START

0028157

ENGINEERING CHANGE NOTICE

Page 1 of 10

1. ECN 164938

Proj. ECN

* Per telecon w/E. G. Erpenbeck - jb - 8/3/92

2. ECN Category (mark one)	Supplemental	* [X] jb	Change ECN	~~[X]~~	Supersedure	[]	
Cancel/Void	[]	Direct Revision	[]	Temporary	[]	Discovery	[]

3. Originator's Name, Organization, MSIN, and Telephone No. W24950 EG ERPENBECK, SWP, G6-47, 6-8032		4. Date JULY 7, 1992
5. Project Title/No./Work Order No. MLGDP W025/RMW LAND DISPOSAL FACILITY	6. Bldg./Sys./Fac. No. 200W/218-W-5	7. Impact Level 3 Q
8. Document Number Affected (include rev. and sheet no.) WHC-SD-W025-QAPP-001, REV 1	9. Related ECN No(s). 152876	10. Related PO No. N/A

11a. Modification Work	11b. Work Package Doc. No.	11c. Complete Installation Work	11d. Complete Restoration (Temp. ECN only)
[] Yes (fill out Blk. 11b) [X] No (NA Blks. 11b, 11c, 11d)	N/A	N/A Cog. Engineer Signature & Date	N/A Cog. Engineer Signature & Date

12. Description of Change

THIS ECN AFFECTS THE FOLLOWING DOCUMENT: WHC-SD-W025-QAPP-001, REV 1, PAGES 91-96:

PROCEDURE P-10.0-3 HAS BEEN COMPLETELY REWRITTEN TO CLARIFY ACTION ITEM PROTOCOLS, RESOLUTION OF ACTION ITEMS AND SURVEILLANCE INSPECTION REPORT CLOSEOUTS.

THE REVISED PROCEDURE (REVISION LEVEL 3) IS ATTACHED WITH THIS ECN AND COMPLETELY REPLACES REVISION LEVEL 2 ON PAGES 91-96 IN WHC-SD-W025-QAPP-001, REV 1.

MAY 1993 RECEIVED EDMC

13a. Justification (mark one)	Criteria Change	[]	Environmental	[]	Facilitate Const.	[X]	
Design Error/Omission	[]	Design Improvement	[]	As-Found	[]	Const. Error/Omission	[]

13b. Justification Details

TO CLARIFY ACTION ITEMS DURING CONSTRUCTION FOR CONDUCTING SURVEILLANCE INSPECTIONS OF IN-PROCESS PROJECT ACTIVITIES, INCLUDING FIELD OPERATIONS AND LABORATORY TESTING.

14. Distribution (include name, MSIN, and no. of copies)

EG ERPENBECK	G6-47	(3)
JR MCGEE	G6-47	(2)
SR BRIGGS	G6-47	(1)
GC EVANS	H4-57	(2)
MS COLLINS	A5-18	(1)
PROJECT FILES	R1-28	(1)

RELEASE STAMP

OFFICIAL RELEASE BY WHC 20
DATE AUG 03 1992
Sta. 21

A-7900-013-2 (11/88) (EF) GEF095
Engineering Change Notice

A-7900-013-1 (11/88)

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ENGINEERING CHANGE NOTICE

1. ECN (use no. from pg. 1) 164938

15. Design Verification Required	16. Cost Impact				17. Schedule Impact (days)	
	ENGINEERING		CONSTRUCTION			
[] Yes	Additional	[]	Additional	[] $	Improvement	[] NONE
[X] No	Savings	[] $	Savings	[] $	Delay	[] NONE

N/A

N/A

18. Change Impact Review: Indicate the related documents (other than the engineering documents identified on Side 1) that will be affected by the change described in Block 12. Enter the affected document number in Block 19.

SDD/DD	[]	Seismic/Stress Analysis	[]	Tank Calibration Manual	[]
Functional Design Criteria	[]	Stress/Design Report	[]	Health Physics Procedure	[]
Operating Specification	[]	Interface Control Drawing	[]	Spares Multiple Unit Listing	[]
Criticality Specification	[]	Calibration Procedure	[]	Test Procedures/Specification	[]
Conceptual Design Report	[]	Installation Procedure	[]	Component Index	[]
Equipment Spec.	[]	Maintenance Procedure	[]	ASME Coded Item	[]
Const. Spec.	[]	Engineering Procedure	[]	Human Factor Consideration	[]
Procurement Spec.	[]	Operating Instruction	[]	Computer Software	[]
Vendor Information	[]	Operating Procedure	[]	Electric Circuit Schedule	[]
OM Manual	[]	Operational Safety Requirement	[] N/A	ICRS Procedure	[]
FSAR/SAR	[]	IEFD Drawing	[]	Process Control Manual/Plan	[]
Safety Equipment List	[]	Cell Arrangement Drawing	[]	Process Flow Chart	[]
Radiation Work Permit	[]	Essential Material Specification	[]	Purchase Requisition	[]
Environmental Impact Statement	[]	Fac. Proc. Samp. Schedule	[]		[]
Environmental Report	[]	Inspection Plan	[]		[]
Environmental Permit	[]	Inventory Adjustment Request	[]		[]

19. Other Affected Documents: (NOTE: Documents listed below will not be revised by this ECN.) Signatures below indicate that the signing organization has been notified of other affected documents listed below.

Document Number/Revision	Document Number/Revision	Document Number Revision
N/A		

20. Approvals

Signature	Date	Signature	Date
OPERATIONS AND ENGINEERING		ARCHITECT-ENGINEER	
Cog./Project Engineer [signature]	7/8/92	PE	
Cog./Project Engr. Mgr. [signature]	7/9/92	QA	
QA [signature]	3/8/92	Safety	
Safety		Design	
Security		Other	
Proj. Prog./Dept. Mgr.			
Def. React. Div.			
Chem. Proc. Div.			
Def. Wst. Mgmt. Div.		DEPARTMENT OF ENERGY	
Adv. React. Dev. Div.		[signature]	26-2-92
Proj. Dept.			
Environ. Div. [signature]	7-15-92	ADDITIONAL	
IRM Dept.			
Facility Rep. (Ops.)			
Other			

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RECORD OF REVISIONS

Revision Level	Page No.	Section No.	Revision
3	throughout		Completely rewritten to clarify action item protocols, resolution of action items, and SIR closeout.

1. PURPOSE

This procedure defines the requirements for conducting surveillance inspections of in-process project activities, including field operations and laboratory testing.

2. APPLICABILITY

This procedure shall be used by all Golder Associates Inc. (Golder) Quality Assurance (QA) personnel requested to perform surveillance inspection of field, laboratory, or other in-process activities requiring compliance with established procedures or methods. This procedure may also be used to implement systems audit requirements invoked by QA Project Plans for environmental investigations.

3. DEFINITIONS

3.1 Surveillance Inspection

A surveillance inspection is the documented act of monitoring or witnessing the performance of work in process to verify that activities are being conducted in accordance with approved procedures, methods or instructions.

3.2 Systems Audit

In environmental investigations, a systems audit is a qualitative onsite evaluation of laboratories or other organizational elements of the measurement system for compliance with established QA program and procedure requirements.

4. REFERENCES

4.1 Golder Associates QA Procedure P-15.0-1, "Control of Nonconformances, Incident Reports, and Corrective Action".

5. DISCUSSION

Surveillance inspection is a management tool that may be used during the course of project activities to verify that work in process is being performed in accordance with specified procedures, methods, or instructions. Surveillance inspections are also used to identify and

correct both real and potential deficiencies at the earliest possible opportunity to minimize any adverse impacts on the quality of the work performed. The types of activities subject to surveillance inspection include development of procedures, study plans, or other project documents; field activities including instrument installations, testing, and sampling; laboratory activities, including testing and calibration of measurement and test equipment; and subcontractor or consultant activities in any of the areas mentioned above.

6.0 RESPONSIBILITY

6.1 QA Manager

The QA Manager is responsible for establishing surveillance requirements and policies in compliance with client QA requirements and the technical needs of the project. The QA Manager is also responsible for directing the performance of surveillance inspections and when necessary, coordinating schedules with Project Managers, Task Leaders, and Laboratory Managers. The QA Manager may designate inspection responsibility to qualified personnel who are independent from the work being examined; all designated inspectors must be trained in the requirements of this procedure.

6.2 Designated Inspector

The designated inspector has primary responsibility for conducting surveillance inspections in accordance with this procedure. The designated inspector is responsible for confirming surveillance inspection schedules with the QA Manager and affected Project Managers; making detailed arrangements to witness specific portions of an activity; documenting inspection results; assignment of action items and monitoring action item resolution; reporting nonconformances; and for verifying that corrective actions for dispositioned nonconformances have been properly implemented.

6.3 Project Managers, Task Leaders or Laboratory Managers

Project Managers, Task Leaders, or Laboratory Managers are responsible for coordinating surveillance schedules with the QA Manager and the designated inspector. In case of a stop work order, they are responsible for halting operation in a logical and orderly manner that will protect the safety of personnel, the integrity of the data already obtained, and/or that will prevent further damage. They are also responsible for ensuring that action item resolutions and corrective actions for dispositioned nonconformances are properly implemented.

7. EQUIPMENT OR MATERIALS

Approved QA, technical, testing, or laboratory plans and procedures; applicable Specific Work Instructions (SWIs) and/or procurement documents; project schedules or reference materials as required; Surveillance Inspection Report (SIR) forms (see Exhibit A).

8. PROCEDURE

8.1 Surveillance Inspection Scheduling

All project activities, including document preparation, records management, field testing, and laboratory work may be subjected to surveillance inspection at any point during the activity. It is the intent of this procedure that the surveillance inspection be conducted without significantly interfering with technical work. Surveillance inspections shall in no case compromise the safety of personnel or adversely affect data acquisition activities. Reasonable advance notice shall be provided to the Project Manager, Task Leader, or Laboratory Manager, who shall provide schedule information, procedure documentation, or such other support as required. Frequency and scheduling of surveillance inspections shall be determined by the QA Manager based on QA program or project plan requirements, project schedules, type of activity, and results of past surveillance inspections or audits.

8.2 Inspection Guidelines

At a minimum, surveillance inspections shall verify compliance of the activity with applicable plans, procedures, methods, and SWIs. The following additional items shall be considered during surveillance inspections of laboratory or field testing activities:

Equipment or instrumentation calibration status and general condition;

Status or stage of completion of the test or activity must be apparent from test data sheets or logs;

Test operations and sequencing for the phase of the activity observed must comply with approved procedure requirements; and

Test data sheets and records required by the test plans or procedures must be filled out properly, to the extent necessary for the phase of the test observed.

8.3 Nonconformances and Stop-work Orders

Nonconformances and incidents shall be documented and handled as indicated in procedure P-15.0-1 "Control of Nonconformances, Incident Reports, and Corrective Action." Deficiencies of a minor nature that would not affect a permanent or significant change in quality if not corrected and can be brought into conformance in a timely manner shall not be categorized as nonconformances but shall be identified as action items requiring effective resolution as described in Section 8.4. If a nonconformance requires stopping work in order to prevent future discrepancies, danger to personnel, loss of data, or similar problems, the designated inspector shall immediately notify the QA Manager, obtain concurrence, and issue stop work instructions. The affected Project Manager, Laboratory Manager, or Task Leader(s) shall be immediately notified.

8.4 Action Items

Minor deficiencies as described on 8.3 shall be identified as action items on the SIR and shall be assigned to appropriate individuals for resolution within an appropriate time period. An information copy of the SIR with all action items identified shall be provided to the QA Manager at the completion of the inspection. The designated inspector shall track all action items through completion and shall attach documentation supporting action item closure as appropriate, prior to submitting the completed SIR to the QA Manager for final review and closure.

8.5 Closure

The QA Manager shall review the draft SIR for the adequacy of proposed action items, and as appropriate, shall provide direction to the designated inspector whenever modifications to action item requirements are required. The QA Manager shall review the final SIR with all supporting documentation, and if acceptable, shall sign to indicate closure.

9. DOCUMENTATION

9.1 Surveillance Inspection Report (SIR) Forms

An SIR form shall be filled out by the inspector for each surveillance. At a minimum the report shall contain the following information:

Name of the inspected activity or test, with associated job number;
Personnel contacted using the surveillance inspection;
Date and start/stop times of the surveillance inspection;
References to governing plans or procedures inspection;

Observations of equipment condition and calibration status;
General observations and comments;
NCIR numbers for any nonconformances resulting from the surveillance inspection;
Discussions of any immediate action taken to correct minor deficiencies or to stop work;
Action items requiring correction; and
Signature of designated inspector and inspection date, and the signature of the QA Manager and action item closure date.

Closed SIRs along with all supporting closure documentation shall be routed for retention in both the corporate QA records and applicable project QA records.

Exhibit A

SURVEILLANCE INSPECTION REPORT

SIR

Page 1 of ___ No.:

Inspected Activity or Test: _____

Job Number: _____

Personnel Contacted: _____

Reference Requirements: _____

Insp. Date: _____ Start Time: _____ End Time: _____

Equipment Condition/Calibration Status: _____

Observation and Comments (Use Extra Sheets as Required): _____

NCIR Reference (if any): _____

Action Items Requiring Correction (Use Extra Sheets as Required): _____

Inspector: _____ Date: _____

Closed By QA Manager: _____ Date: _____

Action Item Closure Date: _____

Comments: _____

GOLDER ASSOCIATES INC.

9 3 1 2 9 3 7 2 0 6 6

Date Request Received: CW 1-30-92

TECHNICAL INFORMATION RELEASE REQUEST

Reference: WHC-CM-3-4

Complete for all Types of Release

Purpose

- [ ] Speech or Presentation
  - [ ] Full Paper
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  - [ ] Abstract
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- [ ] Speakers Bureau
- [ ] Poster Session
- [ ] Reference
- [x] Technical Report
- [ ] Thesis or Dissertation
- [ ] Manual
- [ ] Brochure/Flier
- [ ] Software/Database
- [ ] Controlled Document
- [ ] Other: _____

Intended Audience

- [x] Public
- [ ] Sponsor-limited
- [ ] Internal

New Document Number (Document Clearance Administration will assign):

Existing Identification Number: WHC-SD-W025-OAPP-001, Rev. 1

If Previously Cleared, List Document No.:

Date Clearance Required: 5-14-92

Title: Quality Assurance Program Plan, RMW Land Disposal Facility-Non-Drag-Off

Lead Author Name	Impact Level	Phone	MSIN	Other Author(s) Name (s)
EG Erpenbeck	3	6-8032	G6-47	Golder Associates, Inc.

Project or Program	Lead Org Code	Sponsor Agency
W-025, Solid Waste Projects	24950	(DOE) DOT, NRC, USGS,

Editor Name	Phone	DOE/HQ Assistant Secretary For:
		DP, EH, ER, (EM), RW, NE

New or novel (patentable) subject matter? [x] No [ ] Yes
If "Yes", has disclosure been submitted by WHC or other company?
[ ] No [ ] Yes Disclosure No(s).

Information received from others in confidence, such as proprietary data, trade secrets, and/or inventions?
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For a journal submission, provide complete title of journal:

Cognizant Line Management

Author: T. W. Bergen FOR EG ERPENBECK — Date: 4/20/92

Peer Review: N/A — Date:

Cognizant Manager: L R Day — Date: 4/20/92

Auth. Derivative Classifier: TRD — Date: 4-20-92

	Yes	No
Unclassified	[x]	[ ]
Classified	[ ]	[x]
UCNI	[ ]	[x]

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INFORMATION

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