

**RELEASE INSTRUCTIONS (RI) 0047649**

DOCUMENT NO.:  
WHC-CM-5-4  
PAGE 1 OF 1

TO:  
D. A. Isom H6-08  
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TITLE: Laboratories Administration  
RELEASE NO.: 066  
DATE PREPARED: August 20, 1997

I have entered this release into the document per instructions.

DA Isom 8/26/97  
Signature Date

If you have any questions about this release contact:

Jean Feaster  
Phone: 373-4426

**INSTRUCTIONS**

1. REMOVE AND/OR INSERT INDICATED SECTIONS INTO DOCUMENT AS SHOWN BELOW.
2. UPDATE THE RELEASE RECORD AT THE FRONT OF THE DOCUMENT.
3. SIGN THIS FORM AND RETURN IT TO DOCUMENTATION ADMINISTRATION WITHIN 5 WORKING DAYS.

SECTION NO. AND TITLE(S)	REMOVE			INSERT		
	PAGES	REV	DATE	PAGES	REV	DATE
Table of Contents	1 - 6	65	07/29/97	1 - 6	66	08/20/97
Section 3.29, "Make or Buy Policy for HASP"	1 - 2	0	01/21/97	--	--	--
Section 3.30, "Analytical Services Acquisition Evaluation Procedure"	1 - 4	0	01/21/97	--	--	--
Section 3.31, "Approval of Environmental, Safety, Quality, and Radiological Control Affecting Documents"	--	--	--	1 - 8	0	08/20/97
Section 9.3, "222-S Complex Construction Work Authorization"	1 - 3	0	05/02/94	--	--	--

**IMPLEMENTATION NOTICE**

(ROUTE A COPY OF THE IMPLEMENTATION NOTICE TO ALL USERS OF THIS COPY OF THE MANUAL)

Section 3.29 and 3.30 reissued in the Waste Management Hanford Policies, WMH-100, Section 2.1.3 and 2.1.4.

Section 9.3 replaced by LAP-113-100, "Job Control System."



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**Jean Feaster T6-03**

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1.0	<b>POLICIES</b>		
1.1	Safety Priority and Procedure Compliance Policy	5	05/13/97
2.0	<b>ORGANIZATION</b>		
NOTE:	The charter for Analytical Services may be found in WHC-CM-1, <i>Company Policies and Charters</i> .		
2.1	Charters — Section Title (no text)		
2.1.1	222-S Analytical Operations Charter	3	04/13/95
2.1.2	222-S Facility Operations Charter (incorporated into 2.1.1)	Canceled	10/22/93
2.1.3	Program Management and Integration Charter	2	04/05/95
2.1.4	Work Control and Data Management Charter	Canceled	04/26/95
2.1.5	Office of Sample Management	Canceled	04/26/95
2.1.6	Plutonium Finishing Plant Engineering Laboratory	Canceled	07/06/95
2.1.7	Process Laboratories and Technology Charter	Canceled	07/11/95
2.1.8	PUREX Analytical Laboratories Charter	Canceled	07/20/95
2.1.9	Engineering and Technology Services Charter	1	03/31/95
2.2	Committees, Boards, and Task Teams	Canceled	08/17/95
2.2.1	Laboratory Instrument Control Board Charter	Canceled	09/18/96
2.2.2	Chemical Hygiene Committee Charter	1	05/31/95
2.2.5	Laboratories ALARA Committee Charter	Canceled	09/14/95
2.2.6	Laboratories Pollution Prevention Team Charter	1	05/01/95
2.2.8	Laboratory Facility Plant Review Committee Charter	Canceled	06/12/96
2.3.1	Waste Sampling and Characterization Facility — Startup Charter	Canceled	04/12/95
2.3.2	Waste Sampling and Characterization Facility — Analytical Operations Charter	2	02/26/96
2.3.3	Quality Systems Charter	1	08/02/96
2.3.4	Laboratory Transition Charter	0	03/21/95
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3.1-A	Manual Administration — Procedure (incorporated into Section 3.1, Rev. 5)	Canceled	04/05/95
3.2	Out-of-Tolerance Report System	Canceled	01/15/93
3.3	Corrective Action Requirements, Occurrence Categorization, Notification, and Reporting (moved to 6.7)	Canceled	09/13/93
3.4	Data Package Preparation	Canceled	03/03/97
3.5	Administration for Nuclear Materials	4	09/09/96
3.6	Laboratories Entry Requirements	0	03/07/95
3.7	222-S Complex Radiological Postings	Canceled	07/25/95
3.8	Shift Turnover at 222-S Laboratories Complex	Canceled	07/06/95
3.9	Laboratory Procedures Change 1 (pages 12-15 and Attachment 5)	6 6, Chg 1	05/13/97 07/07/97
3.10	Procedure Changes and Procedure Change Authorizations (incorporated into 3.9, Rev. 3)	Canceled	03/23/95
3.11	Format and Content Guide for Analytical Services Technical Procedures (see LAP-111-000)	Canceled	11/03/95
3.12	Internal Audit Program (moved to 8.5)	Canceled	08/15/94
3.13	Unreviewed Safety Questions (USQ) Program	Canceled	06/12/96
3.14	Laboratory Sample Tracking	1	03/31/97
3.14-A	Laboratory Sample Tracking — Procedure	Canceled	08/15/94
3.15	Data Package Administrative Verification	1	03/31/97
3.15-A	Data Package Administrative Verification — Procedure	Canceled	08/15/94
3.16	Data Package Control Requirements and Procedure	3	03/31/97
3.16-A	Data Package Control — Procedure (incorporated into 3.16, Rev. 1)	Canceled	03/01/95
3.17	222-S Laboratory Radioactive Material Inventory Control Program	Canceled	09/14/95
3.18	Hanford Environmental Information System (HEIS) Data Entry	Canceled	03/03/97
3.19	Sample Authorization Form (SAF) Issuance and Procedure Change 1	0, Chg 1	03/31/97

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3.26	Terms and Conditions of Requests for Services at the Waste Sampling and Characterization Facility	0	07/30/96
3.27	Hanford Analytical Services Long Range Planning Process	0	06/04/97
3.29	<i>Make or Buy Policy for Hanford Analytical Services Program (see WMH-100, Sec 2.1.3)</i>	<i>Canceled</i>	<i>01/21/97</i>
3.30	<i>Analytical Services Acquisition Evaluation Procedure (see WMH-100, Sec 2.1.4)</i>	<i>Canceled</i>	<i>01/21/97</i>
3.31	<i>Approval of Environmental, Safety, Quality and Radiological Control Affecting Documents</i>	0	8/20/97
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7.0	<b>RECORDS MANAGEMENT</b>		
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8.0	<b>QUALITY ASSURANCE/QUALITY CONTROL</b>		
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8.5	Laboratory Assessments	0	08/15/94
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8.8	Corrective Action Management	1	07/14/97
8.9	Management Assessment Program Change 1 (Pages 9, 11)	0	11/14/96 03/12/97
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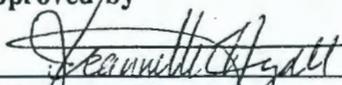
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11.8	Optimization Methodology	0	12/22/95
11.9	ALARA Design Reviews	0	12/22/95
11.10	ALARA Work Documentation (See LAP-125-100)	Canceled	12/22/95
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<b>12.0</b>	<b>WASTE MANAGEMENT</b>		
12.1	Low-Level Waste Certification Plan for the 222-S Laboratory Facilities	0	TBI

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August 20, 1997

Approval of Environmental, Safety, Quality, and  
Radiological Control Affecting Documents

Approved by

  
\_\_\_\_\_  
J. E. Hyatt, Manager  
Hanford Analytical Services

Author:

P. Bartley

Organization:

Occupational Health and Safety

## 1.0 PURPOSE

This section provides laboratory specific guidance for interpretation of Section 12.7 of WHC-CM-3-5, *Document Control and Records Management Manual*, "Approval of Environmental, Safety, and Quality Affecting Documents," in determining appropriate approval designators. Guidance is also provided for radiological reviews. This information should reduce required reviews for many procedures.

## 2.0 SCOPE

This section applies to the initial release or modification (changes or revisions) of all Hanford Analytical Services (HAS) written, graphic, or electronic information that defines or responds to environmental, safety, quality assurance, or health physics requirements associated with laboratory operations covered under the Laboratories Administration.

## 3.0 DEFINITIONS

For additional definitions, see Section 12.7 of WHC-CM-3-5.

### approval designator

An indicator of the reviews and approvals required by DOE and HAS to verify that environmental, safety, quality assurance, and radiological control requirements are addressed.

### independent review function

The group of organizations responsible for independent verification of environmental (E), safety (S), or quality (Q) requirements. For all laboratories under HAS, radiological (R) requirements are also included.

## 4.0 RESPONSIBILITIES

For additional responsibilities, see Section 12.7 of WHC-CM-3-5 and Section 3.9 of WHC-CM-5-4, *Laboratories Administration*, "Laboratory Procedures."

#### 4.1 Cognizant Engineer

The individual or group responsible for initially developing the document and determining the appropriate review classifications in accordance with WHC-CM-3-5, Section 12.7.

The cognizant engineer is responsible for assigning approval requirements and approving documents within the scope of this section. The approval of the cognizant engineer attests that the document is accurate, complete, and prepared in accordance with applicable Waste Management Hanford and HAS policies and procedures. Whenever the cognizant engineer determines that it is appropriate, environmental, safety, quality assurance, or radiological control approval beyond Table 1 requirements may be specified. This is particularly important for nonroutine activities that may not be adequately covered by the generic guidelines provided in Table 1.

#### 4.2 Independent Review Functions

A representative from each independent review function is responsible for:

- a. Ensuring that all applicable criteria pertinent to their discipline (E,S,Q, and/or R) are verified.
- b. Approving documents as required by Section 5.0.

#### 4.3 Document Review Matrix

A checklist based guideline for determining appropriate review classifications such as E (Environmental), S (Safety), Q (Quality Assurance), and R (Radiological Control). This matrix is based upon the criteria listed in WHC-CM-3-5, Section 12.7 as applicable for HAS activities.

### 5.0 REQUIREMENTS

#### 5.1 General Requirements

- 5.1.1 Cognizant engineers identify applicable key words in accordance with Table 1.
- 5.1.2 Documents are delivered to review function representatives for each appropriate approval designator (E,S,Q,R).
- 5.1.3 Review function representatives review documentation and make final determination regarding additional review requirements (for example, separate fire protection and nuclear safety reviews).
- 5.1.4 Review function representatives provide one final signature for each approval designator.

5.1.5 Documents are processed in accordance with WHC-CM-5-4, Section 3.9, or other applicable routing procedure.

## 5.2 E Approval Designator Specific Information

5.2.1 If the procedure change is a technical change and impacts existing environmental permits, or has potential for impact to the environment, the Environmental organization shall review and approve the change.

## 5.3 S Approval Designator Specific Information

5.3.1 The S designator in Table 1 is broken into four subgroups, Industrial Hygiene (IH), Industrial Safety (IS), Fire Protection (FP), and Nuclear Safety (NS). This breakdown is provided for guidance only. The final determination regarding document review subgroup will be made by facility health and safety personnel.

5.3.2 Any facility safety representative can evaluate documentation to determine the need for review by other health and safety personnel. Any facility safety representative can provide final signoff if adequately trained in accordance with the applicable potential hazards. This is particularly important when evaluating potential unreviewed safety questions in accordance with Section 7.3 of WHC-CM-1-5, *Standard Operating Procedures*.

## 5.4 Q Approval Designator Specific Information

5.4.1 If the procedure change is a technical change and can affect reported data as the end product, QA shall review and approve the change. For more details related to quality issues in procedure changes such as substitutions, deviations, or modifications based on QA plan requirements, refer to WHC-SD-CP-QAPP-016, Section 8.0.

5.4.2 Procedures such as Laboratory Analytical (LA) and Laboratory Reference Material (LR) that directly affect analytical results reported to laboratory customers shall have a Q assigned.

## 5.5 R Approval Designator Specific Information

5.5.1 No additional information.

## 6.0 RECORDS

Any records generated as a result of activities described in this section will be managed in accordance with applicable Records Inventory and Disposition Schedules.

## 7.0 DESIGNATED REVIEWERS

<u>Designated Reviewing Organizations</u>	<u>POC</u>
Environmental Compliance	K. S. Tollefson
Quality Systems	L. P. Markel
Radiological Control	J. L. Miller
Safety (Champion)	D. S. Mantooth
WSCF	G. E. Millward

## 8.0 REFERENCES

Markel, L. P., et al, 1997, *222-S Laboratory Quality Assurance Plan*, WHC-SD-CP-QAPP-016, Rev. 2, Hanford Analytical Services, Richland, Washington.

WHC-CM-1-5, *Standard Operating Procedures*, Westinghouse Hanford Company, Richland, Washington.

WHC-CM-3-5, *Document Control and Records Management Manual*, Westinghouse Hanford Company, Richland, Washington.

Table 1. Document Review Matrix

KEYWORD (DOCUMENTS)	APPLICABLE <sup>(1)</sup>		REVIEWS REQUIRED						
	YES	NO	E	S <sup>(2)</sup>				Q	R
				IH	IS	FP	N 3S		
Electrical: open panels/boxes, lockout/tagout, electrical systems, conduit, emergency power, cable tray, grounding, bonding, transformers, temporary wiring					X	X	X	X	
Energy Sources: fluid, steam, gas, water, air lines, pressure sources				X	X	X	X	X	
Mechanized Equipment: cranes, forklifts, trucks, dozers, backhoes, bobcats, soil boring/drilling				X	X	X			
Excavations: >4 feet, contain energized systems, require shoring, sloping, Type B or Type C soil			X		X				
Elevated Surfaces: platforms, scaffolding, manlifts, ladders, raised surfaces >6 feet					X				
Powered Equipment: drills, saws, grinders, sanders, presses, lathes				X	X	X			
Hot Work: welding, torch cutting, soldering				X	X	X		X	X
Hoisting and Rigging: cranes, slings, wire ropes, pulleys					X				
Demolition: removal of floors, walls, facilities or equipment			X	X	X	X	X		X
Chemical Usage: all chemicals, paints, lead, asbestos, mercury, beryllium, carcinogens, cleaners, solvents, glues, epoxies, pesticides			X	X	X	X		X	
Confined Space Entry: limited access, permit required, non-permit required				X	X				
Surface Removal: sandblasting, abrasive blasting, grinding, sanding, scabbing			X	X	X	X			X
Hazardous Waste Handling: investigation, clean-up, contaminated soil excavation, disruption			X	X	X		X	X	X
Personal Protective Equipment: respirators, gloves, lanyards, harnesses, Class A, B or C dress,				X	X				X
Ergonomics: heavy lifting >30lbs, high vibration, control systems				X	X				
Sanitation: water systems, trash hauling, weed control, insect control, kitchen areas, backflow <sup>(3)</sup>			X	X	X	X		X	
Environment: temperature extremes (hot, cold), lighting, ventilation, noise, HEPA filters			X	X		X	X	X	X

Table 1. Document Review Matrix (Continued)

KEYWORD (DOCUMENTS)	APPLICABLE <sup>11</sup>		REVIEWS REQUIRED						
	YES	NO	E	S <sup>20</sup>				Q	R
				I H	IS	F P	N S		
Fire Protection/Suppression Systems: alarm, panels, sprinklers, detectors, hydrants; fire barriers, extinguishers, emergency equipment, fireproofing, acceptance tests, inert systems for fire protection, halon				X	X	X	X	X	
Facility Changes: roof access, door or wall penetrations or moving, accessibility, furniture moves, construction materials, signs, stairs, handrails, storage areas; building/equipment location			X	X	X	X	X	X	X
Fire Hazard Analysis			X			X	X		
Safety and Health Plans				X	X	X		X	
Work Packages involving Watchlist tanks or Safety Class 1 or 2 equipment							X	X	
Material Safety Data Sheets / Purchase Requisitions for Chemicals			X	X				X	
Vendor Information/Specific (see activities)				X	X	X		X	
Work Permits (see activities)									
Design Criteria/Engineering Evaluation/Conceptual Designs/Functional Design Criteria/Engineering Design			X	X	X	X	X	X	
Preliminary Safety Analysis			X				X	X	
Final Safety Analysis Report (FSAR)			X				X	X	X
Safety Analysis Reports (SAR)/Interim Safety Basis Document (ISB)/Accelerated Safety Analysis Report (ASA)/Safety Evaluations/Safety Assessments			X	X	X	X	X	X	X
Operational Safety Requirements (OSRs)			X	X	X	X	X	X	
Operating Specification Document (OSD)							X	X	
Unreviewed Safety Question (USQ)							X	X	
Supporting Document (SD)							X	X	
Criticality-Related Documents							X	X	X
Projects			X	X	X	X	X	X	



- 1 Cognizant engineer mark appropriate box for *each* keyword.
- 2 Nuclear Safety Items applicable only if facility is covered by nuclear safety requirements.
- 3 Water systems, if notifications to external regulatory agencies (WDOH) is required. These include addition of facilities to existing domestic wastewater systems, configuration changes to domestic wastewater or drinking water systems, or changes in treatment or drinking water systems.
- 4 Airborne radiation area only, when potential impact to existing WDOH/EPA air permits.