

TMSS/029/2
01/16/91
Revision No

TECHNICAL & MANAGEMENT SUPPORT SERVICES DOCUMENT TRANSMITTAL/ACKNOWLEDGMENT RECORD

WBS: 1.2.9
QA: N/A
Page 1 of 1

TO:
BELKE, L
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WASHINGTON, DC 20555-0000

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TRANSMITTAL DATE: 05/22/91

COPY NO.: 223

DOCUMENT TITLE: ORGANIZATION

DOCUMENT REVISION: 2 DOCUMENT IDENTIFICATION NUMBER: QMP-01-01

DIRECTIONS

INSERT: ICN 1, DATED 05/24/91, DIRECTLY IN FRONT OF
QMP-01-01, REV. 2.

REPLACE: PAGE 4 WITH ICN 1 PAGE 4.
PAGE 8 WITH ICN 1 PAGE 8.

*** DESTROY OR MARK OBSOLETE MATERIAL "SUPERSEDED" ***

SIGN/DATE IN BLACK INK BELOW TO CONFIRM THAT THE ABOVE DIRECTIONS HAVE BEEN FOLLOWED,
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102.7
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YMP-007
2/8/91

YUCCA MOUNTAIN SITE CHARACTERIZATION PROJECT INTERIM CHANGE NOTICE

ICN No.: 1
Page 1 of 1

Title: Organization	No.: QMP-01-01	Rev. 2	Effective Date: 5/24/91
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REQUIRED CHANGE(S): MAJOR MINOR (only PCB Manager approval required)

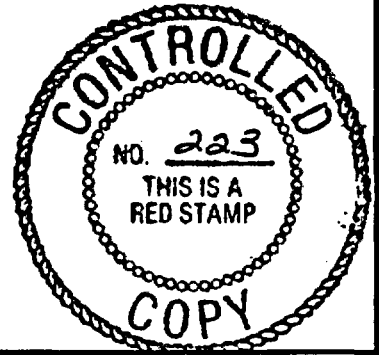
Page 4 of 15:

Section 4.2, add the following sentence to end of paragraph: "The Deputy Project Manager is also responsible for Project Training and managing the information management systems, including the records management system."

Page 8 of 15:

Section 4.7.2, Paragraph 1, Lines 5 and 6, delete the following text: "records management system, information management systems"; also on line 6, delete the words "and Project training".

INSTRUCTIONS: Replace pages 4 and 8.
Place ICN approval sheet in front of procedure.



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

Responsibility is being moved from the POCD to Deputy Project Manager.

APPROVAL

PROJECT MANAGER	<u>Maxwell Blanchard</u> Signature	<u>5-16-91</u> Date
DIRECTOR OF QUALITY ASSURANCE	<u>[Signature] for DG HORTON</u> Signature	<u>5/8/91</u> Date
(OTHER, AS REQUIRED)	<u>N/A</u> Signature	<u>N/A</u> Date
PCB MANAGER (Minor ICNs only)	<u>N/A</u> Signature	<u>N/A</u> Date

TRAINING REQUIRED YES N/A

NUMBER OF DAYS REQUIRED FOR TRAINING N/A

COMMENTS:

ORGANIZATION TITLE CHANGES -
NO CHANGE TO PROCEDURE
INTENT.

<u>[Signature]</u> Training Officer/Training Manager	<u>5/20/91</u> Date
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11. Reviewing and approving indoctrination and training requirements for OGD/Project Office Division Directors and providing for the indoctrination and training of OGD/Project Office personnel.
12. Approving plans as necessary to establish the basis for orderly achievement of technical and quality objectives.
13. Ensuring effective implementation of the QA program by line management.
14. Monitoring QA program implementation on an ongoing basis and taking remedial action as necessary.
15. Ensuring that activities are performed in a safe and environmentally acceptable manner.

4.1.1 Institutional Staff

Members of the ADGD/PM staff provide institutional interactions with concerned parties. Interactions with affected parties are guided by the Nuclear Waste Policy Act, as amended, and by the policies provided in the OCRWM Mission Plan.

4.2 DEPUTY PROJECT MANAGER

The Deputy Project Manager reports directly to the ADGD/PM and is responsible for assisting the ADGD/PM in the implementation of the activities indicated in Section 4.1 of this procedure. The Deputy Project Manager is also responsible for Project Training and managing the information management systems, including the records management system.

4.3 DIVISION DIRECTORS (DDs) AND SITE MANAGER

The DDs and the Site Manager report to the ADGD/PM and have the following QA program responsibilities:

1. Establishing the scope of QA activities and requirements for those activities under their purview, and obtaining the approval of the ADGD/PM.
2. Ensuring that personnel who are under the direction of the DD and perform activities affecting quality are qualified by education, experience and training to perform assigned tasks.
3. Ensuring, by using methods that verify quality achievement, the technical adequacy of items and activities and the effectiveness of management controls.
4. Ensuring adequate resources are available for quality achievement and verification activities.

YMP-007
2/8/91

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4.7 PROJECT AND OPERATION CONTROL DIVISION

The Project Operations and Control Division provides Project management services and support to the PM and is responsible for grants and the business management and contracts management functions for the Project. These services are provided by two Branches: The Operations Control Branch and the Project Control Branch.

4.7.1 Operations Control Branch

The Operations Control Branch manages various activities that address the accumulation and analysis of data and information covering a wide range of subjects, including socioeconomic, environmental, transportation, meteorological monitoring, and radiological monitoring. This branch supports the Project by maintaining current information in such areas as land access and acquisition, mining claims, Payments-Equals-to-Taxes, permits, and Native Americans.

Responsibilities include cognizance of the several acts and regulations that impact the environmental aspects of the Project, such as the Safe Drinking Water Act, NEPA regulations, and the Resource Conservation Recovery Act (RCRA). This branch is responsible for interfacing with all local, state, and federal environmental regulatory agencies.

4.7.2 Project Control Branch

The Project Control Branch manages the development, maintenance, and operation of Project Management Control systems that are required for effective management of the Project. These activities include planning and scheduling, budgeting and cost control, baseline change control, preparation of Project management documents and reports, Work Breakdown Structure (WBS), and work authorization.

The Project Control Branch reports current information to the PM on the status of the Project and the performance of the Project Participants. The Project Control Branch is the Project management interface with the Site Office with regard to Project control activities.

4.8 REQUIREMENTS ANALYSIS DIVISION

The Requirements Analysis Division executes the authority of the ADGD/PM at DOE Headquarters (HQ). This division represents the OGD/Project at HQ and provides a liaison for interaction and coordination with other OCRWM offices. Other responsibilities of the requirements Analysis Division include: