

APPENDIX B5

YUCCA MOUNTAIN SITE CHARACTERIZATION
PROJECT TRAINING MANAGEMENT PLAN

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YUCCA MOUNTAIN SITE CHARACTERIZATION PROJECT
TRAINING MANAGEMENT PLAN
REVISION 0

JULY 1992

Prepared for

U.S. Department of Energy
Office of Civilian Radioactive Waste Management

Prepared for the Yucca Mountain Site Characterization Project as part of the Civilian Radioactive Waste Management Program. The Yucca Mountain Site Characterization Project is managed by the Yucca Mountain Site Characterization Project Office of the U.S. Department of Energy. The Yucca Mountain Site Characterization Project work is sponsored by the U.S. Department of Energy Office of Civilian Radioactive Waste Management.

FOREWORD

This Yucca Mountain Site Characterization Project (YMP) Training Management Plan (TMP) has been approved by the Yucca Mountain Site Characterization Project Office for implementation, through procedures, by YMP participant organizations. The TMP supplements and reinforces Section 15.0 of the Project Management Plan, YMP/88-2, by setting forth requirements and providing guidance on elements of the training process such as development responsibilities, operating practices, performance measurement, and documentation. The TMP also describes the objectives, responsibilities, and interrelationships of those YMP organizations that provide, or are dependent upon, a program of employee qualification, orientation, indoctrination, and other training.

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1.0 INTRODUCTION

1.1 PURPOSE

The Training Management Plan (TMP) defines the unique application of a Systematic Approach to Training (SAT) for development of the Training Program for the Yucca Mountain Site Characterization Project (YMP). The Training Program produces documentation that personnel performing activities subject to quality program controls are qualified in the principles, techniques, and requirements of the activity to be performed. Through training both safety and quality are incorporated into each job task by teaching correct procedures and emphasizing mandatory compliance to procedures. The TMP identifies the (1) interface relationships, (2) organizational structures, (3) objectives, and (4) responsibilities of the individual organizations which provide, or depend upon, a program of employee qualification, orientation, indoctrination, and other training.

1.2 TRAINING MISSION

The training mission is to support the YMP commitment to excellence with a training program that provides for indoctrination and training of personnel to ensure that suitable proficiency is achieved and maintained.

1.3 TRAINING MANAGEMENT PLAN OVERVIEW

The TMP includes all activities associated with employee qualification, orientation, indoctrination, and training necessary to enable individuals to perform specific job tasks in a complex and highly regulated work environment. The TMP requires establishment of management controls in the areas of (1) training records management, (2) training schedules, (3) training materials development and configuration control of approved training materials, (4) evaluations of training effectiveness, (5) resource planning, and (6) types of records to be maintained, and limitations of access.

1.4 TRAINING MANAGEMENT ORGANIZATION

Management of the training development process is the responsibility of the Yucca Mountain Site Characterization Project Office (YMPO) Training Officer who reports to the YMPO Deputy Project Manager. Figure 1-1 illustrates the relationships of the YMPO training organizations. Specific applications of the TMP are carried out by a designated Training Manager in each YMP participating organization.

KEY TRAINING MANAGEMENT POSITIONS

Project Manager

The YMPO Project Manager has overall responsibility and authority for the conduct of work on the YMP as presented in the Project Management Plan. The Office of the Project Manager, through the YMPO Deputy Project Manager and YMPO Training Officer, has oversight of the training mission. Direction is provided through plans, policies, and procedures, and written directives of the YMPO Project Manager or his designee.

Training Officer

The YMPO Training Officer reports to the YMPO Deputy Project Manager and is the U.S. Department of Energy (DOE) YMPO functional interface for training. The position is delegated full responsibility and authority to provide overall direction for YMP training and to establish training policy ensuring that the training programs for YMP personnel comply with regulatory requirements and YMPO DOE goals.

Training Manager

The Training Manager is the individual authorized by the YMPO Training Officer to operate the YMPO Training Center and to provide orientation, indoctrination, and other training for the YMPO and other YMP contractor personnel located in Las Vegas, including those personnel supporting the Office of Civilian Radioactive Waste Management (OCRWM) Quality Assurance (QA) Program. The Training Manager has also been endorsed to conduct field training at the Yucca Mountain site.

As directed by the YMPO Training Officer, the T&MSS Training Manager is delegated full responsibility and authority to develop and implement a training process that (1) includes a SAT for YMPO and YMPO support staff working to the OCRWM QA Program, and (2) complies with Federal, State, QA, and regulatory requirements and YMPO DOE goals.

Participant Training Managers

The Technical Project Officer (TPO) for each participant organization may delegate responsibility for training. The YMP Participant Training Manager, or equivalent, may be delegated full responsibility and authority by the YMP Participant TPO for the development and implementation of a training program that (1) meets the guidelines set forth by the YMPO Training Officer for a SAT within the participant organization, and (2) complies with Federal, State, QA, and regulatory requirements and DOE goals.

1.5 TRAINING MANAGEMENT PLAN DOCUMENTATION

Documentation includes appropriate objective evidence of (1) individual qualification and training records, (2) lesson plans and other training materials, (3) classroom attendance records, (4) required self-study assignment confirmations, (5) instructor qualifications, (6) training

assessments, and (7) remedial action documents, as applicable. Documents are processed and maintained in accordance with the YMP Records Management Plan, YMP/CC-0016. The scope and content of such records are governed by the Privacy Act of 1974.

1.6 TRAINING DEVELOPMENT PROCESS DEFINITIONS

Analysis - The phase of the SAT that assesses performance requirements or deficiencies, determines the needs that are best satisfied through training, and produces task performance data that serves as the foundation for training program design, development, and implementation.

Baseline Training/Maintenance Required - Baseline training/maintenance required is the employee's training assignments that are required to be maintained as assigned documents or activities are revised or changed.

Briefing - A method of documented instruction, not requiring an approved lesson plan, for disseminating instructions or information to a group in an informal setting.

Classroom Training - Structured formal instruction presented in a classroom environment by a qualified instructor using a lesson plan. This instruction may be a lecture, or modified lecture, or seminar format.

Continuing Training (Maintenance) - A systematic program of instruction designed to maintain proficiency and improve incumbent job performance.

Design - The phase of the SAT in which products of the analysis phase are used to develop specifications for training program development and implementation; includes developing job performance measures, selecting training setting, developing learning objectives and tests, determining expected trainee entry-level skills and knowledges, and formulating the training plan.

Development - The phase of the SAT that involves establishment of learning activities, selection of media and methods, review and selection of existing course material, development of new material, and the tryout and revision of course material.

Evaluation - The phase of the SAT in which indicators (e.g., operating experiences, employee performance, job requirements, etc.) are monitored, assessed, and used to maintain and improve the performance of a training program.

Formal Instruction - An in-depth instruction provided to personnel to develop and maintain proficiency in the application of selected requirements, methods, and procedures, and to adapt to changes in technology, methods, or job responsibilities. Formal instruction requires a lesson plan and evaluation to ensure that specified objectives are met. Evaluations may be achieved in writing, through demonstration, or by verbal answers.

Implementation - The phase of the SAT in which the training program is put into operation; includes implementing the training plan, preparing for and conducting training, conducting in-training evaluation, and documenting training.

Indoctrination - A method of training accomplished by briefings, self-study, classroom instruction, or a combination provided to familiarize personnel with documents, requirements, regulations, and policies applicable to assigned job activities.

Initial Training - A systematic program of training and indoctrination designed to assure that personnel possess the knowledge and skills necessary to perform assigned job functions. Achievement of proficiency in performing an assigned task is the desired result of initial training.

Instructor - An individual who is qualified to develop and conduct training, and evaluate trainee's accomplishment of learning objectives.

Laboratory Training (Workshop) - A method of instruction in which the training setting allows more than one condition of job performance to be simulated. This permits application of course material by the trainee in a hands-on environment.

Learning Objective - A statement that specifies measurable behavior that a trainee should exhibit after instruction, including the conditions of and standards for performance.

Lesson Plan - An approved instructor's document that outlines instructor and trainee activities, learning objectives, lesson content, and resources necessary for the conduct of training.

Maintenance of Proficiency - Those training actions required to sustain the ability to perform tasks in accordance with QA Program controls. Proficiency may be maintained by self-study, classroom training, or ongoing task performance.

New Employee - A person recently hired or transferred for permanent or temporary assignment to the YMP and who requires YMP training.

Non-Permanent Personnel - Persons whose job assignment in support of OCRWM is less than 90 consecutive days in duration.

On-the-Job Training - A method of instruction in which the trainee achieves learning objectives through structured training conducted in the job environment.

Orientation - Formal or informal indoctrination conducted to familiarize personnel with topics that may not be related to QA or regulatory requirements, but may be of general interest and value in enhancing job performance.

Position Description - Documentation of the duties to be performed and the minimum qualifying experience, education, and professional training required for a position, synonymous with job description.

Position Qualification Evaluation - A position qualification evaluation is a documented review by the supervisor to determine that an employee meets the minimum qualification requirements of the assigned position. This may be performed in the hiring process.

Proficiency - Proficiency is an employee's capability to demonstrate the cognitive process and/or the manual skills required to meet the conditions and standards of performance of an assigned task.

Privileged Record - A record that contains nonsecurity-classified information and requires protection against unauthorized disclosure.

Self Study - A method of instruction in which the pace of training is controlled by the trainee and guided by the program materials. This method does not satisfy the requirements of a SAT unless evaluation of learning objectives is performed.

Supervisor - Any person who directs the activities of one or more subordinates. The supervisor is responsible for performing the subordinate's qualification evaluation and for assigning training to the subordinate.

Systematic Approach to Training - A training approach determined by management that establishes training requirements based on the functions an individual employee is required to perform. The determined method should identify (1) assignment of initial and continuing training, (2) learning objectives if applicable, and (3) documentation of measurement and achievement of learning objective upon completion of formal instruction. Self-study training may be included in the SAT.

Task - A well-defined unit of work having an identifiable beginning and end, with two or more discrete actions executed during performance.

Trainee - An individual who has not completed his/her assigned training requirements.

Training - Formal instruction, direction, or indoctrination that provides the knowledge, skill, and proficiency required for an individual to become and to remain qualified. Training may be accomplished through classroom instruction, formal on-the-job instruction, self-study, or other methods of instruction. Training may include baseline/maintenance required, initial training, or continuing training.

Training and Qualification Records - Those records containing information generated as a result of implementing personnel qualification, indoctrination and training, and certification procedures that provide evidence that DOE and contractor personnel have adequate education, training, and experience to perform activities subject to program requirements. These records are maintained as privileged records under DOE System 80 of the Privacy Act.

Training Officer - The individual who is directly responsible for the development, coordination, and implementation of the indoctrination and training program. The Training Officer is responsible for ensuring that the DOE System 80 program for privileged records is maintained. The Training Officer's actions and responsibilities may be delegated.

Training Program - A planned, organized sequence of documented training steps designed to prepare an individual to perform assigned activities and to maintain that individual's proficiency in performing those activities.

Qualification (Personnel) - The characteristics or abilities gained through training, experience, or both that enable an individual to perform a required function.

Qualified Party - A competent person or organization recognized as knowledgeable to perform certain functions.

Real-time Training - A method of indoctrination accomplished prior to performing quality affecting activities that familiarizes personnel in the requirements of documents that are not part of an individual's baseline training/maintenance required. This method of indoctrination requires the individual to read and understand the document prior to performing the non-baselined activity. Real-time training is only required for individuals attesting to performing a quality affecting activity by full signature on a QA record and is not required for Procedure Compliance Documentation forms or completion of Self-Study forms.

Refresher Training - Refresher training is supplementary periodic training designed to ensure maintenance of knowledge and skills necessary to meet or exceed established performance standards.

2.0 TRAINING MANAGEMENT OBJECTIVES

2.1 OVERVIEW

The YMPO Training Officer sets policy and defines objectives for the Training Development Process. Long- and short-range objectives to be achieved by the training process are determined by the YMPO Training Officer with input from the training managers and respective TPOs. To facilitate goal setting, periodic meetings of training managers, or their representatives, will be conducted for the purposes of information exchange, deliberation of policies and practices, program unification, and general Training Development Process improvement.

2.2 TRAINING OBJECTIVES

Training objectives identified by the YMPO Training Officer are as follows:

1. Meet regulatory requirements and DOE goals.
2. Develop and implement a SAT at all organizational levels.
3. Provide, or assist management in establishing, a measurable basis for determining individual training requirements.
4. Ensure effectiveness of training through objective standards of performance measurement.
5. Support management and staff in effectively achieving and maintaining required performance levels.

2.3 TECHNICAL OBJECTIVES

Technical objectives are framed in the applicable regulatory requirements and DOE Orders. Of primary importance are the criteria for preparing personnel for the complexity and hazard potential which may be encountered to meet mission objectives. Technical objectives identified by the YMPO Training Officer are:

1. Establish a controlled structure of SAT training requirements.
2. Establish a baseline of topics and skills categories related to each job function which must be mastered by the individuals assigned to that job. Further, ensure individuals can recognize and avoid hazards associated with each job.
3. Maintain current status of the achievement and maintenance of baselined skills and knowledge by individuals.

4. Assess the effectiveness of training disciplines based on performance feedback.
5. Institute corrective actions and a system for configuration control of approved training materials which provides the flexibility to adapt to changing YMP requirements.

2.4 SCHEDULE OBJECTIVES

The effectiveness of the training function is directly related to the timeliness of the instructional schedule. It is a fundamental goal of the YMPO Training Officer to closely align the YMP curriculum with the YMP milestones established by YMP management. To achieve this end, the following objectives have been identified by the Training Officer:

1. Establish a baseline of training courses offered on a regular basis.
2. Provide assistance to managers and supervisors in identifying specific training needs to accomplish YMP goals.
3. Focus training schedules to ensure personnel are qualified to perform job-related tasks prior to the initiation and execution of the tasks.
4. Develop a curriculum of maintenance and refresher courses to coincide with the performance of job-related tasks.
5. Ensure instructors are qualified and needed training resources are in place to support scheduled YMP work activities.

2.5 COST/BENEFIT OBJECTIVES

The YMP Training Program is designed to produce cost-effective instruction and qualification by integrating training activities with other business processes. Training needs are to be based on the job to be performed, rather than setting forth requirements for general exposure of all YMP personnel to policies, plans, and procedures that may not impact the duties of many. To this end, the following cost/benefit objectives are identified:

1. Minimize costly errors or omissions, use training aspects that are designed not only to familiarize the trainee with specific instructions to perform a job, but also to give the trainee an adequate background in the rationale for doing work in the prescribed manner and the consequences of certain actions.
2. Centralized training facilities and resource pooling are to be used whenever practicable to provide optimum exposure of training courses at least cost for such items as lesson preparation, facilities,

instructor qualification, classroom materials, travel, and other direct expenses associated with training.

3. Use of remote training such as videotaped instruction sessions and other techniques to offset the costs of bringing a large number of trainees requiring specific courses to a central location. An instructor may be made available for remote classes of 12 or more people.
4. In all cases, the instructional methods shall be chosen to provide initial and continuing training suitable to satisfy the regulatory requirements and management objectives with an emphasis on the value-added concept.

2.6 YUCCA MOUNTAIN SITE CHARACTERIZATION PROJECT OFFICE SYSTEMATIC APPROACH TO TRAINING OBJECTIVES

The YMPO Training Officer has directed the Training Manager to meet the following objectives in applying a SAT to YMPO and associated training:

1. Perform systematic evaluation of jobs identified to meet the mission objectives.
2. Derive learning objectives from job analyses that describe the desired performance of training candidates after training.
3. Base design and implementation of training on identified learning objectives.
4. Methodically evaluate trainee mastery of required learning objectives.
5. Assess the effectiveness of the training process and systematically revise the training regimen where inefficient or substandard results are discovered.

3.0 TRAINING DEVELOPMENT RESPONSIBILITIES

3.1 TRAINING OFFICER

The YMPO Training Officer is delegated complete responsibility and authority to conduct orientation, indoctrination, and initial and continuing training for the YMP. The YMPO Training Officer establishes the training policy and requirements for the DOE and all contractors and matrixed support agencies performing work at the YMP. Primary areas of management attention include:

1. Providing direction to the Training Manager for support of YMPO training goals. This direction includes the commitment to a SAT: that is, use of training feedback loops and training needs analysis, and support in the evaluation of participant training programs and training needs.
2. Interfacing with DOE Headquarter's personnel for determination and coordination of training needs.
3. Providing programmatic direction and policy for the YMP training programs.
4. Ensuring that field training support is provided for by the Training Manager.
5. Interfacing with other YMP participants to ensure attainment of YMP training goals.

3.2 TRAINING MANAGER

The Training Manager has been directed by the YMPO Training Officer to apply a SAT to the development and implementation of a training program. This program will comply with all QA, and regulatory requirements, and DOE goals. Under direction from the DOE, the Training Manager:

1. Has overall responsibility and authority for implementation of the training program for YMPO and support personnel (site and field).
2. Has overall responsibility and authority for all administrative duties associated with the YMPO Training Center.
3. Is responsible for interfacing with other managers, as necessary, to ensure compliance with training requirements and implementation of training programs.
4. Is responsible for interfacing with the YMPO Training Officer and providing support with the following:
 - Assessing participant training programs to ensure compliance with regulatory requirements and DOE goals

- Providing training to participants on selected subject matters
- Providing support in the development of video productions for training
- Coordinating participant training, as requested

3.3 YUCCA MOUNTAIN SITE CHARACTERIZATION PROJECT PARTICIPANTS

Each YMP participant is responsible for defining its own training requirements. The TPO for each respective organization has overall accountability for establishing the individual training requirements and a SAT within that organization. Designated participant training managers will interface with the YMPO Training Officer to coordinate applicable implementation of this plan. In some instances, when participants employ one or more subcontractors, responsibility for training of subcontractor personnel remains with the YMP participant TPO. Participants shall provide the Training Officer with documentation of implementation or alternatives, as applicable, of the following activities:

1. Developing training materials.
2. Scheduling training activities.
3. Ensuring acceptable qualification of instructors and training program development staff.
4. Conducting proper delivery of classroom and other methods of training.
5. Evaluating trainee mastery of training assignments.
6. Qualifying and/or certifying trainees successfully completing assigned training modules, as appropriate.
7. Managing and controlling training records in accordance with requirements of the Project Records Management Plan and DOE System 80 Requirements (see Section 6.5).
8. Evaluating the effectiveness of the training development process and attending to corrective actions where necessary.

4.0 OPERATING PRACTICES

4.1 TRAINING CENTER

As directed by the YMPO Training Officer, the YMPO Training Center and Site Office Training Center are operated by the Training Manager. The facilities are used for qualification, orientation, indoctrination, and training of personnel. A staff of instructors, training coordinators, and training records personnel report to the Training Manager to carry out the implementation of the TMP. Facilities include classrooms, films and audio-visual equipment, and access to computer terminals for conducting software application training. The YMPO Training Center also maintains training records generated by the YMPO and Site Office training locations.

4.2 YUCCA MOUNTAIN SITE TRAINING

Training at the Yucca Mountain Site Office is conducted by YMPO Training Center personnel in support of the Site Manager. Site training is designed to meet the unique requirements of YMP personnel whose work is performed on the site. The curriculum is centered around site safety, environmental, security, and radiological considerations, commonly called General Employee Training, and applies to personnel from all YMP organizations. Some Project-wide training is also provided by the Training Center staff at the request of the Site Manager.

4.3 PARTICIPANT TRAINING

Orientation, indoctrination, and training activities are performed by YMP participants at their respective locations, with coordination and guidance by the YMPO Training Officer. The training programs of the participant organizations are to conform to the guidelines of this TMP, following an SAT format. Training for specific work to be performed is the responsibility of the participant TPO. Training content and schedules are managed by the respective training managers or their designees.

4.4 TRAINING RESOURCE POOLING

A major consideration for the conduct of Project-wide training is to optimize the cost effectiveness and efficiency of training activities. All YMP organizations are encouraged to share training resources whenever it is practical to do so. An inventory of available classroom instruction, videotapes, films, and other training materials may be compiled by the YMPO Training Officer to provide an integrated catalog of training assets.

4.5 COORDINATION OF TRAINING MANAGEMENT PLAN ACTIVITIES

The training mission must be compatible with the YMP mission, thus coordination of activities is a key item for implementing the TMP. The YMPO Training Officer will conduct evaluations of scheduled principal training activities using milestones established for the YMP to schedule training deliverables. The training schedule may be used as one of the performance measurement criteria applied by the YMPO Training Officer in assessing the progress of TMP implementation. Other elements of training coordination may include periodic training representative meetings, site visitations, preparation of a newsletter highlighting training activities and accomplishments, and participation in focus groups and councils for Total Quality Management.

5.0 PERFORMANCE MEASUREMENT CRITERIA

5.1 TRAINING ASSESSMENT

The YMPO Training Officer will conduct assessments of each training organization to determine the effectiveness of implementation of this plan. The programs which implement this plan will be assessed based on the applicability of each component in the planned processes to the scope of work performed by the participant. Assessment teams will be determined by the YMPO Training Officer. Assessment teams will be determined by the YMPO Training Officer. Prearranged assessment objectives will be determined between the Training Officer and the cognizant TPO and used as the basis for the Training Assessment Plan (see example plan in Attachment I).

5.2 TRAINING EFFECTIVENESS

The following are some of the general categories which may be used to determine TMP implementation effectiveness:

1. Use of a systematic method for identifying and selecting tasks for initial qualification, and continuing training for individuals to perform their job functions, one which provides flexibility to adapt to changing job conditions.
2. Established learning objectives keyed to job task analyses which focus on skills and knowledge needed to perform each function.
3. Clearly defined goals, objectives, responsibilities, interfaces, and authorities for the training organization.
4. Methods that are in place to conduct regular evaluation of trainee performance after training using appropriate measurement standards and objectives.
5. Techniques that are established to systematically gauge the quality of the training program and make adjustments, as appropriate, where feedback shows improvements may be made.

5.3 TRAINING COMPLIANCE

Compliance with the laws, regulations, and orders governing the YMP ensures that the training program is designed to satisfy concerns that YMP activities are performed with maximum regard for worker and public safety, while ensuring collection and retention of designated data. Key evaluation elements that make up training compliance criteria are the following:

1. Functional task analysis methods are adequate to develop comprehensive and appropriate learning objectives.
2. Identified learning objectives contain actions, conditions, and standards for job performance that relate directly to the regulatory (i.e., Occupational Safety and Health Administration, U.S. Environmental Protection Agency, Mine Safety and Health Administration, etc.) and QA requirements for the job.
3. Training addresses appropriate subject matter, is organized and sequenced in instructional settings appropriate to the functional tasks, and records are produced and maintained for each training activity.
4. A process is in place to provide remedial training if the need is identified.
5. Internal and external evaluations of training performance are systematically performed, and continuing monitoring of staff instructor qualifications is supported by management.

5.4 TRAINING REMEDIAL ACTIONS

Any remedial actions identified during the normal course of training administration, during internal or external evaluations, or assessments of training programs must be documented and corrected in a timely manner. Suggested corrective actions and objective evidence of corrective measures taken will be documented. Remedial actions may take several forms but generally are concerned with the following:

1. Maintenance of current training requirements as the conditions affecting job qualifications on the YMP change.
2. Procedures for adjusting learning objectives as job performance requirements change.
3. Re-evaluation of lesson plans, training materials, and instructional methods based on changing training needs.
4. Requalification training and additional or expanded disciplines to correct for substandard performance trends.
5. Training program enhancement based on instruction critiques and internal and external feedback of training procedures and practices.

6.0 TRAINING DOCUMENTATION

6.1 EMPLOYEE EDUCATION AND EXPERIENCE VERIFICATION RECORDS

Education and experience verification for each individual is the responsibility of each respective organization involved with the YMP. Documentation of this verification is maintained by the appropriate participant organization.

6.2 EMPLOYEE ORIENTATION, INDOCTRINATION, AND TRAINING RECORDS

Each training organization is responsible for generating and maintaining complete records for the training received by each individual. These records may contain sensitive information defined by DOE System 80 of the Privacy Act of 1974 and will be maintained and disclosed as described in Section 6.5 below. Typical training records may include self-study confirmations, classroom attendance rosters, evaluations and evaluation results, certifications, and specialized qualification records. The training organization also maintains records of lesson plans, training materials, procedures, plans, and policies governing the conduct of the Training Development Process. Records resulting from participant training activities are to be protected and processed in accordance with the requirements contained in the YMP Records Management Plan. These records will be submitted to the records system in accordance with DOE System 80, Administrative Procedure 1.18Q, Records Management: Las Vegas Record Source Responsibilities, or submitted in accordance with participant records procedures, as appropriate.

6.3 INSTRUCTOR QUALIFICATION RECORDS

Records for training staff personnel and subject matter experts who conduct formal classroom instruction are to be maintained by each training organization.

6.4 QUALITY ASSURANCE QUALIFICATION RECORDS

Qualification of QA Auditor and Quality Control (QC) Inspector certification is the responsibility of the QA organization. Records of QA Auditor qualification and QC Inspector certification may be maintained by a training organization in the individual employee's training file.

6.5 QUALITY ASSURANCE TRAINING AND QUALIFICATION RECORDS (U.S. DEPARTMENT OF ENERGY SYSTEM 80)

QA records that contain personnel training and qualification information including certification records, shall be collected and managed as a special system of records (DOE System 80 of the Privacy Act of 1974) by the YMPC and each YMP participant's records management system.

DOE System 80 records are generated in accordance with applicable YMPC and participant procedures that include documentation of (1) Indoctrination and Training, (2) Verification of Personnel Qualification/Certification, and Qualification/Certification of Audit Personnel.

DOE System 80 records shall be maintained for review during the performance of audits and surveillances by DOE, and observed by Nuclear Regulatory Commission, affected state and local governments, and other Federal Government agencies.

Access of DOE System 80 records shall be limited to authorized training organization staff, supervisors, records management personnel, and QA audit and surveillance personnel who verify compliance with QA program requirements.

Other requests for access to training files shall be directed by the originator to the Freedom of Information Officer or the Director, Office of Quality Assurance, OCRWM, as appropriate.

YMPC and participant procedures implementing DOE System 80 shall address the specific training and qualification records subject to System 80 requirements and additional instructions on identification, transmittal, maintenance and storage of these records, in addition to access control per System 80 requirements.

6.6 TRAINING ASSESSMENT AND REMEDIAL ACTION DOCUMENTATION

Applicable records of training program assessment findings, recommended corrective actions, and objective evidence of remedial actions taken are to be maintained by the affected training organization.

ATTACHMENT I

EXAMPLE OF A TRAINING ASSESSMENT PLAN

OBJECTIVE:

To assess the overall effectiveness of a Systematic Approach to Training and impact on the qualifications and proficiencies of individuals who perform quality-affecting activities.

AREAS OF ASSESSMENT

I. Personnel Qualification

A. Initial

1. Ensure all department managers establish a matrix of training requirements for their section and review it at least annually.

B. Proficiency Maintenance (Feedback loop)

1. Initial random interview with management to determine impact on performance after training.
2. Evaluate participant's critiques and determine impact on classroom presentation and instructor adequacy.
3. On random basis, evaluate instructor performance.

II. Documentation Requirements

1. Evaluate Lesson Plans to ensure behavioral objectives are stated and satisfactorily met.
2. Ensure Subject Matter Expert concurrence with content presentation.
3. Ensure correctness of documentation by a document review process.
4. Evaluate "Orientation" content to ensure latest information is provided.

III. Management Interface

1. Interface with management as necessary to establish policies conducive to achieving effective and timely training.

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APPENDIX B6

YMP

FIELD OPERATIONS INSTRUCTION (FOI)-3001

YUCCA MOUNTAIN FIELD TRAINING PROGRAM

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**AUTHORITY TO PUBLISH AND DISTRIBUTE
YUCCA MOUNTAIN PROJECT FIELD OPERATING INSTRUCTIONS**

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Yucca Mountain Field Training Program

YMP-FOI No.:

YMP-FOI-3001, Rev.2

Date of Submission:

03/08/93

Initiated By: (Responsible office, contact person and phone number)

Training, Marcia Peters, 4-7754

From: Yucca Mountain Site Office

Signature

Date

Routing:

**Do Not
Concur**

Concur

**Comments
Attached**

1. Manager FOC

Regina McCarthy

✓

✓

Ralph J. Shinn

Regina McCarthy

3-15-93

3-9-93

Remarks:

B6-1

Signature of Approving Officer:

Winifred A. Wilson

Date:

3-17-93

U.S. DEPARTMENT OF ENERGY
FIELD OPERATING INSTRUCTIONS
YUCCA MOUNTAIN SITE CHARACTERIZATION
PROJECT OFFICE

YMP-FOI-3001, REV. 2

3001 YUCCA MOUNTAIN FIELD TRAINING PROGRAM

1. POLICY

A field training program has been established to ensure that all Yucca Mountain Site Characterization Project (YMP) participants (i.e., contractor, subcontractor, observer, and U.S. Department of Energy (DOE) personnel) have been trained to conduct field activities on the YMP-dedicated lands of the Nevada Test Site.

2. OBJECTIVES

Establish a field training program for all YMP participants and provide directions and instructions relating to training of personnel performing field operations and activities at the YMP site.

Document all required field training activities and maintain a training records management system.

3. RESPONSIBILITIES AND AUTHORITIES

a. The YMP Site Manager

Responsible for ensuring that an effective field training program is established, maintained, and continually improved.

b. Training Department Manager

As directed by the YMP Training Officer, appoints and directs field training staff to support the Yucca Mountain Site Office and fulfills all field training needs and requirements as directed by the YMP Site Manager. Reviews and approves the field training program.

(Vertical line denotes change.)

3/1/93

**YUCCA MOUNTAIN SITE CHARACTERIZATION PROJECT - FIELD OPERATING
INSTRUCTIONS (YMP-FOI) YUCCA MOUNTAIN SITE FIELD TRAINING PROGRAM
YMP-FOI-3001, REV. 2**

c. Field Training Staff

- (1) Receive programmatic guidance and direction from the Training Department Manager for developing and implementing the field training program.
- (2) Develop and implement the field training program as requested by the YMP Site Manager.
- (3) Coordinate with YMP participants to ensure that all field training needs and requirements are fulfilled.
- (4) Ensure that General Employee Training (GET), General Employee Radiological Training (GERT), Standard First Aid, and underground access training are conducted and documented, and that records are managed and maintained in accordance with the Yucca Mountain Project Office (YMPO) training program.
- (5) Design, develop, and schedule field training, and distribute field training schedules to all YMP participants.
- (6) Issue unique visual identifiers for coded site badges to all YMP participants who complete initial and refresher GET.
- (7) Notify personnel of GET, GERT, Standard First Aid, and underground access refresher training requirements.
- (8) Maintain training aids and equipment.
- (9) Evaluate training courses and programs as part of a continuous improvement process to address changes in methodology, technology, and regulatory requirements.

d. Technical Project Officers

Responsible for ensuring that all cognizant personnel assigned to field duties complete the mandatory field training program before being

(Vertical line denotes change.)

3/1/93

**YUCCA MOUNTAIN SITE CHARACTERIZATION PROJECT - FIELD OPERATING
INSTRUCTIONS (YMP-FOI) YUCCA MOUNTAIN SITE FIELD TRAINING PROGRAM
YMP-FOI-3001, REV. 2**

scheduled for field activities.

4. PROCEDURES AND CONTROLS

- a. All YMP participants assigned to the field are required to maintain training on the following:
 - (1) General Employee Radiological Training (GERT 1.1).
 - (2) General Employee Training Course (GET 1.2, 1.3, 1.4, and the annual refresher, 1.5).
 - (3) Standard First Aid.
- b. GERT 1.1 and GET shall be required for those individuals who are physically assigned to the field or need unescorted access to perform field work. Individuals who have not completed these courses shall be escorted at all times by a qualified individual.
- c. Escorted visitors shall at least be given a safety briefing by their escort. Some site visitors may be required to attend all or a portion of GET before being authorized to visit field work sites.
- d. All YMP participants assigned to field activities must complete GERT 1.1 and GET. Similar training programs conducted by other organizations cannot be substituted for GET, but may be substituted for GERT 1.1 if the individual presents proper documentation.
- e. Personnel who complete initial GET must successfully complete GERT 1.1 and GET 1.5 to continue field activities.
 - (1) GERT 1.1 recertification, required every two years, can only be completed by passing a written examination after completing self-study; at least 80% of the questions on the test must be answered correctly to pass. Individuals who desire additional review may also re-take the GERT 1.1 class.
 - (a) Supervisors will be notified of employees who fail the

(Vertical line denotes change.)

3/1/93

**YUCCA MOUNTAIN SITE CHARACTERIZATION PROJECT - FIELD OPERATING
INSTRUCTIONS (YMP-FOI) YUCCA MOUNTAIN SITE FIELD TRAINING PROGRAM
YMP-FOI-3001, REV. 2**

examination within three working days; the individual must be scheduled to take the test again within ten working days. Those who do not re-take the test within ten working days or fail the test a second time will be required to re-take the GERT 1.1 class and test.

- (2) GET 1.5, required annually, can only be completed by passing a written examination after completing self-study; at least 70% of the questions on the test must be answered correctly to pass. Individuals who desire additional review may also take the GET 1.5 class.

- (a) Personnel who do not pass the GET 1.5 exam will not be considered qualified to work in the field unescorted until they do pass. Accommodations for re-training these people will be made on a case-by-case basis.
- f. Personnel who become more than six months delinquent on their GET refresher will be removed from active status, and will have to re-take the initial GET course before being restored.
- g. Personnel authorized by the Training Department Manager to proctor the GET 1.5 examination shall receive re-qualification credit.
- h. Individuals who require underground access for work purposes must complete underground worker training. The type of training required, either new miner, experienced miner, or visitor, will be determined by YMP Safety and Health in accordance with 30 CFR Part 48.2(b) and (c).

Documentation of experienced miner status will be completed on the Miner Experience Determination form FOI-3001/1 (Attachment 2).

Personnel must also complete an annual refresher course to maintain this qualification.

- i. Job-specific training is the responsibility of each YMP participant.

(Vertical line denotes change.)

3/1/93

YUCCA MOUNTAIN SITE CHARACTERIZATION PROJECT - FIELD OPERATING
INSTRUCTIONS (YMP-FOD) YUCCA MOUNTAIN SITE FIELD TRAINING PROGRAM
YMP-FOI-3001, REV. 2

- j. Original documentation generated by the field training program shall be maintained by the Training Department for turnover to the Las Vegas Local Records Center.
- k. The foregoing requirements shall also apply to any non-YMP personnel who require frequent YMP site access or who must work at the YMP site unescorted. These personnel must take all required courses. They shall then fill out a copy of the Trainee Information form FOI-3001/2 (Attachment 2) and return it to the YMP Training Center to ensure they are maintained on all necessary tracking systems.

5. Attachments

- 1. Miner Experience Determination form, FOI-3001/1
- 2. Trainee Information form, FOI-3001/2

(Vertical line denotes change.)

3/1/93

Yucca Mountain Site Characterization Project Miner Experience Determination

Name

Organization

The individual named above is determined to be an "experienced miner" by the criteria of 30 CFR Part 48.2(b) or other acceptable training or experience. This individual has met either of the following:

1. ☐ Received approved comprehensive underground miner training within the 12 months immediately preceding their Exploratory Studies Facility work assignment.

Check type of training received:

- ☐ Annual Refresher (MSHA form 5000-23)
- ☐ Newly Employed Experienced Miner (MSHA form 5000-23)
- ☐ Hazard Training (MSHA form 5000-23)
- ☐ New Employed Inexperienced Miner (MSHA form 5000-23)
- ☐ Other (specify): _____
- _____
- _____
- _____

2. ☐ Had at least 12 months of acceptable underground work experience in the 3 years immediately preceding their Exploratory Studies Facility work assignment. (Specify. Additional pages may be attached.)
- _____
- _____
- _____
- _____

Safety Officer

Signature below indicates the individual named above is determined to be an experienced miner.

Name

Signature

Date

**Yucca Mountain Site Characterization Project
Trainee Information**

Date

Name _____

Company _____

Office Phone _____

Site Phone _____

Individual & address to which training materials should be sent:

Name: _____

Phone: _____

Address: _____

APPENDIX B7

YMP
FIELD OPERATIONS INSTRUCTION
(FOI)-4705

YUCCA MOUNTAIN SITE CHARACTERIZATION PROJECT
WORKSITE AND AREA ACCESS, CONTROLS,
AND FACILITY PERMITS

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**AUTHORITY TO PUBLISH AND DISTRIBUTE
YUCCA MOUNTAIN PROJECT FIELD OPERATING INSTRUCTIONS**

Y-AD-108
7/80

YMP-FOI Title:
YMP Work Site and Area Access, Controls and
Facility Permits

YMP-FOI No.: 4705 Rev. 1

Date of Submission:
04/14/93

Initiated By: (Responsible office, contact person and phone number)

Craig A. Matthews, Field Operations Support Department (5-5786)

From: Yucca Mountain Site Office

Signature

Date

Routing:	Do Not Concur	Concur	Comments Attached		
1. Manager FOC		✓		<i>Edith Thurner</i>	4/15/93
2. Operations Officer		✓		<i>Craig A. Matthews</i>	4/14/93

Remarks:

Forwarded for review, approval and or comments.

INFORMATION COPY

Signature of Approving Officer:

Winfred A. Wilson
Winfred A. Wilson, Site Manager

Date:

4-20-93

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U. S. DEPARTMENT OF ENERGY
FIELD OPERATING INSTRUCTIONS
YUCCA MOUNTAIN SITE CHARACTERIZATION
PROJECT OFFICE

4705 YMP WORK SITE AND AREA ACCESS, CONTROLS AND FACILITY PERMITS
REV. 1

1. POLICY

To ensure that adequate controls are established and maintained and proper permits are issued at selected Yucca Mountain Project field work sites and areas for the purpose of protecting various project interest and for meeting specific requirements that are identified by responsible project officials.

2. OBJECTIVE

To establish a system of controls adequate to ensure that protective measures are exercised to meet the requirements identified by project officials to establish and control access to selected work sites and areas. Such control may be required or justified for reasons of security for the protection of property, personnel health and safety, to maintain or assure site technical integrity, to control the usage of temporary structures, and to control and/or protect environmental interests. These controls could involve a combination of all or several of these controls at each site or area.

3. RESPONSIBILITIES AND AUTHORITIES

a. YMP Site Manager (SM)

- (1) Responsible for the implementation of the provisions of this Field Operation Instruction.
- (2) Responsible to ensure clear guidance is provided to project participants and contractors regarding their responsibility in executing the access control system and in particular when multiple participants/contractors will be involved at the same work site or area at the same time.
- (3) Responsible for the approval and issuance of permits for use of temporary structures.

04/13/93

YUCCA MOUNTAIN SITE CHARACTERIZATION PROJECT - FIELD OPERATION
INSTRUCTIONS (YMP-FOI) YMP WORK SITE AND AREA ACCESS, CONTROLS
AND FACILITY PERMITS YMP-FOI-4705 R-1

b. YMPO Safety Staff

Responsible to the Site Manager for oversight and monitoring of work site access and controls to ensure Project Participants and contractors comply with applicable safety and health policies, regulations and procedures.

c. Field Operations Center (FOC) Manager

- (1) Responsible for scheduling and coordinating work site access for all visitors with worksite supervision and visitor control.
- (2) Maintains a point-of-contact listing for all work site/shop supervisors responsible for work site access and controls.
- (3) Maintains a log of all work sites and the controls put in place to control access to these work sites and any special restrictions that may have been placed into effect.
- (4) Reviews all requests for permits of temporary structures in regards to proposed use and placement of the facility.

d. T&MSS Field Safety and Health Office

Responsible for the coordination of field safety and health issue associated with all field activities and work site locations.

e. Project participants/Contractors

- (1) Assure that job site supervisors have been appointed and identified in the Job Package with telephone numbers as to where they can be located.
- (2) Responsible for ensuring that any special instructions/controls for site access have been established and incorporated into the Job Package.

04/13/93

YUCCA MOUNTAIN SITE CHARACTERIZATION PROJECT - FIELD OPERATION
INSTRUCTIONS (YMP-FOI) YMP WORK SITE AND AREA ACCESS, CONTROLS
AND FACILITY PERMITS YMP-FOI-4705 R-1

- (3) All revised access site controls or new instructions after issuance of the Job Package must be reported to the FOC.
- (4) Provide the FOC with a detailed list of personnel authorized to approve access if such a list is required; if not, the FOC will authorize access.
- (5) Provide a completed Facility Use Permit request form to the FOC for review.

4. PROCEDURES AND CONTROLS

- a. Normal access to work areas whether in shop areas or field work sites (drill pads, trenches, construction, mining sites, etc.) are restricted to employees regularly assigned or those having official business. It is the responsibility of site supervision to regulate visitor control (persons not on official business) at all times.
- b. Site/Area Supervisors
 - (1) A work site supervisor is authorized to stop a site operation when in his or her judgment, the presence or action of a person or persons in the area constitutes an imminent hazard to site personnel or property. If operations are stopped, the FOC is to be notified immediate. FOC is to be notified immediate.
 - (2) Work site supervisors are responsible to see that all visitors are properly escorted, briefed on all site hazards and in possession of required PPE such as hard hats, safety glasses and safety shoes.
 - (3) To serve notice that access to all YMP work sites are regulated to all persons not on official business including shops where machinery or controls are in operation, the following sign(s) or one similar should be posted at each work site entrance.

YUCCA MOUNTAIN SITE CHARACTERIZATION PROJECT - FIELD OPERATION
INSTRUCTIONS (YMP-FOI) YMP WORK SITE AND AREA ACCESS, CONTROLS
AND FACILITY PERMITS YMP-FOI-4705 R-1

[Size 12 inches x 24 inches, red letters on white background, Stock Number 1248-0507, Stating: [Restricted Area - Authorized Personnel Only - Apply at Office].

- (4) Some site may be controlled by some type of physical barrier such as fences with gates, barricades, etc. These barriers will have access instructions posted and will normally be controlled by the FOC.

c. Official Business or Escorts

All visitors must, upon arrival to the work site, shall make their presence and purpose known to the proper site supervisor before entry into the work area is made. Official business or irregular site workers working in with request or direction from site supervisors.

d. Site Inspections/Reports

Daily site access inspections and/or reports must be identified in the Job Package. These requirements may be verbal or written. If they are a written requirement, the Job Package must outline instructions as to what organizations/office is to receive these reports and there dispositions, if any, is required.

e. Facility Use Permits for Temporary Structures

All temporary structures are required to have permit approving it for usage. The approval will constitute the use of the temporary structure for a period not to exceed one year. Whenever the structure's use or location needs to change a new permit will have to be obtained.

04/13/93

YUCCA MOUNTAIN SITE CHARACTERIZATION PROJECT - FIELD OPERATION
INSTRUCTIONS (YMP-FOI) YMP WORK SITE AND AREA ACCESS, CONTROLS
AND FACILITY PERMITS YMP-FOI-4705 R-1

5. DEFINITIONS

- a. Field work sites - any YMP work area site or building where special access and controls are necessary for the protection of property, technical integrity of experiments, and where safety and health of assigned personnel, visitors and the public may be a stake.

These work sites include, but are not limited to, the following: drilling sites, trenching/excavation sites, mining, construction, SMF area, sub-dock area, warehouses and machine shops.

- b. Participants/contractors - all organizations that are authorized by the YMP.

- c. Temporary Structure - all trailers, mobile homes, semi-trailer vans, portable buildings, and other relocatable structures or structure segments. These are normally complete modular units with walls, roofs, ceilings, and

floors, and usually include installed utilities. This definition does not include plastic or fabric units such as tents or air supported structures, or prefabricated buildings that are designed to be permanently located (not portable) as a "Butler" or "Strand Steel" building.

6. REFERENCES

DOE/EV-0043 - Standard on Fire Protection for Portable Structures
AP-5.21Q - Field Work Activation
YMP-FOI-3001 - YMP Field Training Program
YMP-FOI-5401 - Field Safety and Health Program and Coordination
YMP-FOI-5601 - YMP Personnel and Visitors Control Procedures

04/13/93

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APPENDIX C

AUDIT SCHEDULES

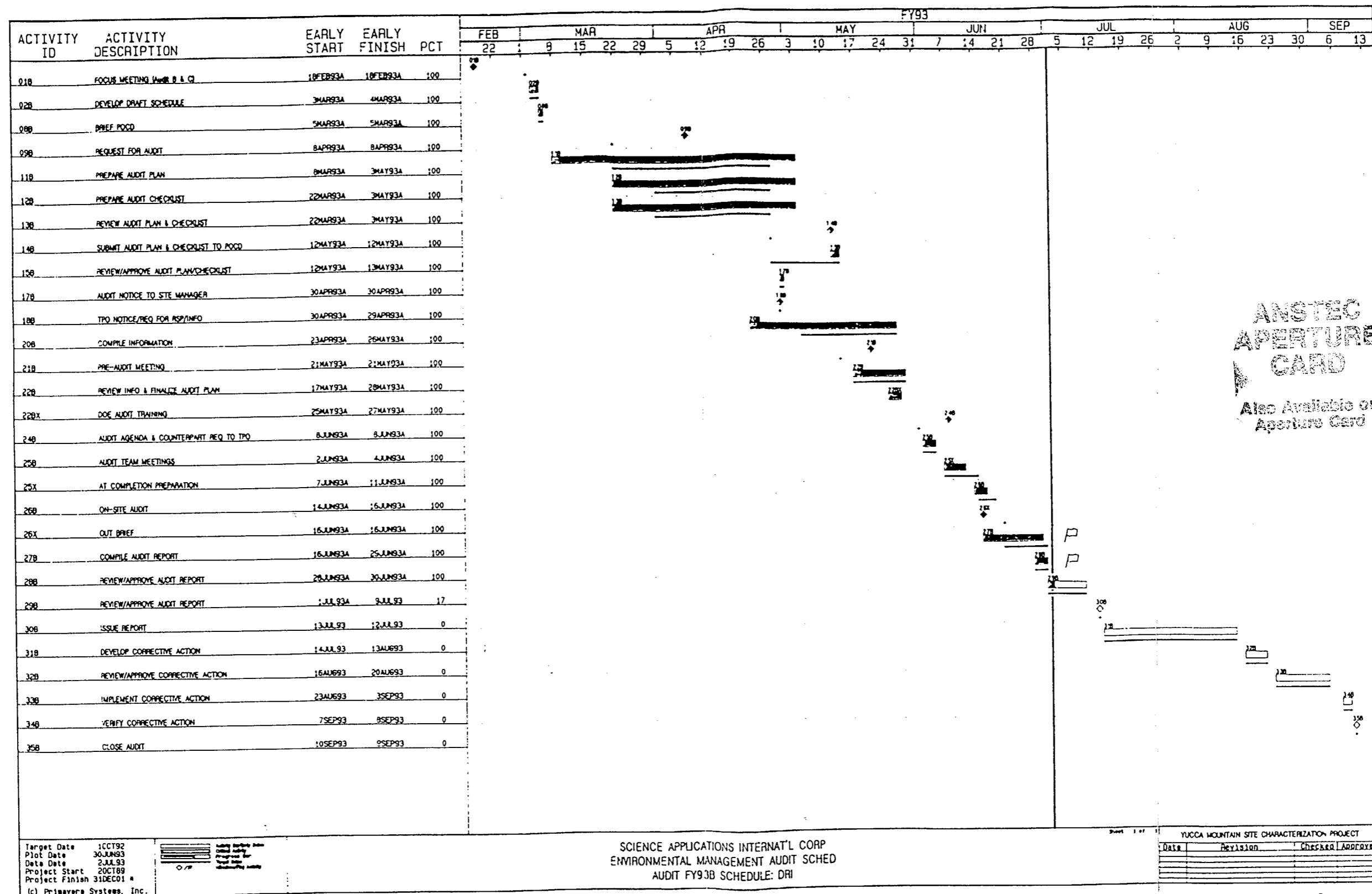
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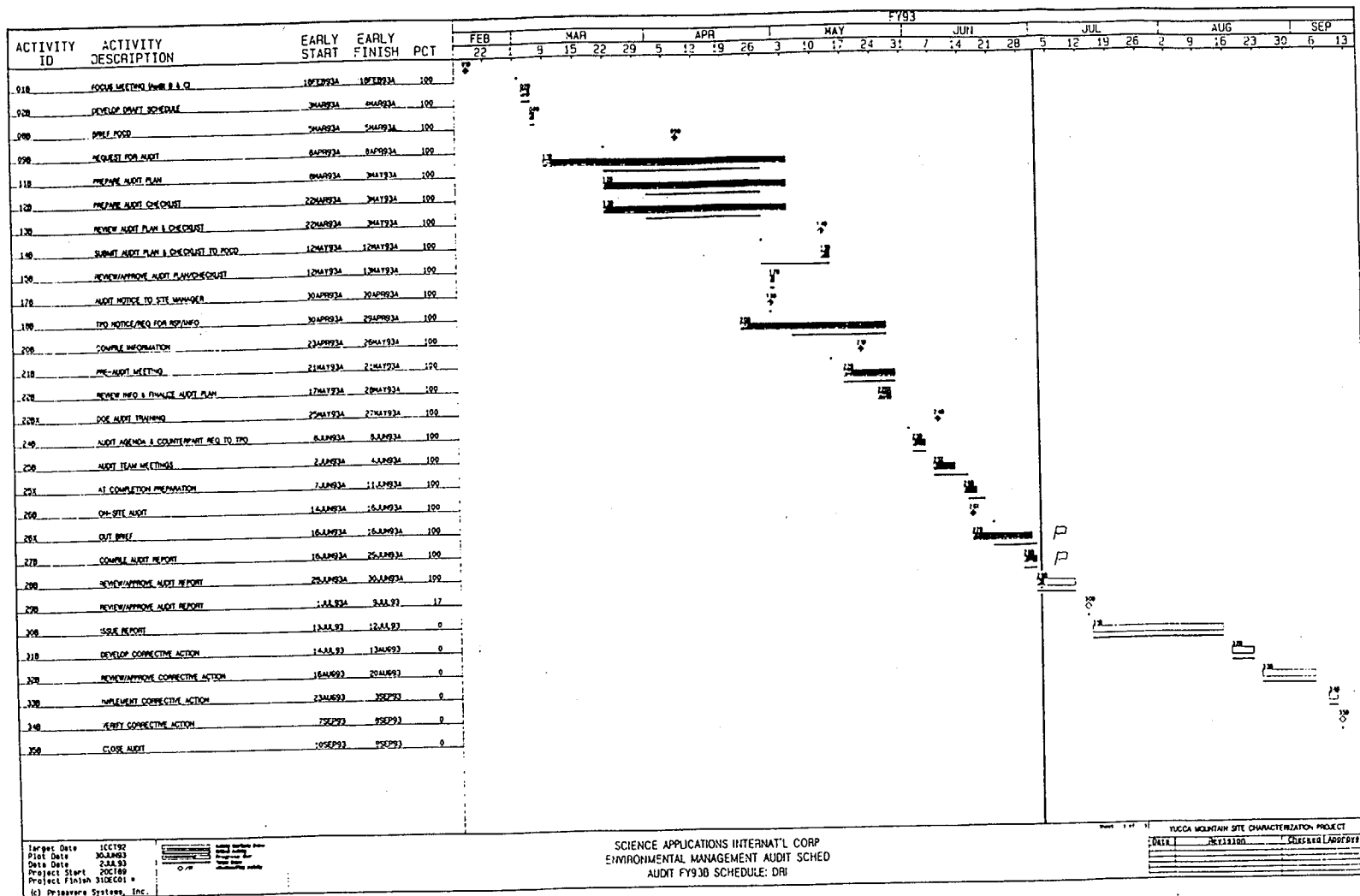
APPENDIX C1
SCHEDULE FOR
ENVIRONMENTAL MANAGEMENT AUDIT FY93B

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APPENDIX C2

DAILY SCHEDULE - AUDIT PHASE

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ENVIRONMENTAL MANAGEMENT AUDIT (AUDIT FY93B)
OF
THE DESERT RESEARCH INSTITUTE (DRI)
YUCCA MOUNTAIN SITE CHARACTERIZATION ACTIVITIES

GENERAL AUDIT AGENDA
(See attachment for details)

Day 1--Monday 6/14/93 am

- Audit Team in-brief with DRI personnel.
- Interview DRI counterparts and other environmental/key personnel as required.
- Review records, environmental program documents, data bases as required.

Day 1--Monday 6/14/93 pm

- Document activities.
- Develop findings.
- Audit Team caucus meeting.
- Debrief Day 1 with DRI
- Adjust Day 2 agenda if necessary.

1190 1217

AUDIT FY93B AGENDA
MONDAY, JUNE 14, 1993
 (DR=Document Review)

C2-2

8:00	Inbrief				
	Interviews				
8:30	<u>Kalia</u>	<u>Blakely</u>	<u>Thompson</u>	<u>Jensen</u>	<u>Springer</u>
9:00	DR	Rhode	Cullison	Chin	Buck
9:30	Buck	Chin	DR	Cullison	Rhode
10:00					
10:30	Cullison	Buck	Rhode	DR	Chin
11:00					
11:30	Lunch				
12:00					
12:30	<u>Kalia</u>	<u>Blakely</u>	<u>Thompson</u>	<u>Jensen</u>	<u>Springer</u>
1:00		Document Activities - Develop Findings			
1:30					
2:00					
2:30					
3:00	Audit Team Caucus				
3:30					
4:00	Day 1 Debrief				
4:30					

ENVIRONMENTAL MANAGEMENT AUDIT (AUDIT FY93B)
OF
THE DESERT RESEARCH INSTITUTE (DRI)
YUCCA MOUNTAIN SITE CHARACTERIZATION ACTIVITIES

GENERAL AUDIT AGENDA
(See attachment for details)

Day 2--Tuesday 6/15/93 am

- Audit Team travel to YMP project site.
- Observe data recovery site operations.
- Interview DRI counterparts and other environmental/key personnel as required.
- Review records, environmental program documents, data bases as required.

Day 2--Tuesday 6/15/93 pm

- Audit Team return to B of A Center.
- Document activities.
- Develop findings.
- Audit Team caucus meeting.
- Debrief Day 2 with DRI (Telephonic)
- Adjust Day 3 agenda (if necessary).

01190 1700

AUDIT FY93B AGENDA
Tuesday, JUNE 15, 1993
 (DR=Document Review)

6:00	Audit Team Travel to Site				
8:00	<u>Kalia</u>	<u>Blakely</u>	<u>Thompson</u>	<u>Jensen*</u>	<u>Springer</u>
8:30	Travel to Alice Hill Data Recovery Site				
9:00	Discuss/Observe DRI Field Program				
9:30					
10:00	Travel to YMP Site Field Operations Center (FOC)				
10:30	<u>Interviews</u>				
11:00	<u>Chin</u>	<u>DR</u>	<u>DR</u>	<u>Buck</u>	<u>Varley</u>
11:30	<u>DR</u>	<u>Varley</u>	<u>Chin</u>	<u>Rhode</u>	<u>DR</u>
12:00	Audit Team Return to BofA Center				
2:00	<u>Kalia</u>	<u>Blakely</u>	<u>Thompson</u>	<u>Jensen*</u>	<u>Springer</u>
2:30	Document Activities - Develop Findings				
3:00					
3:30					
4:00	Audit Team Caucus				
4:30	Day 2 Debrief (Telephonic)				
	(* Requires "Q"-cleared escort)				

C2-4

ENVIRONMENTAL MANAGEMENT AUDIT (AUDIT FY93B)
OF
THE DESERT RESEARCH INSTITUTE (DRI)
YUCCA MOUNTAIN SITE CHARACTERIZATION ACTIVITIES

GENERAL AUDIT AGENDA
(See attachment for details)

Day 3--Wednesday 6/16/93 am

- Interview DRI counterparts and other environmental/key personnel as required.
- Review records, environmental program documents, data bases as required.

Day 3--Wednesday 6/16/93 pm

- Document activities.
- Develop findings.
- Audit Team caucus meeting.
- Debrief Day 3 with DRI.
- Adjust Day 4 agenda (if necessary).

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AUDIT FY93B AGENDA
Wednesday, JUNE 16, 1993
 (DR=Document Review)

CG-6

	Interviews				
8:00	<u>Kalia</u>	<u>Blakely</u>	<u>Thompson</u>	<u>Jensen</u>	<u>Springer</u>
8:30	DR	Cullison	Buck	DR	DR
9:00	Rhode	DR	DR	DR	Cullison
9:30					
10:00	DR				DR
10:30					
11:00					
11:30	Lunch				
12:00					
12:30	<u>Kalia</u>	<u>Blakely</u>	<u>Thompson</u>	<u>Jensen</u>	<u>Springer</u>
1:00		Document Activities - Develop Findings			
1:30					
2:00					
2:30					
3:00	Audit Team Caucus				
3:30					
4:00	Day 3 Debrief				
4:30					

ENVIRONMENTAL MANAGEMENT AUDIT (AUDIT FY93B)
OF
THE DESERT RESEARCH INSTITUTE (DRI)
YUCCA MOUNTAIN SITE CHARACTERIZATION ACTIVITIES

GENERAL AUDIT AGENDA
(See attachment for details)

Day 4--Thursday 6/17/93 am

- Conclude audit activities as required.
- Audit Team Caucus

Day 4--Thursday 6/17/93 pm

- Document activities.
- Develop findings.
- Begin writing audit report.
- Debrief Day 4 with DRI (if required).

AUDIT FY93B AGENDA
Thursday, JUNE 17, 1993

8:00	<u>Kalia</u>				
8:30		<u>Blakely</u>	<u>Thompson</u>	<u>Jensen</u>	<u>Springer</u>
9:00		Conclude audit activities as required			
9:30					
10:00					
10:30	Audit Team caucus				
11:00					
11:30	Lunch				
12:00					
12:30	<u>Kalia</u>	<u>Blakely</u>	<u>Thompson</u>	<u>Jensen</u>	<u>Springer</u>
1:00	Document Activities; Develop Findings; Begin Report Writing				
1:30					
2:00					
2:30					
3:00					
3:30					
4:00	Day 4 Debrief (if required)				
4:30					

C2-8

ENVIRONMENTAL MANAGEMENT AUDIT (AUDIT FY93B)
OF
THE DESERT RESEARCH INSTITUTE (DRI)
YUCCA MOUNTAIN SITE CHARACTERIZATION ACTIVITIES

GENERAL AUDIT AGENDA
(See attachment for details)

Day 5--Friday 6/18/93 am

- Audit Team caucus.
- Finalize findings.
- Write audit report.

Day 5--Friday 6/18/93 pm

- Finalize findings.
- Write audit report.

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AUDIT FY93B AGENDA
Friday, JUNE 18, 1993

7:30	Audit Team Caucus				
8:00	<u>Kalia</u>	<u>Blakely</u>	<u>Thompson</u>	<u>Jensen</u>	<u>Springer</u>
8:30	Finalize Findings; Write Audit Report				
9:00					
9:30					
10:00					
10:30					
11:00					
11:30	Lunch				
12:00					
12:30	<u>Kalia</u>	<u>Blakely</u>	<u>Thompson</u>	<u>Jensen</u>	<u>Springer</u>
1:00	Finalize Findings; Write Audit Report				
1:30					
2:00					
2:30					
3:00					
3:30					
4:00					
4:30					

C2-10

APPENDIX D

AUDIT TEAM
BIOGRAPHICAL SKETCHES

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AUDIT TEAM BIOGRAPHICAL SKETCHES

The Audit Team (AT) for the Desert Research Institute Environmental Management Audit FY93B was comprised of personnel from The Technical and Management Support Services Environmental Compliance and Permitting Department. The names of the AT members and their primary areas of responsibility are listed below. This listing includes the years of experience and a brief biographical sketch of each team member.

NAME: Sid Dodd
B.S., Economics
M.S., Management

AUDIT RESPONSIBILITY: Audit Team Leader

YEARS OF EXPERIENCE: 33

BIOGRAPHICAL SKETCH: Mr. Dodd has broad, hands-on experience in the management of multi-discipline organizations and projects. At SAIC he has both management and technical analyses experience in preparing environmental report documents. Colonel Dodd's USAF command experience included responsibility for environmental compliance and protection. He is conversant with the body of environmental regulations as they apply to federal facilities.

NAME: Greg Fasano
B.S., Geology
M.B.A., Business Administration

AUDIT RESPONSIBILITY: Technical Coordinator

YEARS OF EXPERIENCE: 11

BIOGRAPHICAL SKETCH: Mr. Fasano is a specialist in the assessment of hazards and impacts to proposed projects and the natural environment. He has a working knowledge of state and federal environmental compliance processes and has applied this knowledge in support of environmental compliance planning efforts. He has prepared and managed portions of various types of environmental documents and has experience in technical interface coordinations between geological and environmental sciences with resultant applications in the areas of site characterization/suitability.

NAME: Bob Blakely
B.S., Aviation Management

AUDIT RESPONSIBILITY: Environmental Management Performance Objectives and Criteria

YEARS OF EXPERIENCE: 32

BIOGRAPHICAL SKETCH: Mr. Blakely has extensive experience in facilities planning, environmental studies, and noise and land use compatibility analyses. He has served as Principal Investigator or Task Manager for numerous environmental impact studies prepared under the guidelines of the National Environmental Policy Act. He is currently an environmental permitting and compliance specialist responsible for initiating and processing applications for the permits to construct and the operating permits required for the YMP Exploratory Studies Facility and surface-based testing activities. He also serves on environmental audit teams to assess environmental management programs relative to environmental procedures, regulations and standards.

NAME: Asha Kalia
B.A., Anthropology
M.A., Ancient Indian Art and History
Ph.D., Ancient Indian Art and History

AUDIT RESPONSIBILITY: Resolutions of Environment, Safety and Health Concerns

YEARS OF EXPERIENCE: 17

BIOGRAPHICAL SKETCH: Dr. Kalia, through association with several firms and universities, is experienced across a broad spectrum of environmental activities and issues. She has been involved with the environmental aspects of high level radioactive waste management, development and evaluation of mitigation for mining and drilling operations, and has reviewed and finalized several archaeological mitigation reports for agencies such as the U.S. Army Corps of Engineers, National Park Service, and Bureau of Land Management. She has participated in field archeological surveys and excavations, is a certified lead auditor, and has participated in quality assurance audits and surveillances. Dr. Kalia has published a book on Ancient Indian History.

NAME:

Bob Thompson
B.S., Mathematics
M.A., Human Resources Management

AUDIT RESPONSIBILITY:

Occurrence Reporting and Processing of Operations Information

YEARS OF EXPERIENCE:

24

BIOGRAPHICAL SKETCH:

Mr. Thompson has prepared technical analyses for over 30 Environmental Impact Statements, Environmental Assessments, and other special studies for the Departments of Defense (DOD) and Energy (DOE) and other federal agencies. He has conducted over 200 site assessments (environmental audits) under the U.S. Army Environmental Compliance Assessment System (ECAS) program. ECAS activities included records review, interviews, site inspections, and development of recommendations to bring facilities into compliance with statutory requirements. Assessment protocol areas have included the CAA, CWA, SDWA, RCRA, CERCLA/SARA, TSCA, FIFRA, NEPA, cultural and historical resources, and others.

NAME:

Kathryn Jensen
B.A., Chemistry

AUDIT RESPONSIBILITY:

Environmental Safety and Health Protection Program of U.S. Department of Energy Operations

YEARS OF EXPERIENCE:

2

BIOGRAPHICAL SKETCH:

Ms. Jensen is an Environmental Scientist for Technical and Management Support Services for the YMP. She assists in the hazardous materials and waste management programs and conducts reviews of Requests for Authorization to use regulated materials. She participates in the YMP Project and Operations Control Division-directed environmental audit program conducted by the T&MSS Environmental Compliance and Permitting Department. She identifies environmental data requirements for the YMP through review, analysis, and interpretation of federal, state, and local environmental regulations.

NAME:

Debra Springer
Coursework, Sheridan Junior college

AUDIT RESPONSIBILITY:

Environmental Training Program

YEARS OF EXPERIENCE:

15

BIOGRAPHICAL SKETCH:

Ms. Springer is responsible for maintaining and researching for completeness all preactivity survey files for both the Yucca Mountain Site Characterization Project Office and for the Technical and Management Support Services (T&MSS) Environmental Compliance and Permitting Department (ECPD). She also monitors trainings records and requirements for the ECPD. Prior to her assignment to the ECPD, she was on the T&MSS Training Department staff where her duties involved reviews of personnel training files for completeness and for compliance with project training requirements. In addition to serving as a member of environmental compliance audit teams, she regularly participates in environmental surveillances of YMP field work.

APPENDIX E

LIST OF AUDIT TEAM
CONTACTS AND INTERVIEWS

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LIST OF AUDIT CONTACTS/INTERVIEWS

AUDITOR	CONTACT/ INTERVIEWEE	POSITION	ORGANIZATION	NUMBER OF CONTACTS/ INTERVIEWS
<u>S. Dodd</u>	Dr. David Rhode	Project Manager	DRI	5
	Dr. Paul Buck	Project Director	DRI	4
	Dr. Dennis Chin	ES&H Officer	DRI	4
	Russ Cullison	Security Officer	DRI	1
<u>G. Fasano</u>	Dr. David Rhode	Project Manager	DRI	4
	Dr. Paul Buck	Project Director	DRI	2
	Russ Cullison	Security Officer	DRI	1
	Dr. Dennis Chin	ES&H Officer	DRI	1
<u>B. Blakely</u>	Dr. David Rhode	Project Manager	DRI	1
	Dr. Dennis Chin	ES&H Officer	DRI	1
	Dr. Paul Buck	Project Director	DRI	1
	Kerry Varley	Field Supervisor	DRI	1
	Russ Cullison	Security Officer	DRI	1
<u>A. Kalia</u>	Dr. Paul Buck	Project Director	DRI	1
	Russ Cullison	Security Officer	DRI	1
	Dr. Dennis Chin	ES&H Officer	DRI	1
	Dr. David Rhode	Project Manager	DRI	1

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LIST OF AUDIT CONTACTS/INTERVIEWS

AUDITOR	CONTACT/ INTERVIEWEE	POSITION	ORGANIZATION	NUMBER OF CONTACTS/ INTERVIEWS
<u>B. Thompson</u>	Russ Cullison	Security Officer	DRI	1
	Dr. David Rhode	Project Manager	DRI	1
	G. Haynes	Field Supervisor	DRI	1
	Dr. Dennis Chin	ES&H Officer	DRI	1
	Dr. Paul Buck	Project Director	DRI	1
<u>K. Jensen</u>	Dr. Dennis Chin	ES&H Officer	DRI	1
	Russ Cullison	Security Officer	DRI	2
	Dr. Paul Buck	Project Director	DRI	2
	Dr. David Rhode	Project Manager	DRI	1
<u>D. Springer</u>	Theresa Robotham	T&MSS GET Coordinator	T&MSS/SAIC	2
	Dr. David Rhode	Project Manager	DRI	2
	Sandy Lloyd	T&MSS Field Training Assistant	T&MSS/SAIC	2
	Gary Mansur	Division Manager, T&MSS Field Training & Administration	T&MSS/SAIC	1
	Dr. Paul Buck	Project Director	DRI	1
	Dr. Dennis Chin	ES&H Officer	DRI	1
	Kerry Varley	Field Supervisor	DRI	1
	Russ Cullison	Security Officer	DRI	1

APPENDIX F

LIST OF DOCUMENTS REVIEWED BY THE
AUDIT TEAM

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LIST OF DOCUMENTS REVIEWED BY AUDIT TEAM

Auditor	Document Title/Description	Author/ Organization/Recipient	Document Date
<u>Sid Dodd</u>	Environmental Auditing Vol I	DOE	01/93
	Environmental Auditing Vol II	DOE	01/93
	Performance Objectives and Criteria for DOE Environmental Audits, DOE/EH-0229	DOE	---
	AP-5.46, Environmental Compliance Auditing and Surveillance of Yucca Mountain Site Characterization Project Activities	YMP	08/14/92
	AP-2.9, Occurrence Reporting and Processing of Operations Information	YMP	12/26/90
	AP-6.18, Resolutions of Environment, Safety and Health Concerns	YMP	08/91
	AP-5.43, Environmental Safety and Health Protection Program for U.S. Department of Energy Operations	YMP	09/92
	DOE 5480.19, Conduct of Operations Requirements for DOE Facilities	DOE	07/90
	DOE 54(X).1, General Environmental Protection Program	DOE	11/88
	DOE 55(X).2A, Emergency Notification, Reporting, and Response Levels	DOE	04/13/80
	DOE/NV 55(X).3, Emergency Preparedness Program and Notification Systems	DOE	03/89
	Training Management Plan	YMP	07/92
	YMP Environmental Management Plan	YMP	03/93

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LIST OF DOCUMENTS REVIEWED BY AUDIT TEAM

Auditor	Document Title/Description	Author/ Organization/Recipient	Document Date
<u>Sid Dodd</u> (continued)	Federal Environmental Inspection Handbook	DOE	10/91
	T&MSS Environmental Safety and Health Plan	T&MSS	08/92
	Environmental Audit Manual, Vol I (DOE/EH-0125)	DOE	01/90
	Environmental Audit Manual, Vol II (DOE/EH-0125)	DOE	01/90
	Environmental Audit Manual, Vol III (DOE/EH-0125)	DOE	01/90
	DOE Environmental Audit Program Guidance (DOE/EH-0232)	DOE	01/92
	YMP-FOI-3001, Yucca Mountain Field Training Program	YMP	07/91
	YMP Regulatory Compliance Plan	DOE	09/90
	DRI YMP Archaeological Studies Program Organizational Chart	DRI	04/93
	DRI YMP Archaeological Studies Program Areas of Disturbance Due to Data Recovery Projects 1991-93	DRI	---
	DRI Archaeology Staff Roster for DOE/YMP	DRI	---
	Organization Chart, DOE/NV Environmental Research Programs, Contract #DE-AC08-90NV10845, DRI	DRI	04/93
	Occurrence Reporting and Processing System (ORPS) for Facility Managers	DODD	---
	WI-ARCH-01, Archaeological Survey	T&MSS	03/30/92
	WI-ARCH-02, Recording Archaeological Sites	T&MSS	03/30/92
	WI-ARCH-03, Surface Artifact Collection	T&MSS	03/30/92

LIST OF DOCUMENTS REVIEWED BY AUDIT TEAM

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LIST OF DOCUMENTS REVIEWED BY AUDIT TEAM

Auditor	Document Title/Description	Author/ Organization/Recipient	Document Date
<u>Sid Dodd</u> (continued)	DRI Newsletter	DRI	1st Qtr 93
	DRI Quaternary Sciences Center Brochure	DRI	---
<u>Greg Fasano</u>	DRI Contract with DOE/NV and Technical Directive: DRI-93-002	DRI/DOE Nevada Operations	03/18/93
	DRI Work Instructions: WI-ARCH-01 through-08	DRI/DOE-YMP/SAIC-T&MSS	03-30-92
<u>Bob Blakely</u>	Performance Objectives and Criteria for Conducting DOE Environmental Audits	DOE	---
	Environmental Auditing Supplemental Information	DOE-HQ, Office of Environmental Audit	04/93
	Environmental Auditing Student Text	DOE-HQ, Office of Environmental Audit	05/93
	DOE Environmental Audit Program Guidance	DOE, Office of Environmental	01/92
	Environmental Management Audit Log Book, Audit 63B	T&MSS Environmental Compliance and Permitting Department	---
	General Environmental Protection Program	DOE	11/09/88
	DRI Contract Stipulations - Environmental	YMPO	Various
	Environmental Compliance Auditing and Surveillance of Yucca Mountain Site Characterization Project Activities	YMPO	08/14/92
	Environmental Health and Safety Statement	University & Community College System of Nevada	---
	Memorandum - Occurrence Reporting Plan & Processing Procedures	Russ Cullison/DRI/Distribution	06/01/93

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LIST OF DOCUMENTS REVIEWED BY AUDIT TEAM

Auditor	Document Title/Description	Author/ Organization/Recipient	Document Date
<u>Bob Blakely</u> (continued)	DRI Safety and Health Plan for the Yucca Mountain Project	DRI	---
	Occurrence Reporting Plan and Processing Procedures	DRI, University and Community College System of Nevada	02/23/93
	Organization Chart	DRI	---
	Areas of Disturbance Due to Data Recovery Projects, FY 1991-1993	DRI	---
	Archaeological Survey	DRI/T&MSS	03/30/92
	Recording Archaeological Sites	DRI/T&MSS	03/30/92
	Surface Artifact Collection	DRI/T&MSS	03/30/92
	Excavation	DRI/T&MSS	03/30/92
	Archaeological Monitoring	DRI/T&MSS	03/12/93
	Archaeological Records Management	DRI/T&MSS	03/12/93
	Laboratory Analysis	DRI/T&MSS	03/12/93
	Artifact Collections Management	DRI/T&MSS	03/12/93
<u>Asha Kalia</u>	Environmental Auditing Vol I	DOE	04/93
	Environmental Auditing Vol. II	DOE	05/93
	Performance Objectives & Criteria for Conducting DOE Env. Audits	DOE	---
	DOE Environmental Audit Program Guidance (DOE/EH-0232)	DOE	01/92

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LIST OF DOCUMENTS REVIEWED BY AUDIT TEAM

Auditor	Document Title/Description	Author/ Organization/Recipient	Document Date
<u>Asha Kalia (continued)</u>	Environmental, Safety and Health Plan, SAIC	YMP, DOI SAIC, T&MS	06/92
	YMP Environmental Management Plan	YMP	03/93
	AP-2.9, Occurrence Reporting and Processing Operation	YMP	12/26/90
	AP-6.18, Resolutions of Environmental, Safety and Health concerns	YMP	08/06/91
	DOE 5482.1A, Occupational Safety and Health for DOE Contract Employees at Government Contractor operated facilities	DOE, Washington DC	06/22/83
<u>Bob Thompson</u>	Occurrence Reporting Plan and Processing Procedures	DRI	02/93
	Organizational Chart, DOE/NV Environmental Programs	DRI	05/93
	DOE YMP Archaeological Staff Listing	DRI	05/93
	Organizational Chart, YMP Archaeological Staff Program	DRI	05/93
	DRI Memo - Occurrence Reporting Plan and Processing Procedures	DRI	06/01/93
	Letter - ORPS/Access for Desert Research Institute	REECo to DRI	02/23/93
	Letter - List of DOE NVO Facility ORPS	DOE	06/02/93
	Request to Register User - ID at IN	EG&G	02/04/93
	Security Program - Advisory 6/93	DRI	03/12/93

LIST OF DOCUMENTS REVIEWED BY AUDIT TEAM

Auditor	Document Title/Description	Author/ Organization/Recipient	Document Date
<u>Bob Thompson</u> (continued)	Memo - Annual Unclassified Security and Safety Briefing	DRI	10/05/92
	Memo - Required Security Briefing for 1991	DRI	03/20/91
	Agenda for DRI Security Briefing	DRI	1992
	ORPS for Facility Managers	Unidentified	Undated
	DRI Safety and Health Plan for the YMP	DRI	04/92
	AP-2.9 Occurrence Reporting	YMP Office	07/12/91
	DOE Order 5000.3 Unusual Occurrence Reporting System	DOE	11/07/84
<u>Kathy Jensen</u>	Audit Plan for the Environmental Management Audit of DRI at YMP	SAIC	06/93
	Environmental Regulatory Compliance Audit Program Section 4.4 Extract	---	---
	AP-5.46, Environmental Compliance Auditing and Surveillance of YMP Activities	YMPO	08/14/92
	Environmental Management Audit Checklist for Administrative Procedure 5.43 for Dennis Chin	SAIC	06/10/93
	Environmental Management Audit Checklist for Administrative Procedure 5.43 for Russ Cullison	SAIC	06/10/93
	Environmental Management Audit Checklist for Administrative Procedure 5.43 for Paul Buck	SAIC	06/10/93
	Environmental Management Audit Checklist for Administrative Procedure 5.43 for David Rhode	SAIC	06/10/93

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LIST OF DOCUMENTS REVIEWED BY AUDIT TEAM

Auditor	Document Title/Description	Author/ Organization/Recipient	Document Date
<u>Kathy Jensen</u> (continued)	AP-5.43 Environmental Safety and Health Protection Program for U.S. Department of Energy Operations	YMPO	09/22/92
	AP-5.7 Safety and Health Compliance Inspection	YMPO	03/13/91
	AP-5.38, Environmental Safety and Health Appraisal	YMPO	11/16/92
	YMP Safety and Health Plan	YMPO	June 1992
	YMP Environmental Management Plan	YMPO	March 1993
	YMP Environmental Field Activity Plan for Archaeological Resources	DRI	08/92
	Annual Report for the Programmatic Agreement on Historic Preservation	DRI	12/92
	Programmatic Agreement between the U.S. DOE and the Advisory County on Historic Preservation	DRI	12/88
	DRI Occurrence Reporting Plan and Processing Procedures	DRI	1993
	Occurrence Reporting Plan and Processing Procedures Memo: From Russ Cullison to Distribution	DRI/Russ Cullison	
	Letter from Winfred A. Wilson to Dennis L. Chin: Safety and Health Plan	YMP/W. Wilson	04/22/92
	DOE/DRI Technical Directive DRI-93-002	YMPO	12/18/92
	Attachment A: Statement of Work	YMPO	---
	Pamphlet: Tortoise Conservation	DOE/NVO	---
	Pamphlet: Radiation - A Fact of Life	American Nuclear Society	03/89

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LIST OF DOCUMENTS REVIEWED BY AUDIT TEAM

Auditor	Document Title/Description	Author/ Organization/Recipient	Document Date
<u>Kathy Jensen</u> (continued)	Memorandum: From Russ Cullison to Roger Jacobsen Radiation Safety Training	Russ Cullison	11/03/92
	Security Program Advisories	Russ Cullison	01/11/93, 02/08/93, 03/12/92, 03/29/93
	DRI Field Trip Evaluation Sheet	Paul Buck/DRI	05/20/93
	DRI Safety and Health Plan for the YMP	DRI	---
	OCRWM ES&H Self-Assessment Questionnaire	OCRWM - completed by DRI	10/19/92
	DRI Quaternary Sciences Center General Information	DRI	03/93
<u>Debby Springer</u>	Environmental Requirements Training Program (GET 1.3)	T&MSS/YMP Training Department	09/91
	General Employee Training (GET 1.4) Safety and Health Indoctrination Handbook	T&MSS/YMP Training Department	N/A
	YMP-FOI-3001, Rev. 2, Yucca Mountain Field Training Program	YMP	03/17/93
	YMP-FOI-4705, Rev. 1, YMP Work Site and Area Access, Controls and Facility Permits	YMP	04/20/93
	General Employee Training 1.5 Update	Computer Generated List from T&MSS/YMP Training Department	06/01/93
	General Employee Radiological Training Update	Computer Generated List from T&MSS/YMP Training Department	06/02/93

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LIST OF DOCUMENTS REVIEWED BY AUDIT TEAM

Auditor	Document Title/Description	Author/ Organization/Recipient	Document Date
<u>Debby Springer</u> (continued)	First Aid Training Completion Status Report (LTR #: RAM:S11:L93-066)	Regina A. McCarthy to Distribution	05/07/93
	First Aid Information (E-Mail)	(E-Mail) Sandy Lloyd/T&MSS Training Department	06/10/93
	Standard First Aid Training (E-Mail)	(E-Mail) Springer to G. Mansur/T&MSS Training Department	06/10/93
	Read Receipt for ETR-009 (E-Mail)	(E-Mail) G. Mansur/T&MSS Training Department	06/10/93
	First Aid List (E-Mail)	E-Mail) Sandy Lloyd/T&MSS Training Department	06/10/93
	YMP 191-27, Rev. 0. Training Management Plan (YMP)	YMP	07/92
	DRI YMP Archaeological Studies Program	DRI	N/A
	DRI Organization Chart	DRI	04/93
	DRI YMP Archaeological Studies Program	DRI	05/93
	DOE YMP Archaeological Staff	DRI	N/A
	Record of Safety & Security Training; Ltr: From Cullison to REECo	DRI	04/05/93
	Education and Training Reports; Ltr from Cullison to M. Serra (REECo)	DRI	06/10/93
	Security Program Advisory: 6-93	DRI	06/93
	Security Program Advisory: 5-93	DRI	05/93

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LIST OF DOCUMENTS REVIEWED BY AUDIT TEAM

Auditor	Document Title/Description	Author/ Organization/Recipient	Document Date
<u>Debby Springer</u> (continued)	Security Program Advisory: 3-93	DRI	03/93
	Security Program Advisory: 2-93	DRI	02/93
	DOE Annual Unclassified Security and Safety Briefing	B. Finley to Dist.	11/03/92
	DRI Security Briefing 1992	DRI	1992
	Required Security Briefing for 1991	B. Salmon to Dist.	03/20/91
	Annual Unclassified Security & Safety briefing	R. Cullison to all DRI Employees	10/05/92
	Radiation Safety Training	R. Cullison to R. Jacobson	11/03/92
	Paul E. Buck, Environmental Management Audit Questionnaire	Environmental Training Auditor	N/A
	Dave E. Rhode, Environmental Management Audit Questionnaire	Environmental Training Auditor	N/A
	Dennis L. Chin, Environmental Management Audit Questionnaire	Environmental Training Auditor	N/A
	Kerry J. Varley, Environmental Management Audit Questionnaire	Environmental Training Auditor	N/A
	Russ C. Cullison, Environmental Management Audit Questionnaire	Environmental Training Auditor	N/A
	Audit Plan	Lead Auditor	06/93
	ERCPC Section 4.4 Extract	N/A	N/A
	AP-5.46, Rev. 0, Env. Comp. Auditing and Surveillance of YMSCP Activities	Project Office	08/14/92

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LIST OF DOCUMENTS REVIEWED BY AUDIT TEAM

Auditor	Document Title/Description	Author/ Organization/Recipient	Document Date
<u>Debby Springer</u> (continued)	Environmental Management Audit Checklist	Environmental Training Auditor	N/A

APPENDIX G

UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF NEVADA
(UCCSN) ENVIRONMENTAL SAFETY AND HEALTH STATEMENT
(DRAFT)

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UCCSN

ENVIRONMENTAL HEALTH AND SAFETY STATEMENT

The University and Community College System of Nevada puts forth the following Environmental Health and Safety (EH&S) Statement for all institutions in the system in accordance with federal, state and local laws and regulations.

The UCCSN Board of Regents declares that the development, implementation and compliance monitoring of EH&S programs is integral to the UCCSN mission. The programs will be structured in such a way that they will become an essential part of campus life. It is the intention of the UCCSN Board of Regents that all UCCSN institutions be good neighbors in their communities with regard to EH&S issues.

EH&S programs should be administered at the institutional level. The UCCSN Board of Regents delegates the authority for the development, implementation and compliance monitoring of EH&S programs to the President of each institution. Each institution shall develop EH&S programs that best address the EH&S problems specific to that institution. Each institution shall develop an administrative structure to implement EH&S programs in a manner that educates all employees and students to provide knowledge and understanding of the programs. These programs shall include but are not limited to:

Biological Safety	Chemical Safety
Diving Safety	Disaster Preparedness
Fire Protection	Industrial Hygiene
Radiation Protection	Sanitation
Occupational Safety and Accident Prevention	
Environmental Protection and Hazardous Materials Management	
Relations with Governmental Agencies.	

Each institutional administrative structure shall establish oversight, advisory and compliance programs for monitoring institutional operations and activities.

The UCCSN Board of Regents recognizes the right of institutions to enter into cooperative agreements with each other in order to address all EH&S concerns.

The UCCSN Board of Regents declares that this statement shall appear as a preface to all EH&S program manuals and in all system publications including, but not limited to:

UCCSN "Code", Governing Documents, and Policy Manuals	
Institutional Catalogs	Faculty and Student Handbooks
Employee Handbooks.	

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AUDIT REPORT FY93B ACRONYMS

AP	Administrative Procedure
APM	Assistant Project Manager
AT	Audit Team
ATL	Audit Team Leader
BLM	Bureau of Land Management
BMPPF	Best Management Practice Finding
CF	Compliance Finding
DOE	U.S. Department of Energy
DOE/NV	U.S. Department of Energy/Nevada Operations Office
DRI	Desert Research Institute
ECPD	Environmental Compliance and Permitting Department
EMP	Environmental Management Performance Objectives and Criteria
EPP	Environmental, Safety and Health Protection Program for U.S. Department of Energy Operations
ES&H	Environmental, Safety and Health
ETR	Environmental Training Program
FOC	Field Operations Center
FOI	Field Operations Instruction
GET	General Employee Training
GERT	General Employee Radiological Training
N/A	Not Applicable
NORSOC	Nevada Occurrence Reporting System Operations Center
NPF	Noteworthy Practice Finding
NTS	Nevada Test Site
OCRUM	Office of Civilian Radioactive Waste Management
OR	Occurrence Reporting
ORPS	Occurrence Reporting and Processing System
POC	Performance Objectives and Criteria
POCD	Project and Operations Control Division
PM	Project Manager
RAP	Reporting and Processing of Operations Information
REC	Resolutions of Environment, Safety and Health Concerns
T&MSS	Technical and Management Support Services
UCCSN	University and Community College System of Nevada
USAF	United States Air Force
USFWS	United States Fish and Wildlife Service
YMP	Yucca Mountain Site Characterization Project
YMPO	Yucca Mountain Site Characterization Project Office