

**START**

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**RELEASE INSTRUCTIONS (RI)**

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DOCUMENT NO.:

WHC-CM-5-4

PAGE 1 OF 1

<b>To:</b> D. A. Isom Copy #072	H6-08	<b>TITLE:</b> Laboratories Administration
		<b>RELEASE NO.:</b> 057
		<b>DATE PREPARED:</b> April 9, 1997

I have entered this release into the document per instructions. <u>DA Isom</u> Signature	<u>4/28/97</u> Date	If you have any questions about this release contact: Jean Feaster Phone: 373-4426
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SECTION NO. AND TITLE(S)	REMOVE			INSERT		
	PAGES	REV	DATE	PAGES	REV	DATE
Table of Contents	1-6	56	03/31/97	1-6	57	04/10/97
Section 4.1, "Training Responsibilities and Definitions"	1-7	1	10/01/94	1-8	2	04/10/97
Section 4.2, "Training Development and Maintenance"	1-2	0	11/30/93	1-4	1	04/10/97
Section 6.7, "Occurrence Categorization, Notification, and Reporting"	1-4	7	07/10/96	1-4	8	04/10/97
Section 6.11, "Logkeeping Practices"	1-4	0	05/17/94	--	--	--
Section 6.17, "Operator Aid Postings"	1-6	1	12/27/95	1-6	2	04/10/97
Section 9.1, "Material Control"	1-6	1	11/21/95	1-4	2	04/10/97

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Jean Feaster T6-03

## Table of Contents

<u>Section</u>	<u>Title</u>	<u>Revision</u>	<u>Effective Date</u>
1.0	<b>POLICIES</b>		
1.1	Safety Priority and Procedure Compliance Policy	4	12/16/96
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)	<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	Laboratory Sample Tracking — Procedure	0	08/15/94
3.15	Data Package Administrative Verification	1	03/31/97
3.15-A	Data Package Administrative Verification — Procedure	0	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
<b>4.0</b>	<b>TRAINING</b>		
4.1	<i>Training Responsibilities and Definitions</i>	2	04/10/97
4.2	<i>Training Development and Maintenance</i>	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	Training Plan for Hanford Analytical Services Laboratories RCRA Waste Management Units	1	01/30/97
<b>5.0</b>	<b>PROCEDURES</b>		
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
<b>6.0</b>	<b>CONDUCT OF OPERATIONS</b>		
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	<i>Occurrence Categorization, Notification, and Reporting (Conduct of Operations Chapter 7)</i>	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	<i>Logkeeping Practices</i> (see LAP-12-100)	<i>Canceled</i>	04/10/97
6.17	<i>Operator Aid Postings (Conduct of Operations, Chapter 17)</i>	2	04/10/97
7.0	<b>RECORDS MANAGEMENT</b>		
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	<b>QUALITY ASSURANCE/QUALITY CONTROL</b>		
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
8.9	Management Assesment Program Change 1 (Pages 9, 11)	0	11/14/96 03/12/97
9.0	<b>WORK CONTROL</b>		
9.1	<i>Material Control</i>	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	<b>LABORATORY INSTRUMENTS</b>		
10.1	Instrument Preventive Maintenance	1	01/08/96
11.0	<b>RADIOLOGICAL CONTROL</b>		
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

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Table of Contents

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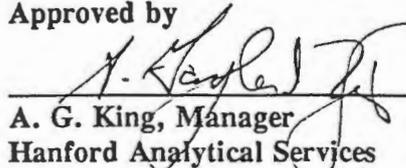
April 10, 1997

Page 1 of 8

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**Training Responsibilities and Definitions**

Approved by



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A. G. King, Manager  
Hanford Analytical ServicesAuthor:  
Organization:C. R. Nick  
Operations Support

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**1.0 SCOPE**

This section applies to organizations within Hanford Analytical Services.

**2.0 RESPONSIBILITIES AND PROCEDURE****2.1 Hanford Analytical Services Manager**

The Hanford Analytical Services manager is responsible for personnel training. This includes the responsibility to:

- 2.1.1 Approve all training programs
- 2.1.2 Provide a point of contact for all training records.

**2.2 Facility Managers**

- 2.2.1 Approve exceptions and extensions to training requirements.
- 2.2.2 Obtain a technically proficient and trained staff.
- 2.2.3 Evaluate training program effectiveness.

**2.3 Managers**

Managers will implement and aid in the review and approval of training programs. This includes identifying training needs.

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\*This revision is a total rewrite; therefore, no revision bars were used to denote changes.

**Training Responsibilities and Definitions****2.4 First Line Managers**

First line managers will maintain a trained and proficient staff. In fulfilling this responsibility, first line managers perform the following functions:

- 2.4.1 Determine the required training for assigned individuals in accordance with Section 4.5, "Training Programs."
- 2.4.2 Schedule assigned personnel for required training.
- 2.4.3 Recommend assigned personnel for advanced or additional training.
- 2.4.4 Recommend exceptions and extensions for assigned individuals.
- 2.4.5 Recommend changes to existing training material or methods.
- 2.4.6 Assign or request subject matter experts (SME) to support training programs.
- 2.4.7 Assist in drill preparation and exercises, as appropriate.
- 2.4.8 Ensure the *effective* conduct of on-the-job training (OJT).
- 2.4.9 Ensure assigned personnel accomplish continuing training requirements.
- 2.4.10 Monitor the training progress for assigned personnel.
- 2.4.11 Maintain procedure OJT checklist in the individual's procedure training binder.
- 2.4.12 Update the Laboratory Training System (LTS).

**2.5 Operations Support Manager**

The Operations Support manager develops and administers training programs, including responsibility for the following aspects of training.

- 2.5.1 Develop procedures that control and administer the training programs.
- 2.5.2 Develop and maintain training texts, lesson plans, and other course material.
- 2.5.3 Prepare and update lesson plans, study guides, and OJT checklists.
- 2.5.4 Prepare, control, and evaluate examinations.
- 2.5.5 Prepare, administer, and instruct initial, continuing, and emergent training courses.
- 2.5.6 Evaluate training.

**Training Responsibilities and Definitions**

- 2.5.7 Indoctrinate, train, and evaluate assigned instructors.
- 2.5.8 Assure permanent training records are maintained in an auditable format.
- 2.5.9 Assign laboratory instructors to training programs to meet the needs of laboratory personnel.

**2.6 Laboratory Instructors**

Laboratory instructors may be assigned responsibility to:

- 2.6.1 Develop and maintain performance-based training material (OJT checklist, study guides, etc.).
- 2.6.2 Develop, maintain, and administer written examinations.
- 2.6.3 Develop and conduct OJT and/or classroom training for initial, continuing, and emergent training.
- 2.6.4 Revise and maintain existing training materials.
- 2.6.5 Provide new employee's initial training.
- 2.6.6 Provide support for special training programs.
- 2.6.7 Assist line management in scheduling training activities.
- 2.6.8 Provide periodic status reports and assist with designated training reports.

**2.7 OJT Instructors**

OJT instructors will be used to provide hands-on training. They are responsible to:

- 2.7.1 Ensure the trainee has the satisfactory knowledge and skills as defined in the study guide/procedure.
- 2.7.2 Sign and date the OJT checklist upon the trainee's satisfactory completion of OJT.
- 2.7.3 Inform training or line management of problems with the OJT training material.

## Training Responsibilities and Definitions

### 2.8 OJT Evaluators

OJT Evaluators will evaluate trainee's knowledge and skill. OJT Evaluators are responsible to:

- 2.8.1 Evaluate the trainee's knowledge and skills as defined in the study guide/procedure.
- 2.8.2 Sign and date the OJT checklist upon the trainee's satisfactory completion of the evaluation.

### 3.0 DEFINITIONS

#### enabling objective

Learning objectives that support the terminal objective. Enabling objectives break the terminal objective down into the individual knowledge and skills which must be mastered.

#### exception

The release of an individual from portions of a training program through prior education, experience, and/or testing.

#### extension

Any delay granted to meeting initial training requirements or any delay beyond the last date of the retrain zone granted to meet retraining requirements.

#### learning objective

A statement that specifies measurable behavior that a trainee should exhibit after instruction which may include the conditions and standards for performance. A learning objective may be a terminal objective or an enabling objective.

#### nuclear experience

Experience acquired at any facility in which radioactive materials are routinely handled, stored, processed, or utilized.

#### on-the-job training (OJT)

A systematic and structured method of providing required job-related knowledge and skills for a job, usually conducted and evaluated in the work environment by qualified individuals.

## **Training Responsibilities and Definitions**

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### **OJT checklist**

A document issued to an individual which lists training program qualification requirements for a specific position and which is used to document on-the-job training and performance evaluation results on a task-by-task basis. (OJT checklists may also be used to document the evaluation of theory, equipment, systems, and procedural knowledge.)

### **OJT evaluator**

An individual qualified through training and technical competence to evaluate a student's mastery of knowledge and skills covered by OJT.

### **OJT instructor**

An individual qualified through training and technical competence to conduct OJT.

### **one-over-one manager**

An individual's immediate manager's manager.

### **operational evaluation**

A documented evaluation of an individual's knowledge, skills, and abilities. The operational evaluation is a facility walk-through that may include system and/or component operation, or simulation of operations, during which the candidate is observed and questioned regarding procedures, safety implications, and technical specifications or operational safety requirements as applicable.

### **performance based training (PBT)**

A systematic approach to training which is based upon tasks and the related knowledge and skills required for competent job performance.

### **performance evaluation**

A practical (hands-on) demonstration by the trainee of the knowledge and skills required to perform a task that is evaluated by a qualified instructor. Performance evaluations may be used to evaluate the competency of any employee.

### **provisional qualification**

The training status achieved when an individual, through no fault of his own, cannot fully qualify due to not being able to complete the required training for a task or job.

## Training Responsibilities and Definitions

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### qualification

The characteristics or abilities gained through education, training, or experience as measured against established requirements, such as standards or tests, that prepare an individual to perform a required function.

### quizzes

A series of questions designed for student knowledge checks, instructor checks of class understanding, practice for examinations, etc. Results on quizzes will not form any part of the basis for determining a student's successful completion of a training course or program.

### remedial training

A method of correcting an individual's training deficiencies in the knowledge and skills required to successfully perform a specific task or job.

### study guide

A document which outlines the level of knowledge and degree of skill an individual must attain in order to achieve qualification. Study guides are specific to the facility or plant in which the individual is seeking qualification.

### subject matter experts (SME)

An individual qualified (or previously qualified) and experienced in performing a particular task. A subject matter expert may also be an individual who by education, training, and/or experience is a recognized expert on a particular subject, topic, or system.

### table-top analysis

Identifies components of a job, task, or training activity. This analysis method identifies job- or position-specific training tasks or requirements without the formality of a detailed job/task analysis.

### task

A well defined unit of work of two or more steps, having an identifiable beginning and end, that is a measurable component of the duties and responsibilities of a specific job.

### task list

A list of tasks for a job, position, or group that results from an analysis or assessment of the training need being considered. The task list forms the basis for development of learning objectives necessary to address a training requirement.

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**Training Responsibilities and Definitions**

**terminal objective**

Learning objective that clearly states the after-training knowledge or skills the trainee will be able to demonstrate, including conditions and standards of performance.

**training program**

A planned, organized sequence of activities designed to prepare persons to perform their jobs, meet a specific position or classification need, and to maintain or improve their job performance.

**written examination**

A series of questions that the individual being examined responds to by writing, typing, selecting options (such as circling answers on a paper), or touching a point on a computer screen, etc. Results of written examinations may form all or part of the basis for determining a student's successful completion of a training course or program.

**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>CMPOC</u>
Operations Support (Champion)	T6-07
Quality Systems	T6-03
WSCF Operations	S3-28
222-S Laboratory	T6-14

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## 6.0 REFERENCES

WHC-CM-5-4, *Laboratories Administration*, Section 4.5, "Training Programs"

WHC-CM-2-15, *Training Standards*

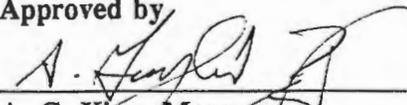
DOE-STD-1010-92, *Guide to Good Practices for Incorporating Operating Experiences*

DOE-STD-1012-92, *Guide to Good Practices for On The Job Training*

April 10, 1997

Training Development and Maintenance

Approved by

  
A. G. King, Manager  
Hanford Analytical Services

Author:

C. R. Nick

Organization:

Operations Support

## 1.0 SCOPE

This section applies to the Hanford Analytical Services organization.

## 2.0 RESPONSIBILITIES AND PROCEDURE

### 2.1 Organization Personnel

Organization personnel will normally identify a training need. A training need may be as complex as a training program for a position or as simple as a one-time training session. A training need may be identified from regulatory requirements, DOE orders, management direction, Safety Analysis Reports, and so forth.

### 2.2 Line Management

When job performance discrepancies are noted or responsibilities change, line management will conduct an evaluation to determine if additional training is required. If a need for training is found, the training organization, in conjunction with line management, will conduct an appropriate analysis/assessment to determine the content of the needed training. The rigor of the analysis/assessment will be based on the relative hazards and risks associated with the identified need.

The development of new training courses or programs is administratively tracked through the Hanford Action Tracking System (HATS).

Management will approve completed training materials. Review and approval of prepared training materials will be conducted by the following representatives as may be appropriate:

- Facility training manager
- Applicable subject matter experts
- Customer management

The review will be documented on a Training Materials Approval Form, available on Site Forms.

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\*This revision is a total rewrite; therefore, no redlines are used to indicate changes.

**Training Development and Maintenance****2.3 Training Organization**

Training will be implemented as described in Section 4.3 of this manual, "Training Administration," and Analytical Services Training Desk Instructions OAS-01. Training Courses and programs are evaluated through a variety of methods which correspond to Evaluation Levels I-III of the Kirkpatrick model. Specific examples include:

- Student evaluations of the course
- Facility self assessment programs dealing with training
- Conduct of Operations Assessments (CH 5) On Shift Training
- Instructor evaluations
- Job performance of recently trained individuals as reported by line management.
- Periodic course or program evaluations as directed by WHC-CM-2-15

The need for changes to existing training materials or courses may be identified by the instructor, the user organization, facility personnel, or others. These changes may be initiated for a variety of reasons, including:

- a. Plant modifications
- b. Laboratory equipment modifications
- c. Laboratory experience and lessons learned
- d. Internal and external evaluations

The instructor will make every effort to ensure that course materials are factually correct and the information is current. The instructor shall review and update course materials prior to presenting the course. This is particularly important for infrequently taught courses. As a minimum, active courses will be reviewed on a two year cycle.

**3.0 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.

**4.0 DESIGNATED REVIEWERS**

<u>Designated Reviewing Organizations</u>	<u>MSIN</u>
Operations Support (Champion)	T6-07
Quality Systems	T6-03
WSCF	S3-28
222-S Laboratory	T6-14

**Training Development and Maintenance**

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**5.0 REFERENCES**

WHC-CM-2-15, *Training Administration Manual*,  
Section 5.0, "Training Development"  
Section 6.0, "Training Implementation"  
Section 7.0, "Training Evaluation"

WHC-CM-5-4, *Laboratories Administration*,  
Section 4.1, "Training Responsibilities and Definitions"  
Section 4.3, "Training Administration"

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

4.2

Rev. 1

April 10, 1997

Page 4 of 4

Training Development and Maintenance

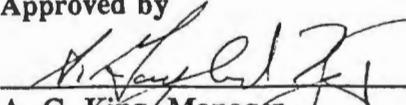
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April 10, 1997

Occurrence Categorization,  
Notification, and Reporting  
(Conduct of Operations Chapter 7)

Approved by

  
A. G. King, Manager  
Hanford Analytical Services

Author:  
Organization:

D. J. Riel  
Operations Support

### 1.0 PURPOSE

This procedure applies to all occurrences or potential occurrences within the Hanford Analytical Services organization.

### 2.0 SCOPE

This procedure applies to all Hanford Analytical Services facility managers/designees (222-S and Waste Sampling and Characterization Facility).

### 3.0 RESPONSIBILITY

#### 3.1 Facility Manager/Designee

All Hanford Analytical Services facility managers/designees (222-S and Waste Sampling and Characterization Facility) have the following responsibility.

The facility manager/designee is ultimately responsible for the occurrence reporting and notification requirements listed in WHC-CM-1-5, *Standard Operating Practices*, Section 7.1, and critiquing the event if necessary as defined in Section 6.2, "Critiquing Events". The Waste Sampling and Characterization Facility must notify Operations Support or the 222-S Shift Manager/BED within 2 hours of discovering the event.

Refer to WHC-CM-1-5, Section 7.1, Appendix A for occurrence categories and criteria.

The Safety Equipment Lists for the 222-S Laboratory (WHC-SD-CP-SEL-001) and WSCF (WHC-SD-WM-SEL-036) identify that neither facility has Safety Class or Safety Significant components, systems, or structures.

## 4.0 PROCEDURE

### 4.1 Facility Manager/Designee

- 4.1.1 Categorize occurrences as soon as possible and always within 2 hours of discovering the event or condition. If the occurrence is an "Emergency", refer to WHC-CM-4-43, *Emergency Management Procedures*, for Emergency Action Levels (EALs) used for classifying an emergency.

NOTE: The following step applies to 222-S only.

- 4.1.2 Occurrence categories marked "USQ" (WHC-CM-1-5, Section 7.1, Appendix A) shall be screened by a qualified USQ evaluator in accordance with procedure LAP-39-100-USQ, *Unreviewed Safety Questions (USQ) Program*.

### 4.2 Building Operations Manager/Shift Manager

- 4.2.1 Initiate an investigation of the event; collect information in accordance with WHC-CM-1-5, Section 6.1, "Guidelines for Supervisory Response to Abnormal Events and Conditions." Conduct a critique of the event as soon as possible.
- 4.2.2 During day shift hours (Monday through Friday), notify Operations Support within 2 hours of discovery of the event. Operations Support will assist if necessary in the notification of the Occurrence Notification Center (ONC), U.S. Department of Energy Facility Representative, critiquing the event, and inputting the occurrence report information into the Occurrence Reporting and Processing System (ORPS). For notifications, reference 222-S Standing Order #95-017, "Occurrence Reporting," or WSCF Standing Order #96-01, "Occurrence Reporting," as appropriate.

### 4.3 Shift Manager

- 4.3.1 In the event of an occurrence during off-shift hours, refer to the facility emergency call list and 222-S Standing Order #95-017 or WSCF Standing Order #96-01 for notifications.
- 4.3.2 Initiate the appropriate corrective actions to stabilize the event scene.

### 4.4 Operations Support

- 4.4.1 Manage corrective actions in accordance with WHC-CM-1-4, *Corrective Action Management Manual* and within the ORPS corrective management system.

4.5 Responsible Group Manager

- 4.5.1 Supply the necessary information needed for finalization of the occurrence report to Operations Support within 10 working days.

5.0 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.

6.0 DESIGNATED REVIEWERS

<u>Designated Reviewing Organizations</u>	<u>MSIN</u>
Operations Support (Champion)	T6-16
Quality Systems	T6-16
222-S Operations	T6-16
222-S Building Operations Manager	T6-20
222-S Shift Operations Manager	T6-20
WSCF	S3-28

7.0 REFERENCES

222-S Standing Order 95-017, "Occurrence Reporting," Hanford Site, Richland, Washington.

LAP-39-100-USQ, *Unreviewed Safety Questions (USQ) Program*, Westinghouse Hanford Company, Richland, Washington.

Meloy, R. T., 1994, *Waste Sampling and Characterization Facility Safety Equipment List*, WHC-SD-WM-SEL-036, Westinghouse Hanford Company, Richland, Washington.

Weaver, L. L., 1996, *222-S Laboratories Facilities Safety Equipment List*, WHC-SD-CP-SEL-001, Westinghouse Hanford Company, Richland, Washington.

WHC-CM-1-4, *Corrective Action Management Manual*.

WHC-CM-1-5, *Standard Operating Practices*.

WHC-CM-4-43, *Emergency Management Procedures*.

WSCF Standing Order 96-01, "Occurrence Reporting," Hanford Site, Richland, Washington.

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

Occurrence Categorization, Notification,  
and Reporting (Conduct of Operations Chapter 7)

6.7

Rev. 8

April 10, 1997

Page 4 of 4

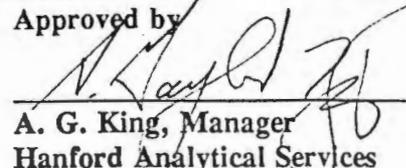
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April 10, 1997

Page 1 of 6

Operator Aid Postings  
(Conduct of Operations Chapter 17)

Approved by

  
A. G. King, Manager  
Hanford Analytical Services

Author:  
Organization:

M. E. Wingert  
HAS Records

## 1.0 PURPOSE

The purpose of this section is to provide instructions to facility personnel for requesting, reviewing, approving, and posting of operator aids. This section establishes and defines the implementation of U.S. Department of Energy (DOE) Order DOE 5480.19 *Conduct of Operations Requirements for DOE Facilities*, and WHC-SP-0708, *Westinghouse Hanford Company Conduct of Operations Manual*, Chapter 17 "Operator Aid Postings". Facility operator aids (information posted for personnel use) should provide information useful to operators in performing their duties.

This section describes the process to ensure operator aids are current, complete, and necessary. Information utilized in the operation of laboratory systems must be properly controlled. The use of informal, unauthorized, or out-of-date instructions, notes, graphs, drawings, and other documents in the facility can detract from proper operation or maintenance. Operator aids provide an important function in the safe operation of the facility.

## 2.0 SCOPE

This procedure applies to all Hanford Analytical Services (HAS) organizational units that are responsible for laboratory operations. Administrative office areas are not included in the scope of this procedure.

Where a specific component of HAS is resident in a facility that is not administered by HAS management, the plant specific procedures will prevail if there is an instructional conflict. If no conflict exists, this procedure will be followed.

## 3.0 DEFINITIONS

### Operator

Anyone authorized to operate equipment or laboratory instruments. This includes operations personnel, laboratory scientists, chemists, chemical technologists, and other facility personnel.

### Operator Aid

Non-permanent information posted and controlled to provide useful, but not required, information to operators in performing their assigned duties.

Operator aids may come in many forms: excerpts from or derived (calculated) from approved procedures, system drawings, typed notes, information tags, curves, and graphs. These aids do not include postings authorized by other safety or administrative posting systems.

#### **Operator Aid Index**

A computer database managed by HAS Records organization that reflects a current listing of all Operator Aids in the facility.

#### **Operator Aid Log**

A computer database managed by HAS Records organization that contains a copy of each Operator Aid posted in the facility.

#### **Permanent Information**

Information that appears on a medium not suitable to change and determined by management to be applicable indefinitely. An example would be an instruction engraved on a permanent label and controlled in accordance with design change requirements. These items are not Operator Aids in this procedure.

### **4.0 RESPONSIBILITIES**

#### **4.1 Operations Manager**

The Operations Manager is responsible for:

1. Providing overall direction and administration of this procedure
2. Providing liaison with other facility department managers to ensure needed information is available, current, and complete
3. Approving/authorizing Operator Aids to be posted.

#### **4.2 Shift Manager**

The Shift Manager is responsible for:

1. Performing a periodic review of all operator aids in accordance with paragraph 6.4 of this manual section
2. The posting and removal of Operator Aids.

#### **4.3 Laboratory Managers and Personnel**

All laboratory managers and personnel are responsible for:

1. Ensuring operator aids used in the facility conform to the requirements of this procedure

**Operator Aid Postings  
(Conduct of Operations Chapter 17)**

2. Submitting proposed operator aids to the Operations Manager for inclusion in the Operator Aid Posting system
3. Providing liaison with Operations to ensure that operator aids under their cognizance are removed or updated as required.
4. Utilizing only current and approved operator aids in the performance of duties
5. Reporting any unauthorized operator aids observed to the Operations Manager, cognizant Line Manager, or Shift Manager for resolution.

**5.0 USE OF OPERATOR AIDS**

- 5.1 Operator aids use shall be minimal.
- 5.2 Operator aids shall not be used to bypass the normal facility procedure review and approval process. Operator aids that alter procedures shall not be approved.
- 5.3 Operator aids may supplement approved procedures, but should not be used in lieu of approved procedure. They should be viewed as a convenience, not as a requirement.

Operator aids can remind users of information that might otherwise be overlooked and/or provide guidance or clarity that is not procedural in nature.

**6.0 PROCEDURE****6.1 Operator Aid Development, Approval, and Posting**

Any facility employee, with concurrence from their line manager, may request the posting of an operator aid by submitting a copy of the proposed operator aid to the Operations Manager. The copy shall be submitted formatted exactly as the employee would like to have it posted. The request shall be accompanied by an "Operator Aid Request Form", any reference documents applicable (that is, procedure number and rev/mod number, OSDs, and so forth) to the proposed operator aid, and the posting location of the desired aid.

The HAS Records organization will manage the computer database that tracks all operator aids. They will maintain an index of the operator aids on the Laboratory Procedure Network Directory. This directory will also contain blank formatted operator aids to be used by employees submitting operator aid proposals.

Aids that are approved for use within the facility complex by the Operations Manager will be forwarded to HAS Records organization to be included in the database. Once included, a hard copy of the approved operator aid will be delivered to the Shift Manager to be posted.

## 6.2 Documentation

An Operator Aid Directory, containing a copy of each approved and posted Operator Aid, shall be maintained by HAS Records organization. The directory will include a log of all current operator aids and an index (see Attachment for example) recording the following information:

1. Sequential Operator Aid number — The number should indicate the year and the next consecutive number of an operator aid. For example, 92-015 would indicate the 15th operator aid issued for the year 1992.
2. Requestor/Organization — Name of the individual proposing an operator aid and the requestor's organization.
3. Date posted — The date the Operations Manager authorized the operator aid to be posted.
4. Location — Area where the operator aid is to be posted. This location will be specific enough to allow the operator aid to be easily found by the information contained in the Operator Aid Index.
5. Reason for posting — HAS Records organization will enter the reason the operator aid needs to be posted (as written on the "Operator Aid Request Form") and will ensure that a copy of the operator aid is placed into the Operator Aid Log, in numerical order.
6. Manager approval signature — The Operations Manager's signature on the Operator Aid will serve as authorization to post the Operator Aid.
7. Removal date — The date the operator aid was removed.
8. Removed by — The person who removed the operator aid.

## 6.3 Operator Aid Cancellation and Removal

When an operator aid is no longer current, correct, complete, or necessary, the Shift Manager shall have it removed and notify the HAS Records organization of its cancellation.

## 6.4 Operator Aid Periodic Review

The Operations Manager will direct a semiannual audit of posted operator aids to ensure the following:

1. A continuing need exists for each posted operator aid
2. All active operator aids registered in the log are posted

3. Information contained in the operator aid is current and applicable
4. The physical location of each operator aid is correct
5. No unauthorized operator aids exist
6. Each operator aid is legible and in good condition (no unapproved pen-and-ink changes exist).
7. Drawings that are approved and posted as operator aids are included in the facility's drawing control system.

The audit will be documented in the Operator Aid Index maintained by HAS Records organization. Information recorded in the index is to include: Name of person performing the audit, date the audit was performed, which operator aids were audited, and a list of any inconsistencies found during the audit. Operator aids no longer posted shall be removed from the index and missing aids will be replaced if still valid. Operator aids not audited due to inaccessibility shall be listed.

## 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 DESIGNATED REVIEWERS

<u>Designated Reviewing Organizations</u>	<u>MSIN</u>
HAS Records Organization (Champion)	T6-03
Quality Systems	T6-04
Shift Operations	T6-12

## 9.0 REFERENCES

DOE 5480.19, *Conduct of Operations Requirements for DOE Facilities.*

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

WHC-SP-0708, *Westinghouse Hanford Company Conduct of Operations Manual.*



April 10, 1997

Material Control

Approved by

  
A. G. King, Manager  
Hanford Analytical Services

Author:  
Organization:

J. L. Heinemann  
HAS Maintenance

### 1.0 PURPOSE

Hanford Analytical Services (HAS) material support will provide procurement assistance for all groups housed within the 222-S facility and the Waste Sampling and Characterization Facility. Hanford Analytical Services groups housed in a facility not managed by HAS will use the material support of the landlord or general site services support.

### 2.0 SCOPE

This section does not apply to the following: (1) procurement of "unique" or technically focused equipment; (2) laboratory stockroom items procured through the use of store orders; and (3) office or janitorial materials.

### 3.0 DEFINITIONS

#### certifiable

Installed materials that have verifiable documentation in accordance with original material specifications or design documents.

#### controlled storage

Any enclosure, device, or area that provides physical containment of components for the purpose of controlling materials.

#### shop stock

Commonly used material obtained in bulk quantity and stored for subsequent subdivision and use for specific maintenance jobs.

#### staging

The process of collecting in one or more specified places, materials required to complete a maintenance job.

#### traceability

The ability to trace the history, application, or location of an item and like items or activities by means of recorded identification. Recorded identification may include marking, tagging, or assignment of unique numbers for traceability to the required certifications.

Material Control

**4.0 RESPONSIBILITIES AND PROCEDURE**

**4.1 Requestor/Cognizant Engineer/Maintenance Engineer**

**4.1.1 The requestor of material is responsible for:**

1. Preparing a Material Request Form (MRF), if material is not associated with a work package, or a Bill of Material (BOM), if material is for a work package.
2. Submitting the MRF or BOM to the Material Coordinator.
3. Identifying certification requirements, installation, and shelf life or age control in accordance with WHC-CM-6-1, EP 5.2.
4. Preparing all material specifications.

**4.2 Material Coordinator**

**4.2.1 The material coordinator is responsible for:**

1. Reviewing submitted forms for completeness
2. Returning any incomplete forms to requestor
3. Initiating purchase order or purchase requisition
4. Routing purchase requisition for review if applicable
5. Ordering, statusing, and staging of all applicable materials in accordance with WHC-CM-2-2, Section 4, "Material Control Procedures."
6. Verifying order contents and documentation
7. Filing documentation
8. Disposition of incorrect or nonconforming items
9. Tagging materials as applicable for storage
10. Logging material into inventory
11. Performing routine monthly reviews of inventory
  - a. If excess material is found, Credit Store Orders, Warehouse Storage Requests, or Excess documents will be prepared to remove overstock items.

**Material Control**

- b. Purchase Orders or Store Orders will be initiated for restocking inventories that are at a minimum.
12. Maintaining a controlled area (staging) for storage. Access to the area is limited to Material Support personnel. Materials are controlled as necessary to:
    - a. Ensure traceability of origin
    - b. Prevent damage, loss, or deterioration
    - c. Preclude inadvertent mixing of dissimilar materials.
  13. Developing and implementing work instructions and procedures as needed for the management of material inventories.
  14. Inspect for suspect/counterfeit items and ensure these items are handled in accordance with QR 15.6.

**4.3 Quality/Safety Assurance**

4.3.1 The designated quality/safety assurance reviewers are responsible for:

1. Reviewing purchase requisitions, assigning QA clauses, as required, and returning the requisitions to the material coordinator, in accordance with WHC-CM-3-5, Section 12.7, and WHC-CM-4-2.

**4.4 Standards Laboratory**

4.4.1 The Standards Laboratory is responsible for:

1. Submitting all 222-S Material Requests for chemicals. The Material Request Form will be filled out and forwarded to the Material Coordinator for processing.

**4.5 Miscellaneous**

4.5.1 Chemical storage will be the responsibility of the laboratories.

4.5.2 All stored materials will have an identification tag, containing the following information, as applicable:

- a. Purchase order number
- b. Work package number.

4.5.3 Removal of materials from storage will be documented.

1. Material relating to a work package will be documented on the white copy of the Bill of Materials.

**Material Control**

2. A Plant Equipment Transfer Form (54-3000-212) will be used to issue all capital equipment not related to construction, spare equipment, or property identified with a property number.

4.5.4 Shop stock will be maintained to ensure availability for routine use.

1. Inventories will be established to maintain the lowest cost effective levels commensurate with lead times and economy.

4.5.5 Minimum and maximum inventory levels for shop stock will be maintained. (A maximum quantity is normally a 90 day supply.)

**5.0 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.

**6.0 DESIGNATED REVIEWERS**

<u>Designated Reviewing Organizations</u>	<u>CMPOC</u>
Maintenance/Work Control (Champion)	T6-14
Quality Systems	T6-04

**7.0 REFERENCES**

WHC-CM-3-5, *Document Control and Records Management Manual*.

Section 12.7, "Approval of Environmental, Safety, and Quality Affecting Documents"

WHC-CM-2-2, *Materials Management Manual*.

MCP-3, "Controlling Spare Parts Inventory."

MCP-11, "Preparing and Processing Store Orders and Credit Store Orders."

WHC-CM-4-2, *Quality Assurance Manual*.

Appendix A, "Procurement Clauses."

QR 8.0, "Identification and Control Items."

QR 15.0, "Control of Nonconforming Items."

QR 15.6, "Control of Suspect Counterfeit Items."

WHC-CM-6-1, *Standard Engineering Practices*.

EP 5.2, "Cognizant Engineer Responsibilities."

**8.0 BIBLIOGRAPHY**

WHC-CM-2-1, *Procurement Manual and Procedures*.