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RELEASE INSTRUCTIONS (RI)

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WHC-CM-5-4
PAGE 1 OF 1

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| TO: D. A. Isom Copy #072 | H6-08 | TITLE: Laboratories Administration RELEASE NO.: 045 DATE PREPARED: September 2, 1996 |
| I have entered this release into the document per instructions. <u>Debbi Isom</u> Signature | | If you have any questions about this release contact: Paula Noakes Phone: 373-4426 |
| | | <u>11/20/96</u> Date |

INSTRUCTIONS

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| If you received green "advance copies" of any of these sections, please remove them and replace with the attached copies. Thank you. | | | | | | |
| Table of Contents | 1-5 | 44 | 08/30/96 | 1-5 | 45 | 09/02/96 |
| Section 6.9, Required Reading | --- | -- | --- | 1-4 | 0 | 09/02/96 |

IMPLEMENTATION NOTICE

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

This is a new section describing the required reading program for Analytical Services as defined by *Conduct of Operations*, DOE 5480.19.



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Paula Noakes T6-03

Table of Contents

| <u>Section</u> | <u>Title</u> | <u>Revision</u> | <u>Effective Date</u> |
|----------------|--|-----------------|-----------------------|
| 1.0 | POLICIES | | |
| 1.1 | Safety Priority and Procedure Compliance Policy | 3 | 03/11/96 |
| 2.0 | ORGANIZATION | | |
| 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) | <i>Canceled</i> | 10/22/93 |
| 2.1.3 | Program Management and Integration Charter | 2 | 04/05/95 |
| 2.1.4 | Work Control and Data Management Charter | <i>Canceled</i> | 04/26/95 |
| 2.1.5 | Office of Sample Management | <i>Canceled</i> | 04/26/95 |
| 2.1.6 | Plutonium Finishing Plant Engineering Laboratory | <i>Canceled</i> | 07/06/95 |
| 2.1.7 | Process Laboratories and Technology Charter | <i>Canceled</i> | 07/11/95 |
| 2.1.8 | PUREX Analytical Laboratories Charter | <i>Canceled</i> | 07/20/95 |
| 2.1.9 | Engineering and Technology Services Charter | 1 | 03/31/95 |
| 2.2 | Committees, Boards, and Task Teams | <i>Canceled</i> | 08/17/95 |
| 2.2.1 | Laboratory Instrument Control Board Charter | 2 | 05/17/94 |
| 2.2.2 | Chemical Hygiene Committee Charter | 1 | 05/31/95 |
| 2.2.5 | Laboratories ALARA Committee Charter | <i>Canceled</i> | 09/14/95 |
| 2.2.6 | Laboratories Pollution Prevention Team Charter | 1 | 05/01/95 |
| 2.2.8 | Laboratory Facility Plant Review Committee Charter | <i>Canceled</i> | 06/12/96 |
| 2.3.1 | Waste Sampling and Characterization Facility — Startup Charter | <i>Canceled</i> | 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 |
| 2.3.6 | 222-S Production/Scheduling Charter | 0 | 08/05/96 |

Table of Contents

| <u>Section</u> | <u>Title</u> | <u>Revision</u> | <u>Effective Date</u> |
|----------------|---|-----------------|-----------------------|
| 3.0 | ADMINISTRATION | | |
| 3.1 | Manual Administration | 5 | 03/29/95 |
| 3.1-A | Manual Administration — Procedure (incorporated into Section 3.1, Rev. 5) | <i>Canceled</i> | 04/05/95 |
| 3.2 | Out-of-Tolerance Report System | <i>Canceled</i> | 01/15/93 |
| 3.3 | Corrective Action Requirements, Occurrence Categorization, Notification, and Reporting (moved to 6.7) | <i>Canceled</i> | 09/13/93 |
| 3.4 | Data Package Preparation | 1 | 08/15/94 |
| 3.5 | Administration for Nuclear Materials | 3 | 07/10/96 |
| 3.6 | Laboratories Entry Requirements | 0 | 03/07/95 |
| 3.7 | 222-S Complex Radiological Postings | <i>Canceled</i> | 07/25/95 |
| 3.8 | Shift Turnover at 222-S Laboratories Complex | <i>Canceled</i> | 07/06/95 |
| 3.9 | Laboratory Procedures | 5 | 01/15/96 |
| 3.10 | Procedure Changes and Procedure Change Authorizations (incorporated into 3.9, Rev. 3) | <i>Canceled</i> | 03/23/95 |
| 3.11 | Format and Content Guide for Analytical Services Technical Procedures | 0 | 11/03/95 |
| 3.12 | Internal Audit Program (moved to 8.5) | <i>Canceled</i> | 08/15/94 |
| 3.13 | Unreviewed Safety Questions (USQ) Program | <i>Canceled</i> | 06/12/96 |
| 3.14 | Laboratory Sample Tracking | 0 | 08/15/94 |
| 3.14-A | Laboratory Sample Tracking — Procedure | 0 | 08/15/94 |
| 3.15-A | Data Package Administrative Verification — Procedure | 0 | 08/15/94 |
| 3.16 | Data Package Control Requirements and Procedure | 2 | 05/01/96 |
| 3.16-A | Data Package Control — Procedure (incorporated into 3.16, Rev. 1) | <i>Canceled</i> | 03/01/95 |
| 3.17 | 222-S Laboratory Radioactive Material Inventory Control Program | <i>Canceled</i> | 09/14/95 |
| 3.18 | Hanford Environmental Information System (HEIS) Data Entry | 0 | 03/30/95 |
| 3.19 | Sample Authorization Form (SAF) Issuance and Procedure | 0 | 03/30/95 |
| 3.26 | Terms and Conditions of Requests for Services at the Waste Sampling and Characterization Facility | 0 | 07/30/96 |

Table of Contents

| <u>Section</u> | <u>Title</u> | <u>Revision</u> | <u>Effective Date</u> |
|----------------|--|-----------------|-----------------------|
| 4.0 | TRAINING | | |
| 4.1 | Training Responsibilities and Definitions ("On-the-Job Training" moved to Section 4.4) | 1 | 10/01/94 |
| 4.2 | Training Development and Maintenance | 0 | 11/30/93 |
| 4.3 | Training Administration Change 1 (5) | 1 | 11/15/95 01/22/96 |
| 4.4 | On-The-Job Training | 4 | 05/01/96 |
| 4.5 | Training Programs | 2 | 09/11/95 |
| 5.0 | PROCEDURES | | |
| 5.1 | Analytical Laboratory Procedures (renumbered 3.9) | <i>Canceled</i> | 01/15/93 |
| 5.2 | Supporting Documents | <i>Canceled</i> | 09/15/92 |
| 5.3 | Laboratory Directions | <i>Canceled</i> | 09/15/92 |
| 5.4 | Laboratory Test Programs | 0 | 03/30/92 |
| 6.0 | CONDUCT OF OPERATIONS | | |
| 6.1 | 222-S/WSCF Daily Operating Instructions/Standing Orders | 1 | 09/15/95 |
| 6.2 | 222-S Lockout/Tagout Guidance (replaced by LAP-01-100, 222-S Lockout/Tagout Guidance) | <i>Canceled</i> | 01/23/96 |
| 6.7 | Occurrence Categorization, Notification, and Reporting (Conduct of Operations Chapter 7) | 7 | 07/10/96 |
| 6.7-A | Corrective Action Requirements, Occurrence Categorization, Notification, and Reporting — Procedure (incorporated into 6.7, Rev. 5) | <i>Canceled</i> | 06/06/95 |
| 6.8 | Lessons Learned Administration | 0 | 01/22/96 |
| 6.9 | Required Reading | 0 | 09/02/96 |
| 6.11 | Logkeeping Practices | 0 | 05/17/94 |
| 6.17 | Operator Aid Postings | 1 | 12/27/95 |
| 7.0 | RECORDS MANAGEMENT | | |
| 7.1 | Laboratory Data Management Access Control for Data Packages | 0 | 01/15/93 |
| 7.2 | Quality Assurance Records | 0 | 10/22/93 |

Table of Contents

| <u>Section</u> | <u>Title</u> | <u>Revision</u> | <u>Effective Date</u> |
|----------------|--|-----------------|-----------------------|
| 8.0 | QUALITY ASSURANCE/QUALITY CONTROL | | |
| 8.1 | 222-S Laboratory Analytical Quality Assurance Plans | 1 | 04/08/96 |
| 8.2 | Laboratory Instrument Calibration Control System | <i>Canceled</i> | 08/05/96 |
| 8.3 | Laboratory Quality Affecting Software Control System | 1 | 08/15/94 |
| 8.5 | Laboratory Assessments | 0 | 08/15/94 |
| 8.5-A | Laboratory Assessments — Procedure | 0 | 08/15/94 |
| 8.6 | Laboratory Computer Configuration Control | 0 | 12/15/95 |
| 8.7 | 222-S Laboratory Management Assessments | 0 | 11/21/95 |
| 8.8 | Corrective Action Management | 0 | 01/08/96 |
| 9.0 | WORK CONTROL | | |
| 9.1 | Material Control | 1 | 11/21/95 |
| 9.1-A | Material Control — Procedure (incorporated into Section 9.1, Rev. 1) | <i>Canceled</i> | 11/21/95 |
| 9.2 | Restricted Access Area Signage | 0 | 04/18/94 |
| 9.3 | 222-S Complex Construction Work Authorization | 0 | 05/02/94 |
| 9.4 | 222-S High and Very High Radiation Access Control | 1 | 08/17/95 |
| 9.5 | Access Control Entry System (ACES) | 0 | 10/16/95 |
| 9.8 | Notice of Construction Review | 0 | 08/26/96 |
| 10.0 | LABORATORY INSTRUMENTS | | |
| 10.1 | Instrument Preventive Maintenance | 1 | 01/08/96 |
| 11.0 | RADIOLOGICAL CONTROL | | |
| 11.1 | Policy and Management Commitment | 0 | 12/22/95 |
| 11.2 | Assignment of Responsibilities | 0 | 12/22/95 |
| 11.3 | Administrative Control Levels | 0 | 12/22/95 |
| 11.4 | Radiological and ALARA Performance Goals/Indicators | 0 | 12/22/95 |
| 11.5 | ALARA Training | 0 | 12/22/95 |
| 11.6 | Plans and Procedures | 0 | 12/22/95 |

Table of Contents

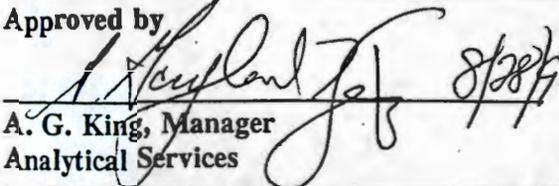
| <u>Section</u> | <u>Title</u> | <u>Revision</u> | <u>Effective Date</u> |
|----------------|--|-----------------|-----------------------|
| 11.7 | Internal ALARA Program Reviews and Work Practice Assessments | 0 | 12/22/95 |
| 11.8 | Optimization Methodology | 0 | 12/22/95 |
| 11.9 | ALARA Design Reviews | 0 | 12/22/95 |
| 11.10 | ALARA Work Documentation | 0 | 12/22/95 |
| 11.11 | ALARA Program Records | 0 | 12/22/95 |

September 2, 1996

Page 1 of 4

Required Reading

Approved by


A. G. King, Manager
Analytical Services

1.0 PURPOSE

This procedure provides direction for Analytical Services managers and personnel in the completion and documentation of material designated as Required Reading. A required reading program is a requirement of *Conduct of Operations*, DOE 5480.19.

2.0 SCOPE

This procedure applies to all Westinghouse Hanford Company (WHC) Analytical Services organizations.

3.0 REQUIRED READING MATERIAL

The types of documents that should be included in Required Reading are:

- a. Occurrence Reports
- b. Lessons Learned
- c. Procedure Changes
- d. Temporary Modifications
- e. Company Manual Changes
- f. Policy Changes
- g. New or Updated Hazards Information
- h. Other information necessary to keep personnel aware of current activities.

4.0 RESPONSIBILITIES AND PROCEDURE

- 4.1 Each organization manager shall maintain a Required Reading book. Review record sheets (Attachment 1) with an up-to-date listing of personnel shall be used as a means of documentation.
- 4.2 Managers shall screen information to ensure that only appropriate material is placed into Required Reading.

Required Reading

- 4.3 When an item or items has been deemed to be Required Reading, the title of the item or items and date of insertion shall be documented on the review record sheet.
- 4.4 Unless already established, a completion date shall be determined by the manager based on the nature of the material. Certain items may be designated for "immediate reading." These items should be read before personnel assume responsibility for a position.
- 4.5 The manager shall keep personnel informed of new information and will periodically review their required reading book to ensure all personnel have read the information by the required date.
- 4.6 After reading and understanding the required reading item, personnel shall sign and date the review record sheet. If the information is not understood, personnel should direct their questions to the manager.
- 4.7 Managers shall periodically purge their Required Reading books to remove all items that have been read. Completed review record sheets shall be retained for one year.

5.0 DESIGNATED REVIEWERS

| <u>Designated Reviewing Organizations</u> | <u>CMPOC</u> |
|---|--------------|
| Operations & Assurance Support (Section Champion) | T6-14 |
| HASQAP Compliance | S3-31 |
| 222-S Analytical Operations | T6-16 |
| WSCF Analytical Operations | S3-28 |

6.0 REFERENCES

DOE Order 5480.19, *Conduct of Operations*.

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WHC-CM-5-4, *Laboratories Administration*

6.9

Rev. 0

September 2, 1996

Page 4 of 4

Required Reading

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