

1.0 POND SLUDGE PROJECT OVERVIEW

The objective of this project is to remove an estimated 2400 cubic meters of low-level mixed pond sludge currently stored in eighty (80) 10,000 gallon polyethylene tanks located on the 750 Pad in tents 3, 4, and 6. The majority of the aqueous phase in the tanks will be decanted and processed into the Building 374 liquid waste treatment systems. Then the pond sludge will be pumped from the tanks, de-watered, mixed with absorbents, packaged in waste containers, receive final analysis, and shipped to an approved disposal site. The current schedule calls for the shipment of 150 cubic meters of sludge before June 30, 1999, and the balance to be shipped before the end of FY00.

2.0 MANAGEMENT

2.1 Program

The Pond Sludge quality program implements requirements set forth in 10CFR830.120, which are "flowed down" through the RFETS-specific quality documents of Kaiser-Hill (K-H Team Quality Assurance Program, 12/15/97) and RMRS (RMRS-QAPD-001, Quality Assurance Program Description). Key personnel and organizations for project management are given in Appendix 1. The organization chart illustrates the infrastructure, functional responsibilities, levels of authority, and organizational interfaces necessary to accomplish the project goals and RMRS contractual commitments.

The Pond Sludge Project QA Implementation Matrix, Appendix 2 provides a general perspective of the documents establishing the management structure in place for the Pond Sludge Project. Specific document and record control numbers may be obtained through review of the Pond Sludge Project Files and/or the RMRS Records Center.

2.2 Personnel Training and Qualification

Personnel shall be qualified to perform their respective tasks based on a combination of education, training, and experience. Education and professional experience shall constitute the primary means of qualification for activities that emphasize problem-solving strategies, where creativity and innovation are essential components of optimizing the activity or item. Conversely, training shall be the primary means of qualification where:

- consistency and team coordination constitutes a major component of the overall quality (or safety) of the process or item, and
- the process is well established, proven, and perfunctory.

Training requirements specific to the Pond Sludge Project are given in the Pond Sludge Project -specific list of qualified individuals (LOQI). In addition, a project-specific QA briefing will be given prior to project start-up in the field, and to new personnel prior to their participation on the project. The QA briefing will cover the requirements stated in this QA Project Plan and will be documented via the pre-evolution or attendance roster. QA personnel are qualified and certified per RMRS-QA-02.01, "RMRS Qualification and Certification of Quality Assurance Personnel".

Fundamental education and experience are captured by transcripts and resumes, which are maintained by RMRS Human Resources or the subcontractor, as applicable. Site-specific and project-specific training records are managed within the K-H TSR (Training, Scheduling, and Records) database. Qualification requirements and records may also be maintained through the project manager, individual staff, procurement (within contractual agreements), and/or a centralized training group within RMRS or the IMC (K-H). The Pond Sludge Project QA Implementation Matrix, Appendix 2 tabulates the documents and records that establish (i.e., plan and implement) T&Q within Pond Sludge Project.

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2.3 Quality Improvement

Quality improvement shall be realized through use of a systematic means of identifying, tracking, and correcting problems (deficiencies, non-conformances, issues, etc.). Problems may be identified by any project personnel, at any time, through formal documentation of issues as stated in RMRS-QA-03.01, "Corrective Action". Management by walk-around, management assessments and independent assessments will also be used to identify, track, and correct issues (Sections 4.1 and 4.2). The extent of causal analysis and corrective action shall be commensurate with the significance of the failure or problem. "Lessons Learned" shall be communicated to staff from management where appropriate.

2.4 Documents and Records

Work-controlling documents, such as work plans, Integrated Work Control Packages (IWCP), standard operating procedures, etc., shall be controlled, where "control" is constituted by the following criteria:

- the documents are uniquely identified for reference purposes;
- the required reviews and approvals are accomplished; and,
- the personnel, who need the documents to perform work, receive the latest approved versions of the document(s).

The document control process is described in RMRS procedure DC-06.01, "Document Control Program". Essential policies, plans, procedures, decisions, data, and transactions of the project will be documented to an appropriate level of detail. The objective shall be to maximize the utility of records and data for accomplishment of performance objectives while minimizing the cost of information management and paperwork for the project (RMRS) and its subcontractors. The documents controlling this project are summarized in Appendix 2.

All documents that constitute contractual deliverables (from RMRS to the client), such as work plans or final reports, shall undergo a minimum of three reviews, internally within RMRS, to ensure that minimum quality requirements are met:

- a management review (level of management higher than originating author(s));
- a technical/round table/peer review (as determined by management); and,
- a quality assurance review.

Quality records, including digital data stored on computerized media, shall be managed to ensure that information is retained, retrievable, and legible. Active records will be maintained by project personnel including RMRS subcontractors, in an organized and retrievable fashion, until such time that the records have served their purpose and become inactive. Quality records are considered active until the final peer reviews are conducted, thus, quality records are not subject to the 30-day limit on turnover to the RMRS Records Center until final peer reviews are conducted. Peer reviews of records must be conducted on records completed by the originator within two (2) weeks of completion. Records at the job-site shall be stored and protected in fire-safe boxes.

Quality records managed by subcontractors will be acquired by RMRS through the standard processes of procurement and subcontracting. Only inactive records will be sent and maintained in record storage facilities. Records turnover and archival are controlled through RM-06.02, "Records Identification, Generation, and Transmittal".