

NUCLEAR WASTE MANAGEMENT PROGRAM
 CONTROLLED COPY NO. 83

No.: D.
 Revision: 21
 Date: April 11, 1988
 Page: 1 of 8

Subject:

TABLE OF CONTENTS

Approved:

No Approval
 Required

Please note that not all participants
 hold every procedure listed in this Table of Contents.

<u>TAB/CONTENTS</u>	<u>TITLE</u>	<u>DATE</u>	<u>STATUS</u>	<u>REVISION</u>
A. Title Page Control Sheet	Title Page Control Sheet	3/29/85		1
B. Preface	Preface	12/24/86		1
C. Terms and Definitions	Terms and Definitions	7/28/87		6
D. Table of Contents	Table of Contents	4/11/88		21
033-NWMP-P 1.0	Organization	10/15/87	APPROVED	1
033-NWMP-P 2.0	Assurance	12/24/86	APPROVED	0
033-NWMP-P 2.1	Review & Approval of QA Requirements and Procedures	2/3/87	APPROVED	0
033-NWMP-P 2.2	Peer Review	11/19/87		1
033-NWMP-P 3A.0	Scientific Investigation & Design Control	6/27/86	Interim Procedure	
033-NWMP-P 3B.0	Design Control	12/24/86	APPROVED	0
033-NWMP-P 3B.1	Drawing Control		In Preparation	

102.7
 WM-11
 NHO3/1

No.: D.	Revision: 21	Date: April 11, 1988	Page: 2 of 8
------------	-----------------	-------------------------	-----------------

Please note that not all participants hold every procedure listed in this Table of Contents.

<u>TAB/CONTENTS</u>	<u>TITLE</u>	<u>DATE</u>	<u>STATUS</u>	<u>REVISION</u>
033-NWMP-P 4.0	Procurement Document Control	12/24/86	APPROVED	0
033-NWMP-P 4.1	Use of Fabrication Accounts & Laboratory Fabrication Services	3/25/88	ISSUED	0
033-NWMP-P 4.2	Use of Laboratory Technical Support Services	3/25/88	ISSUED	0
033-NWMP-P 5.0	Instructions, Procedures & Drawings	6/24/86	APPROVED	1
033-NWMP-P 5.1	Preparation of Technical Procedures	6/24/86	APPROVED	0
033-NWMP-P 5.2	Review and Approval of Technical Procedures	6/24/86	APPROVED	0
033-NWMP-R 6.0	Document Control	6/24/86	APPROVED	1
033-NWMP-P 6.1	Issue of Controlled Documents	6/24/86	APPROVED	1
033-NWMP-P 7.0	Control of Purchased Materials, Equipment and Services	12/24/86	APPROVED	0
033-NWMP-R 8.0	Identification and Control of Materials, Parts and Components	12/24/86	APPROVED	0
033-NNWSI-P 8.1	Procedure for Preparing Crushed Rock Samples		In Preparation	
033-NNWSI-P 8.2	Sample Catalog Procedure		In Preparation	
033-NNWSI-P 8.3	Procedure for Preparing Core Wafer Samples		In Preparation	
033-NNWSI-P 8.4	Sample Labeling & Tracking Glass Waste Form Testing		In Preparation	

Please note that not all participants hold every procedure listed in this Table of Contents.

<u>TAB/CONTENTS</u>	<u>TITLE</u>	<u>DATE</u>	<u>STATUS</u>	<u>REVISION</u>
033-NNWSI-P 8.5	Procedure for Rock Sample Collection		In Preparation	
033-NNWSI-P 8.6	Procedure for Preparation of Solid Powder Samples Suspended in Pressed KBr Disks		In Preparation	
033-NNWSI-P 8.7	Preparation of Sawn Glass Monoliths		In Preparation	
033-NNWSI-P 8.8	Procedure for Preparing Rock Samples		In Preparation	
033-NNWSI-P 8.9	Procedure for Mineral Cataloging		In Preparation	
033-NNWSI-P 8.10	Identification and Control of Mill Finish Materials, Parts, and Components	12/18/87	ISSUED	0
033-NNWSI-P 8.11	Procedure for Identification, Tagging, Storage, and Documentation of Treatments for Metal Barriers Test Specimens		In Preparation	
033-NWMP-P 8.12	Qualification of Equipment and Material for use on Level of Quality Assurance I and II Activities	3/25/88	ISSUED	0
033-NWMP-R 9.0	Control of Processes	12/24/86	APPROVED	0
033-NWMP-R 10.0	Inspection	12/24/86	APPROVED	0
033-NWMP-R 11.0	Test Control	5/22/87	APPROVED	0
033-NWMP-R 11.1	Requirements for Procedures for Analysis or for Instrumentation		In Preparation	
033-NNWSI-P 11.2	Procedure for Carbonate Analysis Using the OIC Model 524D Carbon Analyzer		In Preparation	
033-NNWSI-P 11.3	Testing Rock-Water Interactions Using a Rocking Autoclave	5/22/87	ISSUED	0

Please note that not all participants hold every procedure listed in this Table of Contents.

<u>TAB/CONTENTS</u>	<u>TITLE</u>	<u>DATE</u>	<u>STATUS</u>	<u>REVISION</u>
033-NNWSI-P 11.4	X-Ray Diffraction Characterization		In Preparation	
033-NNWSI-P 11.5	Determination of Anions in Water by Ion Chromatography		In Preparation	
033-NNWSI-P 11.6	ICP-AES Analysis for Trace Elements in Solutions		In Preparation	
033-NNWSI-P 11.7	Static Leach Test		In Preparation	
033-NNWSI-P 11.8	Pu-Np Separation, Pu Repurification, and Plating Preparation		In Preparation	
033-NNWSI-P 11.9	SEM and Microprobe Analysis		In Preparation	
033-NNWSI-P 11.10	Nuclear Waste Management Program Nevada Nuclear Waste Storage Investigations Project Test Plan: Prototype Engineered Barrier Design Testing	8/14/87	ISSUED	0
033-NNWSI-P 11.11	Borescope Surveys to Map Fractures Intercepting Boreholes	11/20/87	ISSUED	0
033-NNWSI-P 11.12	Neutron and Gamma (Density) Logging in Welded Tuff	11/24/87	ISSUED	0
033-NNWSI-P 11.13	Borehole Television Surveys To Map Fractures Along Horizontal or Subhorizontal Boreholes	11/30/87	ISSUED	0
033-NNWSI-P 11.14	Determination of Trace Elements in J-13 Well Water by Inductively Coupled Plasma Optical Emission Spectroscopy (ICP-OES)		In Preparation	
033-NNWSI-P 11.15	Grouting a Measurement Borehole		In Preparation	
033-NNWSI-P 11.16	Installation and Operation of the Electromagnetic Measurement System		In Preparation	
033-NNWSI-P 11.17	Procedure for Microprobe Analysis		In Preparation	
033-NNWSI-P 11.18	Measurement of Suction Potential Via Relative Humidity in Unsaturated Rock		In Preparation	

Please note that not all participants hold every procedure listed in this Table of Contents.

<u>TAB/CONTENTS</u>	<u>TITLE</u>	<u>DATE</u>	<u>STATUS</u>	<u>REVISION</u>
033-NNWSI-P 11.19	Air Permeability Measurements		In Preparation	
033-NWMP-R 12.0	Control of Measuring and Test Equipment	12/24/86	APPROVED	0
033-NNWSI-P 12.1	Laboratory Calibration of the Goodman Borehole Jack	12/17/84	ISSUED	0
033-NNWSI-P 12.2	Calibrating Balances	2/18/87	ISSUED	0
033-NNWSI-P 12.3	Calibrating Data Log Systems, Temperature Controllers, and Digital Displays		In Preparation	
033-NNWSI-P 12.4	Calibrating Pressure Transducers		In Preparation	
033-NNWSI-P 12.5	Calibration of Thermocouples		In Preparation	
033-NNWSI-P 12.6	Measurement of the pH of Aqueous Solutions with the Glass Electrode		In Preparation	
033-NNWSI-P 12.7	Calibration of Length Measuring Instruments		In Preparation	
033-NNWSI-P 12.8	Procedure for Measurement, Accuracy, Calibration and Records for Metal Barriers Samples		In Preparation	
033-NNWSI-P 12.9	Temperature Measurements		In Preparation	
033-NNWSI-P 12.10	Calibration, Installation and Operation of the Microwave Resonator Humidity Measurement System		In Preparation	
033-NWMP-R 13.0	Handling, Storage and Shipping	12/24/86	APPROVED	0
033-NNWSI-P 13.1	Collection, Storage & Distribution of J-13 Water	4/21/87	ISSUED	0
033-NNWSI-P 13.2	Handling, Storage, and Shipping of Mill Finish Metals	12/18/87	ISSUED	0
033-NWMP-R 14.0	Inspection, Test and Operating Status	12/24/86	APPROVED	0

Please note that not all participants hold every procedure listed in this Table of Contents.

<u>TAB/CONTENTS</u>	<u>TITLE</u>	<u>DATE</u>	<u>STATUS</u>	<u>REVISION</u>
033-NWMP-P 15.0	Nonconformances	1/15/87	APPROVED	0
033-NWMP-P 16.0	Corrective Action	12/24/86	APPROVED	0
033-NWMP-P 17.0	Quality Assurance Records	6/24/86	APPROVED	1
033-NWMP-P 17.1	Receipt and Review of Quality Assurance Records	10/12/87	APPROVED	1
033-NNWSI-P 17.2	Identification and Indexing of Quality Assurance Records	10/12/87	ISSUED	1
033-NWMP-P 17.3	Storage of Quality Assurance Records	10/12/87	APPROVED	1
033-NNWSI-P 17.4	Transmittal of Quality Assurance Records	10/12/87	ISSUED	1
033-NNWSI-P 17.5	Receipt and Verification of Film Received	10/12/87	ISSUED	1
033-NWMP-P 17.6	Retrieval of Quality Assurance Records	12/24/86	APPROVED	0
033-NNWSI-P 17.7	Acceptance of Data Generated Before 1980 & Non-NNWSI Data	12/24/86	APPROVED	0
033-NWMP-P 17.8	Storage of One-of-a-Kind Items		In Preparation	
033-NWMP-P 17.9	Transmittal of Quality Assurance Records to the Local Records Center	11/9/87	ISSUED	0
033-NWMP-P 18.0	Audits	6/24/86	APPROVED	2
033-NWMP-P 18.1	Surveillance	12/24/86	RESCINDED	0
033-NWMP-P 18.2	Qualification of Quality Assurance Audit Personnel	6/24/86	APPROVED	0
033-NWMP-R 19.0	Software Quality Assurance	12/24/86	APPROVED	0
033-NWMP-R 19.1 (EQ3/6)	Appendix 1	10/25/86	ISSUED	0
033-NWMP-R 19.1 (EQ3/6)	Appendix 2	10/25/86	ISSUED	0

Please note that not all participants hold every procedure listed in this Table of Contents.

<u>TAB/CONTENTS</u>	<u>TITLE</u>	<u>DATE</u>	<u>STATUS</u>	<u>REVISION</u>
033-NWMP-R 19.1 (EQ3/6)	Requirements for Development and use of Scientific and Engineering Software	10/25/86	ISSUED	0
033-NWMP-R 19.2 (EQ3/6)	Coding Standards for Fortran Computer Codes	10/25/86	ISSUED	0
033-NWMP-P 19.3 (EQ3/6)	Acquisition and Evaluation of Computer Codes	10/25/86	ISSUED	0
033-NWMP-P 19.4 (EQ3/6)	Development of Computer Codes	10/25/86	ISSUED	0
033-NWMP-P 19.5 (EQ3/6)	Verification and Validation of Computer Codes	10/26/86	ISSUED	0
033-NWMP-P 19.6 (EQ3/6)	Documentation of Scientific and Engineering Software	10/25/86	ISSUED	0
033-NWMP-P 19.7 (EQ3/6)	Peer Review of Scientific and Engineering Software	10/25/86	ISSUED	0
033-NWMP-P 19.8 (EQ3/6)	Transfer of Computer Codes	10/25/86	ISSUED	0
033-NWMP-P 19.9 (EQ3/6)	Application of Scientific and Engineering Software	10/25/86	ISSUED	0
033-NWMP-P 19.10 (EQ3/6)	Error Reporting and Resolution	10/25/86	ISSUED	0
033-NWMP-P 19.11 (EQ3/6)	Working Environment for Storage, Development, and Application of Computer Codes	10/25/86	ISSUED	0
033-NWMP-P 19.12 (EQ3/6)	Backup and Archiving of Computer Codes	10/25/86	ISSUED	0
033-NWMP-P 20.0	Assigning Levels of Quality Assurance	12/24/86	APPROVED	0
033-NWMP-P 20.1	Numbering of Activities	12/24/86	APPROVED	0
033-NWMP-R 21A.0	Training	12/24/86	APPROVED	0
033-NWMP-R 21B.0	Qualification of Personnel	12/24/86	APPROVED	0

Please note that not all participants hold every procedure listed in this Table of Contents.

<u>TAB/CONTENTS</u>	<u>TITLE</u>	<u>DATE</u>	<u>STATUS</u>	<u>REVISION</u>
033-NWMP-P 22.0	Technical Review of Publications	3/13/87	APPROVED	0
033-NWMP-P 22.0	Instructional Memorandum #22-1	10/4/87	ISSUED	0

EFFECTIVE DATE IS
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No.: 033-NWMP-P 4.1
Revision: 0
Date: March 25, 1988
Page: 1 of 8

NUCLEAR WASTE MANAGEMENT PROGRAM
CONTROLLED COPY NO. 83

Subject: USE OF FABRICATION ACCOUNTS AND
LABORATORY FABRICATION SERVICES

Approved: *S. Ramspott 4/6/88*
Lawrence D. Ramspott
NWMP Leader

Reviewed by: *David W. Short 4/4/88*
David W. Short
Deputy Project Leader
for NNWSI

Reviewed by: *John J. Dronkers 3/29/88*
John J. Dronkers
Deputy Program Leader
for Quality Assurance

Reviewed by: *Jesse L. York, Jr. 4-4-88*
Jesse L. York, Jr.
Other Projects Leader

4.1.1 PURPOSE

This procedure specifies the Nuclear Waste Management Program's (NWMP) control and documentation requirements for use of fabrication accounts and use of the Laboratory's fabrication services. The intent of this procedure is to bring the control, review, and documentation of fabrications in conformance with the pertinent requirements established for procurement actions.

4.1.2 SCOPE

The Deputy for QA reviews documentation pertaining to each use of a fabrication account to assure each action is associated with an activity. For fabrications supporting Level of Quality Assurance I and II activities the Deputy for QA reviews the original documents. For fabrications supporting Level of Quality Assurance III activities a review by the Deputy for QA of an informational copy of the fabrication request form is sufficient.

Disagreements concerning the activity with which a fabrication should be identified are resolved between the Deputy for QA, the Task Leader, and the responsible Project Leader. In instances where the matter cannot be resolved between these parties, the NWMP Leader's decision is final.

The steps described in the remainder of this procedure apply to uses of fabrication accounts and fabrication services supporting Level of Quality Assurance I and II activities with the exception of fabrications not affecting the quality of scientific investigations.

The steps described in the remainder of this procedure do not apply to uses of fabrication accounts in support of Level of Quality Assurance III activities except in instances where the Task Leader deems it appropriate.

4.1.3 RESPONSIBILITIES

This procedure prescribes specific responsibilities for the requestor of Laboratory fabrication services, the technical representative, the appropriate Task Leader, the Program Administrator, and the Deputy for QA.

The NWMP Project Leaders are responsible for the implementation of this procedure. The Deputy for QA is responsible for assuring that this procedure is implemented and remains effective.

4.1.4 TERMS AND DEFINITIONS

Fabrication Account: A 7800 series capital account within the LLNL accounting structure. These accounts are part of the General Plant and Capital Equipment account series.

Requestor: The individual originating the fabrication request. If the requestor is a Task Leader or above, that same individual has responsibility for fulfilling the responsibilities assigned to the Task Leader by this procedure.

Technical Representative: The individual assigned responsibility by the Task Leader for technical decisions related to the fabrication request. The technical representative is likely to be the requestor, but need not be. The Task Leader can serve as the Technical Representative.

4.1.5 PROCEDURES

Starting the Process

4.1.5.1 Identify the Activity (or Activities) Being Supported

Responsible Individual: Requestor

The requestor identifies the activity or activities the fabrication services will support. If the item to be fabricated supports more than one activity, the most stringent Level of Quality Assurance is applicable.

4.1.5.2 Prepare the Fabrication Document Package

Responsible Individual: Requestor

All uses of fabrication accounts require completion of a Fabrication Request Form (LL 4970) or preparation of a memorandum specifying the account and service to be utilized. The requestor includes the following information on the memorandum or as an attachment to LL 4970:

A. Scope of Work -- The scope of work defines the work to be accomplished and includes a statement and schedule of deliverables.

No.:	Revision:	Date:	Page:
033-NWMP-P 4.1	0	March 25, 1988	3 of 8

B. Technical Requirements -- Specifications, drawings, standards, codes, and procedures to be followed are specified. In-process reviews and acceptance tests necessary to evaluate conformance of an item or service to the technical requirements are specified.

C. Quality Assurance Requirements -- A fabrication shop must follow the pertinent provisions of the NWMP QAPP when doing work for the NWMP. The quality assurance program requirements, including provisions for collection of personnel qualification records, are specified in a statement attached to the procurement document (see Form 4.1.1).

D. Right of Access -- Facilities and relevant records must be accessible to NWMP personnel and its authorized representatives for the purposes of conducting inspections, audits, and surveillances. The responsible individual who has assured right of access is specified by title and name.

The requestor forwards the memorandum (or LL 4970 and attachment) to the Task Leader of the activity (or activities) the fabrication will support.

Reviewing the Fabrication Document Package

4.1.5.3 Task Leader's Review

The Task Leader reviews the memorandum to assure that the use of the fabrication account is appropriate and that the document contains all required information.

After completing his review, the Task Leader prepares and signs the Fabrication Document Review Form (see Form 4.1.2) and attaches the form to the fabrication documents.

The Task Leader forwards the memorandum and review form (the fabrication document package) to the Program Administrator.

4.1.5.4 Program Administrator's Review

The Program Administrator reviews the Fabrication Document Review Form to verify that all appropriate information has been entered by the Task Leader. Questions concerning this information are resolved with the Task Leader. The Program Administrator completes and signs the Fabrication Document Review Form.

The Program Administrator forwards the fabrication document package to the Deputy for QA. For fabrications supporting Level of Quality Assurance III activities and fabrications not affecting the quality of a scientific investigation, the Program Administrator need only forward an informational copy of the Fabrication Request Form with the activity number and QALA noted at the bottom.

4.1.5.5 Deputy for QA's Review

The Deputy for QA reviews all fabrication document packages to assure each is identified with the appropriate activity and the attendant Level of Quality Assurance. This review is conducted within two working days of receipt.

The Deputy for QA assures that the required information as prescribed by this procedure is contained in the document package.

When the document package satisfies the requirements of this procedure the Deputy for QA signs the Fabrication Document Review Form.

The Deputy for QA creates and maintains a separate folder (the task action folder) for each task. The Deputy for QA makes a copy of the fabrication document package and places it in the appropriate folder. The Deputy for QA retains the original Fabrication Document Review Form in the appropriate folder.

The fabrication document package is returned to the requestor for transmittal to the appropriate fabrication shop.

The Deputy for QA maintains a Fabrication Log (see Form 4.1.3). The Deputy for QA enters the applicable information on the log.

4.1.5.6 Changes to Fabrication Documents

Changes to fabrication documents are brought to the attention of the Deputy for QA by the requestor. The Deputy for QA makes a copy of any changed document and places the revised document in the appropriate task action folder. The Deputy for QA sends a copy of the revised package to the requestor, Task Leader, and Program Administrator.

Fabrication Phase

4.1.5.7 In Process Evaluations

Responsible Individuals: Technical Representative and the Deputy for QA

As specified in the fabrication document package, the technical representative and the Deputy for QA conduct in-process evaluations of the fabrication to assure technical and quality assurance requirements are satisfied.

The technical representative and the Deputy for QA prepare documentation of in-process monitoring activities. The technical representative sends a copy of this documentation to the Deputy for QA for inclusion in the task action folder.

4.1.5.8 Nonconformances

Nonconformances are reported and controlled in accordance with 033-NWMP-P 15.0, "Nonconforming Items, Procedural Nonconformances, and Conditions Adverse to Quality."

A fabricated item cannot be accepted and/or the fabrication action closed if there is an open nonconformance pertaining to the fabrication.

Close-out Phase

4.1.5.9 Acceptance

Responsible Individual: Technical Representative

The technical representative is responsible for acceptance of the fabricated item in accordance with the criteria specified in the fabrication document package.

The technical representative documents the grounds for acceptance of the fabricated item. The technical representative sends a copy of this documentation to the Deputy for QA for inclusion in the task action folder.

Upon receipt of this documentation by Quality Assurance the fabrication action is considered closed for quality assurance related purposes.

4.1.6 QUALITY ASSURANCE RECORDS

Documents contained in the task action folder become quality assurance records when the fabrication action is closed. The Fabrication Log is also a quality assurance record. These records are collected, stored, and maintained in accordance with 033-NWMP-P 17.0, "Quality Assurance Records."

FORM 4.1.1

QUALITY ASSURANCE REQUIREMENTS

Met by:

Requirement/Procedure

NWMP Requirement/Procedure

Other
(Specify)

FORM 4.1.2

FABRICATION DOCUMENT REVIEW FORM

Technical Contact _____ Ext. _____

Activity Number _____ QA Level _____

Estimated Cost _____

Fabrication Objective:

I have reviewed the attached documents and concur that they are technically adequate to meet the stated fabrication objective.

Task Leader Date

* * * * *

I have reviewed the attached fabrication documents and concur that they are complete and accurate.

NWMP Program Administrator Date

* * * * *

I have reviewed the attached fabrication documents and concur that they contain the necessary quality assurance requirements to meet the stated objective.

NWMP Deputy Leader for Quality Assurance Date

Logged by QA _____

FORM 4.1.3

FABRICATION LOG

<u>ACCOUNT</u>	<u>NUMBER</u>	<u>COST</u>	<u>REQUESTOR</u>	<u>SHOP</u>	<u>LEVEL</u>	<u>FOLLOW-UP DATE</u>	<u>CLOSED</u>
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EFFECTIVE DATE IS
APR. 08 1988

No.: 033-NWMP-P 8.12

Revision: 0

Date: March 25, 1988

Page: 1 of 7

NUCLEAR WASTE MANAGEMENT PROGRAM

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Subject:

QUALIFICATION OF EQUIPMENT AND MATERIAL FOR USE ON
LEVEL OF QUALITY ASSURANCE I AND II ACTIVITIES

Approved:

L. Ramspott 4/6/88
Lawrence D. Ramspott
NWMP Leader

Reviewed by: *David W. Short 4/4/88*
David W. Short
Deputy Project Leader
for NNWSI

Reviewed by: *John J. Bronkers 3/29/88*
John J. Bronkers
Deputy Program Leader
for Quality Assurance

Reviewed by: *Jesse L. Yow, Jr. 4-4-88*
Jesse L. Yow, Jr.
Other Projects Leader

8.12.1. PURPOSE

This procedure specifies the Nuclear Waste Management Program's (NWMP) requirements for qualifying equipment and material originally obtained at Level of Quality Assurance III or outside the NWMP for use on a Level of Quality Assurance I or II activity. The intent of this procedure is to control, review, and document material and equipment used in support of Level of Quality Assurance I and II activities.

8.12.2 SCOPE

This procedure applies to material and equipment that will be used in support of a Level of Quality Assurance I or II activity. Material and equipment not affecting the quality of a scientific investigation are exempt from the provisions of this procedure.

Material and equipment procured for Level of Quality Assurance I and II activities in accordance with the provisions of 033-NWMP-P 4.0 and P 7.0 are exempt from this procedure.

Disagreements concerning whether this procedure is applicable to a specific item are resolved between the Deputy for QA, the Task Leader, and the responsible Project Leader. In instances where the matter cannot be resolved between these parties, the NWMP Leader's decision is final.

8.12.3 RESPONSIBILITIES

This procedure prescribes specific responsibilities to the technical representative, the Task Leader, and the Deputy for QA.

The NWMP Project Leaders are responsible for the implementation of this procedure. The Deputy for QA is responsible for assuring that this procedure is implemented and remains effective.

8.12.4 TERMS AND DEFINITIONS

Technical Representative: The individual making the request to qualify an item for use on a Level of Quality Assurance I or II activity. The Task Leader can fulfill this role.

Commercial Grade Item: An item that can be ordered from a manufacturer or supplier on the basis of specifications in a manufacturer's published product catalog.

8.12.5 PROCEDURES

8.12.5.1 Commercial Grade Items

To qualify a commercial grade item for use on a Level of Quality Assurance I or II activity, the technical representative completes Form 8.12.1, "Qualification of a Commercial Grade Item for Use on a Level of Quality Assurance I or II Activity."

In completing this form the manufacturer's published product description, catalog number, and, if available, the item's serial number are cited.

If appropriate, qualification tests are stipulated for the item. Qualification testing is documented and appended to Form 8.12.1. The technical representative consults with the Task Leader to assure that the proposed qualification tests are appropriate and sufficient. Qualification test documentation includes the names of the individuals conducting the test(s), the test criteria, and the test results.

The technical representative forwards a copy of Form 8.12.1 and any accompanying documentation to the Task Leader prior to use of the item in a Level of Quality Assurance I or II activity.

8.12.5.2 All Other Items

To qualify a non-commercial grade item for use on a Level of Quality Assurance I or II activity, the technical representative completes Form 8.12.2, "Qualification of an Item for Use on a Level of Quality Assurance I or II Activity."

In completing this form the item and the proposed use are described. The item's serial number, if available, is cited. The technical requirements for the item are specified.

If appropriate, qualification tests are stipulated to demonstrate the item meets the technical requirements. The technical representative consults with the Task Leader to assure that the proposed qualification tests are appropriate and sufficient. Qualification tests are documented and the documentation appended to Form 8.12.2. Qualification test documentation includes the names of the individuals conducting the test(s), the test criteria, and the test results.

The technical representative forwards a copy of Form 8.12.2 and the attached documentation to the Task Leader prior to use of the item on a Level of Quality Assurance I or II activity.

8.12.5.3 Task Leader's Review

The Task Leader reviews the documents (either Form 8.12.1 or 8.12.2 and the accompanying documentation) to assure that use of the item on a Level of Quality Assurance I or II activity is appropriate and the documents contain all the required information.

The Task Leader signs Form 8.12.1 or 8.12.2 (whichever is applicable) and forwards the form and documentation to the Deputy for QA.

8.12.5.4 Deputy for QA's Review

The Deputy for QA assures that the information prescribed by this procedure is contained on the form and the accompanying documentation. The Deputy for QA verifies that qualified personnel conducted all qualification tests.

Disagreements concerning whether an item is qualified for use on a Level of Quality Assurance I or II activity are resolved among the Deputy for QA, the Task Leader, and the responsible Project Leader. In instances where the matter cannot be resolved among these parties, the NWMP Leader's decision is final.

When the documentation satisfies the requirements of this procedure, the Deputy for QA signs Form 8.12.1 or 8.12.2 (whichever is applicable) and sends a copy to the Task Leader and technical representative.

Once Form 8.12.1 or 8.12.2 (whichever is applicable) has been signed by the technical representative, Task Leader, and the Deputy for QA the subject item is qualified for use on a Level of Quality Assurance I or II activity.

The Deputy for QA maintains a file folder for each task where the documents produced in response to this procedure are placed.

The Deputy for QA maintains a "Qualified Items Log" (see Form 8.12.3) with applicable information on each item qualified for use on a Level of Quality Assurance I or II activity by means of this procedure.

No.: 033-NWMP-P 8.12	Revision: 0	Date: March 25, 1988	Page: 4 of 7
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8.12.6 QUALITY ASSURANCE RECORDS

Qualification documents and the Qualified Items Log are quality assurance records. Once the Deputy for QA approves an item as qualified for use on a Level of Quality Assurance I or II activity a copy of the documentation is submitted to the Records Management System in accordance with 033-NWMP-P 17.0, "Quality Assurance Records."

FORM 8.12.1

QUALIFICATION OF A COMMERCIAL GRADE ITEM
FOR USE ON A LEVEL OF QUALITY ASSURANCE I OR II ACTIVITY

Technical Contact _____ Ext _____

Activity Number _____ QA Level _____

Item Description:

Item Catalog Number:

Item Serial Number:

Intended Use:

Qualification Testing Required? (Y/N) _____
If yes, append qualification test documentation.

Technical Representative's Signature _____

Date _____

* * * * *

I have reviewed the documentation and concur that this item is qualified for use on a Level of Quality Assurance I or II activity.

Task Leader Date

* * * * *

I have reviewed the documentation and concur that they contain the necessary quality assurance requirements to qualify this item for use on a Level of Quality Assurance I or II activity.

NWMP Deputy for QA Date

Logged by QA _____ QA ITEM NO. _____

FORM 8.12.2

QUALIFICATION OF AN ITEM FOR USE
ON A LEVEL OF QUALITY ASSURANCE I OR II ACTIVITY

Technical Contact _____ Ext _____

Activity Number _____ QA Level _____

Item Description:

Item Serial Number:

Intended Use of the Item:

Technical Requirements for the Item:

Qualification Testing Required? (Y/N) _____
If yes, append qualification test documentation.

Technical Representative's Signature _____

Date _____

* * * * *

I have reviewed the documentation and concur that this item is qualified for use on a Level of Quality Assurance I or II activity.

Task Leader Date

* * * * *

I have reviewed the documentation and concur that they contain the necessary quality assurance requirements to qualify this item for use on a Level of Quality Assurance I or II activity.

NWMP Deputy for QA Date

Logged by QA _____ QA ITEM NUMBER _____

FORM 8.12.3

QUALIFIED ITEMS LOG

<u>ITEM NO</u>	<u>ITEM</u>	<u>REQUESTOR</u>	<u>ACTIVITY</u>	<u>LEVEL</u>	<u>DATE APPROVED</u>
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NUCLEAR WASTE MANAGEMENT PROGRAM
CONTROLLED COPY NO. 83

EFFECTIVE DATE IS
APR 08 1988

Doc: 033-NWMP-P 4.2

Revision: 0

Date: March 25, 1988
Page: of

1 8

Subject:

USE OF LABORATORY TECHNICAL SUPPORT SERVICES

Approved:

J. Ramspott 4/7/88
Lawrence D. Ramspott
NWMP Leader

Reviewed by: *David W. Short*
David W. Short
Deputy Project Leader
for NNWSI

Reviewed by: *John J. Dronkers 3/29/88*
John J. Dronkers
Deputy Program Leader
for Quality Assurance

Reviewed by: *Jesse L. Yow, Jr. 4-4-88*
Jesse L. Yow, Jr.
Other Projects Leader

4.2.1 PURPOSE

This procedure specifies the Nuclear Waste Management Program's (NWMP) control and documentation requirements for use of the Lawrence Livermore National Laboratory's technical support services. The intent of this procedure is to bring the control, review, and documentation of these services in conformance with the pertinent requirements established for procurement actions. Use of fabrication accounts and Laboratory fabrication services are covered separately under 033-NWMP-P 4.1.

For the purpose of this procedure, Laboratory technical support services are defined as scientific and engineering personnel utilized to support the NWMP on an occasional or one-time only basis.

4.2.2 SCOPE

To assure that each use of a Laboratory technical support service is associated with an activity, the Deputy for QA reviews documentation pertaining to use of such services. For services supporting Level of Quality Assurance I and II activities, the Deputy for QA reviews the original documents. For services supporting Level of Quality Assurance III activities, a review by the Deputy for QA of an informational copy of a technical support service request memo is sufficient.

Disagreements concerning the activity with which the use of a technical support service should be identified are resolved between the Deputy for QA, the Task Leader, and the responsible Project Leader. In instances where the matter cannot be resolved between these parties, the NWMP Leader's decision is final.

The steps described in the remainder of this procedure apply to uses of Laboratory scientific and engineering services in support of Level of Quality Assurance I and II activities. This procedure does not apply to use of the Technical Information Department or other support services not affecting the quality of a scientific investigation.

The steps described in the remainder of this procedure do not apply to uses of Laboratory technical services in support of Level of Quality Assurance III activities except in instances where the Task Leader deems it appropriate.

4.2.3 RESPONSIBILITIES

This procedure prescribes specific responsibilities for the requestor of Laboratory technical support services, the technical representative, the appropriate Task Leader, the Program Administrator, and the Deputy for QA.

The NWMP Project Leaders are responsible for the implementation of this procedure. The Deputy for QA is responsible for assuring that this procedure is implemented and remains effective.

4.2.4 TERMS AND DEFINITIONS

Requestor: The individual originating the technical support service request. If the requestor is a Task Leader or above, that same individual has responsibility for fulfilling the responsibilities assigned to the Task Leader by this procedure.

Technical Representative: The individual assigned responsibility by the Task Leader for technical decisions related to a technical support service request. The technical representative is likely to be the requestor, but need not be. The Task Leader can serve as the Technical Representative.

Technical Support Service: LLNL scientific or engineering personnel utilized to support the NWMP on an occasional or one-time only basis.

4.2.5 PROCEDURES

Starting the Process

4.2.5.1 Identify the Activity (or Activities) Being Supported

Responsible Individual: Requestor

The requestor identifies the activity or activities the technical support service will support. If the technical support service supports more than one activity, the most stringent Level of Quality Assurance is applicable.

4.2.5.2 Prepare the Technical Support Service Document Package

Responsible Individual: Requestor

Prior to use of a technical support service, the requestor prepares a memorandum specifying the support service to be utilized. The memorandum includes the following information:

A. Scope of Work -- The scope of work defines the work to be accomplished and includes a statement and schedule of deliverables.

B. Technical Requirements -- Specifications, drawings, standards, codes, and procedures to be followed are specified. In-process reviews and acceptance tests necessary to evaluate conformance of the service to the technical requirements are specified.

C. Quality Assurance Requirements -- The Laboratory personnel or organization providing the service must follow the pertinent provisions of the NWMP QAPP when doing work for the NWMP. The quality assurance program requirements, including provisions for collection of personnel qualification records, are specified in a statement attached to the procurement document (see Form 4.2.1).

D. Right of Access -- Facilities and relevant records must be accessible to NWMP personnel and its authorized representatives for the purposes of conducting inspections, audits, and surveillances. The responsible individual who has assured right of access is specified by title and name.

The requestor forwards the memorandum to the Task Leader of the activity (or activities) the service will support.

Reviewing the Technical Support Service Document Package

4.2.5.3 Task Leader's Review

The Task Leader reviews the memorandum to assure that the use of the service is appropriate and that the document contains all required information.

After completing his review, the Task Leader prepares and signs the Technical Support Service Document Review Form (see Form 4.2.2) and attaches the form to the memorandum.

The Task Leader forwards the memorandum and review form (the technical support service document package) to the Program Administrator.

4.2.5.4 Program Administrator's Review

The Program Administrator reviews the Technical Support Service Document Review Form to verify that all appropriate information has been entered by the Task Leader. Questions concerning this information are resolved with the Task Leader. The Program Administrator completes and signs the Technical Support Service Document Review Form.

The Program Administrator forwards the technical support service document package to the Deputy for QA. For services supporting Level of Quality Assurance III activities and services not affecting the quality of a scientific investigation, the Program Administrator need only forward an informational copy of the service request memo with the activity number and Level of Quality Assurance noted at the bottom.

4.2.5.5 Deputy for QA's Review

The Deputy for QA reviews all technical support service document packages to assure each is identified with the appropriate activity and the attendant Level of Quality Assurance. This review is conducted within two working days of receipt.

The Deputy for QA assures that the required information as prescribed by this procedure is contained in the document package.

When the document package satisfies the requirements of this procedure, the Deputy for QA signs the Technical Support Service Document Review Form.

The Deputy for QA creates and maintains a separate folder (the task action folder) for each task. The Deputy for QA makes a copy of the document package and places it in the appropriate folder. The Deputy for QA retains the original Technical Support Service Document Review Form in the appropriate folder.

The technical support service document package is returned to the requestor for transmittal to the appropriate personnel or Laboratory organization.

The Deputy for QA maintains a Technical Support Service Log (see Form 4.2.3). The Deputy for QA enters the applicable information on the log.

4.2.5.6 Changes to Technical Support Service Documents

Changes to technical support service documents are brought to the attention of the Deputy for QA by the requestor. The Deputy for QA makes a copy of any changed document and places the revised document in the appropriate task action folder. The Deputy for QA sends a copy of the revised package to the requestor, Task Leader, and the Program Administrator.

Service Execution Phase

4.2.5.7 In Process Evaluations

Responsible Individuals: Technical Representative and the Deputy for QA

As specified in the technical support service document package, the technical representative and the Deputy for QA conduct in-process evaluations of the service to assure technical and quality assurance requirements are satisfied.

The technical representative and the Deputy for QA prepare documentation of in-process monitoring activities. The technical representative sends a copy of this documentation to the Deputy for QA for inclusion in the task action folder.

4.2.5.8 Nonconformances

Nonconformances are reported and controlled in accordance with 033-NWMP-P 15.0, "Nonconforming Items, Procedural Nonconformances, and Conditions Adverse to Quality."

The deliverable(s) of the technical support service cannot be accepted and/or the technical support service action closed if there is an open nonconformance pertaining to the service.

Close-out Phase

4.2.5.9 Acceptance

Responsible Individual: Technical Representative

The technical representative is responsible for acceptance of the deliverable(s) of the technical support service in accordance with the criteria specified in the technical support service document package.

The technical representative documents the grounds for acceptance of the deliverable(s). The technical representative sends a copy of this documentation to the Deputy for QA for inclusion in the task action folder.

Upon receipt of this documentation by Quality Assurance the technical support service action is considered closed for quality assurance related purposes.

4.2.6 QUALITY ASSURANCE RECORDS

Documents contained in the task action folder become quality assurance records when the technical support service action is closed. The Technical Support Service Log is also a quality assurance record. These records are collected, stored, and maintained in accordance with 033-NWMP-P 17.0, "Quality Assurance Records."

FORM 4.2.1

QUALITY ASSURANCE REQUIREMENTS

Met by:

Requirement/Procedure

NWMP Requirement/Procedure

Other
(Specify)

FORM 4.2.2

TECHNICAL SUPPORT SERVICE
DOCUMENT REVIEW FORM

Technical Contact _____ Ext. _____

Activity Number _____ QA Level _____

Estimated Cost _____

Support Service Objective:

I have reviewed the attached documents and concur that they are technically adequate to meet the stated objective.

Task Leader Date

* * * * *

I have reviewed the attached documents and concur that they are complete and accurate.

NWMP Program Administrator Date

* * * * *

I have reviewed the attached documents and concur that they contain the necessary quality assurance requirements to meet the stated objective.

NWMP Deputy Leader for Quality Assurance Date

Logged by QA _____

FORM 4.2.3

TECHNICAL SUPPORT SERVICE LOG

<u>ACCOUNT</u>	<u>NUMBER</u>	<u>COST</u>	<u>REQUESTOR</u>	<u>DEPT USED</u>	<u>LEVEL</u>	<u>FOLLOW-UP DATE</u>	<u>CLOSED</u>
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EFFECTIVE DATE IS
APR 08 1988

No.: 033-NNWSI-P 11.11

Revision: Interim Change Notice

Date: March 25, 1988

Page: of
Addition

NUCLEAR WASTE MANAGEMENT PROGRAM

CONTROLLED COPY NO. 83

Subject: "Interim Change Notice"
Borescope Surveys To Map Fractures
Intercepting Boreholes

Approved:
David W. Short 4/4/88
David W. Short
NWMP Deputy Project Leader
for NNWSI

Reviewed by: *John J. Bronkers* 3/25/88
John J. Bronkers
Deputy Program Leader for
Quality Assurance

11.11.5 RECORDS

(The following paragraphs replace the second paragraph of this section.)

The process to change a procedure is dependent upon the section of the procedure which has to be changed. Changes to procedure sections titled: "PURPOSE", "SCOPE", "RESPONSIBILITIES", "RECORDS", "PERSONNEL QUALIFICATIONS", and "SAFETY" are described using carbon copy memorandum forms. The review and approval process for these changes begins when the initiator of the changes writes the proposed changes on the memorandum form. The memorandum identifies the initiator of the proposed changes. The Principal Investigator responsible for the activity will review the proposed change and authorize it by signing the memorandum. The original sheet of the form will be attached to the field copy of the technical procedure and a notation made on the margin of the procedure referring the reader to the memorandum. One of the carbon copies will be pasted in the scientific notebooks and the third copy will be returned to the Subtask Leader and filed.

Documentation of the methods or procedures used to perform the test/activity will be provided by the Scientific Notebook approach. In contrast to the requirement for documentation of changes to other sections of this procedure, there is no requirement to note deviations from the typical approach outlined in those sections of this procedure that address methods or procedures only. Rather, the method or approach used will be determined by the Principal Investigator or the person assigned by the Principal Investigator to do the work, and the documentation will be provided in the Scientific Notebook in accordance with 033-NWMP-R 11.0, Revision 1 (approval pending.) As such, deviations from the suggested or typical approaches outlined in this procedure are allowed based on the technical judgement of the scientist responsible for this activity. Revised procedures will then be prepared upon completion of the test using the original technical procedures, changes specified in the scientific notebooks in accordance with revision procedures outlined in Section 8.2.

NUCLEAR WASTE MANAGEMENT PROGRAM

CONTROLLED COPY NO. _____

No. 033-NNWSI-P 11.12

Revision: Interim Change Notice

Date: March 25, 1988

Page: _____ of
Addition

Subject:

"Interim Change Notice"
NEUTRON AND GAMMA (DENSITY) LOGGING IN WELDED TUFF

Approved:

David W. Short 4/9/88
David W. Short
NWMP Deputy Project Leader
for NNWSI

Reviewed by:

John J. Bronkers 3/25/88
John J. Bronkers
Deputy Program Leader for
Quality Assurance

11.12.6 RECORDS

(The following paragraphs replace the second paragraph of this section.)

The process to change a procedure is dependent upon the section of the procedure which has to be changed. Changes to procedure sections titled: "PURPOSE", "SCOPE", "RESPONSIBILITIES", "RECORDS", "PERSONNEL QUALIFICATIONS", and "SAFETY" are described using carbon copy memorandum forms. The review and approval process for these changes begins when the initiator of the changes writes the proposed changes on the memorandum form. The memorandum identifies the initiator of the proposed changes. The Principal Investigator responsible for the activity will review the proposed change and authorize it by signing the memorandum. The original sheet of the form will be attached to the field copy of the technical procedure and a notation made on the margin of the procedure referring the reader to the memorandum. One of the carbon copies will be pasted in the scientific notebooks and the third copy will be returned to the Subtask Leader and filed.

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NUCLEAR WASTE MANAGEMENT PROGRAM

CONTROLLED COPY NO. _____

No. 033-NNWSI-P 11.13

Revision: Interim Change Notice

Date: March 25, 1988

Page: _____ of
Addition

Subject: "Interim Change Notice"
Borehole Television Surveys To Map Fractures
Along Horizontal or Subhorizontal Boreholes

Approved: *David W. Short 4/4/88*
David W. Short
NWMP Deputy Project Leader
for NNWSI

Reviewed by:

John J. Bronkers 3/25/88
John J. Bronkers
Deputy Program Leader for
Quality Assurance

11.13.5 RECORDS

(The following paragraphs replace the second paragraph of this section.)

The process to change a procedure is dependent upon the section of the procedure which has to be changed. Changes to procedure sections titled: "PURPOSE", "SCOPE", "RESPONSIBILITIES", "RECORDS", "PERSONNEL QUALIFICATIONS", and "SAFETY" are described using carbon copy memorandum forms. The review and approval process for these changes begins when the initiator of the changes writes the proposed changes on the memorandum form. The memorandum identifies the initiator of the proposed changes. The Principal Investigator responsible for the activity will review the proposed change and authorize it by signing the memorandum. The original sheet of the form will be attached to the field copy of the technical procedure and a notation made on the margin of the procedure referring the reader to the memorandum. One of the carbon copies will be pasted in the scientific notebooks and the third copy will be returned to the Subtask Leader and filed.

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Interdepartmental letterhead

Mail Station L 204
Ext 2-6908

MEMORANDUM---DGW: 88-26
3/21/88

TO: B. Zucca
FROM: D. Wilder
SUBJECT: Interim Change Notice

As we have discussed, I would like to request an Interim Change Notice be issued for all of the technical procedures that we have already issued (P 11.11, P 11.12, & P 11.13) as well as any that have been reviewed-approved and in the process of being released. The wording of the notice is attached. We intend to use the scientific notebook approach in all of our procedures but do not want to go through revisions at this time since other revisions will be necessary later. We will incorporate these changes at that time.

Thanks

University of California

 Lawrence Livermore
National Laboratory

The process to change a procedure is dependent upon the section of the procedure which has to be changed. Changes to procedure sections titled: "Purpose", "Scope", "Responsibilities", "Records", "Personnel Qualifications", and "Safety" are described using carbon copy memorandum forms. The review and approval process for these changes begins when the initiator of the changes writes the proposed changes on the memorandum form. The memorandum identifies the initiator of the proposed changes. The Principal Investigator responsible for the activity will review the proposed change and authorize it by signing the memorandum. The original sheet of the form will be attached to the field copy of the technical procedure and a notation made on the margin of the procedure referring the reader to the memorandum. One of the carbon copies will be pasted in the scientific notebooks and the third copy will be returned to the Subtask Leader and filed.

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LAWRENCE LIVERMORE NATIONAL LABORATORY
 NUCLEAR WASTE MANAGEMENT PROJECT
 P.O. BOX 808, L-202
 LIVERMORE, CA 94550
 Ext: 3-7938

Page 1 of 1
4/11/88
 (Transmittal date)

CONTROLLED DOCUMENT
 TRANSMITTAL RECORD

TO: <u>J. Kennedy</u> (Name) <u>NRC</u> (Organization)	FROM: <u>John Dronkers</u> (Name) <u>LLNL/NWMP</u> (Organization)
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SUBJECT: <u>NNWSI Quality Assurance Program Plan</u>	NO. OF COPIES <u>1</u>	COPY NO. <u>83</u>
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ITEM NO.	ITEM	REV.	DATE
	D. Table of Contents	21	4/11/88
033-NWMP-P 4.1	Use of Fabrication Accounts and Laboratory Fabrication Services	0	3/25/88
033-NWMP-P 4.2	Use of Laboratory Technical Support Services	0	3/25/88
033-NWMP-P 8.12	Qualification of Equipment & Material for use on Level of Quality Assurance I and II Activities	0	3/25/88
033-NNWSI-P 11.11	Interim Change Notice - Borescope Surveys To Map Fractures Intercepting Boreholes	0	3/25/88

INSTRUCTIONS/REMARKS (IF YOU HAVE ANY QUESTIONS REGARDING THIS MATERIAL, PLEASE CALL: 423-7938)	ITEM NO.	PLEASE SIGN BELOW AND RETURN TO: PAT WALDEN, L-202
		<input type="checkbox"/> Marked previous issues "obsolete", "superseded", or similar <input type="checkbox"/> Destroy previous issues <input type="checkbox"/> I am returning old material with this transmittal record <input checked="" type="checkbox"/> New issue (no previous copies received)
		_____ (Signature)
		_____ (Date)

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 PH#3
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