Perform Dispatch and Container Document System Duties

Tank Farm Plant Operating Procedure

Burial and Waste

USQ #NA-4

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1.0 PURPOSE AND SCOPE

1.1 Purpose

This procedure establishes guidelines that define tasks performed by the assigned Dispatcher and requirements for SWITS.

1.2 Scope

1.2.1 This procedure applies to Waste Management Services personnel assigned to perform the duties of Dispatch and SWITS.

1.2.2 This procedure provides directions to perform the following tasks:
   • Maintain and update log books and log sheets
   • Assign Package Identification Numbers and prepare files
   • Input primary data into SWITS and generate reports as requested
   • Review and verify file completion
   • Enter new containers into the SWITS system
   • Dispositioning completed records.
Perform Dispatch and Container Document System Duties

2.0 INFORMATION

2.1 General Information

2.1.1 Turning off the computer while running the data systems will result in data corruption.

3.0 PRECAUTIONS AND LIMITATIONS

3.1 Radiation and Contamination Control

3.1.1 Work in radiological areas will be performed using an RWP following review by Radiological Control per the ALARA work planning procedure TFC-ESHQ-RP_RWP-C-03.

4.0 PREREQUISITES

4.1 Special Tools, Equipment and Supplies

Selection of supplies is dependent on the work being performed. The following list includes supplies needed for a variety of work.

The following supplies may be needed to perform this procedure:

- Two-Way radio (base unit)
- Vehicle keys
- Daily Log Book
- KeyCheckout Sheet
- Facility and other forms used in active procedures.

4.2 Performance Documents

- Site Form A-6002-935, Tank Farm Container Request Form.

4.3 Field Preparation

4.3.1 ENSURE dispatch is manned during day shift except during lunch period. All overtime or other shifts communications will be through the FLM.
5.0 PROCEDURE

5.1 Assign Package Identification Number

5.1.1 UPON approval and receipt of Container Request, PERFORM the following:

5.1.1.1 ENSURE the Tank Farm Container Request Form has been reviewed by Waste Technical Services.

NOTE - The PIN is determined by organization prefix, year, Julian day, and number of containers issued that day.
EXAMPLE: TFP-06-200-10 = Tank Farm Projects, 2006, 200th day, 10th container issued.

5.1.1.2 ASSIGN a PIN.

5.1.2 RECORD the following in PINBOOK:
• Package Identification Number
• Waste Location
• Container Size
• Container Type
• Waste Type
• Work Description/Location
• Comments (e.g., PIN only, SAA).

5.1.3 GET a color-coded file folder for type of waste being placed in container according to the following:
• Red = Mixed Waste
• Yellow = Low Level Waste (Box or Bulk Item)
• Blue = Low Level Waste (drum)
• Green = Hazardous Waste
• White = Non-Regulated Waste
• Orange = Recycle/Universal Waste.
5.1 Assign Package Identification Number (Cont.)

5.1.4 APPLY designated PIN to the following:
- File Folder
- Container Request Form
- Generator Certification
- Generator Radiation Survey (if required by waste type)
- Waste Inventory Sheet
- Container Tracking Record
- Packaging Instructions
- Additional support information (special instructions, etc.)
- PIN Log Book.

NOTE - Field Representative or Waste Technical Services determines additional support information.

5.1.5 ASSEMBLE a generator package with the following applicable forms:
- Generator Certification
- Generator Radiation Survey
- Waste Inventory Sheet
- Additional support information (special instructions, etc.).

Special Instruction

Forms used during the performance of this evolution are determined by the Container requested and the Waste type that will be generated. Whichever forms are used should be arranged as follows:

**LEFT SIDE**
- Original Container Request
- Request Special Analysis
- Applicable GHS-SDS and/or MSDS
- Any related information, special instructions, memos that relate to the request.

**RIGHT SIDE**
- Packaging Instructions
- Container Tracking Record (Attachment 4 of TO-100-010)
- Any related information, special instructions, memos that relate to the movement of containers/packages.
Perform Dispatch and Container Document System Duties

5.2 Responsibilities after Container Delivery

5.2.1 LOG IN to SWITS AND ENTER the following information:

**Basic Info Tab**
- Package ID (either manual or auto-filled)
- Secondary ID
- Dangerous (Y or N)
- CERCLA (Y or N)
- Rad (LLW or Non)
- TSCA (Y or N)
- Loc Facility
- Current Loc
- Group ID
- POC ID
- Labpacked – Y or N
- Waste Description
- Container Type/Size/UOM
- DOT Spec
- Source Company
- Source Facility
- Tare Weight (if not autofilled, manual entry is required)
- Packaging Weight – if applicable
- Comments – if applicable.

**Details Tab**
- Venting Tab – NucFil information - if applicable.

**Components Tab**
- Packaging Components – if applicable.

**Gen Notes Tab**
- Comments/Codes – include activity, requestor and source organization
- Dates – Issue Date (date container delivered to the field).
5.3 Responsibilities Prior to Container Pick Up

NOTE - When generator is ready to have completed package picked up, they must complete and submit Generator Certification, Waste Inventory Sheets, and supporting documents for approval. On occasion, this information may be faxed.

5.3.1 REVIEW the following for completeness:
- Generator Certification
- Container Inventory Sheets
- Generator Radiation Survey.

5.3.2 PLACE into PIN file.

5.3.3 ENTER the following information into SWITS:

Basic Info Tab
- Accumulation Date (if not previously entered)
- Container filled date (completed).

5.3.4 ROUTE to Waste Technical Services.
Perform Dispatch and Container Document System Duties

5.4 Responsibilities after Container Pick Up

5.4.1 WHEN notified that container has been placed into storage, LOCATE PIN in PIN book AND HIGHLIGHT PIN in blue to indicate the delivery/pick-up cycle has been completed.

NOTE - Information for the following step is gathered from the Six Point Survey, the Waste Acceptance Checklist, the Generator Certification, and the Container Tracking Sheet.

5.4.2 ENTER the following information into SWITS

**Basic Info Tab**
- LOC Facility
- Current LOC
- Relocation Date
- Gross Weight

NOTE - IF dose rate > 0.5 mR/hr, Waste Technical Services will provide guidance for SWITS entry.

**Detail Tab**
- Shielding – Y or N
- Contact Dose Rate
- Dose Rate at 30cm
- Contact/Remote Handled.

**Gen Notes Tab**
- Dates – Pad Date.

5.4.3 IF applicable, ADD the following to the left side of the file folder.
- Six Point Survey
- Waste Acceptance Checklist
- Container Status Change.

5.4.4 ROUTE to Waste Technical Services.
5.5 PIN File/SWITS Closeout Instructions

5.5.1 For completed shipments, **PERFORM** the following:

5.5.1.1 **ADD** all shipment paperwork provided by the Shipper to the PIN file.

5.5.1.2 **CONFIRM** all required paperwork from Checklist 1 is in the file.

5.5.1.3 **CHECK or N/A** each applicable field.

5.5.1.4 **CORRECT** any discrepancies in the PIN file **AND** **NOTIFY** Waste Technical Services for resolution.

5.5.1.5 **ENTER** shipment information into SWITS as follows:

NOTE - The shipment number can be found in copies of shipping papers.

a. In the U221 screen, **QUERY** the shipment number in the “Document #” field.

b. **ENTER** the date of shipment in the certification field and actual ship field.

5.5.2 For LLW, Non-regulated Waste, and Recycle Shipments **COMPLETE** the following three fields with the shipment date:

- TSD Received
- TSD Accept
- Manifest Return.

5.5.2.1 **CONFIRM** all actions have been completed in Checklist 1.

5.5.2.2 **SIGN, PRINT and DATE** the checklist.

5.5.2.3 **SEND** completed PIN file to the WTS Representative for completion of Checklist 2.
5.5 PIN File/SWITS Closeout Instructions (Cont.)

5.5.3 For Mixed Waste and Hazardous Waste shipments, **PERFORM** the following:

**NOTE** - Information for the following steps can be found on the returned manifest.

5.5.3.1 Once the signed copy of the Uniform Hazardous Waste Manifest returns from the disposal facility, **COMPLETE** the following three fields on the U221 screen in SWITS:

- TSD Received
- TSD Accept
- Manifest Return.

5.5.3.2 On the U224 screen, **CONFIRM** the Mgt. Method matches the returned manifest.

5.5.3.3 **PLACE** a copy of the signed manifest in each PIN File associated with the paperwork.

5.5.3.4 **CONFIRM** all actions have been completed in Checklist 1.

5.5.3.5 **SIGN, PRINT and DATE** the checklist.

5.5.3.6 **UPDATE** the Uniform Hazardous Waste Manifest logbook.

5.5.3.7 **SEND** completed PIN file to the WTS Representative for completion of Checklist 2.
5.6 Update SWITS for New Containers Received

NOTE—To use bar code scanners in SWITS, containers issued from the MSA warehouse must be accepted by the facility using the listed scanner method or the basic information will have to be entered into SWITS through the U101 screen.

Set up Barcode Data Collection

5.6.1 Program Scanner by sending collected data to SWITS AND PROCESS data from scanner in SWITS per barcode scanner desk instructions.
5.7 Maintain Uniform Hazardous Waste Manifest Log Book

5.7.1 RECORD the following on Data Sheet 1 - Shipping Manifest Log Sheet.
   - Manifest Number
   - Shipment Date.

5.7.2 PLACE generator copy of Uniform Hazardous Waste Manifest in associated Manifest Log Book.

5.7.3 WHEN original signed generator copy is received, LOG it into Manifest Log Book as follows:

   5.7.3.1 ATTACH Generator copy to original Manifest AND

   PLACE in associated section of Manifest book.

   5.7.3.2 ENTER Return Date on Data Sheet 1 - Shipping Manifest Log Sheet.

   5.7.3.3 IF return date is over 30 days, CHECK associated column on Data Sheet 1 - Shipping Manifest Log Sheet.

5.7.4 INITIAL AND DATE Data Sheet 1 - Shipping Manifest Log Sheet.

5.7.5 INSERT both copies into ORIGINAL section of Manifest Log Book.

5.7.6 REVIEW Manifest Log Book weekly AND

   INFORM Management of any manifest for which the 30-day clock to receive the original signed generator copy is on day 20 or more.

5.8 Emergency Notification

5.8.1 CONTACT Emergency Service at 911 (373-0911 for cell phone) AND

   PROVIDE all information available.

5.8.2 CONTACT Central Shift Office Shift Manager (373-2689).
5.9 Records

5.9.1 **PERFORM** the following for records identified within this procedure.

5.9.1.1 **RECORD** the number of times the record was generated in applicable column

OR

5.9.1.2 **SUBMIT** the package for verification of completed records.

<table>
<thead>
<tr>
<th>Records Submittal Checklist</th>
<th>Number of times completed</th>
<th>N/A (✓)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PIN File</td>
<td></td>
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<tr>
<td>Checklist 1 - Waste Operations Checklist</td>
<td></td>
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<tr>
<td>Checklist 2 - Waste Technical Services Checklist</td>
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</tbody>
</table>

**Waste Services Records Custodian** **SEND** the completed records to Imaging Operations for records retention.

________________________ / ______________________ / ______________________

Signature Print (First and Last) Date

Waste Services Records Custodian

The record custodian identified in the Company Level Records Inventory and Disposition Schedule (RIDS) is responsible for record retention in accordance with TFC-BSM-IRM_DC-C-02.
### Checklist 1 - Waste Operations Checklist

**PIN#:** ____________________  **CIN#:** ____________________  

**SECTION I: COMPLETED BY DISPATCH**  

<table>
<thead>
<tr>
<th>Task</th>
<th>Completed or N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tank Farm Container Request Form (Site Form A-6002-935)</td>
<td></td>
</tr>
<tr>
<td>Generator Radiation Survey</td>
<td></td>
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<tr>
<td>Generator Certification (Site Form A-6003-117)</td>
<td></td>
</tr>
<tr>
<td>Waste Acceptance Checklist (Checklist 1 of TO-100-010)</td>
<td></td>
</tr>
<tr>
<td>Packaging Instructions (Site Form A-6007-439) (Attachment 1 of TO-100-010)</td>
<td></td>
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<tr>
<td>Marking and Label for Radioactive Shipments, (Site Form A-6007-440)</td>
<td></td>
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<tr>
<td>(Attachment 2 of TO-100-010)</td>
<td></td>
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<tr>
<td>Marking and Label for Non-Radioactive Shipments, (Site Form A-6007-438)</td>
<td></td>
</tr>
<tr>
<td>(Attachment 3 of TO-100-010)</td>
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<tr>
<td>Container Tracking Record (Site Form A-6006-736) (Attachment 4 of TO-100-010)</td>
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<td>Six Point Survey Steel Waste Drums (Attachment 5 of TO-100-010)</td>
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<td>Six Point Survey Metal Waste Boxes (Attachment 6 of TO-100-010)</td>
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<tr>
<td>NucFil Installation Instructions (Attachment 7 of TO-100-010)</td>
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<tr>
<td>Type A and IP1 Container Completion Form (Attachment 8 of TO-100-010)</td>
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<tr>
<td>Copy of Uniform Hazardous Waste Manifest</td>
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<tr>
<td>Copy of Radioactive Shipment Record (Site Form A-6003-214.1) or OWTF</td>
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**Waste Operations Dispatch Operator:**  

____________________________________ / _______________________ / _____________  

Signature  Print (First and Last)  Date
Checklist 2 - Waste Technical Services Checklist

<table>
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<tr>
<th>PIN#</th>
<th>CIN#</th>
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(✔️) if Completed or N/A

Select One Checklist:
- Non-Radioactive Waste Compliance Checklist (Site Form A-6004-167)
- Radioactive Waste Compliance Checklist (Site Form A-6004-166)

Waste Technical Services Representative:

________________________________________ / __________________________ / ________

Signature Print (First and Last) Date
Data Sheet 1 - Shipping Manifest Log Sheet

<table>
<thead>
<tr>
<th>Manifest Number</th>
<th>Shipment Date</th>
<th>Return Date</th>
<th>If Return Date is over 30 days Check (✓)</th>
<th>Initial and Date</th>
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</table>
## Data Sheet 2 - Container Status Change Form

The following container(s) / PIN(s) / have been:

(Circle one)

<table>
<thead>
<tr>
<th>Deleted</th>
<th>Contents Transferred</th>
<th>-Return to Stock</th>
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</table>

The following changes have been made to container(s) / PIN(s):

1) Waste Class:  From:_________________________  To:____________________

2) Accumulation Date:  From:____________________  To:____________________

3) Container Type / Size:  From:____________________  To:____________________

The reason(s) for the status change is/are:

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

Status Change Documented By:

Print Name:_________________________  Date:____________________

Signature:_________________________