

**ATTACHMENT B5**  
**QUALITY ASSURANCE PROJECT PLAN REQUIREMENTS**

Waste Isolation Pilot Plant  
Hazardous Waste Permit  
February 27, 2007

(This page intentionally blank)

**ATTACHMENT B5**  
**QUALITY ASSURANCE PROJECT PLAN REQUIREMENTS**

**TABLE OF CONTENTS**

B5-1	Quality Assurance Project Plans .....	1
B5-2	Document Review, Approval, and Control .....	1

(This page intentionally blank)

1 **ATTACHMENT B5**

2 **QUALITY ASSURANCE PROJECT PLAN REQUIREMENTS**

3 B5-1 Quality Assurance Project Plans

4 Prior to management, storage, or disposal of a generator/storage site's TRU mixed waste at  
5 WIPP, the Permittees shall require that each participating site develops and implements a  
6 quality assurance project plan (**QAPjP**) that addresses all the applicable requirements specified  
7 in Waste Isolation Pilot Plant waste analysis plan (**WAP**) in Permit Attachment B. The  
8 Permittees will approve QAPjPs from all generator/storage sites that intend to send TRU mixed  
9 waste to the Waste Isolation Pilot Plant. The Permittees shall ensure that these QAPjPs include  
10 the qualitative or quantitative criteria for determining whether waste characterization program  
11 activities are being satisfactorily performed. The Permittees shall also ensure that QAPjPs  
12 identify the organization(s) and position(s) responsible for their implementation. Additionally, the  
13 QAPjPs shall also reference site-specific documentation that details how each of the required  
14 elements of the characterization program will be performed.

15 The Permittees shall ensure that prior to the implementation of characterization activities at  
16 participating sites, standard operating procedures (**SOPs**) were developed for all activities which  
17 affect the quality of the waste characterization program elements specified in the WAP. For the  
18 purposes of the quality assurance program, the term SOP refers to any site-specific  
19 implementing document. Compliance with SOPs will ensure that tasks are performed in a  
20 consistent manner that results in achieving the quality required for the quality assurance  
21 program. The organization, format, content, and designation of SOPs shall be described in the  
22 QAPjPs. Site-specific SOPs will be reviewed for consistency with the QAPjP according to the  
23 Permittees' Audit and Surveillance Program specified in Permit Attachment B6.

24 B5-2 Document Review, Approval, and Control

25 The Permittees shall ensure that the preparation, issuance, and change to documents that  
26 specify quality requirements or prescribe activities affecting quality for the transuranic mixed  
27 waste characterization program elements specified in the WAP be controlled to assure that  
28 correct and current documents are used and referenced. The QAPjPs shall include a document  
29 control format consisting of a unique document identification number, current revision number,  
30 date, and page number which will be placed on the individual pages of the document. All quality  
31 documents for the waste characterization program shall be reviewed prior to approval and  
32 issuance by qualified and independent individuals. The QAPjP review shall consider the  
33 technical adequacy, completeness, and correctness of the QAPjP, and the inclusion of and  
34 compliance with the requirements established by the WAP (Permit Attachment B). The  
35 Permittees shall ensure that appropriate QAPjP approval is indicated by a signature and date  
36 page included in the front of each document.

37 At a minimum, the Permittees shall ensure that revisions to documents that implement the  
38 requirements of the WAP are denoted by including the current revision number on the document  
39 title page, the revised signature page, and each page that has been revised. Only revised pages  
40 need to be reissued. Changes to documents, other than those defined as editorial changes or  
41 minor changes, shall be reviewed and approved by the same functional organizations that  
42 performed the original review and approval, unless other organizations are specifically

1 designated in accordance with approved procedures. Editorial or minor changes may be made  
2 without the same level of review and approval as the original or otherwise changed document.  
3 The following items are considered editorial or minor changes:

- 4       • Correcting grammar or spelling (the meaning has not changed)
- 5       • Renumbering sections or attachments
- 6       • Updating organizational titles
- 7       • Changes to nonquality-affecting schedules
- 8       • Revised or reformatted forms, providing the original intent of the form has not been  
9        altered
- 10      • Attachments marked "Example," "Sample," or exhibits that are clearly intended to be  
11      representative only

12 A change in an organizational title accompanied by a change in the responsibilities is not  
13 considered an editorial change. Changes to the text shall be clearly indicated in the document.  
14 The Permittees shall provide the QAPjP for each site and all revisions to NMED upon approval  
15 by the Permittees.

16 The Permittees shall ensure that QAPjPs include a detailed description of the reporting and  
17 approval requirements for changes to approved QA documents and SOPs, including procedures  
18 for implementing changes to these documents. All members of the site project staff are  
19 responsible for reporting any obsolete or superseded information to the site project manager. All  
20 site-specific changes shall be evaluated and approved by the site project manager before  
21 implementation. The site project manager shall notify the appropriate personnel and the affected  
22 documents shall be revised as necessary. The site project manager shall also be responsible  
23 for notifying the DOE field office of the changes. The Permittees shall ensure that changes that  
24 affect performance criteria or data quality, such as sample handling and custody requirements,  
25 sampling and analytical procedures, quality assurance objectives, calibration requirements, or  
26 QC sample acceptance criteria comply with the WAP (Permit Attachment B) and shall not be  
27 made without prior approval of the Permittees.