

ATTACHMENT ~~B~~ C5

QUALITY ASSURANCE PROJECT PLAN REQUIREMENTS

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ATTACHMENT-B_C5

QUALITY ASSURANCE PROJECT PLAN REQUIREMENTS

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1 **ATTACHMENT ~~B~~ C5**

2 **QUALITY ASSURANCE PROJECT PLAN REQUIREMENTS**

3 BC5-1 Quality Assurance Project Plans

4 Prior to management, storage, or disposal of a generator/storage site's TRU mixed waste at
5 WIPP, the ~~Permittees-Department of Energy Carlsbad Field Office (DOE)~~ shall require that each
6 participating site develops and implements a quality assurance project plan (**QAPjP**) that
7 addresses all the applicable requirements specified in Waste Isolation Pilot Plant waste analysis
8 plan (**WAP**) in Permit Attachment ~~B~~ C. ~~The Permittees-DOE~~ will approve QAPjPs from all
9 generator/storage sites that intend to send TRU mixed waste to the Waste Isolation Pilot Plant.
10 ~~The Permittees-DOE~~ shall ensure that these QAPjPs include the qualitative or quantitative
11 criteria for determining whether waste characterization program activities are being satisfactorily
12 performed. ~~The Permittees-DOE~~ shall also ensure that QAPjPs identify the organization(s) and
13 position(s) responsible for their implementation. Additionally, the QAPjPs shall also reference
14 site-specific documentation that details how each of the required elements of the
15 characterization program will be performed.

16 ~~The Permittees-DOE~~ shall ensure that prior to the implementation of characterization activities
17 at participating sites, standard operating procedures (**SOPs**) were developed for all activities
18 which affect the quality of the waste characterization program elements specified in the WAP.
19 For the purposes of the quality assurance program, the term SOP refers to any site-specific
20 implementing document. Compliance with SOPs will ensure that tasks are performed in a
21 consistent manner that results in achieving the quality required for the quality assurance
22 program. The organization, format, content, and designation of SOPs shall be described in the
23 QAPjPs. Site-specific SOPs will be reviewed for consistency with the QAPjP according to the
24 ~~Permittees-DOE~~ Audit and Surveillance Program specified in Permit Attachment ~~B~~ C6.

25 BC5-2 Document Review, Approval, and Control

26 ~~The Permittees-DOE~~ shall ensure that the preparation, issuance, and change to documents that
27 specify quality requirements or prescribe activities affecting quality for the transuranic mixed
28 waste characterization program elements specified in the WAP be controlled to assure that
29 correct and current documents are used and referenced. The QAPjPs shall include a document
30 control format consisting of a unique document identification number, current revision number,
31 date, and page number which will be placed on the individual pages of the document. All quality
32 documents for the waste characterization program shall be reviewed prior to approval and
33 issuance by qualified and independent individuals. The QAPjP review shall consider the
34 technical adequacy, completeness, and correctness of the QAPjP, and the inclusion of and
35 compliance with the requirements established by the WAP (Permit Attachment ~~B~~ C). ~~The~~
36 ~~Permittees-DOE~~ shall ensure that appropriate QAPjP approval is indicated by a signature and
37 date page included in the front of each document.

38 At a minimum, ~~the Permittees-DOE~~ shall ensure that revisions to documents that implement the
39 requirements of the WAP are denoted by including the current revision number on the document
40 title page, the revised signature page, and each page that has been revised. Only revised pages
41 need to be reissued. Changes to documents, other than those defined as editorial changes or
42 minor changes, shall be reviewed and approved by the same functional organizations that

1 performed the original review and approval, unless other organizations are specifically
2 designated in accordance with approved procedures. Editorial or minor changes may be made
3 without the same level of review and approval as the original or otherwise changed document.
4 The following items are considered editorial or minor changes:

- 5 • Correcting grammar or spelling (the meaning has not changed)
- 6 • Renumbering sections or attachments
- 7 • Updating organizational titles
- 8 • Changes to nonquality-affecting schedules
- 9 • Revised or reformatted forms, providing the original intent of the form has not been
10 altered
- 11 • Attachments marked "Example," "Sample," or exhibits that are clearly intended to be
12 representative only

13 A change in an organizational title accompanied by a change in the responsibilities is not
14 considered an editorial change. Changes to the text shall be clearly indicated in the document.
15 ~~The Permittees DOE~~ shall provide the QAPjP for each site and all revisions to NMED upon
16 approval by ~~the Permittees DOE~~.

17 ~~The Permittees DOE~~ shall ensure that QAPjPs include a detailed description of the reporting
18 and approval requirements for changes to approved QA documents and SOPs, including
19 procedures for implementing changes to these documents. All members of the site project staff
20 are responsible for reporting any obsolete or superseded information to the site project
21 manager. All site-specific changes shall be evaluated and approved by the site project manager
22 before implementation. The site project manager shall notify the appropriate personnel and the
23 affected documents shall be revised as necessary. The site project manager shall also be
24 responsible for notifying the DOE field office of the changes. ~~The Permittees DOE~~ shall ensure
25 that changes that affect performance criteria or data quality, such as sample handling and
26 custody requirements, sampling and analytical procedures, quality assurance objectives,
27 calibration requirements, or QC sample acceptance criteria comply with the WAP (Permit
28 Attachment ~~B C~~) and shall not be made without prior approval of ~~the Permittees DOE~~.