

U.S. DEPARTMENT OF ENERGY

**O
C
R
W
M**



**YUCCA MOUNTAIN
SITE CHARACTERIZATION
PROJECT**

**PLANS AND PROCEDURES
ORGANIZATION
TRANSITION PLAN**

REVISION 0

**FOR INFORMATION
ONLY**



MARCH 1992

UNITED STATES DEPARTMENT OF ENERGY

9206030333 920521
PDR WASTE
WM-11

PDR

Encl 2

**YUCCA MOUNTAIN SITE CHARACTERIZATION
PROJECT**

PLANS AND PROCEDURES ORGANIZATION

TRANSITION PLAN

PREPARED BY:

**TRW ENVIRONMENTAL SAFETY SYSTEMS INC.
M&O CONTRACTOR**

101 CONVENTION CENTER DRIVE

LAS VEGAS, NV 89109

MARCH , 1992

REVISION 0

**FOR INFORMATION
ONLY**

**YUCCA MOUNTAIN SITE CHARACTERIZATION PROJECT
PLANS AND PROCEDURES ORGANIZATION
TRANSITION PLAN**

Prepared by:

**TRW ENVIRONMENTAL SAFETY SYSTEMS INC.
M&O Contractor**

**101 Convention Center Drive
Las Vegas, NV 89109**

**March, 1992
Revision 0**

APPROVED:

James W. Frank
**James W. Frank, Support Operations Manager
Management and Operating Contractor**

3/19/92
Date

D.K. Chandler
**Douglas K. Chandler, Associate Project Manager
Technical and Management Support Services**

3/19/92
Date

Richard E. Spence
**Richard E. Spence, Director
Yucca Mountain Quality Assurance Division**

3/19/92
Date

Vince F. Aorii
**Vince F. Aorii, Project Control Branch Chief
Yucca Mountain Site Characterization Project Office**

3/19/92
Date

Robert W. Fortson
**Maxwell B. Blanchard, Deputy Project Manager
Yucca Mountain Site Characterization Project Office**

3/19/92
Date

FOR INFORMATION ONLY

YUCCA MOUNTAIN SITE CHARACTERIZATION PROJECT

PLANS AND PROCEDURES ORGANIZATION

TRANSITION PLAN

TABLE OF CONTENTS

	<u>Page</u>
1.0 Purpose	1-1
2.0 Scope of Work	2-1
3.0 Timetable for Transition	3-1
4.0 Staffing Plan	4-1
5.0 QA and Procedure Considerations	5-1
6.0 Personnel Training	6-1
7.0 Acquisition of Facilities & Equipment	7-1
8.0 Records Packages Processing	8-1

Supporting Documentation:

- 1) PPD Document Tracking Report
- 2) PPD Logs: Procedure/Interim Change Notice (ICN)
Number Assignment Lists
- 3) PPD Document Responsibility Matrix

**FOR ^{iv} INFORMATION
ONLY**

1.0 PURPOSE

The purpose of this transition plan is to establish a methodology and schedule for transfer of the Plans and Procedures Organization functions currently provided by the T&MSS Contractor, to the M&O Contractor.

The actual transfer of the Plans and Procedures Organization function will be contingent upon the approval and signature on this plan by the M&O, T&MSS, and Yucca Mountain Site Characterization Project Office (YMPO) representatives as noted on the cover page.

This transition plan shall be the governing document to be utilized for implementation by T&MSS (direct support) and the M&O for Plans and Procedure activities, until the transition is complete.

**FOR INFORMATION
ONLY**

2.0 SCOPE OF WORK

- Current:** The T&MSS Contractor currently operates the Plans and Procedures Organization (PPD) for the Yucca Mountain Site Characterization Project (YMP). The purpose of PPD is to provide a process for the assistance and direct support in the development, revision, review, and approval or acceptance of YMP documents generated by or for the YMPO.
- Las Vegas Affected Participant Organizations
- T&MSS Contractor
YMPO
M&O Contractor - TRW
- Change:** Effective on a date to be agreed upon and coordinated with all affected participants listed above, the scope of work as described will be discontinued for the T&MSS Contractor, and the responsibility for providing direct support for processing plans and procedures will be assumed by the M&O Contractor.
- Objective:** To plan for an orderly transition of the PPD functions to the M&O Contractor.
- Plan:** Approval to proceed with this plan was directed from the YMPO to the M&O Contractor in a letter dated February 11, 1992. A copy of the letter follows. Initial fact-finding meetings have been held with the T&MSS Contractor and a flexible schedule has been prepared to transition the work. The M&O will assume responsibility for the Plans and Procedures Organization effective March 23, 1992.

2-1

**FOR INFORMATION
ONLY**

- Actions:**
- 1) **The T&MSS Contractor will provide lists of furniture, equipment, and a layout of the current space used by PPD. They will turn over furniture, equipment, phones, and office space to the M&O in order to facilitate a smooth and timely transition (see details on page 7-1).**
 - 2) **The T&MSS Contractor is providing the M&O with orientation and interview time for the current employees of PPD (see page 4-1).**
 - 3) **The T&MSS Contractor will provide the M&O with a Document Tracking Report list of all open documents that are under PPD control for processing. A copy of this list will be included in this Transition Plan as supporting documentation.**
 - 4) **The T&MSS Contractor will provide appropriate delegation of authority letters to the Project Office for signature to delegate authority to the M&O for specific functions. This delegation covers signature authority for transmittal forms, letters, and packages; forms management; and record source forms, documentation, and record package compilation.**
 - 5) **The T&MSS Contractor will provide the M&O Contractor with the most current copy of the Procedure Log and Interim Change Notice Log. A copy of these logs will be included in this Transition Plan as supporting documentation.**

**FOR INFORMATION
ONLY**

- 6) The T&MSS Contractor will complete the forms required to delete T&MSS access to all PPD master computer accounts and database matrix computer accounts. The M&O Contractor will complete the forms required to access as new users all PPD master computer accounts and database matrix computer accounts.
- 7) The T&MSS Contractor will provide the M&O Contractor with a current Document Responsibilities Matrix Chart which lists each subject matter expert's responsibility by Document Number and Document Title. A copy of this chart will be included in this Transition Plan as supporting documentation.
- 8) In the YMPO direction letter to the M&O Contractor dated February 11, 1992, item 4. - Number of the Grading Package: PCQAG-001, Revision 1, it is noted in this Transition Plan that such reference is incorrect as PCQAG-001 is for the "Configuration Management Function". The correct reference is: PCQAG-002, Revision 0, Plans and Procedures Control.
- 9) T&MSS has the responsibility for documents submitted to PPD through March 20, 1992. The M&O accepts responsibility for documents submitted to PPD effective March 23, 1992.

**FOR INFORMATION
ONLY**



Department of Energy
Yucca Mountain Site Characterization
Project Office
P. O. Box 98608
Las Vegas, NV 89193-8608

WBS 1.2.9.1.1.Y
QA

FEB 11 1992

L. Dale Foust
Technical Project Officer
for Yucca Mountain
Site Characterization Project
TRW Environmental Safety Systems
The Valley Bank Center, Suite P-110
101 Convention Center Drive
Las Vegas, NV 89109

**TECHNICAL DIRECTION LETTER (TDL)—TRANSITION PLAN FOR PLANS AND PROCEDURES
DIVISION (PPD) SUPPORT**

To facilitate the transition process for the PPD support function, it is requested that a transition plan be created by TRW Environmental Safety Systems, Inc., reviewed, and committed to by all affected parties prior to commencement of the transition of this function. Pertinent TDL information is as follows:

1. Contract number: DE-AC01-91RW00134
2. Work breakdown structure of work to be performed: 1.2.1.2.5
3. Number on the Quality Activities List: 1.2.1.2
4. Number of the grading package: PCQAG-001, Revision 1
5. Number of the Quality Assurance Program Description document and name of affected organization that contains the quality assurance (QA) requirements: DOE/RW-0215, OCTRW

Administrative Procedure 6.1Q, "Project Office Document Development, Review, Approval and Revision Control," is the applicable procedure for the creation of this plan.

**FOR INFORMATION
ONLY**

FEB 11 1992

L. Dale Foust

-2-

In accordance with recommendations from the Yucca Mountain Quality Assurance Division Director, this transition plan should specify the following at a minimum:

1. Workscope to be transitioned.
2. Timetable for transition.
3. Plans for manpower transitions and new hires.
4. Schedule for development of applicable procedures.
5. Schedule for personnel training.
6. Acquisition of facilities and equipment.
7. Interim directives needed to facilitate the transition (e.g., between February 1, 1992, and March 3, 1992, do not transmit any QA records to the Local Records Center because of...).
8. Status on the QA program area for workscope to be transitioned.
9. Agreement from affected parties that they can meet the schedule and resource commitments needed to complete the transition.
10. Identification of the persons and organizations who are responsible for being record sources before and after the transition.

In addition to ensuring that this transition is handled with minimal impact, the use of approved transition plans will help to mitigate the need for unwarranted procedure revisions. The Yucca Mountain Site Characterization Project requests that the transitioning of this work be accomplished at the earliest possible time. Your cooperation in this effort is appreciated.

If you have any questions, please contact Vincent F. Iorii at 794-7118 or Robert V. Barton at 794-7957.


Carl P. Gertz
Project Manager

YMP:RVB-1880

cc:

Trudy Wood, HQ (RW-52) FORS
M. B. Blanchard, YMP, NV
R. V. Barton, YMP, NV
J. R. Dyer, YMP, NV
W. R. Dixon, YMP, NV
W. B. Simecka, YMP, NV
R. E. Spence, YMP, NV
V. F. Iorii, YMP, NV
Garth Phillips, YMP, NV
C. L. Carpenter, YMP, NV
J. G. Gandi, YMP, NV
W. A. Wilson, YMP, Mercury, NV, M/S 717

FOR INFORMATION
ONLY

3.0 TIMETABLE FOR TRANSITION

COMPLETION TARGET DATE	ACTION ITEM
02-12-92	Initial discussions with T&MSS transition personnel (completed)
02-14-92	Meeting with T&MSS PPD personnel interested in applying for PPD positions with the M&O (completed)
02-14-92	Requisitions for PPD positions submitted & posted (completed)
02-18-92	Begin interviewing process (completed)
02-19-92	Obtain list of equipment (including computer) and current office layout (completed)
02-21-92	Provide equipment transfer information to YMP property division
02-21-92	Complete interviews--begin employee selection (completed)
02-28-92	Complete offer packages for selected candidates
02-28-92	Do new layout and determine any additional space or equipment needs
03-02-92	Transition Plan out for review (completed)

3-1

**FOR INFORMATION
ONLY**

- 03-05-92 **Submit Transition Plan for QMP-06-04 review**

- 03-06-92 **Extend job offers--obtain responses**

- 03-06-92 **Obtain up-to-date status of all current workload**

- 03-06-92 **T&MSS Contractor deliver all lists identified as supporting documentation to the M&O Contractor**

- 03-06-92 **Complete space and equipment transfer paperwork**

- 03-06-92 **Order office supplies and any equipment not provided**

- 03-06-92 **Order any office furniture that is not provided**

- 03-06-92 **Order telephone transfers**

- 03-12-92 **Transition Plan approved**

- 03-13-92 **Submit paperwork for transferring VAX accounts**

- 03-13-92 **Complete position descriptions, training assignments, and certifications on all of PPD staff**

- 03-13-92 **Complete all work description identifiers and obtain individual work authorizations (internal M&O process)**

- 03-13-92 **Prepare and submit PACs input data**

³⁻²
**FOR INFORMATION
ONLY**

- 03-13-92 **Submit order for temporary employees to supplement staff**
- 03-16-92 **New PPD employees from outside YMP begin work**
- 03-20-92 **New PPD employees from outside YMP complete training**
- 03-23-92 **All PPD staff on board**
- 03-23-92 **Complete informal Readiness Review to start operation**
- 03-23-92 **Request DOE/QA surveillance to commence in early May 1992.**
- 03-23-92 **M&O managed PPD is operational**
- 03-23-92 **Begin evaluation of current procedure and work simplification study**
- 05-92 **DOE/QA surveillance to commence if agreed to by YMQAD Director.**

**FOR INFORMATION
ONLY**

4.0 STAFFING PLAN

Objective: Recruit and fill the following positions in the Plans and Procedures Organization, as permanent positions with TRW:

- 1) Technical Writer/Supervisor - 1
- 2) Technical Writer - 1
- 3) Technical Editors - 2
- 4) Document Coordinators - 2
- 5) Word Processors - 8
- 6) Graphics Support - 1

In addition, provide approximately five temporary employees to staff up department until backlog can be evaluated.

A proposed organization chart of the M&O PPD is attached.

Plan: Staffing requisitions have been submitted to and approved by M&O management. Company and benefit information provided to T&MSS PPD staff on February 14, 1992. Interviews of T&MSS candidates and others will begin February 18, 1992. Offers will be made by March 5, 1992, and staff can be on board by March 23, 1992. This allows time for two weeks notice for selected employees, and for training of new employees to YMP procedures.

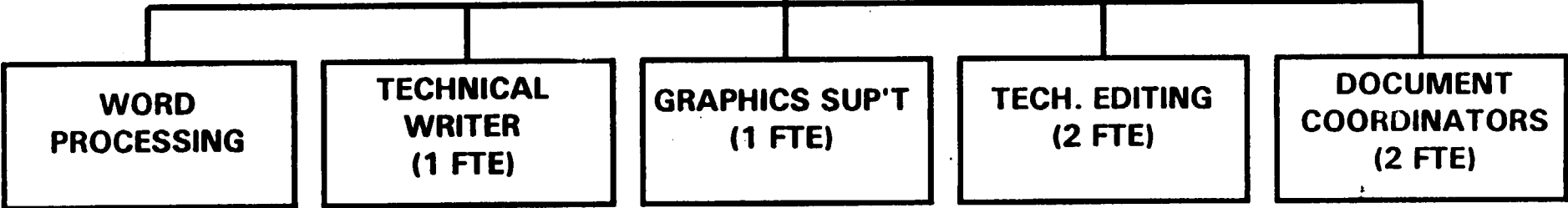
**FOR INFORMATION
ONLY**

Contacts: **Jan Verden** **794-7770**
 Cathy Milinchuk **794-7821** -
 Judy Zimmerman **794-7797**

**FOR INFORMATION
ONLY**

**PPD SUPERVISOR
(1 FTE)**

**FOR INFORMATION
ONLY**



4-3

**1-Lead (TBD)
7-Word Processors**

PROPOSED PPD ORGANIZATION

5.0 QA AND PROCEDURE CONSIDERATIONS

The Plans and Procedures Organization will continue to operate according to YMP procedure number QMP-06-04, current revision, which is, "Project Office Document Development, Review, Approval, and Revision Processes" and AP-6.1Q, "Project Office Document Development, Review, Approval, and Revision Control". An impact review was performed on the QMP-06-04 and AP6.1Q procedures and no revisions are required to accommodate this transition. A QA grading plan for this function is in place. Copies of the applicable procedures and QA grading plan follow.

The M&O Contractor acknowledges that a HQ QA effort is underway to modify QMP-06-04 and that any future change has no impact on this transition.

The M&O Contractor acknowledges that two Corrective Action Reports (CARS) are open in PPD and T&MSS anticipates closure of these CARS before March 23, 1992; if not closed by March 23, 1992, these CARS will be closed independent of this transition or as directed by the Director YMQAD.

Upon successful transition of the functions of the PPD, the M&O will begin a work simplification study to determine what steps are necessary to streamline the processing of YMPO documents, and begin discussions with the YMP to coordinate these changes. A revision to the procedures will then begin.

**FOR INFORMATION
ONLY**

6.0 PERSONNEL TRAINING

Candidates selected for employment from outside the YMP will begin work on March 16, 1992, to allow one week to complete training on YMP procedures QMP-06-04 and AP6.1Q and for additional indoctrination from the M&O. Training on YMP procedures AP1.5Q "Issuance and Maintenance of Controlled Documents", AP1.17Q "Forms Control", AP1.18Q "Records Management: Las Vegas Record Source Implementation", and QMP-02-01 "Project Office Indoctrination and Qualification Training", may be required for PPD employees; however, not every staff person may be trained to every procedure. Appropriate staff will be trained before performing quality-affecting activities.

An informal Readiness Review will be conducted to ensure all training (and documentation) are in place prior to the transition date. A surveillance will be requested from the DOE/QA organization to commence in May 1992, if agreed to by the YMQAD Director.

- Actions:**
- 1) **Current PPD employees of the T&MSS Contractor who are hired by the M&O Contractor will be requested by the M&O Contractor to obtain a copy of their training records from the YMP Training Organization and submit such records to the M&O Contractor effective March 23, 1992.**

**FOR INFORMATION
ONLY**

7.0 ACQUISITION OF FACILITIES AND EQUIPMENT

Facilities

The M&O will begin operation of PPD in its current location. T&MSS has provided a layout and will transfer the space to the M&O as of the transition date (see attached layout).

After the transition is in effect, the M&O will begin a study of the physical locations and work flow and provide a layout of a work area for PPD, which will be located somewhere within the Valley Bank Center. An exact permanent location cannot be determined until the space allocation study is completed.

Equipment

Discussions have been held with T&MSS representatives and they have provided the M&O with a listing of all equipment and furniture (including computer terminals) that will be transferred along with the function. This list will be evaluated and also provided to the YMPO procurement personnel. T&MSS will be responsible for generating the necessary paperwork to transfer the computer terminals and other equipment to the M&O, through their custodial account system (see attached list).

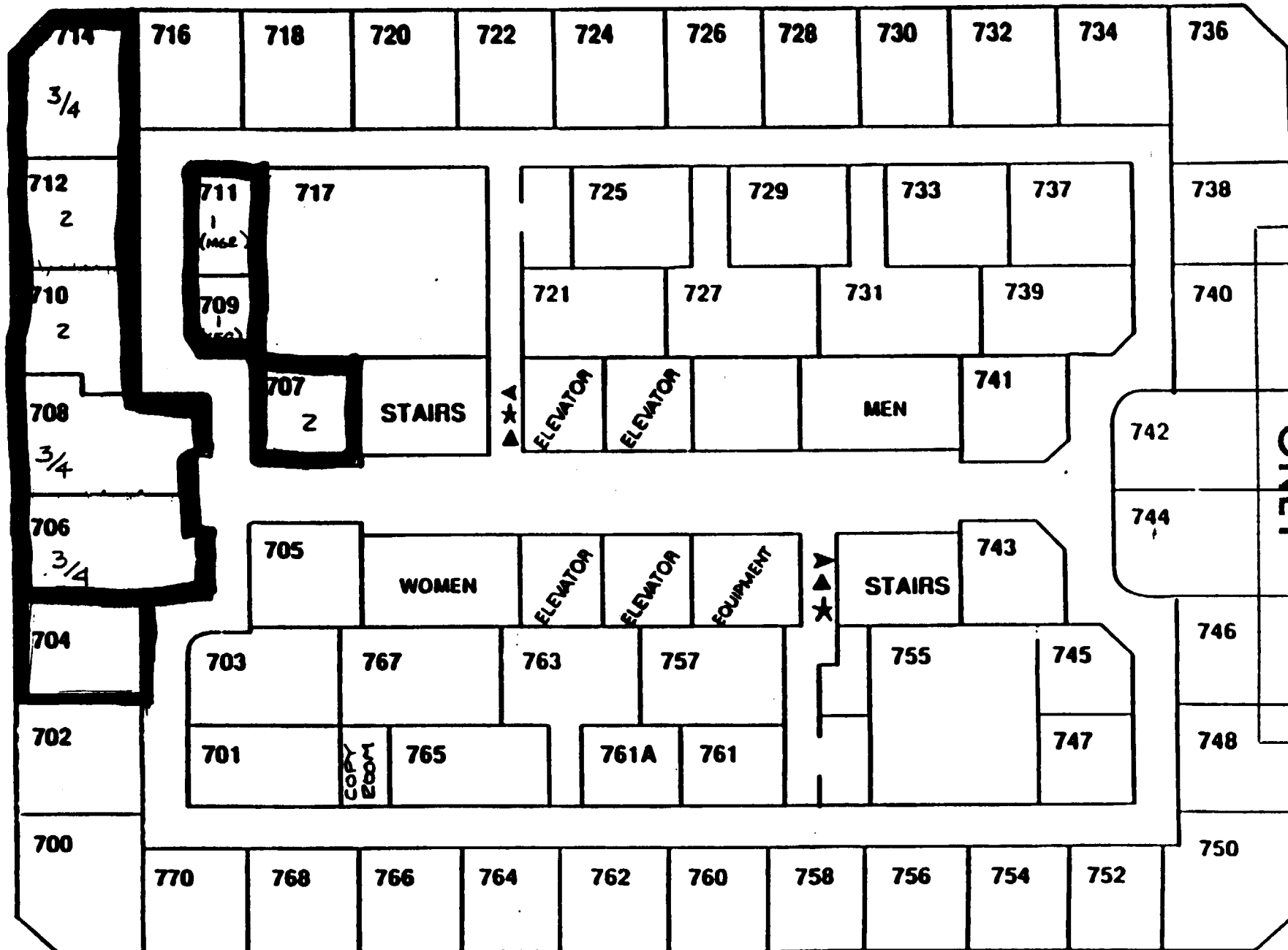
If any additional equipment is needed, this need will be coordinated with the appropriate YMP organization before purchase, in order to assure that excess equipment which may be available is considered first. No QA software applications will be included in any purchases.

7-1

FOR INFORMATION ONLY

PLANS * PROCEDURES SPACE ALLOCATIONS TO M30

2-14-92



7-2

8.0 RECORDS PACKAGES PROCESSING

A survey has been conducted by the M&O of all YMP controlled documents that have been issued since September, 1991. This list was cross-referenced to determine if records packages had been prepared and submitted to the RIS. The following page is a list of documents that must have records accounted for prior to the transition.

This effort will be coordinated between the Las Vegas LRC and T&MSS PPD staff.

- Actions:
- 1) The T&MSS Contractor will provide to the M&O Contractor the following records documents:
 - a) A transmittal list of record files for open Document Action Requests (DARs) and will transfer the physical custody of such records to the M&O Contractor effective March 23, 1992.
 - b) A transmittal list of closed files and Document Review Sheets (DRS) and will transfer the physical custody of such records to the M&O Contractor effective March 23, 1992.
 - c) A transmittal list of records package segments in the LV LRC to transfer the responsibilities as record source for such records to the M&O Contractor effective March 23, 1992.
 - d) A list of records packages to be closed by the T&MSS Contractor prior to the Transition date.

**FOR INFORMATION
ONLY**

- 2) **The T&MSS Contractor will process the identified backlog records until such process is completed and will provide staff for such purpose.**

The M&O Contractor will assist with such process by providing support staff from the LV LRC to the T&MSS Contractor as needed to complete this process.

- 3) **The T&MSS Contractor will provide the M&O Contractor with one 1-hour fire-rated safe for temporary storage of records in PPD.**

**FOR INFORMATION
ONLY**

RECORDS PACKAGE RESEARCH

February 24, 1992

Controlled Documents issued after September 1, 1991, not appearing in the RIS:

QMP-07-04, Rev. 2 (issued 01/17/92)

ICN 2 to QMP-17-01, Rev. 3 (issued 01/17/92)

ICN 2 to AP-5.32Q, Rev. 2

ICN 1 to AP-6.4Q, Rev. 0

AP-6.17Q, Rev. 0

QA Grading Report #PCQAG-001, Rev. 1 (issued 01/16/92)

QA Grading Report #FOC-3, Rev. 0 (issued 12/06/91)

**FOR INFORMATION
ONLY**

**TRANSMITTAL LIST OF RECORD FILES,
OPEN DOCUMENT ACTION REQUESTS, FOR PHYSICAL CUSTODY
3/10/92**

The list for open Document Action Requests and record files is the same list contained in the PPD Document Tracking Report, which is an insert after Section 8, in Supporting Documentation.

**FOR INFORMATION
ONLY**

TRANSMITTAL LIST OF OPEN RECORD PACKAGE SEGMENTS
3/10/92

As of 2/12/92, segment files bearing the following RPS Numbers were being held in the Project Office Local Records Center (LRC), awaiting finalization by the Plans and Procedures organization. The Plans and Procedures organization authorized these segments to be transferred to the Las Vegas LRC upon consolidation of the Las Vegas LRCs.

<u>RPS No.</u>	<u>"I" No.</u>
0023	87121
0060	87126
0061	87127
0063	87128
0064	87129
0107	87130
0173	87139
0187	87146
0214	87149
0296	87150
0298	87103
0304	87151
0307	87152
0311	87153
0319	87154
0334	87159
0336	87160
0341	87162
0344	87163
0346	87164
0352	87165
0354	87166
0356	87168

**FOR INFORMATION
ONLY**

TRANSMITTAL LIST OF RECORDS OR RECORD PACKAGES
TO SUBMIT TO THE LAS VEGAS LOCAL RECORDS CENTER
BY PLANS AND PROCEDURES TRANSITION DATE, MARCH 23, 1992

Closed DARs

416
417
418

APs

-1.3, ICN #2, REV. 3
-1.18, REV. 0
-4.1Q, REV. 1
-5.2Q, REV. 2
-5.14, ICN #1, REV. 0
-5.19Q, ICN #1, REV. 2
-5,21, REV. 2
-5.32Q, ICN #2, REV. 2
-6.2Q, ICN #1, REV. 0
-6,3Q, ICN #2, REV. 0
-6.3Q, REV. 1
-6.4Q, REV. 1
-6.17Q, ICN #3, REV. 0

QMPs

-01-02, CANCELLED
-02-01, ICN #3, REV. 4
-02-01, REV. 5
-03-01, CANCELLED
-06-04, ICN #2, REV. 4
-07-04, REV. 2

BTPs

-QAD-001, ICN #1, REV. 0
-QAD-001, REV. 1
-SMF-007, CANCELLED
-SMF-008, ICN #1, REV. 2
-SMF-013, ICN #2, REV. 0
-YMP-001, ICN #2, REV. 0
-YMP-001, REV. 1

PLANS

YMP/88-13, CANCELLED
YMP/90-37, REV. 1
YMP/91-14, REV. 4
YMP/91-23, REV. 0
YMP/91-26, REV. 0
YMP/91-29, REV. 0
YMP/91-40, REV. 0
YMP/92-1, REV. 0
YMP/92-6, REV. 0
YMP/CC-0009, REV. 3
YMP/CC-0014, REV. 2
YMP/CM-0007, REV. 6
YMP/CM-0011, REV. 3

ANNOTATED OUTLINES

ESFCMP, REV. 0

NOTE: Six-month old or non-quality-related records are identified as backlog and are pending. Those record folders and Document Review Sheets that pertain to currently effective documents will be transitioned upon completion.

**FOR INFORMATION
ONLY**

SUPPORTING DOCUMENTATION:

- 1) PPD Document Tracking Report**
- 2) PPD Logs: Procedure/Interim Change Notice (ICN)
Number Assignment Lists**
 - a. YMP Administrative Procedures (APs)**
 - b. WMPO Quality Management Procedures (QMPs)**
 - c. YMP Branch Technical Procedures (BTPs)**
 - d. YM Site Characterization Project Plans (PPs)**
 - e. Activities on Forms**
 - f. AP6.1Q/QMP-06-04 Request Form Log**
- 3) PPD Document Responsibility Matrix**

**FOR INFORMATION
ONLY**