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Accession #: D196186435

Document #: SD-SNF-MP-001

Title/Desc:

SNF PROJECT DOCUMENT MGMT PLAN

Pages: 27

STA. 5 (5)

DEC 21 1995

ENGINEERING DATA TRANSMITTAL

2. To: (Receiving Organization) Distribution	3. From: (Originating Organization) Document Control Services	4. Related EDT No.: N/A
5. Proj./Prog./Dept./Div.: Spent Nuclear Fuel	6. Cog. Engr.: M.D. Connor	7. Purchase Order No.: N/A
8. Originator Remarks: For release.		9. Equip./Component No.: N/A
		10. System/Blgd./Facility: N/A
11. Receiver Remarks:		12. Major Assm. Dwg. No.: N/A
		13. Permit/Permit Application No.: N/A
		14. Required Response Date: December 15, 1995

15. DATA TRANSMITTED					(F)	(G)	(H)	(I)
(A) Item No.	(B) Document/Drawing No.	(C) Sheet No.	(D) Rev. No.	(E) Title or Description of Data Transmitted	Approval Designator	Reason for Transmittal	Originator Disposition	Receiver Disposition
1.	WHC-SD-SNF-MP-001	i - 18	0	Spent Nuclear Fuel Project Document Management Plan	N/A	2.	1.	1.

16. KEY			
Approval Designator (F)	Reason for Transmittal (G)		Disposition (H) & (I)
E, S, Q, D or N/A (see WHC-CM-3-5, Sec. 12.7)	1. Approval 2. Release 3. Information	4. Review 5. Post-Review 6. Dist. (Receipt Acknow. Required)	1. Approved 2. Approved w/comment 3. Disapproved w/comment 4. Reviewed no/comment 5. Reviewed w/comment 6. Receipt acknowledged

17. SIGNATURE/DISTRIBUTION (See Approval Designator for required signatures)											
(G)	(H)	(J) Name	(K) Signature	(L) Date	(M) MSIN	(J) Name	(K) Signature	(L) Date	(M) MSIN	(G)	(H)
1.	1.	Cog. Eng. - M.D. Connor	<i>M.D. Connor</i>	12/12/95	R3-47						
1.	1.	Cog. Mgr. - T.V. Anderson	<i>T.V. Anderson</i>	12-13-95							
		QA									
		Safety									
		Env.									
1.	1.	SNF Admin. - C.C. Hages	<i>C.C. Hages</i>	12/12/95	R3-11						
1.	1.	DRM - C.N. Porter	<i>C.N. Porter</i>	12/10/95							

18. M.D. Connor <i>M.D. Connor</i> Signature of EDT Originator Date: 12/14/95	19. C.C. Hages <i>C.C. Hages</i> Authorized Representative Date for Receiving Organization Date: 12/14/95	20. T.V. Anderson <i>T.V. Anderson</i> Cognizant Manager Date: 12-13-95	21. DOE APPROVAL (if required) Ctrl. No. N/A <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/comments <input type="checkbox"/> Disapproved w/comments
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DISTRIBUTION SHEET

To Distribution	From Document Control Services	Page 1 of 1
		Date 12/13/95
Project Title/Work Order Spent Nuclear Fuel		EDT No. 614753
		ECN No. N/A

Name	MSIN	Text With All Attach.	Text Only	Attach./Appendix Only	EDT/ECN only
T.V. Anderson	H6-08	X			
D.L. Bogart	B1-02	X			
M.E. Compau	H6-08	X			
M.D. Connor	R3-47	X			
W.P. Dana	G3-05	X			
D.W. Duncan	B4-55	X			
J.C. Fulton	R3-11	X			
C.C. Hages	R3-11	X			
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T.D. Hays	S8-07	X			
M.K. Mahaffey	R3-85	X			
L.E. Nilsen	R3-85	X			
C.N. Potter	A3-49	X			
W.C. Rice	A3-49	X			
E.J. See	H6-08	X			
B.M. Sullivan	R3-47	X			
C.E. Swenson	S8-07	X			
M.E. Witherspoon	R3-85	X			

Spent Nuclear Fuel Project Document Management Plan

M.D. Connor
Westinghouse Hanford Company, Richland, WA 99352
U.S. Department of Energy Contract DE-AC06-87RL10930

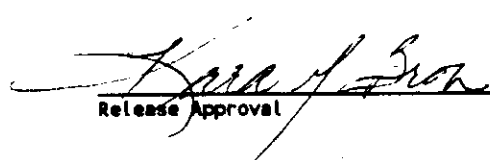
EDT/ECN: EDT #614753 UC: N/A
Org Code: 66B00 Charge Code: LA019
B&R Code: N/A Total Pages: 1823

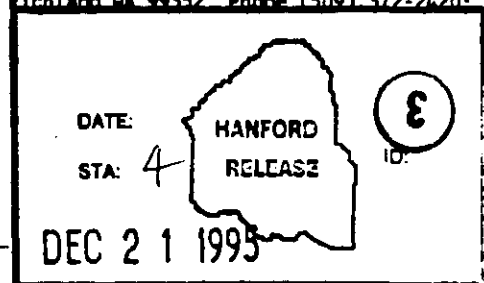
Key Words: SNF, document control, records management, project files, correspondence, report, project plan, document management plan.

Abstract: The SNF Project Document Management Plan identifies and describes the currently available systems and processes for implementing and maintaining an effective document control and records management program. This program governs the methods by which documents are generated, released, distributed, maintained current, retired, and ultimately disposed.

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Release Approval _____
Date 12/21/95



Release Stamp

Approved for Public Release

RECORD OF REVISION

(1) Document Number

WHC-SD-SNF-MP-001

Page 1

(2) Title

Spent Nuclear Fuel Project Document Management Plan

CHANGE CONTROL RECORD

Authorized for Release

(3) Revision

(4) Description of Change - Replace, Add, and Delete Pages

(5) Cog. Engr.

(6) Cog. Mgr. Date

0

(7) Initial release via EDT #614753

M.D. Connor

T.V. Anderson 12-13 95

**SPENT NUCLEAR FUEL PROJECT
DOCUMENT MANAGEMENT PLAN**

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DOCUMENTATION AND RECORDS MANAGEMENT SERVICES

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1.0 INTRODUCTION

The Spent Nuclear Fuel (SNF) Project was initiated to design and maintain facilities and systems for the safe, economic, and environmentally sound management and disposition of spent nuclear fuel at Hanford. A significant part of that effort is the need to manage and retrieve applicable program/project documents and records in an expeditious and cost effective manner. The project has recognized this need, and requested that Documentation and Records Management (DRM) take the lead in providing documentation services as established in the SNF Project Management Plan, WHC-SD-SNF-PMP-011.

Because of the recent consolidation of the previously independent document control and records management functions from BCSR, ICF-KH and WHC, BCSR is now able to provide more integrated and significantly enhanced document services to Hanford Site contractors. More specifically, the document management capabilities now available to the SNF Project represent the composite strengths of the individual company programs. The best of each contractor's processes were merged into a common process. Management of the new process by a single organization will benefit the SNF Project and other users.

Identification of the documents, files, and records to be accumulated, and the corresponding processes and services for managing them, will be a teaming effort between DRM and the SNF Project. This plan outlines the documentation needs of the SNF Project, identifies existing processes currently provided by DRM that can satisfy those needs, and documents the strategy for ensuring the SNF Project has in place a fully functioning and integrated document control and records management program.

2.0 OBJECTIVE

This SNF Project Document Management Plan identifies and describes the currently available systems and processes for implementing and maintaining an effective document control and records management program. BCSR has developed and established an overall document control/records management program that governs the methods by which documents are generated, released, distributed, maintained current, retired, and ultimately disposed.

The specific objectives of this plan are to provide for the following:

- Identify existing document control and records management systems.
- Identify the appropriate project and construction files holdings and locations.
- Provide the SNF Project with broad access and retrieval of documents from project/construction files and record holdings through the judicious application of storage media, i.e., optical disk, micro-graphics, and hard copy media.

- Ensure the appropriate application of optical disk scanning at the SNF Project to enhance the benefits of prompt and accurate retrieval of a wider variety of project documentation, and identify and process SNF documents into the Information Services Electronic ARCHiving (ISEARCH) system.
- Identify the applicable SNF Project record material to be retained in order to ensure the proper scheduling, retention, retrieval, transfer, and protection of completed records.
- Provide a list of deliverables and a schedule for implementation of any document control/records management activity or task not currently provided or available to the SNF Project.

3.0 SCOPE

This plan applies to all documents and records generated, used, or maintained by organizations performing work in support of the SNF Project. The document control and records management processes addressed in this plan are designed to ensure the validity, currency, accessibility, and retrieval of documentation generated and used by the SNF Project. All organizations whose scope of work includes the performance of tasks that support the SNF Project are responsible for implementing the methods and processes of this plan.

4.0 STRATEGY

The strategy for implementation by DRM for meeting the document management plan objectives is as follows:

- Assess and identify the specific documentation and record management needs of the SNF Project. This activity will include an analysis and review of the SNF project topical plans and implementing procedures to determine specific document/records requirements specified by the project planning documents.
- Identify and describe existing document control systems and records management processes administered by DRM that are currently being utilized by the SNF Project, and validate that those processes are in compliance with project needs and requirements.
- Provide recommendations, a list of deliverables, and a schedule for implementation of the current information processes, as well as proposed future services.
- Develop and generate lists or indexes of existing documents and records of possible interest to the SNF Project. This will demonstrate the practical application of the current document and records retrieval systems by prioritizing and identifying pertinent information generated by past projects or currently available that could be utilized by the SNF Project. For example, DRM retrieved documentation generated by the Hanford Waste Vitrification Project

(HWVP) that is currently applicable to the design and construction of the SNF Project Canister Storage Building (CSB). ICF-KH is also in the process of networking a portion of the "Master Catalog Index" to all HLAN users.

- Orient SNF Project personnel on the usage and benefits of the existing document control and records management program.
- Train project personnel on the application and usage of the DRM document management processes.
- Utilize this Document Management Plan as the system description for existing information services in support of the overall SNF Project.
- Establish satellite project files in locations identified by the SNF Project, and utilize the applicable database for the central indexing system.

5.0 PLANNED PROCESS DESCRIPTION

DRM and SNF Project Administration have identified the need for an integrated document control and records management system to manage the varied information generated by the SNF Project, including program documents and specific project files. The existing processes described in Section 6 of this plan can achieve the stated objective (or serve as the foundation from which to build for SNF's unique requirements), and DRM therefore recommends that the SNF Project subscribe to these site processes rather than "reinvent the wheel."

Current processes available onsite will provide the necessary controls and document management required to support the project. This includes the identification of documents and records to be maintained, scanning of documents to ensure timely access to all processed documents and records from any service center location, accurate and timely status of documents (i.e., access to the current revision level and listing of outstanding changes) from any site location, and quick retrieval of records.

The documents and records will be retrievable via the following methods:

- Optical Disk. All documents that are scanned are available electronically at the point of release. These images will be available from numerous access points onsite. It therefore would not be necessary to retrieve the hard copy from the project file.
- Microfilm. Drawing aperture card collections will contain microfilm copies of drawings, and current changes documented via Engineering Change Notices (ECNs). ECNs are now being indexed and scanned into the ISEARCH/ Records Management Information System (RMIS).
- Hard Copy. The project files, and copies of other documents identified by the project, will be available as hard copy for the user's convenience. It is recommended that there be a single

repository for the hard copy project files, although the information may also be accessed from multiple locations via scanned image or microfilm or duplicated in a satellite service center.

Documents and records are provided to the Document Control Services (DCS) Service Center for processing. The DCS Service Centers maintain the system of document status, distribution control, records, indexing, scanning, microfilming, database entry and update, and records storage/retrieval. The DCS Service Centers are strategically located throughout the site and are staffed to provide the full complement of services from document identification/number assignment through document release, distribution, change control, and project record files administration (filing, retrieval, closeout/packaging, and retirement).

The DCS Service Centers function is an integral part of the Project team in that they provide active, daily support to the SNF Project (see Attachment A for a complete listing of current locations and services). The operation of the DCS Service Centers are also dynamic in that they can be opened, closed, or relocated as dictated by the project's status, staff needs, and requirements.

6.0 EXISTING DOCUMENT CONTROL AND RECORDS MANAGEMENT PROCESSES

The processes identified below are already in use or are available for use by the SNF Project.

6.1 DOCUMENT CONTROL

Document control provides the methodology for managing documents throughout their life cycle. This methodology encompasses document preparation, review/approval, issuance/distribution, and revision of the document. The intent of document control is to ensure that documents which specify requirements or prescribe tasks or activities are correct and are available for use at the location(s) where they are needed. Examples of documents requiring control are drawings, SNF Project topical planning documents, administrative and technical procedures, instructions, uniform publications, etc. Requirements for controlling documents stem from Federal regulations (10 CFR Part 830.120 and 10 CFR 72, Subpart G, 72.152) and DOE Orders (DOE 5480.19, DOE 5700.6C). The processes established for applicable documents ensure compliance to these requirements, support the configuration management of SNF Project facilities, and represent sound business practices (See WHC-CM-1-3, MPR 2.16; WHC-CM-3-4; WHC-CM-3-5; WHC-CM-3-6; and WHC-CM-6-1).

6.1.1 DOCUMENT RELEASE

The five categories of engineering documents are drawings, specifications, supporting documents, vendor information, and selected types of environmental documentation. These documents are prepared, released, and revised in accordance with applicable procedures contained in WHC-CM-6-1. The document release process ensures users that the document has been properly approved and authorized for use, and has been placed under a system of change

control. All documents released through the engineering release process are defined as quality assurance records, and the processing of those records is performed for the author or initiating organization at the point of release by DCS Service Center personnel.

Since WHC is the project design authority, vendor/subcontractor drawings utilized by the SNF Project shall be released into the WHC document control system. Release shall occur immediately upon approval by the vendor and WHC for construction, procurement, or other official use or purpose. The drawings shall comply with all applicable WHC requirements at the point of release, including SDC-1.3.

6.1.2 DOCUMENT CHANGE CONTROL

Inherent in the document control process administered by DRM is the element of change control. Change control is the process whereby all changes to SNF Project controlled documents are properly identified, documented, reviewed, and approved. Change control enables document users to status the affected document and access or obtain all outstanding changes to that document. Coupled with controlled distribution, document custodians receive all changes issued against controlled documents in their possession. Change control for engineering documents is implemented via the ECN form in accordance with WHC-CM-6-1. The method of change control for other formal technical, administrative, and uniform publications is described in WHC-CM-3-5 and WHC-CM-3-6.

Vendor/subcontractor drawings released into the WHC document control system shall be changed/revised via ECN in accordance with the requirements of WHC-CM-6-1.

6.1.3 DOCUMENT CLEARANCE

Document Clearance is the activity that results in information disclosure, publication, issuance, and/or distribution of documents to the public, subject to review for limited-use information. All documents produced by the SNF Project are considered public, unless identified on the document as specifically containing limited-use information.

Documents are cleared for public distribution in accordance with applicable procedures contained in WHC-CM-3-4. Processing of documents through the clearance process, and coordination of the review for limited-use information, is performed for the author or initiating organization prior to publication or engineering release by DCS Service Center personnel.

6.1.4 DOCUMENT DISTRIBUTION CONTROL

Document distribution control is a support service performed by DRM based on SNF specific distribution requirements. Distribution methods are described in WHC-CM-3-5, Sections 12.1 and 12.4. Distribution of any SNF Project document can be provided on a general, copy-control, or uncontrolled distribution basis, as specified in WHC-CM-3-5, Section 12.0. The controlled distribution process administered by DRM ensures that document custodians

receive all subsequent updates, changes, and revisions to the affected controlled document.

6.2 RECORDS MANAGEMENT

Records management pertains to processes related to records creation, use, maintenance, storage, retrieval, and disposition of records. The intent of records management is to ensure that records containing adequate and proper documentation of the organizations, functions, work activities, policies, decisions, procedures, and essential transactions of the company are created, systematically accumulated, retrievable, and preserved. Adequate records also furnish the information necessary to protect the legal and financial rights of the Government and of persons directly affected by the agency's activities. Requirements for managing records stem from General Services Administration (GSA) and National Archives and Records Administration (NARA) Federal codes and regulations (44 USC Chapters 21, 29, 31, and 33; 10 CFR 830.120 and 10 CFR 72, Subpart G, 72.174; 36 CFR Chapter XII, Subchapter 8; and 41 CFR Chapter 201, Subpart 209-9.1 and Subchapters A and B) and DOE Orders (DOE 1322.2C, DOE 1324.5B, DOE 1700.1, DOE 1800.1A, DOE 5500.1B, and DOE 5700.6C).

6.2.1 RECORDS IDENTIFICATION, STORAGE AND RETRIEVAL

DRM administers the Records Inventory and Disposition Schedules (RIDS) program. The RIDS program preserves records for a specified period of time and schedules destruction of those records when retention is no longer warranted. The approved RIDS is the established files inventory and disposition schedule for the destruction, retirement, or transfer of inactive records to storage according to the time intervals indicated in the General Records Schedule and the DOE Records Schedule. RIDS are prepared and approved in accordance with WHC-CM-3-5, Section 4.0.

NOTE: A moratorium has been issued by DOE-RL on the destruction of records. Records shall not be disposed of without the approval of DOE-RL.

6.2.2 SCANNING

DRM will scan and index, at the point of release any document issued through the Engineering Release process. This includes drawings, ECNs, and Supporting Documents. Other documents generated by or for the SNF Project can also be scanned and indexed, as determined by the Project. The document imaging/indexing systems are provided to enable an efficient, fast and cost-effective method of retrieval/use by all SNF Project personnel from multiple access points around the site.

6.2.3 MICROGRAPHICS

Micrographics is another service also provided and managed by DRM that administers the microfilming of selected documents and records. Micrographics is part of an effective document and records management program. The micrographics program, and the authorization process to obtain DOE approval to microfilm, is described in WHC-CM-3-5, Sections 8.1 and 12.3.

6.2.4 RETRIEVAL

Documents are retrievable through scanned images, microfilm, and hard copy. Access to these media is available through ISEARCH/RMIS, Engineering Release System Data Base (ERSDB), and other computerized or manual indices that provide retrieval capabilities through numerous attributes. These media are available through the DCS Service Centers locations or Hanford Local Area Network (HLAN) Hanford Information. Documents already stored in the Records Holding Area are retrievable through the Records Holding Area Management Information System (RHAMIS).

6.3 PROJECT AND CONSTRUCTION FILES MANAGEMENT

Project files and construction files are a collection of documents that are generated in support of a project. The SNF Project will likely have three types of "project file" collections: 1) those project files that are more of a programmatic nature across the entire SNF Project, 2) those project files that result from/support each specific projectized scope of work (e.g., design, construction, operation, and Decontamination and Decommissioning), and 3) those construction files maintained by the construction manager that directly support construction activities. The project and construction files for the SNF project are maintained by individual project number or activity elements, and selected documents are scanned to aid in the retrieval/use of documents. These files are maintained at locations designated by the individual SNF project managers. A number of active project and construction files are now maintained in hard-copy within the SNF Project.

At present, the SNF Project maintains official project files at the following locations:

- SNF Project File (containing programmatic documentation), 2751E/200E/B108
- CSB Project File, MO-724/600 Area/Bay
- K-Basins Project File, MO-293/100K/A105.

See Attachment B for the project/construction file checklist that reflects documents typically maintained in a project and/or construction file.

6.4 CORRESPONDENCE MANAGEMENT

SNF Project Administration processes all correspondence addressed to the SNF Project. The project manager will ensure that the appropriate project file is included on all incoming and outgoing correspondence distribution lists. This will ensure capture of all correspondence for inclusion in the applicable project or construction file. The Office Administration Manual, WHC-IP-0005, describes the preparation and control of correspondence, and is to be used by SNF Project personnel preparing and issuing correspondence.

The designated database supporting commitments identified from correspondence sent through the SNF Project has been identified as the Activity Management System (AMS).

6.5 TECHNICAL REFERENCE LIBRARY

There are a number of technical reference libraries currently available to support the SNF Project. These libraries contain publicly available information (e.g., codes, standards, technical references, books, journals and periodicals, environmental regulations, WAC codes, etc.). They are located within ICF-KH, PNL, and six locations within WHC, including several DCS Service Centers. The SNF Project will utilize these systems for those wishing to obtain this technical information. This would minimize the amount of technical reference material needed to reside in an SNF project-specific library.

6.6 TECHNICAL DATA BOOK

The Technical Data Book (TDB) is intended to be the technical and design database used by SNF Project engineers that provides current design criteria and associated data. To provide configuration management of the TDB, the TDB is issued via WHC-SD-SNF-TI-015, Spent Nuclear Fuel Project Technical Databook, that reflects the data available in a database that can search for key data, with qualifiers and ties to sources of assumptions (handbooks, meeting minutes, etc.). The value of the TDB can be significantly enhanced by having the scanned document images available electronically to users and retrievable via any number of information attributes.

6.7 OTHER AVAILABLE INFORMATION MANAGEMENT SYSTEMS

Additional processes and services are available for use by the SNF Project when the program progresses to the point of needing to satisfy the requirements for an Administrative Record, Public Information Repositories, Regulatory and Facility Files, identified in the Tri-Party Agreement, the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), as amended by the Superfund Amendments and Reauthorization Act (SARA) of 1986; and the Resource Conservation and Recovery Act (RCRA).

6.7.1 ADMINISTRATIVE RECORD

The Administrative Record derives its requirements from Title 40, Code of Federal Regulations (CFR), 300.800; Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), as amended by the Superfund Amendments and Reauthorization Act (SARA) of 1986; Resource Conservation and Recovery Act (RCRA); with guidance and how-to requirements from the Washington Administrative Code (WAC 173-303). The Administrative Record is the body of documents and information that is considered or relied upon to arrive at a record of decision or in issuance of a permit.

An Administrative Record file is established for each operable unit (OU); treatment, storage and disposal (TSD) group; and Expedited Response Action (ERA); and includes documents containing information considered in arriving at a record of decision, permit, or action memoranda. The

Administrative Record files procedures are identified in the Hanford Federal Facility Agreement and Consent Order Handbook, RL-TPA-90-0001.

6.7.2 PUBLIC INFORMATION REPOSITORY SUPPORT

DRM oversees the maintenance of, and ensures that all required documents and records are included in the public information repositories and the Hanford Site Administrative Record Public Access Room. DRM provides for the distribution of documents for public review and transmits copies to the public information repositories so documents are available when the public comment period begins.

6.7.3 REGULATORY FILE

Requirements for regulatory files are addressed in the Resource Conservation and Recovery Act (RCRA) of 1976 and the Hanford Facility RCRA Permit. These files are required to be located at each TSD unit (or group of units). A regulatory file is a compilation of documentation demonstrating compliance to WAC 173-303 and/or a RCRA permit. The regulatory file includes, but is not limited to, operating records and procedures, documents required by regulation, and supporting documentation demonstrating regulatory compliance, such as, an approved variance, a memorandum of understanding (MOU), agency policy letters, etc. Regulatory file documentation can be stored in various locations within reasonable proximity to the waste management unit to which it pertains and the organization responsible for its day-to-day operations.

6.7.4 FACILITY OPERATING FILE

The owner/operator of a facility is responsible for preparing and submitting the reports described in Washington Administrative Code (WAC) 173-303-390 and shall keep a copy of all unmanifested waste reports, annual reports, and any other reports submitted to the department according to the requirements for a period of three years from the date the report was submitted.

6.8 OTHER DOCUMENT CONTROL AND RECORDS MANAGEMENT PROCESSES

6.8.1 VITAL RECORDS

WHC is required to maintain vital records for the Hanford Site. An official copy of records essential to the continued functioning or reconstruction of an organization during and after an emergency, and those records essential to protecting the rights and interests of that organization and the individuals directly affected by its activities must be maintained.

6.8.2 FORMS ADMINISTRATION

Forms administration is a service provided and managed by DRM that administers forms design and forms control for the Hanford Site. Forms administration encompasses the design, development, preparation, control, and issuance of controlled site forms. Forms are documents, and many are identified as official records. As such, forms must comply with certain document control elements such as being uniquely identified, revision status

is identified and controlled, and changes are controlled. All official forms utilized by site contractors shall be processed through Forms Administration (see WHC-CM-1-3, MRP-3.2).

6.8.3 RECORDS RESTORATION

This service is provided by DRM to ensure an orderly process of restoring records damaged by water or any other significant incident causing damage to stored records.

7.0 DELIVERABLES

DRM will provide the following upon concurrence from SNF Project Management:

- DCS Service Center(s) to support any SNF Project participant for document control and records management processes and services.
- Plans and procedures necessary to ensure that documents are controlled and records are managed in accordance with established requirements.
- Establish Project Files at appropriate locations.
- Hard-copy records accumulated at a designated repository.
- A records management process utilizing optical disk scanning, microfilm, and/or hard-copy for SNF Project documents.
- Documents scanned and indexed into the ISEARCH and/or RMIS database for access and retrieval.
- Ensure that document distribution controls are established and implemented.
- Ensure copies of documents/records can be accessed.

ATTACHMENT A - LISTING OF DRM SERVICE CENTERS - SERVICES AND LOCATIONS

The list of DRM service center site locations and services is maintained on HLAN, Hanford Information, "Document Service Centers - Services and Locations", and is revised on an as needed basis.

ATTACHMENT B - PROJECT FILE CHECKLIST - TYPICAL

PROJECT NUMBER		PROJECT TITLE
	DESCRIPTION	COMMENTS
1.0	ADMINISTRATIVE	
1.1	CORRESPONDENCE	
1.1.1	A/E CORRESPONDENCE	
	•LETTER OF INSTRUCTION	
	•LETTERS/MEMOS	
	•DSIs/CC:MAIL	
1.1.2	CC CORRESPONDENCE	
	•LETTER OF INSTRUCTION	
	•LETTERS/MEMOS	
	•DSIs/CC:MAIL	
1.1.3	OC CORRESPONDENCE	
	•LETTER OF INSTRUCTION	
	•LETTERS/MEMOS	
	•DSIs/CC:MAIL	
1.1.4	RL CORRESPONDENCE	
	•LETTER OF INSTRUCTION	
	•LETTERS/MEMOS	
	•DSIs/CC:MAIL	
1.1.5	OTHER CORRESPONDENCE	
1.1.6	TRANSMITTALS	

ATTACHMENT B - PROJECT FILE CHECKLIST - TYPICAL (cont.)

	DESCRIPTION	COMMENTS
1.1.7	TELEPHONE RECORDS	
1.1.8	MEETING MINUTES	
1.1.9	TRIP/CONFERENCE REPORTS	
1.1.10	PROGRESS REPORTS/STATUS REPORTS	
	•QUARTERLY	
	•MONTHLY	
	•WEEKLY	
	•FIELD CONTRACT ENGINEER DAILY FIELD REPORTS	
1.1.11	REVIEW COMMENTS/DATA	
1.1.12	PHOTOGRAPHS	
1.1.13	KEY DECISIONS/MILESTONES	
1.1.14	OTHER ADMINISTRATIVE DOCUMENTS	
2.0	PLANNING (INPUTS)	
2.1	ENGINEERING STUDY/LETTER REPORTS	
2.2	SUPPLEMENTAL DESIGN REQUIREMENTS DOCUMENT	
2.3	CONCEPTUAL DESIGN REPORTS	
2.4	FUNCTIONAL DESIGN CRITERIA	
2.5	SITE EVALUATION	
2.6	MANAGEMENT PLANS	
2.7	PROJECT PLAN	
2.8	WORK PLANS	
2.9	SCHEDULES	
2.10	STATEMENT OF WORK	
2.11	PROJECT START-UP CHECKLIST	
2.12	VALUE ENGINEERING	
2.13	TECHNICAL DATA CHECKLIST	

ATTACHMENT B - PROJECT FILE CHECKLIST - TYPICAL (cont.)

	DESCRIPTION	COMMENTS
2.14	PLANT FORCES WORK REVIEW	
2.15	OTHER PLANNING DOCUMENTS	
3.0	DESIGN (OUTPUTS)	
3.1	DRAWINGS	
3.2	CALCULATIONS	
3.3	SPECIFICATIONS	
	•CONSTRUCTION	
	•PROCUREMENT	
	•GENERAL	
3.4	DESIGN VERIFICATION	
3.5	OTHER DESIGN DOCUMENTS	
4.0	FINANCIAL	
4.1	PROJECT AUTHORIZATION/MODIFICATION	
4.2	WORK ORDERS	
4.3	CHANGE REQUESTS	
4.4	ENGINEERING CONSTRUCTION CHANGE	
4.5	ESTIMATES	
4.6	JUSTIFICATION FOR NEW START/MISSION NEED	
4.7	PURCHASE ORDERS	
4.8	OTHER FINANCIAL DOCUMENTS	
5.0	SAFETY	
5.1	PRELIMINARY SAFETY EVALUATION	
5.2	FIRE HAZARDS/PROTECTION/SAFETY CLASSIFICATION	
5.3	PRELIMINARY/FINAL SAFETY ANALYSIS REPORT	
5.4	PRE-JOB SAFETY PLANNING/JOB SAFETY ANALYSIS	
5.5	OTHER SAFETY DOCUMENTS	
6.0	ENVIRONMENTAL	

ATTACHMENT B - PROJECT FILE CHECKLIST - TYPICAL (cont.)

	DESCRIPTION	COMMENTS
6.1	ASSESSMENTS/EVALUATIONS	
6.2	IMPACT STATEMENT	
6.3	RESOURCES REVIEWS	
6.4	HEHF REPORTS	
6.5	OTHER DOCUMENTATION (NEPA)	
7.0	QUALITY ASSURANCE	
7.1	QUALITY ASSURANCE PLANS	
7.2	ASSESSMENTS	
7.3	OTHER QUALITY ASSURANCE DOCUMENTS	
8.0	CONSTRUCTION (OUTPUTS)	
8.1	PERMITS	
8.2	SURVEY DATA	
8.3	A/E ENGINEERING CHANGE NOTICES	
8.4	OC ENGINEERING CHANGE NOTICES	
8.5	PROCESS CONTROL PACKAGES	
8.6	SUBMITTALS	
8.7	RECORD OF FIELD WALKDOWNS	
8.8	CONTRACT DOCUMENTS	
8.9	OTHER CONSTRUCTION DOCUMENTS	
9.0	QUALITY CONTROL	
9.1	ACCEPTANCE TEST PROCEDURES/ REPORTS	
9.2	INSPECTION PLANS	
9.3	SITWORK RECORDS	
9.3.1	CONCRETE RECORDS	
9.3.2	MECHANICAL RECORDS	
9.3.3	ELECTRICAL RECORDS	
9.4	PRESSURE TEST CERTIFICATIONS	

ATTACHMENT B - PROJECT FILE CHECKLIST - TYPICAL (cont.)

	DESCRIPTION	COMMENTS
9.5	INSPECTION REPORTS	
9.6	NONCONFORMANCE REPORTS	
9.7	WELD RECORDS/WELD MAPS	
9.8	PUNCHLISTS/DEFICIENCY REPORTS	
9.9	MEASURING AND TEST EQUIPMENT USE RECORD	
9.10	CRITICAL LIFT PROCEDURES	
9.11	DRILL LOGS	
9.12	GENERAL INSPECTION LIST/SURVEILLANCE REPORTS	
9.13	OTHER QUALITY CONTROL RECORDS	
10.0	CLOSEOUT	
10.1	ENGINEERING FINAL DESIGN CHECKLIST	
10.2	WORK ACCEPTANCE	
10.3	OFFICIAL ACCEPTANCE OF CONSTRUCTION	
10.4	LESSONS LEARNED	
10.5	CONSTRUCTION COMPLETION AND COST CLOSING STATEMENT (4Cs)	

ATTACHMENT C - SNF QUESTIONS

The SNF Project has identified specific questions to be answered in the Document Management Plan. They are:

1. What information is of importance to the SNF Project and must be saved?

Documents that contain information related to the SNF Project organization, functions, work activities, policies, decisions, procedures, and essential transactions that are important, and warrant document control and record retention. Adequate records also furnish the information necessary to protect the legal and financial rights of the Government and of persons directly affected by the agency's activities.

2. What are the responsibilities of information producers and maintainers?

Document creators are responsible for identification of the document type, determining the proper release/publication process based on the type, preparation of the document, ownership and maintenance of the document (maintaining it current and up-to-date) (Ref. WHC-CM-3-6, Section PS-1-02); information maintainers (BCSR Document and Records Management) are responsible for the document/records processing, reproduction, distribution, access, and retrieval.

3. Who needs/uses the information?

Any person associated with the SNF Project and its associated projects is a potential user of any information generated by or for the project. These persons should have access and retrieval of SNF Project information in a reliable and timely manner.

4. How will information be categorized, qualified, and labelled?

The document control and records management systems identified herein are fully described in applicable controlled manuals and procedures. Information can be categorized according to document type (design media, historical data, studies, environmental, etc.), see Attachment B. Information is qualified (validated) when documents are stamped, initialed or signed by authorized personnel, or otherwise authenticated, as defined in procedures. Information is labelled (identified) as required by implementing procedure.

5. How will information be saved?

Documents will be saved on optical disc, microfilm, and/or hard-copy which will be reconciled and eventually retired to authorized storage locations.

ATTACHMENT C - SNF QUESTIONS (cont.)

6. How will information be accessed?

Documents are accessed through ISEARCH/RMIS, ERSDB, HLAN, TDB, etc. via computerized or manual indices through numerous information attributes from DCS Service Center locations. Other documentation may be obtained through individual Project File locations.

7. How will information be maintained and preserved?

Information will be maintained in hard-copy, microfilm, and scanned images. At the close of specific projects, the hard-copy will be retired to the RHA in accordance with approved RIDS.