

DOCUMENT CONTROL

RWAP-08

1.0 PURPOSE

- 1.1 This instruction establishes the methods for identification, control, and distribution of Radioactive Waste Acceptance Program (RWAP) plans, instructions, and other related program documents subject to controlled distribution.

2.0 SCOPE

- 2.1 This instruction applies to RWAP personnel assigned to receive, distribute, track, and maintain controlled documents.

3.0 RESPONSIBILITIES AND AUTHORITIES

- 3.1 The National Nuclear Security Administration Nevada Site Office (NNSA/NFO), RWAP Task Manager (TM), or designee, has overall responsibility for development, maintenance, and implementation of this instruction.
- 3.2 The Document Control Coordinator (DCC) and controlled document holders have specific responsibilities described in this instruction.

4.0 DEFINITIONS

- 4.1 **Controlled Document** - A document prepared, reviewed, and approved having a specified controlled distribution and defined change process. Controlled documents ensure that only the current revision is available for use.
- 4.2 **Controlled Documents List** - List of current RWAP program documents, which require controlled distribution by the DCC.
- 4.3 **Distribution List** - List identifying personnel that have been assigned a controlled copy of the specified document.
- 4.4 **Document Transmittal Receipt (DTR)** - Formal transmittal and receipt acknowledgment record used to transmit controlled documents to designated controlled document holders.

5.0 ACRONYMS

- 5.1 DCC Document Control Coordinator

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5.2	DTR	Document Transmittal Receipt
5.3	NNSA/NFO	National Nuclear Security Administration Nevada Field Office
5.4	RWAP	Radioactive Waste Acceptance Program.
5.5	TM	RWAP TASK Manager

6.0 PROCEDURE

6.1 The RWAP Task Manager (TM) designates an individual to perform the duties of the Document Control Coordinator (DCC), identifies RWAP documents to be controlled, and determines controlled distribution for each document.

6.2 Document Control Coordinator

6.2.1 The DCC has primary responsibility for ensuring RWAP program documents are controlled, available for use by RWAP personnel, and maintenance of the following:

6.2.1.1 A Controlled Documents List identifying the document number, title, revision, effective date, and periodic review due date. The periodic review date is, at a minimum, two years from the effective date. The DCC updates the Controlled Document List as new or revised documents are received.

6.2.1.2 Distribution List containing the document number, document holder's name, company/work location/phone number, and controlled document copy number. The list is updated as personnel or documents are added or deleted.

6.2.1.3 Document Transmittal Receipt (DTR) tracking system. The system is updated by the DCC as DTRs are forwarded to and received from controlled document holders.

6.3 Document Distribution

6.3.1 On receipt of an approved document from the TM, the DCC updates the RWAP Instruction Index, Controlled Documents List, Distribution List, and form diskette, if necessary.

6.3.2 The DCC stamps each controlled document with a red controlled document stamp and enters the controlled document copy number.

6.3.3 Using the DTR, the DCC distributes the document and a new RWAP Instruction Index to controlled document holders identified on the Distribution List. If

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applicable, the electronic copies of new or revised forms are updated on the RWAP database to ensure they are made available to users.

- 6.3.4 The Document Holder must read and file the document(s) according to directions noted on the DTR. They will then acknowledge receipt of the controlled documents by signing the DTR and return it to the DCC within 15 working days.
- 6.3.5 The DCC monitors the return of the DTRs until the signed copy is received from controlled document holder.
 - 6.3.5.1 The DCC will contact the document holder if the DTR is not returned within 15 days working days. If the signed DTR is not received within 30 days, the DCC notifies the TM of the delinquency and determines the appropriate action.
 - 6.3.5.2 The TM may cancel the controlled documents maintained by the Document Holder and remove them from the Distribution List.
- 6.3.6 The DCC periodically performs a verification of controlled documents maintained by Document Holders to ensure they are readily available and current with the master files.
- 6.3.7 The DCC maintains master copy of forms (electronic or hard copy) and updates RWAP database when RWAP instructions are revised, DCNs are approved, or new or revised forms are approved for use.
 - 6.3.7.1 Historical files containing superseded, draft, or canceled RWAP program documents (i.e., Instructions, Document Comment Review Forms, Document Change Notices, RWAP Instruction Index, etc.).

7.0 FORMS

- 7.1 Document Transmittal Receipt

8.0 RECORDS MANAGEMENT

- 8.1 The following records generated during the implementation of this instruction will be processed in accordance with Instruction RWAP-05, *Records Management*.
 - 8.1.1 Document Distribution List
 - 8.1.2 Document Transmittal Receipt
 - 8.1.3 Historical Files

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9.0 REFERENCES

- 9.1 RWAP-P1, *Radioactive Waste Acceptance Program Implementation Plan*
- 9.2 RWAP-01, *Preparation of Radioactive Waste Acceptance Program Instructions*
- 9.3 RWAP-05, *Records Management*

10.0 EXHIBIT

- 10.1 Exhibit 1 - Document Transmittal Receipt

11.0 APPENDIX

None

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Exhibit 1

RADIOACTIVE WASTE ACCEPTANCE PROGRAM			
DOCUMENT TRANSMITTAL RECEIPT			
Date: _____		Controlled Copy Number: _____	
To: _____		From: RWAP Document Control Coordinator	
Company / Address / M/S: 			
Document No:	Document Title:	Revision:	Effective Date:
Controlled Document Holder Instructions: <input type="checkbox"/> Destroy Previous Issue <input type="checkbox"/> New Issue (No obsolete material) <input type="checkbox"/> DCN (Place in front of current issue) <input type="checkbox"/> Other _____			
Additional Instructions: Please return the signed Document Transmittal Receipt within 15 Days to Marcus Dixon at the below address. 			
I have read and understand the above document and inserted it in respective controlled manual / file.			
Printed Name:	Signature:	Date:	
_____	_____	_____	
Return to RWAP Document Control Coordinator at: National Security Technologies, LLC			