLE ID	SAMPLE DESCRIPTION (Core size, cuttings, other)	INTERVAL/DEPTH		CONTAINER NO.	SAMPLING DATE	LOCATION	PROGRAM	REMARKS
		From:	To:					
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Attachment 2 - Request for WIPP Core Access and/or Removal

CHECK TYPE OF REQUEST: Access _____ Removal _____

Requested By: _____ Organization: _____

Address: _____

Boring No./Name: _____

Core Interval/Sample Depth: _____

Requested Date: _____

COMPLETE THIS SECTION TO REMOVE CORE, OR RELATED MATERIAL FROM WIPP SITE.

Sample Footage: _____

Sample Description: _____

Purpose/Type of Testing: _____

Sample Recipient Name: _____ Organization: _____

Sample Return Date: _____

Justification for No Return: _____

Shipping Requirements: _____

Comments: _____

APPROVALS:

Sandia National Laboratories Supervisor _____

WTS Cognizant Manager _____

Attachment 3 - Definitions

| Core Librarian - Person or persons designated by the cognizant manager authorized to implement and administer this procedure.

Core Storage Facility - A secured facility that has controlled access for storing, examining, and handling geologic samples.

The WIPP site provides a core storage facility with a restricted storage environment, reasonable access and working arrangements, and reasonable security from unauthorized access. The cores are maintained behind locked doors, and the keys are controlled by assignment.

In the core storage facility, a staging area is maintained that provides adequate working conditions and access for examination of the core while maintaining security.

Geologic Sample - Any core, crushing, cutting, or grab-sample of rock materials. For this definition, "geologic sample" does not include samples of water, brine, or gas.