

WP 08-PT.08
Revision 11

WIPP Centralized Procurement Program Plan

Cognizant Section: Packaging and Information Systems

Approved by: Todd Sellmer



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CHANGE HISTORY SUMMARY

REVISION NUMBER	DATE ISSUED	DESCRIPTION OF CHANGES
9	06/15/2015	<ul style="list-style-type: none"> • Added change history summary • Updated List of Acronyms • Deleted “as-built” & “Monitoring continuous program improvement” in Section 2.2 • Added general clarification • Revised Section 3.9 • Added References Table
10	04/27/2016	<ul style="list-style-type: none"> • Updated List of Acronyms • Revised Section 3.2 • Revised Section 3.9
11	04/08/2020	<ul style="list-style-type: none"> • Removed Adjustable Center of Gravity Lift Fixture • Added Rate of Rise Leak Test System • Added Shielded Container Lift Assembly • Removed Quality Assurance Inspection Plan from Ten Drum Overpack Lift Fixture Adapter and Standard Waste Box Lift Fixture Adapter • Updated Warranty and Receipt Inspection Period • Updated Invoice Approval Requirements

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LIST OF ACRONYMS AND ABBREVIATIONS

AR/VR	Approval Request/Variation Request
CBFO	Carlsbad Field Office
C of C	Certificate of Conformance
CCO	Criticality Control Overpack
CPC	Centralized Procurement Coordinator
CPP	Centralized Procurement Program
CPPP	Centralized Procurement Program Plan
DOE	U.S. Department of Energy
ICO	Integrated Contractor Order
IEWO	Inter-Entity Work Order
IFMS	Integrated Financial Management System
MPO	Memorandum Purchase Order
NCR	Non-conformance Report
NSC	Neutron Shielded Canister
NWP	Nuclear Waste Partnership LLC
OP	Oversight Programs
POC	Pipe Overpack Container
QA	Quality Assurance
QAIP	Quality Assurance Inspection Plan
QAIS	Quality Assurance Inspection Services
QAPD	Quality Assurance Program Description
QSL	Qualified Suppliers List
RLC	Removable Lid Canister
RoRLTS	Rate of Rise Leak Test System
SCA	Shielded Container Assembly
SLB2	Standard Large Box 2
STR	Subcontract Technical Representative
SWB	Standard Waste Box
TDOP	Ten Drum Overpack
TRU	Transuranic
WIPP	Waste Isolation Pilot Plant

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1.0 INTRODUCTION

1.1 Purpose

The Centralized Procurement Program Plan (CPPP) identifies the elements required to provide a standardized, economical system of acquisition and distribution of common or critical transuranic (TRU) waste commodities (items) for the U.S. Department of Energy (DOE) Carlsbad Field Office (CBFO).

Overall, the CPPP describes and documents the process for procurement and acceptance of items manufactured for the Nuclear Waste Partnership LLC (NWP) Centralized Procurement Program (CPP). These actions establish inventory for TRU waste generator (user) sites.

1.2 Scope

The CPP is designed to allow user sites to procure items manufactured to standardized NWP quality, procurement, and technical requirements. NWP is the design authority for all commodities procured under the CPP.

The Oversight Programs (OP) Section of NWP Quality Assurance (QA) conducts and oversees quality-related functions to support the Waste Isolation Pilot Plant (WIPP). OP follows NWP procedure WP 13-QA3020, *Fabrication Oversight*. OP accomplishes activities consistent with the supplier's planned inspections, examinations, or tests. OP acts at intervals consistent with the importance and complexity of the commodity.

Packaging-related items subject to reprocessing that were previously manufactured under provisions of the WIPP design basis are classified as "excess material." Excess material requires acceptance via an approved NWP quality assurance inspection plan (QAIP). All packaging-related items eligible for reprocessing are acceptable for use after undergoing the process of a rework traveler and acceptance via an approved QAIP.

NWP issues subcontracts to meet the program objective. Subcontracts are binding agreements between the supplier and NWP for the manufacture of TRU waste items. Some of the terms and conditions within the subcontracts include:

- Scope of work
- Release Orders
- Funding
- Payment/Delivery
- Pricing

With subcontracts or release orders in place, NWP and user sites (working through NWP) can buy items at firm, fixed unit prices.

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2.0 RESPONSIBILITIES

2.1 General

NWP provides services to user sites as stated in NWP implementing procedures. Services provided by a CPP-integrated team of NWP staff personnel shall include, but not be limited to, the following:

Performing procurement activities in accordance with WP 15-PC3609, *Preparation of Purchase Requisitions*.

- Performing Subcontract Technical Representative (STR) and buyer duties.
- Evaluating all CPP suppliers for inclusion on the NWP Qualified Suppliers List (QSL).
- Preparing NWP commodity fabrication specifications and design drawings.
- Performing First Article and source inspections.
- Providing in-process procurement, quality assurance, accounting, and engineering support.
- Reviewing data package for each lot of commodities delivered.
- Verifying that manufacturing pedigree documentation (a data package) is given to user sites.
- Recommending user site receipt/inspection requirements.

2.2 Centralized Procurement Coordinator

The Centralized Procurement Coordinator (CPC) performs the day-to-day tasks associated with the project. The CPC shall be responsible for the following:

- Preparing purchase requisitions to submit to suppliers following receipt of user site orders; identifying in purchase requisitions the applicable commodity fabrication specifications/design drawings, acceptance requirements, and customer requirements (quantity, delivery schedule, shipping methods, etc.).
- Supporting the competitive bid process by generating statements of work and technical evaluation criteria, estimating commodity demands and costs, and facilitating proposal technical evaluation teams.

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- Coordinating and monitoring technical activities of subcontracts, including delivery schedules; performing STR duties per procedure, WP 15-PC3608, *Subcontract Technical Representative Program Manual*.
- Serving as the program point-of-contact.
- Verifying that applicable technical and quality requirements are incorporated into purchase requisitions and orders.
- Consulting with NWP Procurement on subcontract changes.
- Monitoring suppliers' compliance with subcontract requirements.
- Verifying that user site funding and flow-down requirements are available before shipping item(s) or placing an order.
- Processing supplier Approval Request/Variation Requests (AR/VR).
- Maintaining records to substantiate services rendered.
- Maintaining a file of all reports, correspondence, memoranda, and other pertinent documentation for each subcontract.
- Receiving, routing for review, maintaining, and transmitting final data packages (pedigree/final acceptance documentation).
- Processing user site non-conformances, when applicable, within five days of notification.
- Maintaining the CPP web page.
- Compiling and combining user site orders; establishing priorities for meeting the needs of multiple user sites.
- Providing commodity drawings to user sites.
- Providing required documentation to Quality Assurance Inspection Services (QAIS) for item(s) received at WIPP.
- Inputting receivers into Integrated Financial Management System (IFMS) following approval of Final Data Package; approving supplier invoices for payment.
- Verifying that supplier(s) are paid in a timely manner.

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- Supporting source and first article inspections.
- Obtaining projected commodity demands from user sites.
- Authorizing return of defective commodities to vendor for warranty repair.

2.3 Oversight Programs (OP)

Programs shall be responsible for the following:

- Developing and executing QAIPs for related items following WP 13-QA3020, if applicable.
- Providing fabrication oversight during the manufacturing and/or reprocessing process.
- Reviewing and approving purchase requisitions generated by the CPC.

Assurance Programs shall be responsible for the following:

- Reviewing and approving purchase requisitions generated by the CPC.
- Ensuring qualified suppliers are maintained on the QSL for CPP commodities

2.4 User Sites

NWP is a provider of Government services and can be qualified as a QSL vendor through each user site's QA program. User sites are responsible for conducting their own methods of acceptance (including receipt inspection) of items procured via this program.

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3.0 PROGRAM ELEMENTS

3.1 Methodology

CPP activities shall be performed following implementing procedures that meet the requirements of WP 13-1, *Nuclear Waste Partnership LLC Quality Assurance Program Description* (QAPD).

The CPP product line shall include common items that have one or more of these characteristics:

- Associated with the characterization, packaging, and handling of TRU waste
- Critical, single-point failure items that could inordinately delay shipments
- Significant level of quality and documentation required by safety analysis report
- Recurring orders placed throughout a one-year or longer period
- Long-term need (multiple years)
- Large-volume usage

Applicable subcontracts, NWP implementing procedures, and related rules and regulations shall define activities provided by NWP. The subcontract establishes relationships between NWP, suppliers, and user sites. User sites are responsible for maintaining internal procedures for acceptance and/or receipt inspection(s) based on technical specifications and guidelines contained in this document.

NWP maintains configuration of commodity fabrication specifications, design drawings, and QAIPs as required.

Elements of a final data package are standardized and may be subject to change per customer request. Commodities are drop shipped to the user sites. NWP will facilitate the transmittal of the final data package for each respective commodity to the user site.

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3.2 Recurring Procurement

Once user sites identify a need for a commodity, they should contact the CPC to start the ordering process steps. Contact information is published on the CPP web page at <http://www.wipp.energy.gov/library/cpp/cpp.htm>.

User site orders shall include the following elements:

- Commodity description,
- Commodity quantities,
- Commodity manufacturing options, if applicable,
- Commodity identification requirements (e.g., markings), if applicable,
- Need date(s).

The user site's financial obligation shall include the following:

Direct Costs, as applicable:

- The sum of the extended unit price from the subcontract line item, transportation charge (e.g., freight, pallets),
- NWP other functional services (e.g., labor, travel, as applicable),
- Any allocated tooling or other charges related to the order, as applicable.

Indirect Costs, as applicable:

- Escalation costs, typically not applicable, as execution within short timeframe and same fiscal year,
- NWP General and Administrative Costs,
- NWP Fee Costs,
- NWP Contingency Measures costs, (Note, for recurring procurements, for commodities listed in Section 4.0, the technical risks, unknowns and uncertainty are low. In addition, the costs are typically based on vendor quotes. As such, no contingency measures costs are typically added for these commodities. (see Section 3.9),

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- The state gross receipts tax costs, if applicable.

The user site(s) and NWP CPP Coordinator and Procurement shall negotiate delivery schedules on orders. Schedules are not binding until a subcontract or release order(s) is accepted by the supplier and user site(s). NWP shall monitor the delivery schedule during the manufacturing process. NWP will advise user sites of issues it identifies, if any, during NWP's monitoring activities.

If the combined delivery requests surpass the capacity of a supplier or impacts existing delivery schedules, the CPC shall seek methods of relief. If relief cannot be obtained, the affected user sites, NWP, and the CBFO shall develop priorities and allocate completed fabricated units.

During production, NWP shall provide in-process procurement, quality, and engineering support, including data package review. NWP shall provide a Certificate of Conformance (C of C) which validates the procurement complies with the QAPD.

Issues associated with elements of a user site order that are considered by NWP to be "above-and-beyond" a commodity design basis shall be handled at the contractual level only.

NWP shall review, and when appropriate, provisionally accept the data package for procured items. When NWP determines that the submitted data package is acceptable, NWP will authorize the supplier to ship item(s) (to include a copy of the data package submitted electronically) to the receiving site. User sites should perform a receiving inspection within 30 days of receipt of commodity using site-specific procedures and applicable rules and regulations.

Shipments from suppliers shall be made to ensure that the most cost-effective method of shipping is used by suppliers.

3.3 Certificate of Conformance

Initiation of the C of C is for those commodities that NWP maintains design authority for and is initiated according to the provisions of 13-QA3020. C of Cs shall be submitted in accordance with NWP Quality Clause 100 or 102, as applicable to whether the NWP C of C is used or the Supplier's C of C is used.

3.4 Product Line Additions

The CPC shall survey the sites to project the needs of the complex in terms of quantities, deliveries, and unique requirements.

NWP shall review the specification and update it, if needed, before requesting supplier proposals.

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After compiling each site's specific needs and reconciling the resulting differences, conflicts, or concerns, the CPC shall request supplier proposals per NWP procurement procedures. Selection of a supplier shall include, but not be limited to, an evaluation of the supplier's QA program and competency using the requirements of the NWP QA program. NWP shall not place purchase orders until a supplier is placed on the NWP QSL and meets the prerequisites of this plan.

3.5 Excess Material

Excess material is packaging-related items previously manufactured under provisions of the WIPP design basis and returned to CPP via a SF-122 transfer per WP 15-PM3509, *Utilization and Disposal of Excess/Surplus Government Personal Property*. Excess material applies only to those commodities for which NWP maintains design authority. Contact NWP Property Management for guidance. This material is subject to reprocessing. If reprocessed, they require acceptance via an approved NWP QAIP.

Items shall be identified as acceptable for use only after undergoing the process of a supplier rework traveler, if required, and acceptance via a QAIP. The supplier shall modify final data package records accordingly.

3.6 Price-Anderson Amendments Act

The Price-Anderson Amendments Act rules are generally applicable to contractors, subcontractors, and other suppliers who are responsible for performing activities or supplying services or products that are subject to DOE nuclear safety requirements.

3.7 Finance and Payment

User sites shall either use an Inter-Entity Work Order (IEWO), Memorandum Purchase Order (MPO), Integrated Contractor Order (ICO), or other approved financial document to provide source funding for commodity procurement before orders are placed on their behalf.

For new items or new suppliers, certain nonrecurring costs for tooling apply. NWP shall encourage the supplier to amortize such costs on a per unit basis over the first year's production. However, when separate funding is necessary, the CBFO and NWP may choose to fund the tooling up front. In this case, the CBFO expects to recoup nonrecurring tooling costs by adding the unitized amortization amount to the supplier's price to arrive at the price user sites must pay. The DOE retains title for all tooling acquired through the subcontract.

Following approval of Final Data Package, NWP Accounting shall make payment to the supplier into NWP financial system after the CPC formally inputs receivers and sends approval to NWP Accounting.

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If source funding involves direct invoicing of user site, Accounting shall invoice the user site and verify that payment is received. If source funding is associated with an IEWO or MPO, Accounting shall invoice the user site via the approved process.

3.8 Change Control

The associated subcontracts establish provisions for subcontract and release order amendments.

3.9 Contingency Plan

NWP may create subcontract or release order contingency measures in each subcontract or release order. Contingency measures are developed to address NWP risk(s), unknown(s) and uncertainty in the process, procurement, unit pricing, material availability, schedule, etc. Contingency measures can result in the addition of costs such as management reserve or days to a schedule. An assessment should be performed, by the cognitive technical authority (e.g. Cognizant Engineer, Project Manager, or STR), to determine whether there are NWP risk(s), unknown(s) or uncertainties to be addressed, and measures assessed. Established schedule milestones shall be monitored to identify early warning of schedule delay or quality discrepancies.

3.10 Return Authorization

Defective commodities may be returned to the vendor for warranty repair only after NWP authorizes the return. Return Authorization is applicable only to those commodities for which NWP maintains design authority. Provisions of return authorization include the following:

- NWP validates site non-conformance/deficiency condition as a repair condition.
- Period from delivery to identification of defect should not exceed 30 days to facilitate correcting the defect in a timely manner.
- Objective evidence that the commodity was not damaged by user site.
- A commodity receipt inspection was performed and documented upon receipt at the user site.

Non-conformance/deficiency reports (NCR) shall be submitted by the user site to NWP. NWP will submit the NCR/deficiency report to the Supplier. The Supplier shall formally submit their internal NCR to NWP for disposition in accordance with WP 15-PC3041, *Approval/Variation Request Processing*.

CPP will authorize the return of commodities for warranty work, providing the warranty

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period has not expired. The warranty period of commodity items expires 60 days after delivery. If the warranty period has expired, the user site has the option of returning the items to the vendor for repair at their own expense through the CPP.

3.11 Commodity Storage

Unless prior arrangements have been made with the vendor, the number of stored user site commodities shall not exceed the equivalent of two weeks of production. User sites are subject to storage fees if an excessive number of items are not allowed to be delivered. Commodity Storage applies only to those commodities for which NWP maintains design authority.

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4.0 COMMODITIES

The CPP currently provides the following items. The list also identifies the respective fabrication specification, design drawings, and QAIPs. Centralized Procurement may expand this list as needed.

4.1 Standard Waste Box (SWB)

- Drawing – 165-F-001-W Series, Standard Waste Box Assembly
- Specification – E-I-343, Specification for Fabrication of the Standard Waste Box
- Procedure WP 13-QA.19, *Quality Assurance Inspection Plan for Standard Waste Box Inventory*

4.2 Ten-Drum Overpack (TDOP)

- Drawing – 165-F-010-W Series, TRUPACT-II Ten Drum Overpack Assembly
- Specification – E-I-430, Specification for Fabrication of the Ten Drum Overpack
- Procedure WP 13-QA.20, *Quality Assurance Inspection Plan for Ten-Drum Overpack*

4.3 Standard Waste Box Lift Fixture Adapter

- Drawing – 412-N-003-W, TRUPACT-II Standard Waste Box Lift Fixture Adapter
- Specification – E-I-336, Specification for Fabrication of the Standard Waste Box Lift Fixture Adapter

4.4 Ten-Drum Overpack Lift Fixture Adapter

- Drawing – 41-L-004-W, TDOP Lift Fixture Adapter
- Specification – E-I-422, Specification for Fabrication of the Ten Drum Overpack Lift Fixture Adapter

4.5 Shielded Container Lift Assembly

- Drawing – 163-I-024, Shielded Container Lift Assembly

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- Specification – E-I-447, GEN-SPC-0001, General Fabrication Specification for Packaging Related Parts/Tools

4.6 Standard Large Box 2 (SLB2)

- Drawing – 165-F-016-W Series, Standard Large Box 2 Assembly (SLB2) Top Loading
- Drawing – 165-F-017-W Series, Standard Large Box 2 Assembly (SLB2) Bottom Loading
- Specification – E-I-463, Specification for Fabrication of the Standard Large Box 2
- Procedure WP 13-QA.30, *Quality Assurance Inspection Plan for the SLB2, Top Loading*

4.7 Removable Lid Canister (RLC)

- Drawing – RLC-DWG-0001, RH-TRU 72-B Cask Removable Lid Canister Assembly
- Drawing – RLC-DWG-0002, RH-TRU 72-B Removable Lid Canister Sealed Spring Plunger
- Specification – RLC-SPC-0001, Specification for Fabrication of the RH-TRU 72-B Cask Removable Lid Canister Assembly
- Procedure WP 13-QA.34, *Quality Assurance Inspection Plan for the RH-TRU Removable Lid Canister and Neutron Shielded Canister*

4.8 Rate of Rise Leak Test System (RoRLTS)

- Drawing – 100200, Rate of Rise Leak Test System
- Procedure WP 13-QA.35, *Quality Assurance Inspection Plan for Rate-of-Rise Leak Test System*

4.9 Neutron Shielded Canister (NSC)

- Drawing – NSC-DWG-0001, NS15 Neutron Shielded Canister
- Drawing – NSC-DWG-0002, NS30 Neutron Shielded Canister

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- Specification – GEN-SPC-0001, General Fabrication Specification for Packaging Related Parts/Tools
- Procedure WP 13-QA.34, *Quality Assurance Inspection Plan for the RH-TRU Removable Lid Canister and Neutron Shielded Canister*

4.10 Shielded Container Assembly (SCA)

- Drawing – SCA-DWG-0001, Shielded Container Assembly
- Specification – SCA-SPC-001, Specification for Fabrication of the Shielded Container Assembly
- Procedure WP 13-QA.40, *Quality Assurance Inspection Plan for the Shielded Container Assembly*

4.11 Pipe Overpack Container (POC)

- Drawings
- POC-DWG-0001, 6 In. Standard Pipe Overpack
- POC-DWG-0002, 6 In. Pipe Component
- POC-DWG-0003, 6 In. Pipe Component Dunnage
- POC-DWG-0004, S100 Pipe Overpack
- POC-DWG-0005, 12 In. Standard Pipe Overpack
- POC-DWG-0006, 12 In. Pipe Component
- POC-DWG-0007, 12 In. Pipe Component Dunnage
- POC-DWG-0008, S200-A Pipe Overpack
- POC-DWG-0009, S200-B Pipe Overpack
- POC-DWG-0010, S300 Pipe Overpack
- POC-DWG-0011, Rigid Drum Liner Assembly
- Specification – POC-SPC-0001, Specification for fabrication of the Pipe Overpack (Standard, S100, S200 and S300)

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- Procedure WP 13-QA.42, *Quality Assurance Inspection Plan for the Pipe Overpack (Standard, S100, S200 and S300)*

4.12 Criticality Control Overpack (CCO)

- Drawing – CCO-DWG-0001, Criticality Control Overpack
- Specification – CCO-SPC-0001, Fabrication Specification for the Criticality Control Overpack
- Procedure WP 13-QA.49, *Quality Assurance Inspection Plan for the Criticality Control Overpack*

4.13 Slip Sheets and Reinforcing Plates

To support TRU waste packaging at designated sites, CPP will procure slip sheets and reinforcing plates (e.g., 7/14-Pack, drums and for the SCA) in accordance with NWP Drawings (i.e., CHA-DWG-0011, CHA-DWG-0012, SCA-DWG-0005, and SCA-DWG-0006) through the authorized manufacturer. Slip sheets and reinforcing plates shall be shipped directly from the manufacturer and drop shipped to the user sites. NWP will facilitate the transmittal of the applicable documentation to the user site. Receipt inspection for the slip sheets and reinforcing plates shall be in accordance with the criteria provided in the purchase order.

4.14 Spare Parts

Spare parts for all commodities such as gaskets, fasteners, plugs and other accessories shall be procured through the CPP.

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5.0 REFERENCES

DOCUMENT NUMBER AND TITLE	BASELINE DOCUMENT	REFERENCED DOCUMENT
ANSI/ASQZ1.4, <i>Sampling Procedures and Tables for Inspection by Attributes</i>	✓	
Price-Anderson Amendments Act		✓
WP 13-1, <i>Nuclear Waste Partnership LLC Quality Assurance Program Description</i>		✓
WP 13-QA.19, <i>Quality Assurance Inspection Plan for Standard Waste Box</i>		✓
WP 13-QA.20, <i>Quality Assurance Inspection Plan for Ten-Drum Overpack</i>		✓
WP 13-QA.30, <i>Quality Assurance Inspection Plan for the Standard Large Box 2 (SLB2), Top Loading</i>		✓
WP 13-QA.34, <i>Quality Assurance Inspection Plan for the RH-TRU Removable Lid Canister and Neutron Shielded Canister</i>		✓
WP 13-QA.35, <i>Quality Assurance Inspection Plan for the Rate-of-Rise Leak Test System</i>		✓
WP 13-QA.40, <i>Quality Assurance Inspection Plan for the Shielded Container Assembly</i>		✓
WP 13-QA.49, <i>Quality Assurance Inspection Plan for the Criticality Control Overpack</i>		✓
WP 13-QA3020, <i>Fabrication Oversight</i>		✓
WP 15-PC3041, <i>Approval/Variation Request Processing</i>		✓
WP 15-PC3608, <i>Subcontract Technical Representative Program Manual</i>		✓
WP 15-PC3609, <i>Preparation of Purchase Requisitions</i>		✓
WP 15-PM3509, <i>Utilization and Disposal of Excess/Surplus Government Personal Property</i>		✓
WP 13-QA.42, <i>Quality Assurance Inspection Plan for the Pipe Overpack (Standard, S100, S200 and S300)</i>		✓