

RELEASE AUTHORIZATION

Document Number: WHC-SD-WM-RD-038, Rev. 1

Document Title: Tank Waste Remediation System Projects Document Control Plan

Release Date: 10/11/94

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This document was reviewed following the procedures described in WHC-CM-3-4 and is:

APPROVED FOR PUBLIC RELEASE

* * * * *

WHC Information Release Administration Specialist:

Christine Willingham

CHRISTINE WILLINGHAM

(Signature)

10/11/94

(Date)

MASTER

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ENGINEERING CHANGE NOTICE

Page 1 of 2

1. ECN 167709

Proj.
ECN

2. ECN Category (mark one) <input type="checkbox"/> Supplemental <input checked="" type="checkbox"/> Direct Revision <input type="checkbox"/> Change ECN <input type="checkbox"/> Temporary <input type="checkbox"/> Standby <input type="checkbox"/> Supersedure <input type="checkbox"/> Cancel/Void	3. Originator's Name, Organization, MSIN, and Telephone No. Lynne Leyva, Construction Projects, G6-14, 372-3584		4. Date 08/26/94																		
	5. Project Title/No./Work Order No. TWRS/Construction Projects	6. Bldg./Sys./Fac. No. N/A	7. Approval Designator Q																		
	8. Document Numbers Changed by this ECN (includes sheet no. and rev.) WHC-SD-WM-RD-038, REV 0	9. Related ECN No(s). N/A	10. Related PO No. N/A																		
11a. Modification Work <input type="checkbox"/> Yes (fill out Blk. 11b) <input checked="" type="checkbox"/> No (NA Blks. 11b, 11c, 11d)	11b. Work Package No. N/A	11c. Modification Work Complete N/A _____ Cog. Engineer Signature & Date	11d. Restored to Original Condition (Temp. or Standby ECN only) N/A _____ Cog. Engineer Signature & Date																		
12. Description of Change <u>Change Section 2.0, first sentence from:</u> This plan applies to all TWRS Projects Participants (participants). <u>Change to:</u> This plan is only applicable to the Hanford Waste Vitrifcation Plant (HWVP) Project and the Initial Pretreatment Module (IPM) Project. <u>Change definition page 2 to:</u> <u>Participants:</u> The participants comprise the following organizations: HWVP Project and associated contractors and the IPM Project and associated contractors.																					
13a. Justification (mark one) <table style="width: 100%; border: none;"> <tr> <td style="width: 25%;">Criteria Change</td> <td style="width: 25%;"><input type="checkbox"/></td> <td style="width: 25%;">Design Improvement</td> <td style="width: 25%;"><input type="checkbox"/></td> <td style="width: 25%;">Environmental</td> <td style="width: 25%;"><input type="checkbox"/></td> </tr> <tr> <td>As-Found</td> <td><input checked="" type="checkbox"/></td> <td>Facilitate Const.</td> <td><input type="checkbox"/></td> <td>Const. Error/Omission</td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>Design Error/Omission</td> <td><input type="checkbox"/></td> </tr> </table>				Criteria Change	<input type="checkbox"/>	Design Improvement	<input type="checkbox"/>	Environmental	<input type="checkbox"/>	As-Found	<input checked="" type="checkbox"/>	Facilitate Const.	<input type="checkbox"/>	Const. Error/Omission	<input type="checkbox"/>					Design Error/Omission	<input type="checkbox"/>
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				Design Error/Omission	<input type="checkbox"/>																
13b. Justification Details The plan was released indicating that it was applicable to all TWRS Projects, however, the subsequent implementing procedure was released applicable only to the HWVP and IPM Projects. The plan and procedure have in practice been implemented on only the two projects, so, the plan will be revised to be consistent with the procedure.																					
14. Distribution (include name, MSIN, and no. of copies) See Distribution List			RELEASE STAMP OFFICIAL RELEASE 23 BY WHC DATE OCT 12 1994 #10																		

ENGINEERING CHANGE NOTICE

15. Design Verification Required <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Cost Impact <table style="width: 100%;"> <tr> <th colspan="2" style="text-align: center;">ENGINEERING</th> <th colspan="2" style="text-align: center;">CONSTRUCTION</th> </tr> <tr> <td style="width: 35%;">Additional</td> <td style="width: 15%; text-align: center;"><input type="checkbox"/></td> <td style="width: 15%;">Additional</td> <td style="width: 35%; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td></td> <td style="text-align: center;">\$</td> <td></td> <td style="text-align: center;">\$</td> </tr> <tr> <td>Savings</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Savings</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td></td> <td style="text-align: center;">\$</td> <td></td> <td style="text-align: center;">\$</td> </tr> </table>	ENGINEERING		CONSTRUCTION		Additional	<input type="checkbox"/>	Additional	<input type="checkbox"/>		\$		\$	Savings	<input type="checkbox"/>	Savings	<input type="checkbox"/>		\$		\$	17. Schedule Impact (days) Improvement <input type="checkbox"/> Delay <input type="checkbox"/>
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18. Change Impact Review: Indicate the related documents (other than the engineering documents identified on Side 1) that will be affected by the change described in Block 12. Enter the affected document number in Block 19.

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

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

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

20. Approvals

	Signature	Date	Signature	Date
<u>OPERATIONS AND ENGINEERING</u>			<u>ARCHITECT-ENGINEER</u>	
Cog. Eng.	Lynne Leyva <i>Lynne Leyva</i>	9-12-94	PE	_____
Cog. Mgr.	TG Halverson <i>TG Halverson</i>	9/12/94	QA	_____
QA	AY Dingle <i>AY Dingle</i>	10-3-94	Safety	_____
Safety			Design	_____
Environ.			Environ.	_____
Other	RA Smith <i>RA Smith</i>	10/4/99	Other	_____

DEPARTMENT OF ENERGY
Signature or a Control Number that tracks the Approval Signature

ADDITIONAL

SUPPORTING DOCUMENT

1. Total Pages 12

2. Title

Tank Waste Remediation System Projects Document Control Plan

3. Number

WHC-SD-WM-RD-038

4. Rev No.

1

5. Key Words

TWRS, Document Control, DCP, Plan

6. Author

Name: G.D. Slater/T.G. Halverson

Signature

Organization/Charge Code 7F160/D1B3C

7. Abstract

The purpose of the Document Control Plan is to provide requirements and responsibilities for document control for the Hanford Waste Vitrification Plant (HWVP) Project and the Initial Pretreatment Module (IPM) Project.

8. PURPOSE AND USE OF DOCUMENT - This document was prepared for use within the U.S. Department of Energy and its contractors. It is to be used only to perform, direct, or integrate work under U.S. Department of Energy contracts. This document is not approved for public release until reviewed.

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10. RELEASE STAMP

OFFICIAL RELEASE BY WHC DATE OCT 12 1994 Sta #10

APPROVED FOR PUBLIC RELEASE CWB 10-11-94

9. Impact Level Q

RECORD OF REVISION

(1) Document Number
WHC-SD-WM-RD-038

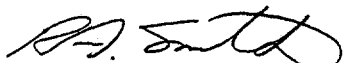
Page 1

(2) Title
Tank Waste Remediation System Projects Document Control Plan

CHANGE CONTROL RECORD

(3) Revision	(4) Description of Change - Replace, Add, and Delete Pages	Authorized for Release	
		(5) Cog. Engr.	(6) Cog. Mgr. Date
Rev. 0	(7) Per EDT 400461 - 12/16/93	GD Slater	TG Halverson
Rev. 1	Revise applicability of document INC. ECN-167709	LC Leyva	TG Halverson 4/24/94 CM Appmann for LC Leyva per Eleanor 10/12/94

TANK WASTE REMEDIATION SYSTEM PROJECTS
DOCUMENT CONTROL PLAN



R. A. Smith, Acting Manager
Tank Waste Remediation System Projects

10/4/94
Date

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TANK WASTE REMEDIATION SYSTEM PROJECTS DOCUMENT CONTROL PLAN

1.0 PURPOSE

The purpose of this Tank Waste Remediation System (TWRS) Projects Document Control Plan is to define the requirements and responsibilities for a document control system (DCS) within the TWRS Projects.

2.0 SCOPE

This Plan is only applicable to the Hanford Waste Vitrification Plant (HWVP) Project and the Initial Pretreatment Module (IPM) Project. It encompasses the minimum requirements for developing a DCS that will control the preparation, receipt, review, approval, processing, reproduction, filing, release, retention, retrieval, distribution, and update of documents. Documents subject to the requirements of this Plan include, but are not limited to, the following: plans, procedures, instructions, manuals, specifications, drawings, reports, deficiency documents, and Change Requests.

3.0 TWRS PROJECTS DOCUMENT CONTROL PROGRAM OVERVIEW

This overview is intended to provide a brief and basic understanding of the system that will be implemented by the Project Participants (participant) to receive and manage documents subject to the controls required by this Plan. System requirements and organizational responsibilities are located elsewhere in this Plan.

Each participant will establish a document control center (DCC) that will implement the requirements of this Plan. The Information Resource Management (IRM)/Documentation and Records Management Document Processing Center (DPC-2) will assume the duties of the Westinghouse Hanford Company (WHC) DCC and the responsibilities for coordinating all document control activities.

4.0 DEFINITIONS

The following definitions are applicable to the DCS for the TWRS Projects as described in this Plan.

Controlled Distribution. The transmittal of controlled documents, and all subsequent revisions, to specific individuals or locations.

Controlled Document. Any document requiring formal controls for preparation, accountability, review and approval, revision, access, or distribution.

Controlled Document List. A listing of all documents maintained or controlled by a participant DCC.

Copyholder. The individual or organization assigned a controlled document or set of controlled documents.

Copyholder Number. A unique number that identifies the assignment of the controlled document.

DCC. A functional document handling center that provides document control services for participants. This center may be part of the participant's larger information handling activity.

Document. Any written or graphic information that describes, defines, specifies, reports, or certifies activities, requirements, procedures, or results.

Document Control. The act of ensuring that documents, and changes thereto, are reviewed for adequacy, completeness, and correctness; approved for release or use by authorized personnel; and distributed to, and used at, the location where the prescribed activity is to be performed.

DPC-2. A functional document/records handling center consisting of various WHC organizations that provide document and records handling services to project organizations. The DPC-2 is managed by IRM/Documentation and Records Management and is chartered to maintain the project document system throughout the various phases of the TWRS Projects.

Original Document. The master document used by the generating organization to create or revise information; this may be the original or a duplicate original.

Participants. The participants comprise the following organizations: the HWVP Project and associated contractors, and the IPM Project and associated contractors.

Release. An activity that certifies by a stamp that the document is the controlled version, approved for the intended use, entered into a database, and retrievable.

Superseded Document. A previously released document that has been replaced in its entirety by another document.

Superseded Revision. A document that has been replaced by a subsequent revision of the same document.

Void Document. A document that no longer is valid and will not be replaced by another document.

5.0 RESPONSIBILITIES

5.1 TWRS PROJECTS CENTRAL PROJECTS SYSTEMS

The TWRS Projects Central Projects Systems organization shall be responsible for ensuring the establishment and maintenance of a DCS and the following activities:

- Reviewing and approving participants' plans and procedures that establish or modify their document control activities
- Developing procedures and defining the interfaces between configuration management and the document control process.

5.2 PARTICIPANTS

Each participant shall be responsible for the following.

- Preparing and submitting to the TWRS Projects, for review and approval, implementing procedures responding to the requirements of this Plan
- Establishing and operating a DCC
- Developing procedures and defining the interfaces between configuration management and the document control process
- Controlling documents initiated by participants and external documents that meet the definition of controlled documents
- Ensuring that staff members have access to controlled documents related to their activities
- Informing staff members of their responsibility to use the current revision of controlled plans, procedures, instructions, drawings, etc., when performing their activities.

5.3 DPC-2

The IRM/Records Management Services group shall be responsible for the following activities:

- Establishing and maintaining the DPC-2
- Developing implementing procedures responding to the requirements of this Plan
- Integrating all phases of the DCS requirements for participants
- Determining and maintaining distribution/issuance requirements for TWRS Projects controlled documents

- Distributing, controlling, and maintaining program and integration-level documents, program procedures, etc.
- Distributing, controlling, and maintaining U.S. Department of Energy, Richland Operations Office and U.S. Department of Energy-Headquarters controlled documents, as requested
- Distributing controlled documents, as required
- Developing and maintaining the TWRS Projects document control database, which contains current/historical information relative to document receipt, revision status, and distribution.

5.4 PARTICIPANT DCCs

Each participant shall be responsible for the following:

- Establishing a DCC
- Developing implementing procedures responding to the requirements of this Plan
- Developing and maintaining a Controlled Document List, which shall be transmitted to the DPC-2 on a quarterly basis
- Determining and maintaining distribution/issuance requirements for controlled documents
- Distributing controlled documents, as required
- Developing and maintaining the TWRS Projects document control database, which contains current/historical information relative to document receipt, revision status, and distribution.

6.0 REQUIREMENTS

6.1 GENERAL REQUIREMENTS

The DPC-2 will interface with each participant DCC and shall maintain a copy of all participants' Controlled Document Lists.

The TWRS Projects Management and Technical Systems organization shall review and approve participants' plans and procedures that establish or modify their document control activities.

Each participant's DCC will provide direct interface to the DPC-2 and to other participant DCCs, as required.

6.2 PROCEDURES AND INSTRUCTIONS

Procedures and/or instructions shall be developed by all participants, clearly identifying their internal responsibilities and defining activities. Key elements of the DCS to be addressed in these implementing procedures and/or instructions are as follows:

- Receipt control
- Review, comment, approval control
- Update control, change control
- Transmittal form
- Document numbering
- Identification (stamping) requirements
- Satellite Document Control stations, if applicable.

Document control systems shall be implemented by procedures that provide for the following TWRS Projects document control program requirements.

- Procedures shall be established to define requirements and assign responsibilities for the preparation, review, approval, release, distribution, issuance, and revision of documents.
- Procedures governing controlled documents shall contain provisions to ensure that obsolete or superseded documents are physically identified and/or removed from the work area and replaced by applicable revisions in a timely manner. (A timely manner is to be interpreted to mean no more than 10 working days after receipt of controlled documents from the document control organization.)
- All controlled documents shall be received via a transmittal form and receipt acknowledgment returned to the distributor. This will ensure that all information needed for input into the document control database is consistently obtained.
- Procedures governing controlled documents shall contain provisions to ensure that correct and applicable documents, and changes thereto, are available for use at the location where the prescribed activity will be performed before work commences as required.
- Procedures shall require that all recipients of the initial distribution receive all subsequent revisions, provided the recipient has not been removed from controlled distribution.

The DCS requirements apply primarily to documents affecting quality in regards to the environmental or nuclear safety of the TWRS Projects. These requirements also may be applied to other documents.

- The participants' document control databases shall contain current/historical document information and will be used to generate various reports or produce information relative to distribution requirements.

- The document will be processed through the appropriate DCC. Depending on the reason for submittal, the documents will be filed, routed for approval in accordance with applicable procedures, or distributed for use.
- Documents subject to controlled distribution shall be identified. Controlled distribution shall be accomplished by copy control or general distribution method.
- Each participant's internal procedures governing controlled documents shall define stamping and numbering requirements.
- Each participant shall establish and maintain the following:
 - A document control database, which shall include, as a minimum: document numbers, titles, latest revision, a history of revisions, and a history of copyholders by revision
 - A list of authorized reviewers/approvers of controlled documents
 - A list of copyholders assigned to the controlled documents
 - A list of required controlled document identifiers (e.g., stamping requirements) that are to be affixed to each controlled document
 - A Controlled Document List, which shall be transmitted to the DPC-2
 - A transmittal form shall be used when submitting controlled documents to the DPC-2. This form shall indicate, as a minimum, the document(s) and revision(s) being transmitted; the quantity and type of document being transmitted (i.e., paper, microfilm, etc.); the copyholder to whom the document is being transmitted; the document identifier affixed to the controlled document; and the length of time the copyholder has to acknowledge receipt of the transmittal.
- Document review shall be accomplished by written comment or in formal document review meetings.
- The reviews required in the previous bulleted item shall be completed and documented before approval and subsequent distribution or issuance of controlled documents. The reviewing organization shall have access to pertinent background data or information upon which to base its review.
- Changes or revisions to controlled documents shall be processed in accordance with the applicable procedure. Changes other than those defined as minor changes shall be considered major changes and shall

be reviewed and approved by the same organizations that performed the original review and approval, unless the responsibility has been assigned to another organization.

- Minor changes to controlled documents (e.g., inconsequential editorial corrections) shall not require that the revised documents receive the same review and approval as the original document.
- Implementing procedure(s) shall clearly delineate the type of minor changes that do not require review and approval.

6.3 RECEIPT CONTROL FOR DCC

A receipt control system for controlled documents shall be established by each participant DCC. Documents, including accompanying transmittal forms, shall be reviewed to ensure completeness, legibility, correct quantities, and correct numbering.

- Each DCC shall identify unacceptable documents received and the specific corrections required. The DCC shall return the unacceptable documents to the originating organization for correction and resubmittal. The originating organization shall correct the returned/unacceptable documents and resubmit them to the DCC within 10 working days of receipt from the DCC or as stipulated in implementing procedures.
- Documents shall be entered into a document control database upon receipt. The document control database shall provide for the current status of documents.
- All documents, whether initial receipt or receipt after corrections, shall be reviewed in accordance with the requirements of this section.

6.4 DISTRIBUTION AND UPDATE CONTROL

The method of distribution and update of controlled documents shall be identified by each participant in internal implementing procedures.

- Initial distribution, or distribution of revisions to controlled documents, shall be accomplished by one of the following methods:
 - Hand carried by DCC personnel to a copyholder. When this method is used, DCC personnel shall hand carry the controlled document(s) being distributed to the individual or organization designated as copyholder and actually place the new or revised document in the appropriate location. The DCC personnel shall destroy the superseded or voided documents and return the receipt acknowledgment to the distributing agency.

- Transmittal of document(s) using a receipt acknowledgment system that allows for identification of delinquent return of transmittals. When this method is used, the DCC shall mail the document(s) to the individual or organization designated as copyholder. The DCC personnel shall maintain a log of transmittal numbers issued. As receipt acknowledgments are received, the DCC shall verify that the transmittal has been signed verifying that superseded or voided controlled documents have been destroyed. In the event receipt acknowledgments have not been returned within 10 working days, a receipt verification notice shall be sent to the delinquent copyholder requesting receipt acknowledgment. Copyholders who fail to respond to the verification notice shall have their controlled copies recalled by the appropriate DCC and will be removed from the Controlled Distribution List.

6.5 SATELLITE DOCUMENT CONTROL STATIONS

Satellite Document Control stations may be established by participants. Each satellite station shall provide documents to field locations in an expedited manner and communicate directly with its DCC. Satellite Document Control stations shall adhere to the same requirements as their DCC.

7.0 TRAINING

7.1 PARTICIPANTS

A training plan that addresses the levels of document control training necessary to meet the requirements of this Plan shall be developed.

8.0 GLOSSARY

ABBREVIATIONS AND ACRONYMS

DCC	Document Control Center
DCS	document control system
DPC-2	Document Processing Center
HWVP	Hanford Waste Vitrification Plant
IPM	Initial Pretreatment Module
IRM	Information Resource Management
participant	Project Participant
TWRS	Tank Waste Remediation System
WHC	Westinghouse Hanford Company