

# PREPARATION OF RADIOACTIVE WASTE ACCEPTANCE PROGRAM INSTRUCTIONS RWAP-01

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## 1.0 PURPOSE

- 1.1 This instruction establishes methods to develop, revise, review, and approve Radioactive Waste Acceptance Program (RWAP) work instructions. RWAP instructions are required for all regularly performed activities and shall provide sufficient information detailing the methods, materials, and other actions or steps necessary to ensure activities are correctly performed.

## 2.0 SCOPE

- 2.1 This instruction applies to RWAP personnel involved in the development, revising, reviewing, or approving RWAP instructions.

## 3.0 RESPONSIBILITIES AND AUTHORITIES

- 3.1 The National Nuclear Security Administration Nevada Field Office (NNSA/NFO), RWAP Task Manager (TM) has overall responsibility for the development, maintenance, and implementation of this instruction.
- 3.2 The RWAP Manager (RM) is responsible for distribution of RWAP instructions and Document Change Notices (DCNs) for review.
- 3.3 The following RWAP personnel have responsibilities described within this instruction:
  - 3.3.1 Originators
  - 3.3.2 Reviewers
  - 3.3.3 Document Control Coordinator (DCC)

## 4.0 DEFINITIONS

- 4.1 **RWAP Instruction** - Work process documents approved by the RWAP TM that describe key processes and methods that ensures consistent performance and compliance with RWAP program documents.

## 5.0 ACRONYMS

- |     |          |  |
|-----|----------|--|
| 5.1 | DCC      | Document Control Coordinator                                 |
| 5.2 | DCN      | Document Change Notice                                       |
| 5.3 | DRCF     | Document Review Comment Form                                 |
| 5.4 | NNSA/NFO | National Nuclear Security Administration Nevada Field Office |
| 5.5 | RM       | RWAP Manager   |
| 5.6 | RWAP     | Radioactive Waste Acceptance Program                         |
| 5.7 | TM       | NNSA/NFO, RWAP Task Manager                                  |

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## 6.0 PROCEDURE

### 6.1 Preparation of New Instructions

- 6.1.1 RWAP personnel may recommend development of a new RWAP instruction if they identify a need to establish specific control measures for an ongoing task or activity. The TM and RM evaluate each recommendation to determine overall need and impact to current RWAP program documents. The RM will assign an Originator, if needed, to develop the new document.
- 6.1.2 The Document Control Coordinator (DCC) assigns a new instruction number and revision in accordance with Appendix A and provides the information to the Originator.
- 6.1.3 The Originator
  - 6.1.3.1 Develops the instruction in accordance with Appendix A and follow as close as possible the formatting (e.g., title page, subsequent pages headers, paragraph numbering, headings, bolding, underlining, font size, and tab/indentation) used in this instruction.
  - 6.1.3.2 Prepares new forms and/or revises existing forms.

### 6.2 Instruction Review

- 6.2.1 Originator provides Draft "A" of the instruction with a Document Review Comment Form (DRCF) (form number RWAP01-1) to the RM for distribution. The DRCF is used to document each Reviewer's comments and their resolution by the Originator.
- 6.2.2 The RM assigns a due date and distributes the draft instruction to designated review personnel.
- 6.2.3 Reviewers document their comments on the DRCF and must submit them to the Originator by the specified due date.
  - 6.2.3.1 Comments received after the specified due date may not be incorporated into the new instruction; however, a resolution will be provided by the Originator. The TM will determine if the recommended comments are to be incorporated immediately or maintained on file for the next revision.
- 6.2.4 The Originator compiles all comments into one DRCF and documents their resolution, and incorporates accepted changes into Draft "B" of the document. The completed DRCF and revised draft instruction is forwarded to the RM.
- 6.2.5 The RM will determine if an additional review is necessary for the next draft of the instruction. If a review is required, the RM assigns a due date and distributes the revised draft and DRCF to designated reviewers. If a review is not required, the Originator is notified to proceed in accordance with paragraph 6.2.7.

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- 6.2.6 Reviewers may contact the Originator to discuss and/or obtain clarification with the noted resolution. If the Originator and reviewer cannot reach consensus on the proposed action, the TM and/or RM will make the final decision on the issue.
- 6.2.7 After all comments are resolved; the Originator gives original draft(s) of the instruction (copy that comments were generated from), completed DRCFs, new and/or revised forms, and final revision of the instruction, both electronic and a hard copy, to the DCC.
- 6.3 Instruction Approval
- 6.3.1 The DCC ensures the instruction is properly formatted, removes references to “draft,” enters an effective date, and prepare the instruction for approval in accordance with Appendix A.
- 6.3.2 The TM signs and dates the instruction title page to signify approval and forwards it to the DCC for controlled distribution in accordance with RWAP-08, *Document Control*.
- 6.4 Instruction Revision
- 6.4.1 The TM and/or RM may initiate revisions to RWAP Instructions based on program needs, changes in a process, or recommendations from RWAP personnel. The TM must ensure RWAP instructions are periodically reviewed or at minimum within two years of the effective date to ensure process steps and requirements are current.
- 6.4.2 Approximately 30 days prior to the two-year review cycle, the DCC forwards a copy of the instruction to the TM/RM for review. The review is to determine if a revision is necessary based on current methods used in performing the described work.
- 6.4.2.1 If a revision is not required, the TM will sign and date a new cover page with the same revision number and a new effective date as evidence of the review and re-approval.
- 6.4.2.2 If a revision is required, the RM will assign an Originator to coordinate the revision and review process. The assigned individual will obtain the revision designation from the DCC and proceed in accordance with Section 6.2.
- 6.4.3 Interim changes to RWAP instructions may be requested by initiating a Document Change Notice (DCN), Exhibit 2. The Originator identifies the instruction number, revision, affected pages, paragraph numbers, and clearly describes the change(s) (i.e., text additions, deletions, or corrections) being proposed on the DCN. The Originator signs the DCN and forwards it to the TM and/or RM for review.
- 6.4.3.1 The TM decides if the proposed changes described on the DCN are valid and if they require a formal review by RWAP personnel. If a formal review is necessary, the TM instructs the Originator to conduct the review in accordance with Section 6.2. If the DCN does not require review, the TM approves the DCN by signature and date and forwards it to the DCC for controlled distribution.
- 6.4.4.1.1 If the DCN is not valid the TM will return it to the originator with an

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explanation of why the proposed changes are not necessary.

6.4.3.2 The DCC assigns the next sequential DCN number for the respective instruction (e.g., RWAP03-001, 002, etc.). On approval of a fourth DCN, the instruction must be revised to incorporate each DCN. The DCC will notify the TM/RM that a revision to the instruction is required in accordance with Section 6.2.

6.4.3.3 The DCC distributes the approved DCN in accordance with RWAP-08, *Document Control*.

6.4 Cancellation of Instructions - If the TM determines an instruction is no longer needed; the TM will cancel the instruction by completing a DCN as the record of cancellation.

## 7.0 FORMS

7.1 Document Review Comment Form, RWAP01-01 (10/09)

7.2 Document Change Notice, RWAP01-02 (10/09)

## 8.0 RECORDS MANAGEMENT

8.1 The following quality records generated during the implementation of this instruction will be processed in accordance with instruction RWAP-05, *Records Management*.

8.1.1 RWAP Instructions (original signature copy only)

8.1.2 Document Change Notices (DCNs)

## 9.0 REFERENCES

9.1 RWAP-P1, *Radioactive Waste Acceptance Program Implementation Plan*

9.2 RWAP-05, *Records Management*

9.3 RWAP-08, *Document Control*

## 10.0 EXHIBITS

10.1 Exhibit 1 - Document Review Comment Form

10.2 Exhibit 2 - Document Change Notice

## 11.0 APPENDIX

11.1 Appendix A - RWAP Instruction Format and Style Guide

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RADIOACTIVE WASTE ACCEPTANCE PROGRAM			
DOCUMENT REVIEW COMMENT FORM			
<b>Document Title:</b>		<b>Document Number and Revision:</b>	
<b>Reviewing Organization / Individual:</b>		<b>Originator / Review Coordinator:</b>	
<b>Return Completed DRCF to:</b>		<b>Comment Due Date:</b>	
No.	Section	Comment:	Resolution:
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			

**EXHIBIT 1**

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**Document Review Comment Form**

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## EXHIBIT 2 Document Change Notice

<b>RADIOACTIVE WASTE ACCEPTANCE PROGRAM</b>		
<b>DOCUMENT CHANGE NOTICE</b>		
<b>Document Title:</b>		
<b>Document No. / Revision:</b>	<b>DCN No.:</b>	<b>Effective Date:</b>
Page No.	Section / Paragraph	Description of Change
<b>Reason for Change:</b>		<b>Controlled Document Stamp</b> (Red Original)
<b>Prepared by:</b>		<b>Date:</b>
<b>Approved by: RWAP Task Manager:</b>		<b>Date:</b>

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## Appendix A Work Instruction Format / Style Guide

Originator formats each instruction with the following section headings. If a section is not applicable, the Originator marks N/A or none under the section title. The title of the instruction should be brief and clearly descriptive of the process.

**PURPOSE** - A brief description of the input, major steps, and output of the process.

**SCOPE** - A brief explanation of the personnel, process, equipment, and facilities affected by the instruction.

**RESPONSIBILITIES AND AUTHORITIES** - Assigns responsibilities and delegates authorities within RWAP. Include each organization or job position responsible for performing or verifying action steps.

**DEFINITIONS** - Explanation of unusual or task specific terms used in the instruction.

**ACRONYMS** - A list of the abbreviations or acronyms and their definitions as used in the instruction. Abbreviations/acronyms shall be spelled out the first time they are used in the instruction, followed by the abbreviation/acronym in parentheses.

**PROCEDURES** - Detailed action steps that are completed to satisfy a requirement. Process steps should be presented sequentially as they would be performed and identify personnel responsible for each step.

**FORMS** - Contains the title and number of each form generated or used by the instruction. Form numbering - RWAP0X-Y, where X is the instruction number and Y is the next sequential number assigned to the form as they appear in the instruction (i.e., RWAP02-1, 2, 3, etc.).

**RECORDS MANAGEMENT** - Must include the statement: "The following records are generated during implementation of this instruction and shall be processed in accordance with instruction RWAP-05, *Records Management*." Then include a list of the respective records.

**REFERENCES** - A list of documents / instructions that are related to the process and/or referenced in the body of the instruction. RWAP-P1, *Radioactive Waste Acceptance Implementation Plan*, is a reference in all RWAP instructions.

**EXHIBITS** - Includes graphical information to assist users in identifying the information needed to complete forms, flow diagrams showing the sequential process, and/or tables and figures containing information relating to the process.

**APPENDIX** - Includes information that clarifies and further explains the process and/or specific task within the process.