

RELEASE INSTRUCTIONS (RI)

DOCUMENT NO.:

WHC-CM-5-4

PAGE 1 OF 1

TO: D. A. Isom Copy #072	H6-08	TITLE: Laboratories Administration RELEASE NO.: 058 DATE PREPARED: April 30, 1997
I have entered this release into the document per instructions. <u>DA Isom</u> Signature		If you have any questions about this release contact: Jean Feaster Phone: 373-4426
		Date <u>5/6/97</u>

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	57	04/10/97	1-6	58	04/30/97
Section 3.14-A, "Laboratory Sample Tracking - Procedure"	1-5	0	08/15/94	--	--	Canceled
Section 3.15-A, "Data Package Administrative Verification - Procedure"	1-3	0	08/15/94	--	--	Canceled
Section 4.6, "Training Plan for Hanford Analytical Services Laboratories RCRA Waste Management Units"	1-24	1	01/30/97	1-24	2	04/30/97
Section 8.7, "222-S Laboratory Management Assessments"	1-4	0	11/21/95	1-4	1	04/30/97

IMPLEMENTATION NOTICE

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

All procedures updated to current practices.

PLEASE FOLD SO THAT ADDRESS SHOWS AND RETURN TO

POSTAL MAIL:
Rust Federal Services Hanford
MSIN T6-03
Richland, WA 99352

PLANT MAIL:
HAS Records
T6-03

PLEASE DO NOT STAPLE OR TAPE

Jean Feaster 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	4	12/16/96
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	<i>Canceled</i>	09/18/96
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	6	03/31/97
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	<i>Canceled</i>	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	<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 Change 1 (3, 21-22)	5	01/15/96 02/20/97
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	1	03/31/97
3.14-A	<i>Laboratory Sample Tracking — Procedure</i>	<i>Canceled</i>	08/15/94
3.15	Data Package Administrative Verification	1	03/31/97
3.15-A	<i>Data Package Administrative Verification — Procedure</i>	<i>Canceled</i>	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)	<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	<i>Canceled</i>	03/03/97

Table of Contents

<u>Section</u>	<u>Title</u>	<u>Revision</u>	<u>Effective Date</u>
3.19	Sample Authorization Form (SAF) Issuance and Procedure Change 1	0, Chg 1	03/31/97
3.26	Terms and Conditions of Requests for Services at the Waste Sampling and Characterization Facility	0	07/30/96
3.29	Make or Buy Policy for Hanford Analytical Services Program	0	01/21/97
3.30	Analytical Services Acquisition Evaluation Procedure	0	01/21/97
4.0	TRAINING		
4.1	Training Responsibilities and Definitions	2	04/10/97
4.2	Training Development and Maintenance	1	04/10/97
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
4.6	<i>Training Plan for Hanford Analytical Services Laboratories RCRA Waste Management Units</i>	2	04/30/97
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)	8	04/10/97
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

Table of Contents

<u>Section</u>	<u>Title</u>	<u>Revision</u>	<u>Effective Date</u>
6.9	Required Reading Change 1 (Page 2)	0	09/02/96 03/12/97
6.11	Logkeeping Practices (see LAP-12-100)	Canceled	04/10/97
6.17	Operator Aid Postings (Conduct of Operations, Chapter 17)	2	04/10/97
7.0	RECORDS MANAGEMENT		
7.1	Laboratory Data Management Access Control for Data Packages	Canceled	03/12/97
7.2	Laboratory Records System	1	02/19/97
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	1	04/30/97
8.8	Corrective Action Management	0	01/08/96
8.9	Management Assessment Program Change 1 (Pages 9, 11)	0	11/14/96 03/12/97
9.0	WORK CONTROL		
9.1	Material Control	2	04/10/97
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 Radiation and Very High Radiation Area Access Control	2	12/12/96
9.5	Access Control Entry System (ACES)	0	10/16/95

Table of Contents

<u>Section</u>	<u>Title</u>	<u>Revision</u>	<u>Effective Date</u>
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
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

Table of Contents

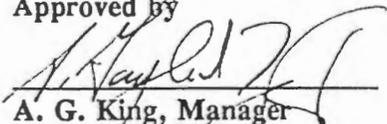
This page intentionally left blank.

April 30, 1997

Page 1 of 24

Training Plan for Hanford Analytical Services
Laboratories RCRA Waste Management Units

Approved by


A. G. King, Manager
Hanford Analytical Services

Author:
Organization:

G. J. Warwick
Environmental Compliance

1.0 INTRODUCTION

In accordance with Washington Administrative Code (WAC), Chapter 173-303, "Dangerous Waste Regulations," a written training plan is required for many types of RCRA Waste Management Units. The Hanford Analytical Services (HAS) Laboratories manage RCRA Waste Management Units regulated as generator units under WAC 173-303-200, and interim status units regulated under WAC 173-303-400. RCRA Waste Management Units covered by this plan include:

- Satellite Accumulation Areas
- Less than 90 day Accumulation Areas
- 219-S Waste Treatment and Storage Facility
- Dangerous and Mixed Waste Storage Area (Connex Boxes).

WAC 173-303-200, and 400 require compliance with WAC 173-303-330, "Personnel Training". This training plan complies with WAC 173-303-330. This training plan may be given to a regulatory agency inspector upon request provided this plan is cleared for public release. Training records associated with personnel identified in this plan and maintained in the 222-S and WSCF regulatory files may be provided to an outside regulatory agency inspector as a result of the Federal Register Notice released on April 11, 1994 (59 FR 17091).

2.0 TRAINING PROGRAM

A dangerous or mixed waste generator and the owner/operator of active interim status units shall provide personnel training as directed by WAC 173-303-330. Centralized training organizations are responsible for developing the overall Hanford Facility training program of classroom instruction and maintaining training records. The plant manager is responsible for developing a program for unit/building-specific training supplementing the general Hanford Facility classroom program. General requirements of a training program include:

- a. Teaching personnel to perform duties in compliance with the Dangerous Waste Regulations.
- b. Instruction by a person knowledgeable of dangerous waste management procedures that includes training relevant to the employee's position.

- c. A unit/building-specific program that includes instruction to familiarize personnel with applicable procedures (inspection plans, operating procedures, etc.), container management practices, spill response, and emergency procedures. Refresher training must be given annually to personnel. An annual review of the contingency plan and the emergency procedures maintained at the unit/building will satisfy the spill response and emergency procedures review.
- d. New employees must receive training within 6 months of employment or transfer, and must be supervised until completion of training.
- e. Employees must receive appropriate annual refresher training.

3.0 TRAINING PLAN CONTENT REQUIREMENTS

In accordance with the requirements in WAC 173-303-330(2), a training plan must contain the following:

- 1. For each position related to dangerous waste management at the facility, the job title, the job description, and the name of the employee filling each job. The job description must include the requisite skills, education, other qualifications, and duties for each position.
- 2. A written description of the type and amount of both introductory and continuing training required for each position.
- 3. Records documenting that facility personnel have received and completed the training required by this section.

The following three sections describe how these requirements are met for the HAS Laboratories.

3.1 Job Title, Job Description, and Names of Employees

Personnel who are associated with dangerous waste management in the HAS Laboratories are maintained in this training plan by name in Attachment A. These personnel are placed into six worker categories to properly assign the correct training that is commensurate with their duties and responsibilities. Personnel duties and responsibilities may overlap between categories. When overlaps occur, personnel will complete appropriate training pertaining to courses applicable from each category. The determining factor for placing specific personnel within any of the worker categories is the corresponding job duties. The six worker categories are as follows:

- All Employees
- General Worker
- Advanced General Worker
- General Manager
- General Shipper
- Waste Designator.

The duties corresponding to these categories are contained in Table 1. The descriptions of job duties for each category are general in nature. However, they do provide adequate specifics that can be matched to individual job titles or job positions commonly found at the Hanford Facility. The responsibilities for personnel categorized as Advanced General Worker, General Manager, General Shipper, and Waste Designator are provided because these categories are directly associated with the safe and compliant management of dangerous and mixed waste at the HAS Laboratories. Because personnel categorized as All Employees and General Workers are not directly related to the safe and compliant management of dangerous and mixed waste at the laboratory, these personnel are not maintained by name in Attachment A.

All personnel are assigned a job title (from the salaried nonexempt or bargaining unit classifications) or position (from the exempt classifications). The job or position descriptions include applicable requisite skills, work experience, education, and other qualifications, and a brief list of duties and/or responsibilities for each job title or position. Information regarding work experience, education, and other qualifications required for each position is maintained by the Human Resources Department.

Personnel assigned duties as a Dangerous Waste Worker will be removed from that assignment if their training goes delinquent. Upon requalification they may resume previously assigned duties.

In general, all personnel require a high school diploma or GED. Personnel filling exempt management or engineering positions may require a college degree with 2 or more years of industry experience. Many prerequisites exist for these positions. In some cases, a college degree may be waived as a prerequisite requirement. An equivalent combination of education and experience also may be accepted. Additional information on specific prerequisites can be provided upon request. The following sections describe within the appropriate worker category, the job titles and a brief position description of personnel at HAS Laboratories who are categorized as Advanced General Workers, General Managers, General Shippers, and Waste Designators.

Table 1. Worker Categories

WORKER CATEGORIES	GENERATOR JOB DUTIES	PERSONNEL JOB TITLES ¹
ALL EMPLOYEES	Is not categorized as a General Worker, Advanced General Worker, General Manager, or General Shipper.	-Administrative personnel -Touring visitors -Oversight personnel
GENERAL WORKER	Generates dangerous waste and places waste into appropriate containers. Waste management activities are overseen by person-in-charge or other HAS Laboratories personnel. Contingency plan duties are to immediately evacuate incident area and report incident to appropriate personnel. Duties and responsibilities would not exceed those stated above.	-Maintenance personnel -Health physics technicians -Contractor crafts -Truck drivers -Power Operators -Chemical Technologists -Engineers
ADVANCED GENERAL WORKER	Duties include the management of dangerous waste in tanks, containers, containment buildings, and storage tunnels. Selects, packages, and prepares containers of dangerous waste for movement including proper marking and labeling of containers. Performs inspections and operates the RCRA Unit. Samples containers of dangerous waste and prepares samples for delivery to a laboratory. Contingency plan duties include responding to small spills in accordance with procedures within plans.	-Chemical Technologists -Hazardous Materials Control personnel -Building Operations Personnel -Shift Techs performing surveillance of 219-S Building
GENERAL MANAGER	Environmental Compliance Officer, Someone who can act as the Building Emergency Director, or someone who directs Advanced General Workers in accumulation of dangerous waste. Responsible for the accountability and directing of employees during dangerous waste emergency events.	-Building Emergency Director -Manager of Advanced General Worker -Environmental Compliance Officer -Shift Managers -Building Operations Manager -Hazardous Materials Control Manager -Hazardous Materials Control Team Leader -On Call Shift Managers -Chemists/Scientists
GENERAL SHIPPER	Duties include the preparation and shipment of dangerous or mixed waste containers in compliance with applicable requirements. Directs General and Advanced General Workers in dangerous waste management and/or transportation activities. Authorized individual for signing offsite waste manifests and onsite waste movement documentation.	-Hazardous Material Control -Team Leader -Hazardous Materials Control Plant Engineer -Regulatory Compliance Engineers
WASTE DESIGNATION	Duties include performing and/or completing waste designations within the HAS Laboratories.	-Hazardous Materials Control -Team Leader -Hazardous Materials Control Plant Engineer -Regulatory Compliance Engineer

¹ Duties and responsibilities of personnel must be compared to the table.

3.1.1 HAS Laboratories Advanced General Workers

1. Laboratory Chemical Technologists

Responsibilities of Chemical Technologists include the following:

- Perform work activities in accordance with current operating procedures
- Perform sampling as required by procedure
- Conduct routine surveillance of waste treatment and storage tanks, laboratory buildings, and storage areas
- Respond to alarms, dangerous waste leaks, or spills
- Respond to off-normal and/or emergency conditions according to established procedures
- Perform routine inspections of TSD units as required.

Responsibilities of Chemical Technologists assigned to the Hazardous Materials Control group include the following:

- Receive, segregate, sort, inventory, store, and stage dangerous waste
- Provide surveillance of less than 90-day Accumulation Areas and TSDs for off-normal conditions.
- Assist truck drivers in loading and unloading
- Ensure that trucks transporting dangerous waste are properly placarded
- Respond to dangerous waste leaks or spills
- Ensure that the waste has been properly secured in the transportation vehicle.

3.1.2 HAS Laboratories General Managers

1. Laboratory Chemists/Scientists

- Perform work activities in accordance with current analytical and waste management procedures.
- Provide a profile of the waste generated by assigned analytical procedures by generating waste fact sheets.

- Provide direction to chemical technologists in performing analytical procedures.
2. 222-S Building Emergency Director/Alternates, WSCF Building Warden/Alternates

NOTE: At WSCF, Operations Manager will provide direction to waste operations technicians.

Responsibilities and duties of the Building Emergency Director and the alternates include the following:

- Function as the Building Emergency Director as defined in WAC 173-03-360.
 - Determine if a RCRA contingency plan has been implemented during the course of an incident or process upset.
 - Ensure all applicable reports to Ecology have been made after an incident or process upset has occurred.
 - Become thoroughly familiar with the RCRA Waste Management Units Contingency Plan, operations, activities, location and properties of all wastes handled, location of all records, and the layout of the RCRA Waste Management Units
3. HAS Environmental Compliance Officer.

Responsibilities include the following:

- Provide support management to ensure compliance with the applicable environmental compliance requirements, environmental permits, and compliance orders
- Ensure that management is aware of the RCRA Waste Management Units's environmental compliance status and environmental compliance activities
- Understand and be able to explain the environmental compliance status of the RCRA Waste Management Units with all applicable environmental requirements
- Advise management of new environmental requirements and policies, the associated impacts, and the recommended implementation mechanisms to ensure compliance.

3.1.3 HAS General Shipper

1. Hazardous Material Control Manager/Team Leader
 - Responsible to provide technical direction for handling, storage, transportation, and disposal of hazardous materials/wastes
 - Direct general and advanced general workers in dangerous waste management and/or transportation activities
 - Signing waste manifests and other waste movement documentation
 - Oversee routine inspections of TSD units, 90-day Accumulation Areas and Satellite Accumulation Areas
 - Oversee RCRA sampling of contaminated waste
2. Hazardous Materials Control/Regulatory Compliance Plant Engineer:
 - Lead responsibility to provide technical direction, for handling, storage of hazardous materials/waste
 - Direct general and advanced waste worker activities
 - Direct/Coordinate RCRA sampling for containerized waste
 - Write/Implement plant operation procedures for the proper handling, storage, and disposal of solid waste
 - Provide direction for response to dangerous waste leaks or spills.

3.2 Written Description of the Type and Amount of Training

Based on the categorization of personnel to the worker categories, the appropriate courses are chosen. Below is a list of available courses that may be assigned as a requirement by worker category. To help ensure the correct course is assigned, Table 3 provides the course descriptions containing additional information about the course. Courses applicable to all personnel categorized as Advanced General Workers, General Managers, General Shippers and Waste Designators are listed in Table 1 for each employee by name.

3.2.1 Worker Category Courses

All Employees

- Hanford General Employee Training (HGET) - 000001

General Workers

- Worker Hazard Communication - 02006T
Waste Management Awareness - 02006G
Retraining: N/A - one time only
- Unit/building-specific contingency plan training (training waived when escorted by qualified personnel) - 03E041/03E070
Retraining: 12 Months

Advanced General Workers, General Managers, General Shippers and Waste Designators

- Courses are identified in Table 3.

3.2.2 Emergency Response Training

Federal and state regulations require that personnel be able to respond effectively to emergencies. In accordance with WAC 173-303-330(1)(d), personnel are trained on emergency equipment, systems, and procedures. Laboratory operations involves the management of dangerous waste within containers, tanks, laboratory buildings, and storage areas. Table 2 indicates requirements from WAC 173-303-330(1)(d) that are applicable to each RCRA Unit operation. Specific topics required by federal and state dangerous waste regulations are included in courses taught at the Hanford Facility. The courses cover a wide spectrum of target audiences. For example, some courses address the level appropriate for All Employees. At the other end of the spectrum, some of these courses concern responsibilities of General Managers who function as the building emergency director as defined in WAC 173-303-360.

	Less Than 90 Day Accumulation Areas	Tank Systems	Container Storage Buildings
Procedures for using, inspecting, repairing, and replacing emergency and monitoring equipment	Y	Y	Y
Key parameters for automatic waste feed cut-off systems	N	Y	N
Communications or alarm systems	Y	Y	Y
Response to fires or explosions	Y	Y	Y
Response to groundwater contamination incidents	N	Y	N
Shutdown of operations	N	Y	Y

3.3 Training Records

3.3.1 Location of Training Records

Training records, as described in WAC 173-303-330, consist of documentation that shows training has been completed. Hanford Facility training records include both electronic data storage and hard copies. The electronic data storage information is the training record initially presented to demonstrate that personnel have been trained. After a course is completed, the electronic data storage record is created on the Training Record Information (TRI) system.

The electronic data storage record will contain the course number, course title, date of attendance, and any refresher dates. Hard copies of training records that are sent to the training record organization for entry on the TRI System are initially maintained in Richland, Washington. Original hard copy training records are transferred quarterly to the Records Holding Facility in Richland, Washington. After approximately 1 year, the original hard copy training records are archived at the Federal Records Center in Kent, Washington. Electronic data storage and hard copy training records of former employees are kept for at least 3 years from the date the employee last worked at the HAS Laboratories.

3.3.2 Access of Training Records

When a training record is requested during an inspection, an electronic data storage record will initially be provided. When the electronic data storage record does not satisfy the inspection concern, a hard copy training record will be provided. Training records of former employees may not be available through computers at the 222-S Laboratory Complex and may require a representative from the Training Records organization to access the TRI System for this information.

3.3.3 Determining Current Training Status

After an electronic data storage training record is obtained, it will be compared to information in this plan. This plan can be used to determine the RCRA training status of all personnel in relation to all worker categories identified in this plan. The electronic data storage training record coupled with this training plan will give any inspector the ability to quickly determine the training status of personnel in the field.

4.0 UPDATING THE TRAINING PLAN

When new courses become available, this training plan will be revised. When personnel are no longer working at the HAS Laboratories, Attachment A to this Training Plan will be updated to indicate new personnel and to remove those workers which are transferred to other areas. HAS Laboratory Training will update Appendix A on a quarterly basis. When the Building Emergency Directors change, Emergency Preparedness will also be contacted to ensure the list of Building Emergency Directors is properly maintained.

5.0 RCRA COURSE DESCRIPTIONS

The following list of courses are driven by the requirements of the Washington Administrative Code 173-303, Dangerous Waste Regulations and the "draft" Hanford Facility RCRA Permit. Attachment A includes personnel in the applicable categories (3, 4, or 5), and the training courses applicable for their responsibilities. This attachment is updated quarterly.

Course Numbers	Course Titles
000001	Hanford General Employee Training
02006G	Waste Management Awareness
02006T	Worker Hazard Communication
02028B	Building Emergency Director Training
037510	Building Emergency Director Requalification
023123	222-S Hazardous Waste Management OJT - Initial/Refresher
03E041	Unit/Building-Specific Contingency Plan Training - 222-S Facility
03E070	Unit/Building-Specific Contingency Plan Training - WSCF
035010	Waste Designation Support
035020	Facility Waste Sampling and Analysis
035100	Container Waste Management Training - Initial
035110	Container Waste Management Training - Requalification
035120	Waste Management Administrative - Initial
035130	Waste Management Administrative - Requalification
000071	222-S Facility Orientation
176000	WSCF Facility Orientation

3.3 Training Records

3.3.1 Location of Training Records

Training records, as described in WAC 173-303-330, consist of documentation that shows training has been completed. Hanford Facility training records include both electronic data storage and hard copies. The electronic data storage information is the training record initially presented to demonstrate that personnel have been trained. After a course is completed, the electronic data storage record is created on the Training Record Information (TRI) system.

The electronic data storage record will contain the course number, course title, date of attendance, and any refresher dates. Hard copies of training records that are sent to the training record organization for entry on the TRI System are initially maintained in Richland, Washington. Original hard copy training records are transferred quarterly to the Records Holding Facility in Richland, Washington. After approximately 1 year, the original hard copy training records are archived at the Federal Records Center in Kent, Washington. Electronic data storage and hard copy training records of former employees are kept for at least 3 years from the date the employee last worked at the HAS Laboratories.

3.3.2 Access of Training Records

When a training record is requested during an inspection, an electronic data storage record will initially be provided. When the electronic data storage record does not satisfy the inspection concern, a hard copy training record will be provided. Training records of former employees may not be available through computers at the 222-S Laboratory Complex and may require a representative from the Training Records organization to access the TRI System for this information.

3.3.3 Determining Current Training Status

After an electronic data storage training record is obtained, it will be compared to information in this plan. This plan can be used to determine the RCRA training status of all personnel in relation to all worker categories identified in this plan. The electronic data storage training record coupled with this training plan will give any inspector the ability to quickly determine the training status of personnel in the field.

4.0 UPDATING THE TRAINING PLAN

When new courses become available, this training plan will be revised. When personnel are no longer working at the HAS Laboratories, Attachment A to this Training Plan will be updated to indicate new personnel and to remove those workers which are transferred to other areas. HAS Laboratory Training will update Appendix A on a quarterly basis. When the Building Emergency Directors change, Emergency Preparedness will also be contacted to ensure the list of Building Emergency Directors is properly maintained.

5.0 RCRA COURSE DESCRIPTIONS

The following list of courses are driven by the requirements of the Washington Administrative Code 173-303, Dangerous Waste Regulations and the "draft" Hanford Facility RCRA Permit. Attachment A includes personnel in the applicable categories (3, 4, or 5), and the training courses applicable for their responsibilities. This attachment is updated quarterly.

Course Numbers	Course Titles
000001	Hanford General Employee Training
02006G	Waste Management Awareness
02006T	Worker Hazard Communication
02028B	Building Emergency Director Training
037510	Building Emergency Director Requalification
023123	222-S Hazardous Waste Management OJT - Initial/Refresher
03E041	Unit/Building-Specific Contingency Plan Training - 222-S Facility
03E070	Unit/Building-Specific Contingency Plan Training - WSCF
035010	Waste Designation Support
035020	Facility Waste Sampling and Analysis
035100	Container Waste Management Training - Initial
035110	Container Waste Management Training - Requalification
035120	Waste Management Administrative - Initial
035130	Waste Management Administrative - Requalification
000071	222-S Facility Orientation
176000	WSCF Facility Orientation

Table 3. Course Descriptions

Title	000001 Hanford General Employee Training
Description	Course covers DOE Orders and applicable policies pertaining to employer and employee rights and responsibilities, general radiation training, hazard communications, dangerous waste, fire prevention, personal protective equipment, safety requirements, certain unit/building orientation refresher training, emergency preparedness, accident reporting, and avenues for addressing safety concerns.
Mandating Document(s)	Hanford Facility RCRA Permit, General Conditions
Target Audience	All Hanford Facility personnel
Delivery	Computer-based training with interactive video
Evaluation	Computer generated questions
Length	Average = 2 to 6 hours
Frequency	Annual

Title	020159 Hazardous Waste Shipper Certification - Adv 2
Description	Course covers application of 49 CFR and WAC 173-303 regulations pertaining to certification of Hazardous Waste Shipments on and off the Hanford Site. Prerequisites: Basic Hazardous Materials - Mod 1 (020064). Basic Hazardous Waste - Mod 2 (020068)
Mandating Document(s)	Hanford Facility RCRA Permit, General Conditions
Target Audience	All Hanford Facility personnel
Delivery	Classroom
Evaluation	Written exam for certification
Length	24 hours
Frequency	36 months

Title	02006G Waste Management Awareness
Description	Course introduces workers to federal laws governing chemical safety in the work place. The course provides the hazardous waste worker with the basic fundamentals for safe use and disposal of hazardous waste. Course defines hazard communication, hazardous material and hazardous waste. Reviews labeling requirements, safe compliant waste disposal methods and key terms used in hazardous waste management. The course also introduces methods for waste minimization.
Mandating Document(s)	WAC 173-303-200(2)
Target Audience	Hanford Facility personnel categorized as a General Worker, Advanced General Worker, General Manager, and General Shipper
Delivery	Classroom
Evaluation	Written examination - 80% passing grade
Length	4 hours
Frequency	N/A - One Time Only

Training Plan for Hanford Analytical Services
Laboratories RCRA Waste Management Units

April 30, 1997

Page 12 of 24

Title	02006T Worker Hazard Communication
Description	Course introduces workers to federal laws governing chemical safety in the work place. The course provides the hazardous materials worker with the basic fundamentals for safe use and disposal of hazardous materials. Course defines hazard communication and hazardous material, reviews labeling requirements, and introduces material safety data sheets and key terms used in chemical safety. The course also introduces methods for waste minimization.
Mandating Document(s)	WAC 173-303-200(2)
Target Audience	Hanford Facility personnel categorized as a General Worker, Advanced General Worker, General Manager, and General Shipper
Delivery	Classroom
Evaluation	Written examination - 80% passing grade
Length	4 hours
Frequency	N/A - One Time Only

Title	02028B Building Emergency Director Training
Description	Course provides an overview of the responsibilities of the building emergency director, identifies the building emergency organizations, actions required during an event, implementing the contingency plan, and discusses drill and exercise requirements.
Mandating Document(s)	WAC 173-303-340, -350, and -360
Target Audience	Building Emergency Directors and their alternates
Delivery	Classroom
Evaluation	Not Applicable
Length	2 hours
Frequency	Initial (Retrained annually by 037510 Building Emergency Director/Warden Requalification)

Training Plan for Hanford Analytical Services
Laboratories RCRA Waste Management Units

April 30, 1997
Page 13 of 24

Title	03E041 Unit/Building-Specific Contingency Plan Training- 222-S Facility
Description	Course consists of a review of specific hazards associated with the RCRA Waste Management Units, as covered by the building emergency plan (WHC-IP-0263-222-S). The training is completed by the supervisor, manager, or a designated individual using a checklist. The unit/building-specific information is reviewed concerning hazards in the work area and emergency response requirements, including where applicable, waste feed cut-off, communication and alarm systems, and response to fires. The checklist acts as a guide to ensure consistent coverage of necessary topics.
Mandating Document(s)	WAC 173-303-330(1)(d), -340, and -350
Target Audience	All Hanford Facility personnel categorized as Advanced General Workers, General Managers, and General Shippers assigned to RCRA Waste Management Units. All General Workers may take this course, or equivalent training may be given during the pre-job safety meeting. The General Worker may be escorted by qualified RCRA Waste Management Units personnel.
Delivery	One-on-one or as a group with supervisor, manager or designated individual
Evaluation	Training checklist documentation
Length	1 Hour
Frequency	Annual

Title	03E070 Unit/Building-Specific Contingency Plan Training- WSCF Facility
Description	Course consists of a review of specific hazards associated with the RCRA Waste Management Units, as covered by the building emergency plan (WHC-IP-0263-6266). The training is completed by the supervisor, manager, or a designated individual using a checklist. The unit/building-specific information is reviewed concerning hazards in the work area and emergency response requirements, including where applicable, waste feed cut-off, communication and alarm systems, and response to fires. The checklist acts as a guide to ensure consistent coverage of necessary topics.
Mandating Document(s)	WAC 173-303-330(1)(d), -340, and -350
Target Audience	All Hanford Facility personnel categorized as Advanced General Workers, General Managers, and General Shippers assigned to RCRA Waste Management Units. All General Workers may take this course, or equivalent training may be given during the pre-job safety meeting. The General Worker may be escorted by qualified RCRA Waste Management Units personnel.
Delivery	One-on-one or as a group with supervisor, manager or designated individual
Evaluation	Training checklist documentation
Length	1 Hour
Frequency	Annual

Title	035010 Waste Designation
Description	Course teaches dangerous waste designation according to WAC 173-303. Class content includes section-by-section lecture on the regulations, with examples following each section. Students complete examples using a waste designation flow chart. Examples addressed include: listed waste, characteristic waste, and Washington State criteria.
Mandating Document(s)	WAC 173-303-330(1), -070, and -080 through -100
Target Audience	General Shippers and Waste Designators
Delivery	Classroom
Evaluation	Written Exam - 80% passing grade
Length	16 Hours
Frequency	One-time only Justification: Another course, the Waste Designation Qualification course annually qualifies those personnel who designate waste. General Shippers do not need to be annually retrained in this course because they can rely upon other resources within the company to help them ensure wastes are properly designated.

Title	035012 Waste Designation Qualification
Description	Course provides qualification to become a waste designator within WHC, ICFKH or BCSR.
Mandating Document(s)	WAC 173-303-330(1), -070, and -080 through -100
Target Audience	Waste Designators
Delivery	Classroom
Evaluation	Written Exam - 80% passing grade
Length	As needed
Frequency	Annual

Training Plan for Hanford Analytical Services
Laboratories RCRA Waste Management Units

April 30, 1997

Page 15 of 24

Title	035020 Facility Waste Sampling and Analysis
Description	<p>Course presents waste sampling methodologies according to EPA Protocols SW-846, Test Methods for Evaluating Solid Waste Physical/Chemical Methods. This course also covers documentation requirements in a sampling plan, field and laboratory quality control/assurance, and use of actual sampling equipment.</p> <p>One-time training is required because the General Shipper, in most cases, will utilize resources on the Hanford Facility to acquire samples. This training provides an overview of information to ensure that sampling efforts are properly set up.</p>
Mandating Document(s)	WAC 173-303-110 and -070
Target Audience	General Shippers
Delivery	Classroom presentation, exercises, demonstration and discussion
Evaluation	Written Examination
Length	12 Hours
Frequency	One time

Title	023123 222-S Hazardous Waste Management OJT
Description	<p>Course covers requirements of waste management, activities performed within the 222-S Laboratory Complex. Includes practical exercises for hands-on experience with satellite and 90-day accumulation area requirements, container preparation for dangerous and mixed waste, and chemical compatibility concerns. This course is intended to discuss requirements for 222-S management practices of containerized dangerous and mixed wastes. This course qualifies that the worker is knowledgeable in 222-S Laboratory waste management procedures.</p>
Mandating Document(s)	WAC 173-303-200
Target Audience	General Workers, Advanced General Workers and General Managers
Delivery	On Job Site
Evaluation	Trainer assessment/certification
Length	1-2 Hours
Frequency	Annual

Training Plan for Hanford Analytical Services
Laboratories RCRA Waste Management Units

Rev. 2
April 30, 1997
Page 16 of 24

Title	035100 Container Waste Management - Initial
Description	Course covers basic requirements of waste management, incorporating 40 CFR, WAC 173-303, DOE Orders, and company policy. Includes three practical exercises for hands-on experience with satellite and 90-day accumulation area requirements, labpacks for dangerous waste and mixed waste, and preparation of packages for final destination. This course is intended to discuss requirements for on site management practices of containerized dangerous waste. This course is not intended to be a RCRA related course for General Shippers who conduct off site waste shipments as defined by WAC 173-303-040.
Mandating Document(s)	WAC 173-303-630, -200 and Waste Minimization
Target Audience	Advanced General Workers and General Managers of Advanced General Workers who manage containers of dangerous waste. The 90-day tank systems are not discussed in this course. This course is recommended for General Shippers who ship dangerous waste on site.
Delivery	Classroom
Evaluation	Written Examination - 80% passing grade
Length	16 Hours
Frequency	Initial (retrained annually by 035110 Core Waste Management Training - Refresher)

Title	035110 Container Waste Management - Refresher
Description	Refreshes Course 035100
Target Audience	Advanced General Workers and General Managers of Advanced General Workers
Delivery	Classroom
Evaluation	Written Examination - 80% passing grade
Length	4 Hours
Frequency	Annual

Title	035120 Waste Management Administration - Initial
Description	Course is designed for personnel preparing to become authorized shippers of dangerous and/or mixed waste. This course covers regulatory and company policies, forms, reports, forecasts, and plans. Topics also covered include: waste characterization, waste storage disposal request, low level waste storage/disposal record, transuranic waste storage/disposal record, and radioactive mixed waste attachment sheet. In addition, students will learn how these forms are used to complete shipping papers.
Mandating Document(s)	Hanford Facility RCRA Permit, Part II, condition II.Q
Target Audience	General Shippers
Delivery	Classroom
Evaluation	Written Examination - 80% passing grade
Length	8 Hours
Frequency	Initial (Retrained annually by 035130 Waste Management Administration - Refresher)

Training Plan for Hanford Analytical Services
Laboratories RCRA Waste Management Units

April 30, 1997
Page 17 of 24

Title	035130 Waste Management Administrative - Refresher
Description	Refreshes course 035120
Target Audience	General Shippers
Delivery	Classroom
Evaluation	Written Examination - 80% passing grade
Length	4 Hours
Frequency	Annual

Title	037510 Building Emergency Director Requalification
Description	Refresher for Building Emergency Director Training
Target Audience	Building Emergency Directors and alternates
Delivery	Classroom
Evaluation	Not Applicable
Length	2 Hours
Frequency	Annual

Title	000071 222-S Facility Orientation
Description	Course describes the general layout of the 222-S Facility, as well as, some of the general hazards employees may encounter at various locations within the Facility.
Mandating Document(s)	WAC 173-303-330
Target Audience	All 222-S General Workers, Advanced Waste Workers, General Shippers and General Managers.
Delivery	Classroom
Length	1 Hour
Frequency	Biennial

Title	176000 WSCF Facility Orientation
Description	Course describes the general layout of the WSCF Facility, as well as, some of the general hazards employees may encounter at various locations within the Facility.
Mandating Document(s)	WAC 173-303-330
Target Audience	All WSCF General Workers, Advanced Waste Workers, General Shippers and General Managers.
Delivery	Classroom
Length	1 Hour
Frequency	Biennial

6.0 DESIGNATED REVIEWERS

<u>Designated Reviewing Organizations</u>	<u>CMPOC</u>
Environmental Compliance (Champion)	T6-12
Operations Support	T6-14
Hanford Analytical Operations	T6-14

7.0 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.

8.0 REFERENCES

WAC 173 303, 1992, "Dangerous Waste Regulations", *Washington Administrative Code*, as amended.

Attachment A

Advanced General Worker	
Course Numbers	Course Titles
000001	Hanford General Employee Training
02006G	Waste Management Awareness
02006T	Worker Hazard Communication
023123	222-S Hazardous Waste Management OJT
03E041	Unit/Bldg-Specific Contingency Plan Training - 222-S
03E070	Unit/Bldg-Specific Contingency Plan Training - WSCF
035100	Container Waste Management Training - Initial
035110	Container Waste Management Training - Refresher
000071	222-S Facility Orientation
176000	WSCF Facility Orientation

General Manager	
Course Numbers	Course Titles
000001	Hanford General Employee Training
02006G	Waste Management Awareness
02006T	Worker Hazard Communication
023123	222-S Hazardous Waste Management OJT
03E041	Unit/Bldg-Specific Contingency Plan Training - 222-S
03E070	Unit/Bldg-Specific Contingency Plan Training - WSCF
035100	Container Waste Management Training - Initial
035110	Container Waste Management Training - Refresher
000071	222-S Facility Orientation
176000	WSCF Facility Orientation

General Shipper	
Course Numbers	Course Titles
000001	Hanford General Employee Training
02006G	Waste Management Awareness
02006T	Worker Hazard Communication
020159	Hazardous Waste Shipper Cert. - Adv 2
023123	222-S Hazardous Waste Management OJT
03E041	Unit/Bldg-Specific Contingency Plan Training - 222-S
03E070	Unit/Bldg-Specific Contingency Plan Training - WSCF
035010	Waste Designation
035020	Facility Waste Sampling and Analysis
035120	Waste Management Administrative Initial
035130	Waste Management Administrative Requalification
000071	222-S Facility Orientation
176000	WSCF Facility Orientation

Waste Designator	
Course Numbers	Course Titles
000001	Hanford General Employee Training
035010	Waste Designation
035012	Waste Designation Qualification

Training Plan for Hanford Analytical Services
 Laboratories RCRA Waste Management Units

April 30, 1997

Page 21 of 24

Employee	Position	Worker Category
Perkins, L.F.	Manager 222-S Laboratory	General Manager
Griffin, G.B.	Manager, 222-S Operations	BED, General Manager
Dale, T.F.	Shift Operations Manager	BED, General Manager
Cook, M.A.	Shift Operations Manager	BED, General Manager
Walley, G.L.	Shift Operations Manager	BED, General Manager
Lindberg, M.J.	Shift Operations Manager	BED, General Manager
Greenough, K.J.	Shift Operations Manager	BED, General Manager
Hardy, D.B.	Shift Operations Manager	BED, General Manager
Kempf, P.F.	Building Operations Team Leader	BED, General Manager
Snyder, S.S.	Building Operations Team Leader	BED, General Manager
Blevins, D.G.	Work Control PIC	BED, General Manager
Jewett, J.R.	Manager, Process Chemistry	General Manager
Miller, J.L., Acting	Manager, 222-S Rad Con	General Manager
Winters, W.I.	Manager, Analytical Technology	General Manager
Baird, W.W.	Manager, Standards Lab	General Manager
Tollefson, K.S.	Manager, Environmental Compliance	General Manager
Akita, R.	Manager, Hot Cell & Sample Preparation	General Manager
Prilucik, J.R.	Manager, Radiological Chemistry	General Manager
Fishback, A.L.	Team Lead	General Manager
Svancara, G.B.	Manager, Inorganic Chemistry	General Manager
Millward, G.E.	WSCF Building Operations Manager	Building Warden, General Manager
Messinger, L.S.	Plant Engineer, WSCF	Building Warden, General Manager
Southwick, D.M.	Plant Engineer, WSCF	General Manager, General Shipper, Waste Designator

Training Plan for Hanford Analytical Services
Laboratories RCRA Waste Management Units

April 30, 1997
Page 22 of 24

Employee	Position	Worker Category
Rollison, M. D.	Plant Engineer, WSCF	General Manager, General Shipper, Waste Designator
Shirley, S. K.	Plant Engineer	General Manager, General Shipper, Waste Designator

Employee	Position	Worker Category
Alexander, D.J.	Scientist	General Manager, General Shipper, Waste Designator
Anastos, H.L.	Scientist	General Manager
Bachelor, P.P.	Scientist	General Manager
Ball, J.W.	Scientist	General Manager
Bechtold, D. B.	Scientist	General Manager
Beck, M.A.	Scientist	General Manager
Benally, A.B.	Scientist	General Manager, Waste Designator
Boom, R. J.	Plant Engineer	General Manager
Carlson, D.D.	Scientist	General Manager
Catlow, S.A.	Scientist	General Manager
Crawford, B.A.	Scientist	General Manager
Fitzgerald, S.L.	Scientist	General Manager
Frye, J.M.	Scientist	General Manager
Fuller, R.K.	Scientist	General Manager
Griffin, B.	Scientist	General Manager
Hansen, D.R.	Scientist	General Manager
Harris, J.A.	Plant Engineer	General Manager, General Shipper
Herting, D.L.	Scientist	General Manager
Hey, B.E.	Scientist	General Manager
McClusky, J.M.	Scientist	General Manager
Morrison, J.A.	Plant Engineer	General Manager, General Shipper
O'Rourke, J.F.	Scientist	General Manager
Parong, S.M.	Scientist	General Manager

Training Plan for Hanford Analytical Services
Laboratories RCRA Waste Management Units

April 30, 1997

Page 23 of 24

Employee	Position	Worker Category
Relyea, J.F.	Scientist	General Manager
Schroeder, R.W.	Scientist	General Manager
Troyer, G.L.	Scientist	General Manager
Warwick, G. J.	Plant Engineer	General Manager

Employee	Position	Worker Category
Bee, S.K.	Chem Tech	Advanced General Worker
Campbell, M.R.	Chem Tech	Advanced General Worker
Dunham, D.C.	Chem Tech	Advanced General Worker
Franz, M.	Chem Tech	Advanced General Worker
Frazier, T.A.	HMC Chem Tech	Advanced General Worker
Fulton, S.M.	Chem Tech	Advanced General Worker
Griffin, D.G.	Chem Tech	Advanced General Worker
Guajardo, E.	Chem Tech	Advanced General Worker
Hammitt, G.J.	Chem Tech	Advanced General Worker
Hansen, P.A.	Chem Tech	Advanced General Worker
Heagney, M.S.	HMC Chem Tech, WSCF	Advanced General Worker
Higbee, K.G.	Chem Tech	Advanced General Worker
Hughes-Standley, L.M.	HMC Chem Tech	Advanced General Worker
Hurson, A.K.	Chem Tech	Advanced General Worker
Jones, R.C.	Chem Tech	Advanced General Worker
Kastl, M.M.	HMC Chem Tech, WSCF	Advanced General Worker
Kessler, M.D.	Chem Tech	Advanced General Worker
King, R.W.	Chem Tech	Advanced General Worker
Lambell, E.A.	Chem Tech	Advanced General Worker
Mack, L.C.	Chem Tech	Advanced General Worker *(STD)
McCalmant, G.L.	HMC Chem Tech	Advanced General Worker
McColloch, T.A.	HMC Chem Tech	Advanced General Worker

Training Plan for Hanford Analytical Services
Laboratories RCRA Waste Management UnitsApril 30, 1997
Page 24 of 24

Employee	Position	Worker Category
Meyers, R.D.	Chem Tech	Advanced General Worker
Monteith, K.R.	Chem Tech	Advanced General Worker
Oleson, T.R.	HMC Chem Tech, WSCF	Advanced General Worker
Olsen, J.R.	Chem Tech	Advanced General Worker
Patterson, R.K.	HMC Chem Tech, WSCF	Advanced General Worker
Peale, G.L.	Chem Tech	Advanced General Worker *(STD)
Peterson, S.L.	Chem Tech	Advanced General Worker
Purinton, A.D.	Chem Tech	Advanced General Worker
Rollison, M.A.	HMC Chem Tech	Advanced General Worker
Runnels, C.D.	HMC Chem Tech, WSCF	Advanced General Worker
Solbrack, J.L.	HMC Chem Tech	Advanced General Worker
Spellman, J.D.	Chem Tech	Advanced General Worker
Storm, R.W.	HMC Chem Tech	Advanced General Worker
Thomas, K.N.	Chem Tech	Advanced General Worker
Vallejo, M.S.	HMC Chem Tech	Advanced General Worker
Wright, N.E.	Chem Tech	Advanced General Worker

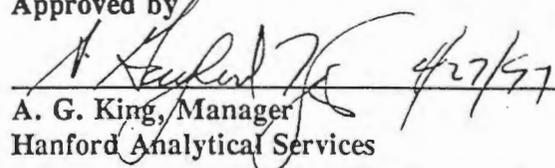
* STD = Short Term Disability

April 30, 1997

Page 1 of 4

222-S Laboratory Management Assessments

Approved by


A. G. King, Manager
Hanford Analytical ServicesAuthor:
Organization:L. P. Markel
Quality Systems

1.0 PURPOSE

This instruction defines the process for 222-S Laboratory Management implementation of the 222-S Laboratory Quality Assurance Plan (LABQAP) policy of performing Laboratory Management Assessments. This process shall require direct laboratory management participation. It may include personnel from other QA organizations to participate in a facilitator capacity. These management assessments will be performed at a minimum of two per year. If a specific area of the 222-S Laboratory shows potential deficiencies, the 222-S Laboratory Manager has the authority to initiate additional management assessments, focusing on the area of concern.

If a management assessment has been performed under WHC-CM-5-4, Section 8.9, "Management Assessment Program," that directly relates to the 222-S Laboratory, such assessment may be substituted for the listed requirement in this section. The substitution is allowed provided management actually performed the assessment.

2.0 SCOPE

The scope of these management assessments will include review of four areas of the quality program being assessed:

- Process — such as policy and documents
 - Does the laboratory documentation satisfy what the requirements dictate?
- Implementation — procedures, training, and performance evaluations
 - Does the laboratory do what it says it does in the implementing procedures?
- Management Effectiveness — Performance Indicators, review of prior assessments, audits and surveillances for open corrective action issues in the area to be assessed
 - How effective is management involvement in the process?
- System maintenance — via surveillances, audits, assessments, and corrective actions
 - How effectively does 222-S observe, identify issues, and correct deficiencies?

222-S Laboratory Management Assessments

Assessments are anticipated to be conducted on one or more of the following quality areas: Personnel Qualifications and Training, LABCORE (the Laboratory Information Management System), Software Quality Assurance, Chain of Custody, Calibration, Technical Procedures, Data Collection, Data Reduction and Data Reporting, Technical Data Review Process, Records and Documentation, and Data Validity. Other areas related to the quality program may be identified as an assessment target at the discretion of the 222-S Laboratory Manager.

3.0 RESPONSIBILITIES AND PROCEDURE

The 222-S Laboratory Management Assessment will be planned in accordance with the following information.

3.1 222-S Laboratory Manager

The 222-S Laboratory Manager or designee shall select assessment topics and schedule the 222-S Laboratory Management Assessments. Other responsibilities of the 222-S Laboratory Manager are as follows.

1. Appoint the Lead Assessor. The Lead Assessor will be selected from the 222-S Laboratory management organization directly related to the scope as listed in Section 2.0. The Lead Assessor can be selected from technical managers such as the organic chemistry manager, inorganic chemistry manager, radiochemistry manager, hot cell and sample preparation manager, etc., and the 222-S Operations Manager. The Lead Assessor should have Lead Assessor training, but it is not required to perform management self assessment.
2. Select, with the assistance of the Lead Assessor, a minimum of two 222-S Laboratory managers to serve as Assessment Team members.
3. Request the assistance of a facilitator from the Quality Systems (QS), as needed. The QS facilitator should have Lead Assessor training.

3.2 Lead Assessor

The Lead Assessor shall report to the 222-S Laboratory Manager on all phases of the management assessment. Other responsibilities of the Lead Assessor are as follows.

1. Coordinate the planning of the assessment.
2. Acquire an assessment number from the Hanford Action Tracking System (HATS). The format shall be LMA-YR-### (for example, LMA-95-001).
3. Coordinate the preparation of the assessment plan.
4. Conduct pre-assessment conference. Document attendees and date of meeting.

222-S Laboratory Management Assessments

5. Meet with the assessment team, as required, to:
 - a. Review assessment progress
 - b. Resolve questions and identify concerns
 - c. Establish observations based on activities witnessed and evidence gathered.
6. Conduct the post-assessment conference. Include the 222-S Laboratory Manager, the operations manager of the 222-S Laboratory, and the 222-S Laboratory QA Officer.
7. Prepare the Management Assessment Report. Document attendees and date of meeting.
8. Sign the Management Assessment Report and transmit to the Manager, Hanford Analytical Services, with copies to the appropriate laboratory managers and 222-S Laboratory QA Officer.
9. Ensure entry into the HATS database for tracking and closure of corrective action. The corrective action process will follow WHC-CM-1-4, *Corrective Action Management Manual*.

NOTE: Follow-up of laboratory corrective action commitments ensures that the laboratory has completed and implemented the corrective actions identified in the response to the assessment observation. Follow-up and closure of corrective actions includes review and verification of submitted documents. Additional follow-up actions may include on-site laboratory inspections if warranted.

3.3 Assessment Team

The responsibilities of the assessment team are as follows:

1. Document assessment preparation activities.
2. Prepare an Assessment Plan describing the objectives. The Assessment Plan must identify the following:
 - a. Area of the 222-S Laboratory to be assessed (refer to scope, Section 2.0, areas to be assessed)
 - b. Laboratory Management Assessment number that will be tracked by HATS
 - c. Assessment Team members
 - d. Assessment Scope and Objectives
 - e. Source/Reference documents

222-S Laboratory Management Assessments

- f. Listing of assessment documentation requirements or tools, i.e., assessment checklist, outlines, line of questioning, process flowchart, etc.
- 3. Forward a copy of the assessment plan to the Lead Assessor for review.
- 4. Perform the assessment field work.
- 5. Record observations, and gather information and evidence through interviews, witnessing the activity, or document reviews.
- 6. Inform the Lead Assessor of the progress of the assessment, particularly upon discovery of conditions which may result in an observation.
- 7. Prepare the draft Management Assessment Report.
- 8. Review assessment report and provide concurrence.

4.0 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.

5.0 DESIGNATED REVIEWERS

<u>Designated Reviewing Organizations</u>	<u>MSIN</u>
222-S Laboratory (Champion)	T6-16
Quality Systems	T6-04
Operations Support	T6-14

6.0 REFERENCES

- DOE/RL-96-68, *Hanford Analytical Services Quality Assurance Requirements Document*
- WHC-CM-4-2, *Quality Assurance Manual*
- WHC-SD-CP-QAPP-016, *222-S Laboratory Quality Assurance Plan (LABQAP)*