

YMP-007-R1  
4/22/91

# YUCCA MOUNTAIN SITE CHARACTERIZATION PROJECT INTERIM CHANGE NOTICE

ICN No.: 2  
Page 1 of 1

Title: ACCEPTANCE FOR CURATION BY THE SAMPLE  
MANAGEMENT FACILITY OF SELECTED SAMPLES  
AND DOCUMENTATION

Document No.:  
BTP-SMF-007

Rev. No.:  
0

Effective Date:  
7/1/91

REQUIRED CHANGE(S):     MAJOR                       MINOR (only PCB Chief approval required)

PAGE 8 OF 8:

FIGURE 2. Sample Collection Report:

Change Form Number from BTPSMF7-1 to YMP-046-R1

INSTRUCTIONS TO DOCUMENT HOLDERS:

1. Place the ICN Approval Page at the beginning of the affected document.
2. Replace Page 8 of 8 with ICN Page 8 of 8 attached.

REASON FOR CHANGE (CAR, NCR, SDR, or other deficiency or commitments)

Referenced form in procedure does not match ICN changes.

APPROVAL

PROJECT MANAGER	_____ N/A _____ Signature	_____ N/A _____ Date
DIRECTOR OF QUALITY ASSURANCE	_____ N/A _____ Signature	_____ N/A _____ Date
(OTHER, AS REQUIRED)	_____ N/A _____ Signature	_____ N/A _____ Date
PCB CHIEF <i>RP</i> 6/1/91 (Minor ICNs only)	<i>[Signature]</i> Signature	6-14-91 Date

TRAINING REQUIRED     YES     N/A

NUMBER OF DAYS REQUIRED FOR TRAINING N/A

COMMENTS:

FORM NUMBER CHANGE -  
NO CHANGE TO INTENT

*[Signature]* \_\_\_\_\_ 6/25/91  
Training Officer/Training Manager      Date

9112020174 911121  
PDR WASTE  
WM-11

PDR

# INTERIM CHANGE NOTICE

N-QA-023  
4/90

ICN Number:

1

Effective Date:

6/13/90

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Applies to:

Acceptance for Curation by the Sample  
Management Facility of Selected Samples

Number BTP-SMF-007

Rev. 0

Title and Documentation

REQUIRED CHANGE(S): (Minor  Yes  No)

PARAGRAPH

CHANGE TO

5.4.1.2, line 1

Delete "SMP"

5.4.2, line 3

Delete "SMP"

Figure 2

Delete "SMP" from bar code label area

APPROVALS

Division Director  
*Maxwell Blanchard*

Date  
6-1-90

Director, QA

*[Signature]*

Date  
6/6/90

Project Manager

*[Signature]*

Date  
6/6/90

**YUCCA MOUNTAIN PROJECT OFFICE  
BRANCH TECHNICAL PROCEDURE**

N-QA-048  
11/88

Title ACCEPTANCE FOR CURATION BY THE  
SAMPLE MANAGEMENT FACILITY OF  
SELECTED SAMPLES AND DOCUMENTATION

No. BTP-SMF-007 Rev. 0  
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**1.0 PURPOSE AND SCOPE**

This procedure describes the Yucca Mountain Project Office (Project Office) requirements and responsibilities for acceptance for curation by the Sample Management Facility (SMF) of Yucca Mountain Project (Project) samples and documentation not covered by other Project administrative procedures or Project Office branch technical procedures.

**2.0 APPLICABILITY**

This procedure applies to Project Sample Management (SM) personnel and support staff performing functions related to acceptance for curation by the SMF of selected Project samples and documentation obtained from field sites.

**3.0 DEFINITIONS**

**3.1 Sample Management (SM)**

SM of the Technical and Management Support Services (T&MSS) contractor is the organization responsible for the collection, documentation, storage, and control of selected samples, remnants, and records. SM includes the SMF and Field Operations (FO). SM staff consists of management and operations personnel who ensure that SM operations and documentation satisfy applicable regulatory requirements.

**3.2 Sample Management Facility**

The SMF is the facility used for the documentation, storage, and control of samples and sample remnants collected and dispersed for analysis and evaluation by Users. The SMF consists of a physical facility and equipment designed to effectively process and preserve collected samples. The SMF is operated by the T&MSS contractor for the Project.

**3.3 Sample**

A sample is part of a population whose properties are studied to gain information about the whole or group. The various types of samples covered by this procedure include geotechnical samples, environmental samples, construction materials, and other samples collected at Project field sites.

**APPROVED BY**

Assistant Project Manager	Date	YMP Branch Chief	Date	YMP Project Quality Manager	Date
<i>John E. Shales</i>	<i>6/28/89</i>	<i>D.E. Livingston</i> <i>for M.B. Blanchard</i>	<i>6/28/89</i>	<i>[Signature]</i>	<i>6/28/89</i>

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### 3.4 Collector

A Collector is a staff member or representative of any of the Project participating or outside interests who submits samples or documents to the SMF for curation.

## 4.0 RESPONSIBILITIES

### 4.1 Collector

The Collector shall submit to the SMF documentation related to all Project sample collection activities specified in this procedure. The Collector may submit samples to the SMF for curation.

### 4.2 Curator

The SMF Curator shall supervise SM staff members and support personnel performing activities related to acceptance of samples and documentation for curation and storage at the SMF.

### 4.3 Technical Staff (TS) Assistant

The TS Assistant will verify sample collection reports associated with samples and field documents submitted to the SMF for curation, if applicable.

### 4.4 Geologist

The SMF or FO Geologist shall perform sample and documentation handling activities, including receiving, labeling, placing in containers, and storing.

### 4.5 Geotechnician

The SMF or FO Geotechnician shall perform sample handling and documentation activities, including receiving, labeling, placing in containers, and storing.

### 4.6 SMF Administrative Assistant

The SMF Administrative Assistant shall submit quality assurance (QA) records resulting from implementation of this procedure to the T&MSS Local Records Center (LRC).

### 4.7 Receptionist

The Receptionist shall be responsible for control of access to the SMF by Collectors.

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#### 4.8 Reynolds Electrical & Engineering Company, Inc.

Reynolds Electrical & Engineering Company, Inc. Teamsters and Laborers shall provide general drilling services and perform labor activities, including unloading and storing of samples and operation of fork lifts and other materials-handling equipment.

### 5.0 PROCEDURES

#### 5.1 Responsibilities for Curation of Project Samples and Documents.

Various types of samples will be collected and documents generated in support of the site characterization studies at Yucca Mountain (Figure 1). Samples may be stored at the SMF or at the Collectors' laboratories; however, the SMF will maintain selected collection documentation on samples collected for the Project from which testing or analytical data will be used to support the license application.

#### 5.2 Sample Types

Samples will be collected from surface operations (e.g., trenching), from surface-based boreholes, and from underground operations (e.g., drift mining). These samples include geotechnical samples, environmental samples, construction materials, and other samples, and may be submitted to the SMF for curation.

##### 5.2.1 Surface Samples

5.2.1.1 Most surface samples covered by this procedure will be stored by Collectors and will fall under participating organizations' QA programs. Copies of all sample collection records will be located at and tracked by the SMF. A Collector may also submit samples and documents to the SMF to store and track. A Collector may want to collect casual (undocumented) samples; however, any data derived from these casual samples cannot be used in support of the license application.

5.2.1.2 Surface samples include hand and bulk rock samples, alluvium, soils, fluids, and construction materials. Acquisition sites may be the ground surface, surface stations (e.g., ambient air, precipitation), streams and creeks, outcrops, trenches, construction sites, etc.

##### 5.2.2 Surface-based Borehole Samples

Surface-based borehole samples will be stored by both the SMF and Collectors. Core and cuttings retrieved from the majority of surface-based boreholes will be stored at and tracked by the SMF. Fluid samples will be stored by both the SMF and Collectors.

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### 5.2.3 Underground Samples

Underground samples will be collected during construction of the exploratory shaft facility (ESF). Samples will be collected from the shaft and drifts. Rock samples covered by this procedure include hand- and bulk-size geologic samples. Collection and documentation requirements for core and cuttings from the ESF are described in Project Office Branch Technical Procedure (BTP) BTP-SMF-008, and muck sampling requirements are covered in Project Administrative Procedure (AP) AP-6.6Q. Fluids may be collected from drilling operations (e.g., drilling fluids, produced gases and liquids), construction materials, utility waters, geologic formations, and site characterization testing.

### 5.3 Document Types

Copies of selected collection documentation associated with all samples collected for site characterization from which data will be used in support of the license application are stored and tracked by the SMF. These documents include those associated with samples collected by Collectors and stored by the SMF, as well as those stored by Collectors.

### 5.4 Acceptance for Curation of Samples and Documents

After collection of samples intended for use in site characterization, a Collector shall submit a completed Sample Collection Report (Figure 2) with each sample collected and/or submitted to the SMF for curation. This report shall be completed prior to submission of the samples to the SMF or the Collector's organization. A copy of the Sample Collection Report must be submitted to the SMF within 10 working days of collection, even if the actual sample is retained by the Collector.

#### 5.4.1 Transfer of Custody of Samples

5.4.1.1 Upon arrival at the SMF, the Collector shall register at the Reception area. Samples or sample containers will be unloaded and placed in the Shipping and Receiving area or other appropriate area. SM staff will determine if the following information is completed on each Sample Collection Report: the date sample was collected, Collector and organization, and Collector's sample identification. Other information should include sample type; type of field site; collection location; sample weight, volume or dimensions; type of field photographs (if applicable); storage requirements; and remarks.

5.4.1.2 SM staff will determine if all SMP bar code labels have been properly applied to the sample (if possible), inside the sample container, on the outside of the sample container, and on the Sample Collection Report. If a photograph of the sample at its acquisition site is submitted with the sample, a bar code label should appear on the back of the photograph. SM staff will compare the field photograph to the sample to verify that the sample is adequately documented.

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5.4.1.3 If the sample and Sample Collection Report are submitted to the SMF, the Collector and the SM staff member completing the custody change will sign and date the Sample Collection Report. A copy of the report will be given to the Collector. These signatures are only necessary if the sample is submitted for curation along with the Sample Collection Report.

#### 5.4.2 Containerization and Labeling of Samples

The sample will be placed in an appropriate container, depending upon the type of sample. Information from the Sample Collection Report will be used to generate container labels for the sample and will contain the SMP bar code number, sample type, collection location, Collector, date of collection, date of receipt by the SMF, and date of storage. These labels will then be affixed to the appropriate sample containers. The container will be sealed according to the specifications of the Collector.

#### 5.4.3 Sample Storage

The container will be assigned a storage location (e.g., storage racks, cooler), depending upon the type of storage container and appropriate environmental conditions (e.g., shelf life, temperature) designated by the Collector. Storage location and date and time of storage will be recorded on the Sample Collection Report. If samples are not placed in permanent storage immediately, they will be placed in a designated temporary storage area maintained at required environmental conditions.

#### 5.4.4 Verification

After completion of the Sample Collection Report, an SM staff member will verify that the report has been properly completed by signing and dating the form. This signature also indicates the SM staff member who received and verified the Sample Collection Report if no sample was submitted with the report.

#### 5.4.5 Records Storage

All documents and records submitted to the SMF for curation will be submitted to the LRC. Working copies will be retained at the SMF Documents Center. Access to these documents and records will be obtained through authorization by the Curator.

#### 5.5 Identification and Resolution of Discrepancies

A discrepancy exists when there is incorrect information that significantly affects documentation or notation that is beyond the scope of the immediate activity or form being completed. Any discrepancies shall be resolved upon discovery by crossing through the error, correcting it on the original document, and initialing and dating the correction. If the correction is not self-explanatory, the individual shall assign a number to the correction and attach a sheet to the original that fully describes the correction performed.

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### 5.6 Nonconformance Reporting

A nonconformance exists when there is a deficiency in characteristic, procedure, or documentation that renders the quality of an item or activity unacceptable or indeterminate. The intent of nonconformance reporting is to assure the resolution of the conditions not meeting the requirements or to assure that undefined conditions are defined. If there are any nonconformances to this procedure noted during or after associated activities, SM staff members shall report them to the Project Quality Manager or another individual in the Project Office QA organization. Segregation of a nonconforming item or termination of a nonconforming activity will be done according to Quality Management Procedure (QMP) QMP-15-01.

### 6.0 REFERENCES

AP-6.6Q, Field Collection, Documentation, and Specimen Removal of ESF Shaft and Drift Rock.

BTP-SMF-001, Sample Management for the Yucca Mountain Project Office.

BTP-SMF-008, Field Logging, Handling and Documenting Borehole Samples.

QMP-15-01, Rev. 1, Control of Nonconformances.

### 7.0 FIGURES

Figure 1 - Location and Tracking of Samples and Documentation.

Figure 2 - Sample Collection Report.

### 8.0 QA RECORDS

The SMF Administrative Assistant shall ensure that the following QA records resulting from implementation of this procedure are turned over to the LRC at least every 10 business days. Copies of these QA records will be retained by the SMF and stored at the SMF Documents Center.

1. Sample Collection Report.
2. Photographs.

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General Acquisition Location	Sample Type	Samples and Documents Stored/Tracked by		Samples Stored by Collector	Documents Stored/Tracked by SMF
		SMF	Collector		
Surface	Muck	√			
	Bulk	√		√	√
	Hand	√		√	√
	Casual		√		
	Soils	√		√	√
	Alluvium	√		√	√
	Construct.	√	√	√	√
	Biota	√	√	√	√
	Fluids	√	√	√	√
Surface-based Borehole	Cuttings	√			
	Core	√			
	Fluids	√	√	√	√
Underground	Cuttings	√			
	Core	√			
	Bulk	√		√	√
	Hand	√		√	√
	Fluids	√	√	√	√

Figure 1. Location and Tracking of Samples and Documents.

## YUCCA MOUNTAIN SITE CHARACTERIZATION PROJECT INTERIM CHANGE NOTICE

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<b>YUCCA MOUNTAIN SITE CHARACTERIZATION PROJECT</b> <b>SAMPLE MANAGEMENT FACILITY</b>			
<b>SAMPLE COLLECTION REPORT</b>	YMP-046-R1 6/6/91		
Date Sample Collected _____	Page _____ of _____		
Sample Collector _____			
Organization _____			
Collector's Sample ID _____			
<div style="border: 1px solid black; padding: 10px; margin: 5px auto; width: 80%;">           PLACE BAR CODE LABEL HERE         </div>			
TYPE OF SAMPLE:    rock    muck    soil    liquid    gas (circle)                    other (specify) _____			
TYPE OF SITE (Circle all appropriate entries)			
SURFACE: trench    outcrop    borehole    other	ESF:    Shaft    Drift borehole    muck pile    in place    other		
COLLECTION LOCATION: _____			
SAMPLE: weight _____, volume _____, dimensions _____			
FIELD PHOTOS (circle)    prints    slides    instant prints    video photogrammetry    NA			
STORAGE REQUIREMENTS: _____			
REMARKS: _____			
SAMPLE TRANSFER TO SMF (Check one) <input type="checkbox"/> Yes <input type="checkbox"/> No			
Person Releasing Custody	Date	Person Accepting Custody	Date
SMF USE	STORAGE LOCATION: Area _____ Unit _____		
	Date Stored _____ Time Stored _____		
	Verified By _____ Date _____		

Figure 2 - Sample Collection Report BTP-SMF-007