



CHANGE NOTICE

CN No.: 1.0-2-2

Effective Date: 5/20/92

Affected Document: 033-YMP-QP 1.0 "Organization"

Joanne Clark  
Prepared by:

N/A  
Approved by: (Technical Area Leader) Date

Dean Wolfe 4-27-92  
Approved by: (YMP QA Manager) Date

W. L. Clarke 4/27/92  
Approved by: (YMP Leader) Date

Training Required: Yes  No

Major Changes  Minor Changes

Reason for Change:

Replace YMP Organization Chart

- 1. Replace page 8 of 8.

Exhibit B "Yucca Mountain Project Organization" chart has been changed to read:

See attached.

NOTE: THIS CHANGE NOTICE IS TO BE FILED AT THE FRONT OF THE AFFECTED DOCUMENT



**CHANGE NOTICE**

CN No.: 1.0-2-1

Effective Date: 3/27/92

Affected Document: 033-YMP-QP 1.0 "Organization"

Royce E. Monks

Prepared by:

N/A

Approved by: (Technical Area Leader)

Date

Royce E. Monks 3-16-92  
Approved by: (YMP QA Manager) Date

W. L. Helms 3/16/92  
Approved by: (YMP Leader) Date

Training Required: Yes  No

Major Changes

Minor Changes

Reason for Change:

Replace YMP Organization Chart

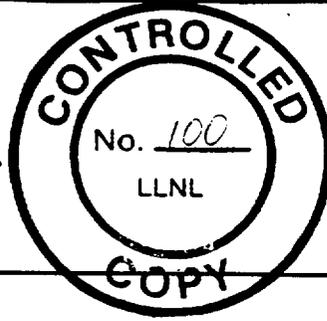
1. Replace page 8 of 8.

Exhibit B "Yucca Mountain Project Organization" chart has been changed to read:

See attached.

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YUCCA MOUNTAIN PROJECT



No.: 033-YMP-QP 1.0
Revision: 2
Effective Date: 12/5/91
Page: 1 of 8

Subject: ORGANIZATION

Training Required: Yes [X] No [ ]

Comment:

Approved by: W. L. Blaine 12/4/91 Yucca Mountain Project Leader
Approved by: Royce M. ... 12/4/91 YMP Quality Assurance Manager

- COMPLETE REWRITE -

1.0.1 INTRODUCTION

Civilian Radioactive Waste Management Program activities are assigned by the Director of the Lawrence Livermore National Laboratory (LLNL) to the Energy Program Leader. The Energy Program Leader has assigned this work to the LLNL Yucca Mountain Project (YMP) and appointed a YMP Leader.

All of the work is funded by the Department of Energy's Office of Civilian Radioactive Waste Management (OCRWM). The effort supports the Yucca Mountain Project (YMP), which is managed by the Yucca Mountain Site Characterization Project Office (YMPO).

The LLNL YMP is assigned the following responsibilities by the YMPO:

Development of an integrated waste package for tuff, which includes the definition of the package environment, waste form and materials testing, package design and performance assessment; testing in the exploratory shaft; and assistance to other project participants in areas of specialized expertise.

The YMP Technical Project Officer (YMP Leader) is responsible to the Yucca Mountain Site Characterization Project Manager to ensure that the Project activities are performed to the QAPP and that implementing procedures are consistent with the QAPP.

The YMP Leader reports directly to the Energy Program Leader. The Quality Assurance Manager (QAM) reports directly to the Energy Program Assurance Manager.

The YMP Leader may delegate responsibility for fulfilling technical management assignments to Technical Area Leaders (TALs).

Technical Area Leaders in turn may assign Task Leaders (TLs) to carry out specific responsibilities. TLs are supported by Principal Investigators (PIs) and technical staff.

Integration of work performed by more than one TL within a single technical area occurs at the TAL level.

Coordination of work performed across technical area boundaries occurs at the YMP Leader level.

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Given the size of the YMP Project and the range of technical assignments from a particular sponsor, the YMP Leader may elect to assign responsibility for fulfilling technical assignments directly to TLs without creating TALs within the Project. When TALs are not assigned, the YMP Leader fulfills the responsibilities specified in 1.0.5.4. Similarly, TALs may elect to assign responsibility directly to technical staff without creating TLs. When TLs are not assigned, the TAL fulfills the responsibilities specified in 1.0.5.5.

## 1.0.2 PURPOSE

This procedure describes the organizational structure established by YMP to accomplish technical and administrative objectives in accordance with the quality requirements specified in the sponsor's quality assurance requirements documents. This procedure also describes the interfaces with YMPO and other organizations.

## 1.0.3 SCOPE

This procedure applies to all technical and administrative activities undertaken in support of YMPO objectives for which the YMP Leader has responsibility.

## 1.0.4 ORGANIZATIONAL STRUCTURE

Exhibit A illustrates the organizational relationship of the Energy Program Leader, the Energy Program Assurance Manager, the YMP Leader and the Quality Assurance Manager. Exhibit B illustrates the organizational structure for the LLNL-YMP.

## 1.0.5 RESPONSIBILITIES AND AUTHORITIES

The responsibilities and authorities are defined for the YMP Leader, Deputy Project Leader, Associate Project Leader, Assistant Project Leader, TALs, TLs, QAM, the Resource Planning and Control Manager (RPCM), the Project Administrator, and the Technical Administrator.

### 1.0.5.1

It is the YMP philosophy that quality assurance is a line management responsibility. The YMP Leader has the overall responsibility and authority to ensure that the YMP Quality Assurance Program is developed, implemented, and maintained. The QAM assures that independent verification of quality attainment, Quality Assurance Program implementation, and its continued effectiveness is accomplished. The YMP Leader approves all Quality Assurance Program Plan (QAPP) requirements, as well as all procedures that comprise the Quality Procedure (QP) Manual. The Energy Program Leader resolves any disagreements or conflicts that cannot be resolved between the YMP Leader and the QAM. All such resolutions are a matter of record.

### 1.0.5.2

The YMP Leader has responsibility and authority for the overall management of the project. This includes ensuring the execution of the YMP Quality Assurance Program. The YMP Leader's responsibility and authority includes:

- Textual review of all the requirements contained in the QAPP, the procedures that comprise the QP Manual, and Technical Implementing Procedures (TIPs).

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- Defining those procedures and requirements necessary to assure achievement of quality objectives.
- Approval of Technical Implementing Procedures (TIPs) that are written and carried out in support of YMP Quality Assurance Program.
- Appointment of TALs, Deputy Project Leader, Associate Project Leader, Assistant Project Leader, RPCM, Project Administrator, and Technical Administrator.
- Approval of the selection of quality assurance controls applied to items and activities.
- Fulfillment of technical review responsibilities as specified in Procedure No. 033-YMP-QP 3.3, "Review of Technical Publications."
- Fulfillment of other responsibilities as specified in the QAPP, QP Manual, and TIPs.
- Communicating on a regular basis with the QAM regarding the effectiveness and adequacy of the YMP Quality Assurance Program.

#### 1.0.5.3

The Deputy, Associate, or Assistant Project Leaders may be assigned by the LLNL-YMP Leader to do specified tasks including acting as the designee for the LLNL-YMP Leader.

Throughout the quality procedures, wherever the titles Associate or Assistant Project Leader are used, all those duties assigned therein may also be carried out by the Deputy Project Leader.

#### 1.0.5.4

Technical Area Leaders are delegated the responsibility and authority for the overall management of their technical areas. This includes implementing the YMP Quality Assurance Program as it pertains to their specific technical areas. A TAL's responsibility and authority includes:

- Appointment of TLs.
- Negotiating with LLNL technical support departments for staff resources.
- Implementation of those procedures and requirements necessary to ensure achievement of quality objectives.
- Review of the selection of quality assurance controls applied to items and activities.
- Preparation, or delegating preparation, of Scientific Investigation Plans (SIPs) and recommending quality assurance controls for the various plan activities.
- Review of TIPs that are written by TLs to implement requirements defined by the YMP Leader.
- Identifying quality related issues and problems and reporting these to the YMP Leader.
- Fulfillment of technical review responsibilities as specified in Procedure No. 033-YMP-QP 3.3, "Review of Technical Publications."
- Fulfillment of other responsibilities as specified in the QAPP, QP Manual and TIPs.

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#### 1.0.5.5

A Task Leader is delegated the responsibility and authority to implement quality assurance at the task level. A TL's principal focus is the planning, execution, quality, and reporting of the technical work. A TL's responsibility and authority includes:

- Developing functional controls in the form of administrative and technical procedures to meet the requirements established by the YMP Leader.
- Identifying and reporting quality related issues and problems.
- Preparation of TIPs pertinent to the TL's area of responsibility.
- Fulfillment of other responsibilities as specified in the QAPP, QP Manual and TIPs.

#### 1.0.5.6

The YMP Quality Assurance Manager is delegated the responsibility, authority, and organizational freedom to assure that an appropriate quality assurance program is established, that it is effectively executed, and that it is well maintained. The QAM has sufficient independence from cost and schedule considerations to fulfill these responsibilities. The QAM has appropriate management and QA knowledge and experience and is at the same or higher organization level (see Exhibit A) as the highest line manager responsible for performing activities affecting quality.

The management position designated "Quality Assurance Manager" is a full-time dedicated position, and additional dedicated QA positions are established to assure that the QAM has sufficient staff to fulfill these responsibilities. The LLNL-YMP QAM is not assigned duties that prevent full attention to QA responsibilities or conflict with the reporting and resolution of QA issues and problems. Other QA staff members may work on non-YMP activities; however, they will not be assigned YMP duties that conflict with the reporting and resolution of QA issues and problems. The QAM's responsibility and authority includes:

- Providing assistance and support to all program personnel regarding quality assurance matters.
- Performing independent reviews of the QAPP, QP Manual, and TIPs to verify for the YMP Leader their appropriateness, effective execution, and maintenance, and to assure achievement of quality objectives.
- Approval of the QAPP, QP Manual, TIPs, and changes thereto.
- Review of the selection of quality assurance controls applied to items and activities.
- Providing a focal point for liaison and coordination with YMPO and other participating organizations on quality assurance matters.
- Initiating actions to stop the performance of unsatisfactory work.
- Fulfillment of other responsibilities as specified in the QAPP, QP Manual and TIPs .

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QA personnel elevate the resolution of disputes to progressively higher organization levels through established LLNL and YMP channels including the LLNL Energy Program Leader and the YMPO Quality Assurance Division Director, if the dispute cannot be resolved within the LLNL-YMP organization.

#### 1.0.5.7

The Resource Planning and Control Manager is delegated the responsibility for YMP project planning and scheduling utilizing work breakdown structures and network scheduling techniques. The RPCM responsibilities also include:

- Preparation of budget documents and reports, maintenance of task and activity files, and preparation of work authorization documents.
- Monitoring of program activities and reporting deviations from schedules and budgets.
- Authorization and file maintenance of procurement documents. The RPCM is responsible for reviewing all procurement documents and for assuring that QA requirements for procurement are identified and that applicable procedures are implemented. This responsibility may be delegated to the Resource Manager.

#### 1.0.5.8

The YMP Administrator is delegated the responsibility for the following:

- Records management and document control.
- Training coordination.
- Technical procedure writing coordination and administrative procedure manual preparation.
- YMP office operations including coordination of secretarial and clerical staff.
- Action item tracking.

#### 1.0.5.9

The YMP Technical Administrator is delegated responsibility for the following:

- Control and transmission of technical plans, technical reports and publications during the review process.
- Production of programmatic reports including the monthly report to YMPO and input to the YMPO semi-annual Progress Report.
- Assisting the technical staff in assembling records for submission to the Local Records Center (LRC).

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### 1.0.6 INTERFACES

Interfaces are identified and coordinated among and within the participating organizations. Interface controls include the assignment of responsibility and establishment of procedures for review, approval, release, distribution, and revision of documents involving interfaces. Information transmitted across interfaces is documented.

Interfaces may be established between:

- Technical Areas
- Tasks
- LLNL-YMP and other LLNL organizations
- LLNL-YMP and its subcontractors in accordance with written procedures.
- LLNL-YMP and other YMP Participating organizations as defined by YMPO requirements.

**LAWRENCE LIVERMORE NATIONAL LABORATORY**

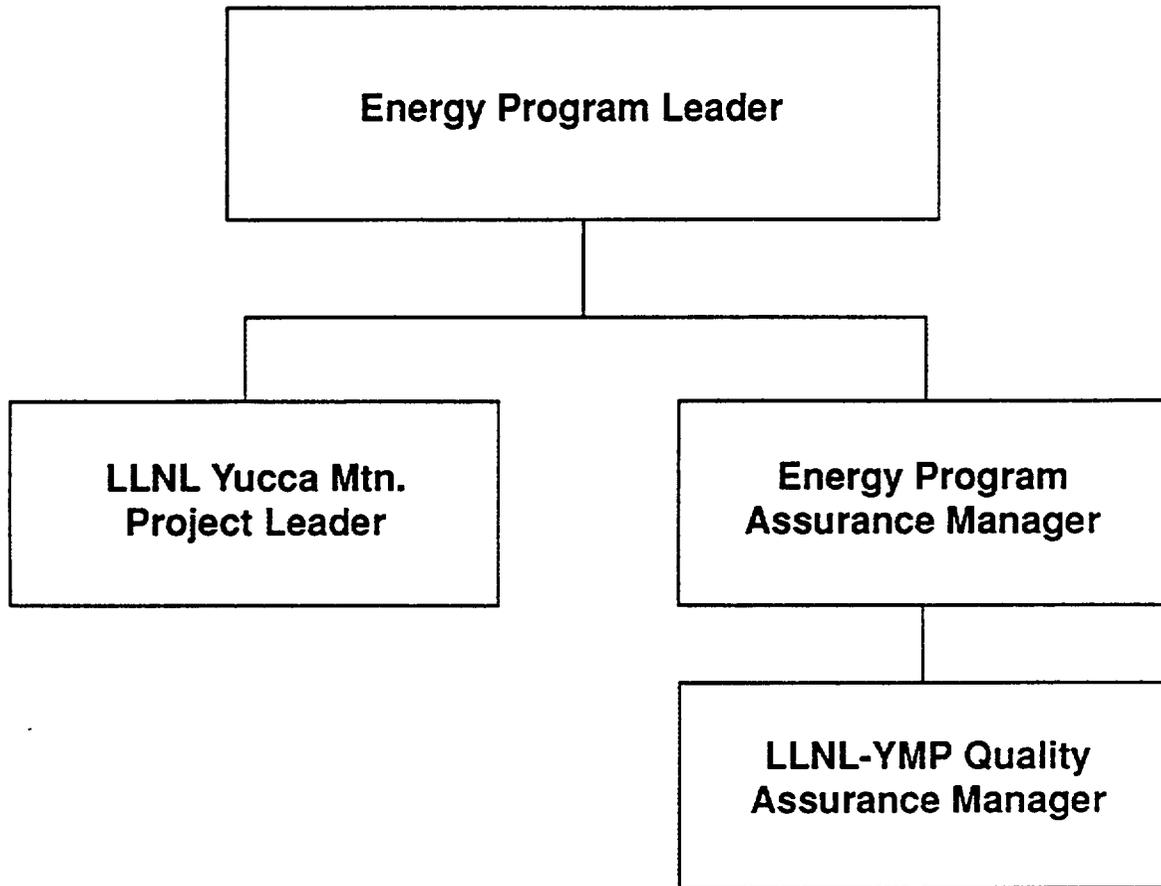


EXHIBIT A

EXHIBIT B  
YUCCA MOUNTAIN PROJECT ORGANIZATION

ES 02/26/97-JC 01

