

6. POST-PERFORMANCE ACTIVITY

Records generated by this procedure are controlled and processed in accordance with 1-V41-RM-001, Records Management Guidance for Records Sources

6.1 Records Processing Instructions

The following documents are initiated, processed or maintained as a result of this Procedure and **SHALL** be processed as follows

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Record Identification	Record Type Determination	Protection / Storage Methods	Processing Instructions
<p>Gas Sampling Record Package, includes the following</p> <ul style="list-style-type: none"> WIPP Sample Drum Log (one log per drum per batch) Procedure Checklist (one checklist per batch) 	<p><i>In-process WIPP/LL/LLM QA Document(s)</i> – (while document(s) is/are being prepared)</p> <p><i>WIPP/LL/LLM QA Record(s)</i> – (once document(s) is/are completed [authenticated])</p>	<p><i>In-process WIPP/LL/LLM QA Document(s)</i> Responsible Manager SHALL implement a reasonable level of protection to prevent loss and/or degradation. Document(s) SHALL be protected utilizing standard office filing equipment and methods when not in use.</p> <p><i>WIPP/LL/LLM QA Record(s)</i> Record(s) SHALL be transmitted to the NQA-1 Waste Records Center, Building 441, within 1 working day of completion (authentication). During this 1 working day, record(s) SHALL continue to be protected in a manner to prevent loss and/or degradation.</p> <p>Completed (authenticated) WIPP/LL/LLM QA Record(s) that are not transmitted within the 1 working day time period SHALL be stored in 1 hour fire rated cabinets for a period NOT TO EXCEED 6 months.</p>	<p><i>In-process WIPP/LL/LLM QA Document(s)</i></p> <p>Continue prescribed process of document(s)</p> <p>Once last drum log in batch has been verified by work supervisor the Gas Sampling Record Package is complete (authenticated) and SHALL be handled and controlled as a WIPP/LL/LLM QA Record</p> <p><i>WIPP/LL/LLM QA Record(s)</i> Transmit record(s) to NQA-1 Records Center Building 441, per 1-PRO-077-WIPP-005</p>

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REFERENCES

1-C80-WO1102-WRT, Waste/Residue Traveler Instructions

L-4146, Headspace Gas Sampling of Waste Containers

NMS TID-005, Application and Removal of Tamper-Indicating Devices (TIDs)

Safeguards and Accountability Manual

1-M12-WO-4034, Solid Radioactive Waste Packaging Requirements

1-V41-RM-001, Records Management Guidance for Records Sources

4-B19-NSM-03 12, Nuclear Material Safety Limits and Criticality Safety Operating
Limits Surveillance

4-C08-A&S-SWH-WO-5220, Material Handling

4-D99-WO-1100, Solid Radioactive Waste Packaging

4-M78-776-ASRF-001, ASRF Airlock Operations

1-31000-COOP-011, Pre-Evolution Briefing

1-62200-HSP-21 03, Hazardous Waste Operations

29 CFR 1910 120, Hazardous Waste Operations and Emergency Response

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