

WP 10-WC3008

Revision 11

Facility Inspections

Management Control Procedure

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APPROVED FOR USE

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INTRODUCTION^{1, 2}

This procedure provides instructions for inspecting Waste Isolation Pilot Plant (WIPP) site facilities to identify and report deficiencies. Data contained in the inspection report can be used for estimating the cost of remediation. Condition Assessment Survey (CAS) Team personnel inspect, report the condition of, and request corrective action as needed for WIPP facilities and equipment.

Performance of this procedure may generate one or more of the following records:

- Attachment 1, Facility Inspection Report
- Attachment 2, RCRA Berm Inspection Report
- Condition Assessment Information System (CAIS) estimate for repair costs
- Work Order (WO) generated by the CHAMPS (Computerized History and Maintenance Planning System) maintenance planning system for preventive maintenance inspection on facilities
- Nonconformance Report

REFERENCES

BASELINE DOCUMENTS

- Title 30 Code of Federal Regulations (CFR) Part 57, Subpart N, "Personal Protection"
- DOE Order 420.1B, *Facility Safety*
- DOE Order 430.1B, *Real Property Asset Management*
- Hazardous Waste Facility Permit, Waste Isolation Pilot Plant, Permit No. NM4890139088-TSDF, issued by the New Mexico Environment Department

REFERENCED DOCUMENTS

- DOE Condition Assessment Survey Program Manuals
- WP 04-AD3011, Equipment Lockout/Tagout
- WP 10-WC3011, Maintenance Process
- WP 13-QA.05, Suspect/Counterfeit Items Program

PREREQUISITE ACTIONS

Conduct an annual self-evaluation of program.

PERFORMANCE

1.0 SCHEDULING

NOTE

Site Development personnel will identify changes to site buildings/facilities and report these to CAS personnel for evaluation for possible CHAMPS scheduling changes.

NOTE

As part of the Hazardous Waste Facility Permit (HWFP), the site's water diversion berms, located outside the site's secured area, are required to be inspected on an annual basis.

1.1 CAS Team, prepare a schedule of all CAS inspections that includes the following:

- Facilities/buildings
- Fixed ladders
- Underground electrical grounding
- Water diversion berms
- Waterlines

1.2 CAS Team, if a required inspection of Resource Conservation and Recovery Act (RCRA) berms becomes delinquent, perform the following:

1.2.1 Notify Site Environmental Compliance that an inspection is delinquent.

1.2.2 Schedule and complete the inspection.

1.2.3 Within five working days, document the following in a letter to Site Environmental Compliance:

- Schedule for inspection
- Reason(s) why inspection was not performed as initially scheduled

- Measures taken to offset negative impacts of delinquent inspection
 - Corrective actions taken to prevent further delinquencies
CAS Team, perform the following if notified by Facility Operations that a severe rain storm has occurred:
- 1.2.4 Schedule facility inspection of all RCRA berms to occur within 24 hours of notification.
- 1.2.5 Perform inspection and document results on Attachment 2.
- 1.2.6 Inform Site Environmental Compliance of results of inspection within 24 hours.
- 1.3 CAS Team, notify Work Control Center personnel of required scheduling changes to be incorporated into CHAMPS in accordance with WP 10-WC3011.
- 1.4 Work Control Center, perform the following:
- 1.4.1 Input the inspection schedule into CHAMPS.
- 1.4.2 When CHAMPS identifies facilities due for inspection, forward CHAMPS P-type WO sheet to the CAS Team.
- 1.5 CAS Team, if lockout/tagout is required, verify the inspection is placed in the Plan-of-the-Day schedule at least three working days before the scheduled time of inspection.
- 2.0 PRE-INSPECTION PREPARATION
- 2.1 CAS Lead Inspector, perform the following as needed:
- 2.1.1 Acquire and review drawings, specifications, and inspection reports as needed for facility inspection.
- 2.1.2 Review the following in the U.S. Department of Energy (DOE) CAS Program Manual as needed:
- Inspection method guide sheets
 - List of deficiency factors for the type of facility being inspected
- 2.1.3 Review CHAMPS as needed for status of WOs that were submitted as a result of previous inspections of the selected facility.

2.1.4 Review the following equipment/facility data in the Property Management System:

- Acquisition dates
- Initial costs
- Useful life span
- Replacement costs

2.1.5 Verify the following before beginning inspection (if required):

- Proper permits and authorizations (confined space entry, access to controlled radioactive areas, lockout/tagout, etc.) have been obtained from the Facility Shift Manager (FSM), and read.
- Facility Operations has been notified of required entry in the area.
- The proper number of locks have been obtained from maintenance (or assigned personal locks).
- Key(s) have been obtained from Facility Operations, or Facility Operations will provide entry.

NOTE

Personnel from the following groups, when applicable, will participate in inspections:

- Engineering
 - Cognizant senior engineer, or designated alternate (**MUST** participate in RCRA berm inspections)
 - Operations
 - Industrial Safety
 - Environmental Monitoring and Hydrology
 - Site Environmental Compliance
 - Building landlord
 - Manager of group occupying facility
 - Quality Assurance (QA) (Suspect/Counterfeit Items Program)
-

2.1.6 Periodically issue an inspection schedule to notify the inspection team of the following:

- Facility to be inspected
- Time
- Date

3.0 WORK RELEASE

NOTE

The "Cognizant Operations Manager (COM) Release" block is marked "Not Applicable" (N/A). If an inspection requires a lockout/tagout in accordance with the CHAMPS P-type WO, the WO must be released by the COM signing in the "COM Release" block before tags and locks are hung.

- 3.1 CAS Work Group Manager, sign the "ZMM Release" block (block 14) of the CHAMPS P-type WO to release the work.
- 3.2 CAS Inspector, if a lockout/tagout is required for inspection, obtain the Operations release signature in the "COM Release" block of the P-type WO.

3.3 Facility Operations, hang tags and locks in accordance with WP 04-AD3011.

4.0 INSPECTION PERFORMANCE

NOTE

Any discrepancies found as a result of the RCRA berm inspection must be annotated on Attachment 2, Page 2.

4.1 CAS Inspector, perform inspections that include, but are not limited to, the following:

4.1.1 Inspect ditches, culverts, ponds, and RCRA berms for the following:

- Undesigned breaks
- Erosion
- Animal damage
- Vehicular damage
- Buildup of soil, vegetation, trash, etc., which may impede designed water flow

4.1.2 Inspect WIPP off-site water line for:

- Exposed lines
- Damaged markers
- Damaged or leaking valves and valve covers
- Damaged or leaking pressure reducers
- Back flow preventer installation
- Other conditions requiring repair or maintenance

4.1.3 Inspect exposed electrical conduits for the following:

- Broken runs
- Loose fittings
- Any loose external grounding jumpers

4.1.4 Inspect accessible 120 VAC electrical outlets for:

- Damage
- Broken or missing plates
- Presence of, and proper functioning of, ground fault interrupter (GFI) receptacles where needed to comply with applicable requirements

4.1.5 Perform general inspection of buildings and facilities for electrical, mechanical, and structural deficiencies, including suspect/counterfeit parts.

4.1.6 Inspect for safe working conditions.

5.0 INSPECTION DATA PROCESSING

NOTE

Significant deficiencies are those which may affect safe or reliable facility operation, the HWFP, or which are suspect/counterfeit items.

5.1 CAS Lead Inspector, perform the following:

5.1.1 Identify significant deficiencies found during inspection in accordance with this procedure and the CAS Program Manuals.

5.1.2 If a deficiency may affect safe or reliable facility operation, perform the following as applicable:

- Inform the cognizant person or organization, and **GO TO** Step 5.2.
- **GO TO** WP 10-WC3011, initiate and issue requests for corrective action as needed for potential safety and RCRA violations, and **RETURN TO** Step 5.2.
- **GO TO** WP 13-QA.05, document suspect/counterfeit items, and **RETURN TO** Step 5.2.

5.2 CAS Lead Inspector, prepare the applicable attachment.

5.3 CAS Lead Inspector, verify the completed attachment complies with the following:

- All inspection team members are identified in Inspection Team Members section.

- Cognizant Senior Engineer has signed Inspection Report for RCRA berm inspections.
- Component conditions are identified in Section I.
- Overall condition summary is identified in Section II.
- Deficiencies are identified in Section III, or a CAIS printout may be used.
- The attachment is complete.

5.4 Work Group Supervisor/Work Group Manager, sign "Verification" block of Section II.

6.0 INSPECTION FIELD CLOSEOUT

6.1 CAS Lead Inspector, fill in the following blocks of the CHAMPS P-type WO:

6.1.1 Note work performed, and provide a summary of the condition in the "Overview of Work Performed" section.

6.1.2 If inspection did **NOT** require hanging of lockout/tagout tags, perform the following:

[A] Enter "N/A" in the "COM Work Complete" block.

[B] **GO TO** Step 6.3.

6.1.3 If inspection required hanging of lockout/tagout tags, forward CHAMPS P-type WO to Operations.

6.2 Operations, if inspection required hanging of lockout/tagout tags, sign "COM Work Complete" block of CHAMPS P-type WO to authorize removal of locks/tags.

6.3 CAS Manager, complete the following blocks of the CHAMPS P-type WO:

6.3.1 Enter "N/A" in the "COM Retest Complete" block.

6.4 CAS Zone Team Leader (ZTL), sign and date the designated block on the CHAMPS P-type WO.

- 6.5 CAS Lead Inspector, issue or distribute the following documents as indicated:
- The applicable attachment and CHAMPS P-type WO to Work Control Center for filing in plant history records
 - Information copies (paper or electronic) of the applicable attachment to Maintenance, CAS Manager, cognizant persons, and inspection team members, as needed
- 6.6 Responsible Organization, perform the following:
- 6.6.1 Identify resolution to each deficiency as **ONE** of the following:
- Action Request
 - No Action
 - Nonconformance Report
- 6.6.2 Note resolution of each deficiency in the "Disposition" block of the applicable attachment, Section III, Photo Sheet.
- 6.6.3 Return completed attachment with dispositioned items to CAS ZTL.

Attachment 1 - Facility Inspection Report

FACILITY INSPECTION REPORT		INSPECTION DATE & TIME: _____	
		REPORT DATE: _____	
BLDG/FAC#: _____		BLDG/FAC NAME: _____	
INSPECTION TEAM MEMBERS		File copy of photograph of Bldg/Fac.	
(NAME AND ORGANIZATION)			
*Landlord (was/was not) present for this insp.			
I COMPONENT CONDITION/DEFICIENCIES			
TYPE OF DEFICIENCY	CONDITION		
	FAIL/POOR	ADQ/FAIR	GOOD/EXC
A. STRUCTURAL			
FOUNDATION			
ROOF			
EXTERIOR CLOSURES			
INTERIOR CONSTRUCTION			
FLOORS			
DOORS			
STAIRS			
B. ELECTRICAL			
WIRING			
EXPOSED CONDUITS			
EXPOSED GROUNDING CONNECTIONS			
CONTROLS			
SWITCHES			
OUTLETS			
POLARITY/GROUND CONTINUITY TEST			
PANEL SCHEDULE AVAILABLE (Located inside panels)			[] YES [] NO

Attachment 1 - Facility Inspection Report

FACILITY INSPECTION REPORT		INSPECTION DATE & TIME: _____	
		REPORT DATE: _____	
BLDG/FAC#: _____		BLDG/FAC NAME: _____	
C. MECHANICAL			
HEATING			
AIR CONDITIONING			
PIPING			
VENTILATION			
DOOR CONTROLS			
D. SITE WORK			
ROAD SURFACE			
WALKWAYS			
ROAD SHOULDERS			
CULVERTS			
CATTLE GUARDS			
BERMS			
E. OTHER			
LIGHTING			
CARPET			
PAINT FINISH			
CEILING			
OTHER ()			
II OVERALL CONDITION SUMMARY			
<p>Based on visual inspection, the overall condition of this facility was _____; a listing of the deficiencies noted can be found in Section III of this report.</p>			
VERIFICATION			
_____ Inspector's Name		_____ Inspector's Signature/Date	
_____ CAS Manager's Name		_____ Manager's Signature/Date	

Attachment 1 - Facility Inspection Report

FACILITY INSPECTION REPORT		INSPECTION DATE & TIME: _____	
		REPORT DATE: _____	
BLDG/FAC#: _____		BLDG/FAC NAME: _____	
SAFETY FINDING = RED FONT OBSERVATION = BLACK FONT RCRA = PINK FONT			
III SUMMARY OF DEFICIENCIES			
PHOTO SHEET			
Photo and/or Description of Deficiency	Photo and/or Description of Deficiency	Photo and/or Description of Deficiency	
Disposition	Disposition	Disposition	
Photo and/or Description of Deficiency	Photo and/or Description of Deficiency	Photo and/or Description of Deficiency	
Disposition	Disposition	Disposition	

Attachment 1 - Facility Inspection Report

FACILITY INSPECTION REPORT INSTRUCTIONS
<p>Provide the following information to complete the Facility Inspection Report</p> <p>FACILITY INSPECTION REPORT BLOCK</p> <ul style="list-style-type: none">● Enter date and time inspection was performed.● Enter facility number (determined from Preventive Maintenance Schedule).● Enter facility name. <p>INSPECTION TEAM MEMBERS BLOCK</p> <ul style="list-style-type: none">● List persons on inspection team.● Identify organizations of inspection team. <p>SECTION I, COMPONENT CONDITION/DEFICIENCIES</p> <ul style="list-style-type: none">● Indicate condition as appropriate for Sections IA, IB, IC, ID, and IE. <p>SECTION II, OVERALL CONDITION SUMMARY</p> <ul style="list-style-type: none">● Complete narrative of general condition of facility based on condition/deficiency information from Section I.● CAS Manager, verify information.● Print name, date and sign. <p>SECTION III, SUMMARY OF DEFICIENCIES</p> <ul style="list-style-type: none">● Electronically insert photos and/or descriptions of deficiencies.● Note type of finding (Safety Finding, Observation, or RCRA) and written description of deficiency and location below photo.● Maintenance personnel or other appropriate cognizant persons shall note disposition of deficiency in indicated block.

Attachment 2 - RCRA Berm Inspection Report

FACILITY INSPECTION REPORT		INSPECTION DATE & TIME: _____	
		REPORT DATE: _____	
BLDG/FAC # 200		RCRA BERMS	
INSPECTION TEAM MEMBERS		File copy of photograph of Bldg/Fac.	
(NAME AND ORGANIZATION)			
*Cognizant Engineer or designated alternate must sign this inspection report.			
NOTE: THIS IS A RCRA PERMIT DOCUMENT, FILE ACCORDINGLY			
I. COMPONENT CONDITION/DEFICIENCIES			
TYPE OF DEFICIENCY	CONDITION		
	FAIL/POOR	ADQ/FAIR	GOOD/EXC
RCRA BERMS			
UNDESIGNED BREAKS			
EROSION			
ANIMAL DAMAGE			
VEHICULAR DAMAGE			
WATER FLOW IMPEDANCE			
OTHER			
II. OVERALL CONDITION SUMMARY			
Based on visual inspection, the overall condition of this berm was _____; a listing of the deficiencies noted can be found in Section III of this report.			
VERIFICATION			
_____ Inspector's Name		_____ Inspector's Signature/Date	
_____ CAS Manager's Name		_____ CAS Manager's Signature/Date	
SAFETY FINDING = RED FONT OBSERVATION = BLACK FONT			

Attachment 2 - RCRA Berm Inspection Report

FACILITY INSPECTION REPORT		INSPECTION DATE & TIME: _____
BLDG/FAC # 200		REPORT DATE: _____
RCRA BERMS		
RCRA = PINK FONT		
III. SUMMARY OF DEFICIENCIES		
PHOTO SHEET		
Photo and/or Description of Deficiency	Photo and/or Description of Deficiency	Photo and/or Description of Deficiency
Disposition	Disposition	Disposition
Photo and/or Description of Deficiency	Photo and/or Description of Deficiency	Photo and/or Description of Deficiency
Disposition	Disposition	Disposition

Attachment 2 - RCRA Berm Inspection Report

RCRA BERM INSPECTION REPORT INSTRUCTIONS
<p>Provide the following information to complete the RCRA Berm Inspection Report:</p> <p>FACILITY INSPECTION REPORT BLOCK</p> <ul style="list-style-type: none">● Enter date and time inspection was performed. <p>INSPECTION TEAM MEMBERS BLOCK</p> <ul style="list-style-type: none">● List persons on inspection team.● Identify organizations of inspection team. <p>SECTION I, COMPONENT CONDITION/DEFICIENCIES</p> <ul style="list-style-type: none">● Indicate condition as appropriate for Section I. <p>SECTION II, OVERALL CONDITION SUMMARY</p> <ul style="list-style-type: none">● Complete narrative of general condition of facility based on condition/deficiency information from Section I.● CAS Manager, verify information● Print name, date and sign. <p>SECTION III, SUMMARY OF DEFICIENCIES</p> <ul style="list-style-type: none">● Electronically insert photo and/or description of deficiency.● Note type of finding (Safety Finding, Observation, or RCRA) and written description of deficiency below each photo.● Facility Operations and the Cognizant Engineer shall note disposition of deficiencies in indicated blocks.