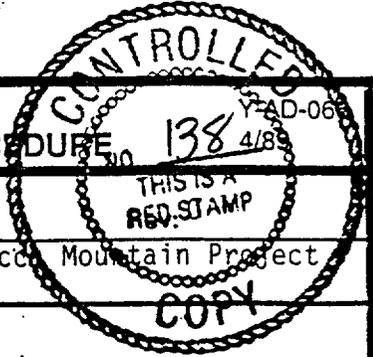


**YUCCA MOUNTAIN PROJECT
INTERIM CHANGE NOTICE TO ADMINISTRATIVE PROCEDURE**



ICN Number: 1

Applies to AP Number: AP-6.3Q

Title: Interaction of Participants and Outside Interests with Yucca Mountain Project Sample Management

REQUIRED CHANGES:

AP SECTION

CHANGE TO

Insert at the end of the existing paragraph:

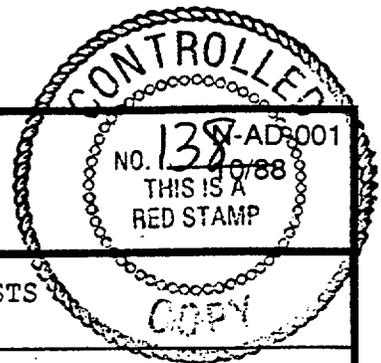
1.0

This procedure fulfills the requirements of section 8 (Identification and Control of Items, Samples and Data) and section 13 (Handling, Shipping and Storage) of the NNWSI Quality Assurance Plan, Rev. 4 as applicable to the operations and activities at the Sample Management Facility. Guidance is given for the control, identification and handling of samples and specimens.

PCB Chief 

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Supersedes N/A	Project Quality Manager  4/18/90		

YUCCA MOUNTAIN PROJECT ADMINISTRATIVE PROCEDURE



Title AP-6.3Q INTERACTION OF PARTICIPANTS AND OUTSIDE INTERESTS WITH YUCCA MOUNTAIN PROJECT SAMPLE MANAGEMENT

1.0 PURPOSE AND SCOPE

This procedure defines the requirements and responsibilities of Yucca Mountain Project (Project) participants and outside interests (all known as Users) for interacting with Project Sample Management (SM) staff and facilities.

2.0 APPLICABILITY

This procedure applies to acquisition, completion, and submission to SM of reports, logs, request forms, contracts, records, and other documents by Users. These documents and records will allow Users to examine samples; select whole core and other specimens; submit samples, documents, and records for curation; and access documents and records.

3.0 DEFINITIONS

3.1 SAMPLE MANAGEMENT

Project SM is the organization responsible for the documentation, storage, and control of selected samples and sample remnants collected and dispersed for analysis and evaluation by participants. SM includes the Sample Management Facility (SMF) and Field Operations (FO). SM staff consists of management and operations personnel who ensure that SM operations and documentation satisfy applicable regulatory and quality requirements. SM is operated by T&MSS contractor personnel for the Project.

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. Preservation of samples will be for the life of the Project unless otherwise directed by the Yucca Mountain Project Office (Project Office).

3.3 SAMPLE

A sample is part of a population whose properties are studied to gain information about the whole or group. Examples of samples covered by this procedure may include core, cuttings, hand- and bulk-size geologic samples,

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muck, soils, alluvium, drilling and construction materials, and fluids collected at Project field sites. The responsibility for the ultimate curation of samples is assigned to those Project entities whose functions include collecting samples and maintaining custody of those samples. This responsibility is subject to the transfer of custody requirements in the Project Office Branch Technical Procedures related to SM.

3.4 CORE

A core is a cylindrical section of rock, or fragment thereof, taken as a sample of the interval penetrated by a core bit and brought to the surface for examination and/or analysis.

3.5 CUTTINGS

Cuttings are chips of rock produced during drilling that are removed from the borehole by circulation of drilling fluids (gas, foam, or liquid).

3.6 SPECIMEN

A specimen is a subsection or portion that has been removed from a sample.

3.7 WHOLE CORE SPECIMEN

A whole core specimen is a subsection of whole core that constitutes the entire core sample recovered for the depth interval represented.

3.8 REMNANT

A remnant is a portion of a specimen that is returned to the SMF by a User after analysis and testing has been performed on that specimen.

3.9 SAMPLE OVERVIEW COMMITTEE (SOC)

The SOC is comprised of representatives from Los Alamos National Laboratory, Lawrence Livermore National Laboratory, Sandia National Laboratories, the U.S. Geological Survey, SM, T&MSS, and the Project Office. It was formed to ensure a balance between Project sample needs, acquisition, and use, and the need to curate samples for posterity.

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3.10 CURATORIAL SAMPLE INVENTORY AND TRACKING SYSTEM (CSITS)

The CSITS is the computer data base that has been developed to track in detail all actions taken on Project samples over which SM has control. The CSITS will also record all samples collected for the entire Project even if the samples are maintained by the User. The primary objective of the CSITS is to assist in establishing and maintaining traceable records of each sample collected for the Project.

4.0 RESPONSIBILITIES

4.1 SAMPLE MANAGEMENT MANAGER

The SM Manager shall administer the overall operations of SM to ensure that samples and related documents and records under control of the SMF will support a U.S. Department of Energy (DOE) license application to the U.S. Nuclear Regulatory Commission for a geologic high-level nuclear waste repository. The SM Manager will interact with the Project Office and Users concerning SM and organizational policies.

4.2 SAMPLE MANAGEMENT CURATOR

The SM Curator shall be responsible for daily management of all aspects of the SMF. The Curator shall manage SMF staff performing sample handling, data compilation, photodocumentation, records management, and specimen distribution. The Curator shall administer visitor use of the SMF to ensure that policies and procedures are followed.

4.3 USER

The User shall acquire, complete, and submit to the SMF applicable request forms, contracts, and reports required by this procedure.

4.4 SAMPLE OVERVIEW COMMITTEE

The SOC shall be responsible for the review of sample and specimen requests from SOC members and Principal Investigators (PIs) according to Project Administrative Procedure (AP) AP-6.4Q.

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4.5 CHIEF OF THE SITE INVESTIGATIONS BRANCH (SIB)

The SIB Chief of the Project Office shall authorize access to the SMF and shall review and approve, if appropriate, sample examination requests to appropriate Users.

4.6 DIRECTOR OF THE REGULATORY AND SITE EVALUATION DIVISION (RSED)

The RSED Director of the Project Office shall approve or disapprove specimen distribution recommendations from the SOC (AP-6.4Q).

5.0 PROCEDURE

5.1 INTRODUCTION

5.1.1 Project SM is the responsibility of the T&MSS contractor. SM has been established to ensure that selected Project samples are documented, controlled, and maintained in a manner consistent with applicable regulations and quality requirements. In support of these functions, SM will ensure that the samples collected and documents and the records generated at Project field sites are of the highest quality by employing effective management and implementing applicable procedures.

5.1.2 SM staff will coordinate activities with Users. These activities may include visitation to the SMF; examination of samples; selection of whole core and other specimens; submission of samples, documents, and records for processing and curation; and access to documents and records. All documents required by this procedure may be obtained by contacting SM.

5.2 ACCESS RESTRICTIONS

The SMF is divided into restricted areas and non-restricted areas.

5.2.1 Restricted Areas

Users with valid scientific or regulatory needs shall apply for and secure authorization for access into restricted areas (areas where samples, specimens, or records are being examined, processed, or stored) prior to visiting the SMF. Access to restricted areas will be authorized in writing by the SIB Chief. Users needing access on a regular basis will be placed on a permanent access list authorized by the SIB Chief. All visitors entering the facility shall register at the reception area.

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5.2.2 Non-restricted Areas

Visitors to non-restricted access areas of the SMF shall be approved by the Curator and shall register at the front desk. Groups visiting the SMF on tours approved by the Project Office and/or the DOE Office of External Affairs will be admitted only to non-restricted areas of the facility. Identities of tour group members will be maintained by the SMF.

5.3 EXAMINATION OF SAMPLES

Samples may be examined in two ways: (1) during a Core Examination Meeting and (2) by individual examination of samples. Regardless of the method, Users who need to visually examine samples at the SMF shall complete and sign a Sample Examination Request (Exhibit 1). By signing this form, the User agrees that samples will be visually examined only; that no specimens will be removed; that no destructive actions, e.g., scraping, will be performed; and that no foreign materials, e.g., hydrochloric acid, will be applied to samples or left in the sample container. The request must be submitted to the SIB Chief for approval and received by the SMF prior to the visit. The Curator will interact with the User to schedule the date(s) of the visit. Samples will be available for examination on a priority basis as determined by the RSED Director.

5.4 ACQUISITION OF SPECIMENS

5.4.1 To ensure that sufficient specimens are available for testing and analysis, requests for specimens shall be submitted to the SOC for review and evaluation according to AP-6.4Q. The SOC will recommend a course of action to the RSED Director for each specimen request. The RSED Director shall approve or disapprove the SOC recommendation. Specimens will be distributed only after approval by the RSED Director and if an approved quality assurance (QA) program that controls activities related to specimens is in place by the User.

5.4.2 Users who want to acquire whole core or other specimens shall present a completed and approved SOC Specimen Removal Request (Exhibit 2), available by contacting SM. Requests shall be approved by the RSED Director prior to submission to SM. A User must submit these requests to SM enough in advance to allow sufficient lead time for preparing and removing the specimen. Users who want to obtain whole core specimens during drilling operations shall follow the procedures defined in AP-6.2Q.

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5.4.3 A CSITS-generated Specimen Removal Contract (Exhibit 3) for specimens designated for the same User within a shipping container shall be prepared and sent with the shipment. Each contract contains specific information on the specimens which the User will receive. The approved tests to be performed on specimens, and the Study Plan number and title that delineates those tests, will be listed on the contract. This form will be completed at the SMF if the User receives the specimens at the SMF. If the specimens are shipped to the User, each contract shall be signed and returned to the SMF within 10 business days of receipt of the specimens.

5.5. UNQUALIFIED SAMPLES

Geologic samples that were collected prior to implementation of an approved QA plan will be available for examination and distribution. Users wishing to utilize these samples in any manner (examination, request for specimen acquisition) must complete an Unqualified Samples Agreement (Exhibit 4). If the User wishes to examine this type of sample, a Sample Examination Request must be submitted to the SMF prior to examination, as described in Section 5.3. Agreement forms can be obtained by contacting the SMF. Requests for specimens from unqualified core or cuttings shall be approved by the RSED Director according to procedures in AP-6.4Q. A User shall also submit a Specimen Removal Contract to SM, as described in Section 5.4.3. When referencing these specimens in any report, test, or analysis, the User must retain the SPC specimen bar code number assigned to those specimens by the SMF.

5.6 REMNANT RETURN

Remnants no longer needed may be returned by the User to the SMF, along with an inventory identifying the original specimens that were the source of the remnants and the SPC specimen bar code number with depth interval or location identification. Any foreign materials (e.g., hydrochloric acid) that may have been applied to the remnant shall be identified along with the inventory. Upon receipt by the SMF, the User's inventory will be checked against the SMF shipping record, and a list of any discrepancies noted will be compiled. The User will be contacted to resolve any problems, if necessary.

5.7 SUBMISSION OF SAMPLES AND SAMPLE COLLECTION DOCUMENTS TO THE SMF

5.7.1 Samples intended for the site characterization program and defined in Section 3.3, excluding those controlled by AP-6.2Q, shall have applicable collection information submitted to the SMF. The User may acquire a Sample

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Collection Report (Exhibit 5) from the SMF for each sample to be collected. The User may also use his or her own collection report; however, the minimal amount of sample information, as delineated on the Sample Collection Report, shall be submitted to the SMF in place of the Sample Collection Report. Not all sample materials will be submitted to the SMF. If the User submits samples to his or her own organization, the User shall have an approved QA program for sample curation.

5.7.2 The Sample Collection Report will be completed prior to submission of the samples to the SMF or to the User's organization. Directions for completion of the report will be provided to the User. A copy of the Sample Collection Report shall be submitted to the SMF within 30 days if the actual sample is retained by the User.

5.7.3 In addition to the Sample Collection Report, the User will be given sets of adhesive-backed bar code labels. If the sample is to be submitted to the SMF for storage, an SMF sample bar code label shall be affixed to the individual sample (if possible) or to the sample container. If the sample will be stored at the User's facility, the bar code label may be affixed to the sample or sample container, the User's field notes, photograph, etc. In either case, an identical bar code label from the same set shall be affixed to the corresponding Sample Collection Report.

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

5.8 IDENTIFICATION AND RESOLUTION OF DISCREPANCIES

5.8.1 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.

5.8.2 If the incorrect information is identified by the originator or other person subsequent to the completion of the document or activity (i.e., becomes a record) the individual is responsible for documenting the corrections to the erroneous information. The incorrect information shall be crossed through, corrected on the original document, and initialed and dated by the individual making the corrections. If the correction is not

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self-explanatory, the individual shall assign a number to the correction and attach a sheet to the original that fully describes the correction that has been performed.

5.8.3 If a discrepancy is found on a form or document, and the same discrepant information appears on previous documents already verified (entered into a baselined data system), then corrections will be made on a copy of the record. This corrected copy will be placed with the uncorrected file copy of the record.

5.9 NONCONFORMANCE REPORTING

A nonconformance exists when there is a deficiency in characteristic, documentation, or procedure 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 Office Project Quality Manager or another individual in the Project Office QA organization. Reporting and segregation of a nonconforming item or termination of a nonconforming activity will be done according to Project Office Quality Management Procedure (QMP) QMP-15-01.

6.0 REFERENCES

AP-6.2Q, Management and Operation of Sample Handling Activities at Borehole Sites.

AP-6.4Q, Approval Procedure for Requests of Yucca Mountain Geologic Specimens.

QMP-15-01, Control of Nonconformances.

QMP-17-01, Record Source and Record User Responsibilities.

7.0 APPLICABLE FORMS

Exhibit 1. Sample Examination Request.

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- Exhibit 2. SOC Specimen Removal Request.
- Exhibit 3. Example of CSITS-generated Specimen Removal Contract.
- Exhibit 4. Unqualified Samples Examination Agreement.
- Exhibit 5. Sample Collection Report.

8.0 RECORDS

The SM Manager shall ensure that the following QA records resulting from implementation of this procedure are processed according to QMP-17-01 and turned over to the T&MSS Local Records Center at least every 10 business days. Copies of these QA records will be retained by SM and stored at the SMF Documents Center.

- 1. Sample Examination Request.
- 2. SOC Specimen Removal Request.
- 3. Specimen Removal Contract.
- 4. Unqualified Samples Examination Agreement.
- 5. Sample Collection Report (SM or other).

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SPECIMEN REMOVAL CONTRACT					
<p align="center"> <u>Recipient Address</u> LANL ATT: Scientist, A.G. Los Alamos, NM USA </p>	<p align="center"> Shipment Specifier: SHP10052 SMF Geotechnician _____ Date _____ </p>				
Specimens					
<p>Specifier SPC10124</p>	<p>Borehole YMP-AC1: BHL10005</p>	<p>Sample CORE</p>	<p>Depth Interval 59.2 to 59.3</p>	<p>Type THINSEC</p>	<p>Container SCT10042</p>
<p>Please sign this form and return to: Sample Management Facility Yucca Mountain Project P.O. Box 617 Mercury, NV 89023-0617</p>		<p>I hereby acknowledge receipt of the specimens listed above. I will return this form to the SMF within 10 business days of receipt. Recipient _____ Date _____</p>			
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Exhibit 3. Example of CSITS-generated Specimen Removal Contract.

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YUCCA MOUNTAIN PROJECT SAMPLE MANAGEMENT FACILITY		
UNQUALIFIED SAMPLES EXAMINATION AGREEMENT	BTPSMF5-3	5/89

Yucca Mountain Project geologic samples that were collected prior to the Waste Management Project Office Quality Assurance Program Plan (WMPO/88-1) and applicable approved implementing procedures are classified as "existing" samples. Existing samples that have not been designated QAL1 through approved procedures are designated as unqualified and are covered by the January 12, 1988, letter from Carl P. Gertz to the Technical Project Officers (NNA.880113.0007). This letter states the following concerning the use of unqualified samples and derived data:

"At this juncture, each participant is to proceed under the assumption that the existing core and derived data have not been qualified for use in licensing. Each participant must ensure that this data is identified as required by NVO-196-17 (now NNWSI 88/9) and that such data is not entered into documents or systems which are to contain qualified data only."

The responsibility to adequately identify and control existing sample-derived data as directed by the Yucca Mountain Project Office is assigned to you, the examiner, as a representative of your organization.

I have read the above statement and will comply with the directions to identify and control unqualified existing data.

Examiner (print) Signature Organization Date

Exhibit 4. Unqualified Samples Examination Agreement.

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YUCCA MOUNTAIN PROJECT SAMPLE MANAGEMENT FACILITY			
SAMPLE COLLECTION REPORT		BTPSMF7-1 5/89	
Date Sample Collected		Page _____ of _____	
Sample Collector			
Organization			
Collector's Sample ID			
PLACE SMP BAR CODE LABEL HERE			
Type of sample (circle): rock muck soil liquid gas other (specify): _____			
Type of site (Circle all appropriate entries)			
SURFACE:		ESF: Shaft Drift	
trench outcrop borehole other	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 _____		

Exhibit 5. Sample Collection Report.

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