



CHAPTER 5 - INSTRUCTIONS, PROCEDURES, PLANS AND DRAWINGS

SECTION 4 - PREPARATION AND CONTROL OF THE YMP-USGS
QUALITY ASSURANCE PROGRAM PLAN

1. **PURPOSE.** This procedure defines the requirements and responsibilities for the development of the YMP-USGS Quality Assurance Program Plan (QAPP) and the completion of an associated YMPO QA Compliance Review Checklist.
2. **SCOPE OF COMPLIANCE.** This procedure applies to the USGS development of the YMP-USGS-QAPP and the completion of a YMPO checklist to verify compliance with the YMP Quality Assurance Plan.
3. **DEFINITIONS.**
 - 3.1 **Quality Assurance Program Plan (QAPP):** A document that describes the YMP-USGS Quality Assurance Program, including applicable QA requirements and general implementation methods and responsibilities.
4. **RESPONSIBILITIES.**
 - 4.1 **The Quality Assurance (QA) Manager** is responsible for the development, review and approval of the YMP-USGS-QAPP and a corresponding YMPO QA Compliance Review Checklist.
 - 4.2 **The Chief, Branch of YMP, the Chief, Office of Regional Geology, the Assistant Chief Hydrologist for Program Coordination and Technical Support, and the USGS Assistant Director for Engineering Geology,** are responsible for providing assistance to the QA Manager in development of the QAPP in the consideration of technical aspects of activities affecting quality and for review and approval of the QAPP. This review includes identification and resolution of conflicts with other YMP or USGS management policies.
5. **PROCEDURE.**
 - 5.1 **Development of the QAPP:** The YMP-USGS-QAPP shall be planned, developed and maintained in accordance with the requirements of the YMP Quality Assurance Plan. When the YMP QA Plan is revised, the QAPP shall be revised accordingly at the earliest practicable time consistent with an established schedule. Revision to the QAPP also may be initiated by the USGS, independent of revision to the YMP QA Plan.
 - 5.2 **Contents of the QAPP:** The QAPP shall address each of the 18 criteria of NQA-1 and all applicable YMP QA Plan requirements. When a requirement of the YMP QA Plan is not applicable to USGS activities, the QAPP shall specifically note the exception. The QAPP shall include the following elements:

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5.2.1 Definition and description of the YMP-USGS Quality Assurance Program (the QAPP and appropriate implementing procedures);

5.2.2 Statement of USGS commitment to the QA Program and assurance that implementing procedures will be properly documented, controlled, and mandated;

5.2.3 Description of applicability to all items and activities affecting quality throughout the life of the Project;

5.2.4 Statement of controls over activities affecting quality that are consistent with their importance;

5.2.5 Instruction to implement and apply the QA requirements to activities affecting quality;

5.2.6 Description of organizational structure' designating functions and clearly establishing responsibilities such that:

- o Quality is achieved and maintained by those who have been assigned responsibility for performing work,
- o Quality achievement is verified by persons or organizations not directly responsible for performing the work,

5.2.7 Identification of interfaces between USGS, YMPO, and NTS contractors (exchanges of technical requirements of work to be performed and liaison until completion of work); and

5.2.8 A preface identifying major changes from the last revision of the QAPP.

5.2.9 Change bars locating changes from the last revision.

5.3 Completion of YMPO QA Compliance Review Checklist: When directed by YMPO, compliance with the requirements of the YMP QA Plan shall be documented on a YMPO QA Compliance Review Checklist which identifies where each requirement is met or excepted within the QAPP.

5.4 Review and Approval of the QAPP: The draft QAPP and corresponding checklist shall be submitted to YMPO for review. Upon resolution of YMPO comments, document approval is obtained from the QA Manager, Chief, Branch of YMP, and Assistant Director of Engineering Geology, and the YMPO Project Quality Manager. The QAPP is effective upon final approval. If the QA Manager determines a need for QAPP issuance for interim use prior to YMPO approval, transmittal records and other documentation shall so indicate.

6. RECORDS MANAGEMENT.

6.1 Controlled Documents: The YMP-USGS Quality Assurance Program Plan is controlled in accordance with QMP-6.01.

6.2 Records Center Documents: The following QA records associated with this procedure shall be submitted to the USGS Records Center in accordance with QMP-17.01:

- o USGS Quality Assurance Program Plan
- o YMP QA Compliance Review Checklist

7. RELATED DOCUMENTS.

7.1 Superseded Documents: None.

7.2 References Cited:

- o YMP 88/9 YMP Quality Assurance Plan
- o ANSI/ASME NQA-1, Nuclear Quality Assurance Program Requirements for Nuclear Facilities
- o YMP-USGS-QMP-6.01, Document Control
- o YMP-USGS-QMP-17.01, YMP-USGS Records Management

8. ATTACHMENTS. None.

9. APPROVALS AND EFFECTIVE DATE.

EFFECTIVE DATE: February 17, 1989

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2-17-89
Date

Larry R. Hays
Chief, Branch of YMP

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Date

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Date

Mitchell W. Reynolds
Acting Chief, Office of Regional Geology

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Eugene H. Roseboom
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