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17.7.4.1 Data Generated Before August 1, 1980 or Non-NNWSI Project Data

The Task Leader is responsible for initiating acceptance actions for essential data that will be used to support current QA Level I activities. The Task Leader is also responsible for coordinating the acceptance action and for collecting any available supporting documentation that is used during the acceptance process. Examples of such supporting documentation are as follows:

1. Statement of work being considered in the acceptance process.
2. Logs or notebooks.
3. Technical procedures.
4. Documented reviews.
5. Calibration records.

The Task Leader begins the review process by completing Part I of the Data/Data Interpretation Acceptance Review Sheet (Figure 17.7.1) and any Continuation Sheets as needed (Figure 17.7.2). The Task Leader provides the following information as part of the Review Sheet:

1. Detailed description of the data and the activity for which its use is being considered. The Task Leader also provides the activity number.
2. Justification why the data should be used and why the data acquisition process cannot be repeated under NNWSI controlled conditions. Cost and schedule considerations are included in the justification.
3. Description of the procedures and resources used during the data acquisition process.

The Task Leader selects a review team comprised of three individuals to conduct separate and independent reviews of the data. Two of the reviewers have the appropriate technical background and were not involved in data collection or interpretation. The third reviewer, also not involved in the data collection or interpretation, has expertise in quality assurance. The selections are noted in Part II of the Review Sheet, and statements of their qualifications are attached. The Task Leader forwards the package to the NNWSI Leader for concurrence in the selection of the review team. The NNWSI Leader indicates concurrence by initial and date in Part II of the Review Sheet.

After the Task Leader has received NNWSI Leader concurrence, copies of the Review Sheet and the supporting documentation are submitted to each of the reviewers with a Data/Data Interpretation Acceptance Review Sheet - Appendix Sheet (Figure 17.7.3). The Task Leader retains the original of the review package.

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Each reviewer performs his review separately and independently from the other reviewers. As a minimum, the reviewer responds to the questions on the Appendix Sheet, documenting these responses on the Review Sheet or Review Continuation Sheet. When the review is complete, the reviewer signs and dates the Appendix Sheet and returns the package to the Task Leader.

The Task Leader reviews the package and is responsible for resolving any issues raised by the reviewers. All resolutions are made part of the review package. The Task Leader signs and dates Part III of the Review Sheet and forwards the original package with the reviewers' comments to the NNWSI Leader. The NNWSI Leader reviews the package to assure that the subject information had adequate controls for its intended use in the NNWSI Project. The NNWSI Leader indicates concurrence by signature and date in Part IV of the Review Sheet. If the NNWSI Leader does not concur, a meeting is held with the Task Leader to resolve any comments. After the NNWSI Leader concurs, the package is submitted by the NNWSI Leader to WMPD for approval.

If WMPD does not concur in the review, a meeting is held with the Task Leader, NNWSI Leader, WMPD Project Quality Manager and the appropriate WMPD Branch Chief to resolve any comments and obtain approval.

After WMPD approval, the review package is returned to the NNWSI Leader who forwards it to the appropriate Task Leader. The Task Leader submits the review package to the NNWP Deputy Program Leader for Quality Assurance (Deputy for QA). The review package is processed into the quality assurance records system in accordance with 033-NNWP-P 17.0 "Quality Assurance Records".

17.7.4.2 Data or Data Interpretations from a Technical Journal

The Task Leader is responsible for initiating acceptance actions for data from a technical journal that will be essential to support the end results of QA Level I activities. The Task Leader is also responsible for coordinating the acceptance process and for collecting any available documentation that is used during the acceptance process.

The Task Leader begins the review process by completing Part I of the Technical Journal Data/Data Interpretation Acceptance Review Sheet (Figure 17.7.4). The Task Leader provides the following information as part of the Review Sheet:

1. Complete reference of the technical journal, including other relevant references if the article is part of a series.
2. Description of the data in the article and its relationship to the current NNWSI Project activity in which the data will be used. The Task Leader also provides the activity number.
3. Justification why the data should be used and why the process cannot or need not be repeated under NNWSI controlled conditions. Cost and schedule considerations are included in the justification.
4. Attach a list of published supporting articles and a list of published rebuttal articles, if appropriate.
5. Complete reference of known independent verification of the data, if available, including how the verification was performed.

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The Task Leader selects one individual to review the information independently. The reviewer has the appropriate technical background and was not involved in data collection or interpretation. A statement of the reviewer's qualifications is included with the review package. If the reviewer selected by the Task Leader is acceptable to the NNWSI Leader, the NNWSI Leader indicates his approval by initialing and dating Part II of the Review Sheet.

After concurrence is received, the Task Leader forwards a copy of the review package to the reviewer along with a Technical Journal Data/Data Interpretation Acceptance Review - Appendix Sheet (Figure 17.7.5).

As a minimum, the reviewer responds to the questions on the Appendix Sheet, documenting these responses on the Review - Appendix Sheet. When the review is complete the reviewer signs and dates the Appendix Sheet and returns the package to the Task Leader.

The Task Leader reviews the package and responds to any issues raised by the reviewer. All resolutions are made part of the review package. If the reviewer and Task Leader have a difference of opinion that cannot be resolved, the NNWSI Leader appoints another individual to review the article independently. The second review is done in accordance with Section 17.7.4.2. Upon resolution of the difference of opinion, the Task Leader signs and dates Part III of the Review Sheet and forwards both packages to the NNWSI Leader.

The NNWSI Leader reviews the package to assure that the subject information had adequate controls for its intended use in the NNWSI Project. The NNWSI Leader indicates concurrence by signature and date in Part IV of the Review Sheet. If the NNWSI Leader does not concur, a meeting is held with the Task Leader to resolve any comments with the NNWSI Leader. Once NNWSI Leader approval has been received, the package is submitted by the NNWSI Leader for WMPO approval.

If WMPO does not concur with the review, a meeting is held with the Task Leader, NNWSI Leader, WMPO Project Quality Manager, and the appropriate WMPO Branch Chief to resolve any comments and obtain approval.

After WMPO approval, the package is returned to the NNWSI Leader who forwards the package to the appropriate Task Leader. The Task Leader submits the review package to the NMP Deputy for QA. The review package is processed into the quality assurance records system in accordance with 033-NMP-P 17.0 "Quality Assurance Records".

17.7.5 QUALITY ASSURANCE RECORDS

Quality assurance records created by the implementation of this procedure are collected, handled, stored and maintained in accordance with 033-NMP-P 17.0 "Quality Assurance Records".

Quality assurance records resulting from this procedure include:

- o Technical Journal Data/Data Interpretation Acceptance Review Package.
- o Data/Data Interpretation Acceptance Review Package.

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DATA/DATA INTERPRETATION
ACCEPTANCE REVIEW SHEET

Use continuation sheets when necessary.

PART I - BACKGROUND INFORMATION

Task Leader(TL) _____ Organization _____

Original Investigator _____ Organization _____

Subject Data Description _____

Activity in which data will be used: _____

Technical Justification (why data should be used and need not be repeated under NNWSI QA Plan controlled requirements)

Cost & Schedule Justification _____

Procedure/Resources used during Data Collection _____

PART II - REVIEW INFORMATION (format documented on Appendix Sheets)

Technical Reviewer 1 _____ Date _____ Affiliation _____

Technical Reviewer 2 _____ Date _____ Affiliation _____

QA Reviewer _____ Date _____ Affiliation _____

NNWSI Leader Concurrence _____ (Initial and Date)

PART III - TL COMMENTS ON REVIEW

TL _____ Date _____

PART IV - MANAGEMENT CONCURRENCE

Approval Disapproval

NNWSI Leader _____ [] [] Date _____

WFO Branch Chief _____ [] [] Date _____

WFO PQM _____ [] [] Date _____

Figure 17.7-1

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**DATA/DATA INTERPRETATION
ACCEPTANCE REVIEW - APPENDIX SHEET**

REVIEWER'S COMMENTS: Evaluate the subject information using the following questions as guides; you may use others that you feel are relevant to the review. Use continuation sheets, if necessary.

T = Technical Reviewer

Q = QA Reviewer

1. Are experiments and tests associated with the data conducted in accordance with documented plans, procedures, etc., and is the documentation of the experiments and tests sufficient to support use of the data? T,Q
2. How do you know that the methods, practices, techniques, and experiments used to obtain and treat the data are technically sound, and objective? T
3. Are data calculations (including statistical analyses) correct, i.e., were they verified? T
4. How do you know whether measuring and testing equipment were calibrated to known standards before and after the experiment or test was conducted? T,Q
5. Are the data sufficiently well measured to support the conclusions? T
6. Are samples, specimens, and data adequately identified and controlled for use within the experiment or test? T,Q
7. Are original samples or specimens available for further experiments or tests and where are they located? T,Q
8. Is the operating procedure stated in sufficient detail so that the experiment or test can be reconstructed? T,Q
9. Where are the raw data recorded? Are they retrievable? Q
10. Is the input data sufficient to make a reasonable interpretation, and is the interpretation supported by documented analysis? T
11. Are assumptions used in the interpretation adequately identified and reasonable, and are all possible assumptions considered? T
12. Based on your review, do you concur that the data or data interpretations are logical and valid? (Explain) T
13. Based on your review, do you concur with the use of the data or data interpretations for the NNWSI Project? (Explain) T,Q

Reviewer's signature _____

Date _____

Organization _____

Phone Number _____

Figure 17.7.3

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**TECHNICAL JOURNAL DATA/DATA INTERPRETATION
ACCEPTANCE REVIEW SHEET**

Use continuation sheets when necessary.

PART I - BACKGROUND INFORMATION

Task Leader (TL) _____ Organization _____

Subject Technical Journal _____

Date _____ Issue _____ Author(s) _____

Article Title _____

Relevant Reference _____

Description of Subject Data/Interpretation _____

Activity in which data will be used: _____

Technical Justification (why the data interpretation should be used) _____

Cost & Schedule Justification _____

List of Supporting Articles Attached (Provide a complete reference.) _____

List of Rebutting Articles Attached (Provide a complete reference.) _____

Documentation of Independent Verification Attached [] No. of Pages _____

PART II - REVIEW INFORMATION (Comments documented on Appendix Sheets)

Technical Reviewer _____ Date _____ Affiliation _____

NNWSI Leader Concurrence _____ Initial and Date _____

PART III - TL COMMENTS ON REVIEW

TL _____ Date _____

PART IV - MANAGEMENT CONCURRENCE

Approval Disapproval

NNWSI Leader _____ [] [] Date _____

WFO Branch Chief _____ [] [] Date _____

WFO PGM _____ [] [] Date _____

Figure 17.7.4

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TECHNICAL JOURNAL DATA/DATA INTERPRETATION
ACCEPTANCE REVIEW - APPENDIX SHEET

REVIEWER'S COMMENTS: Evaluate the subject information using the following questions as guides; you may use others that you feel are relevant to the review. Use continuation sheets if necessary.

1. Are you aware of additional published technical journal articles (other than those provided) supporting the technical conclusions of the work undergoing the acceptance review? (Provide a complete reference.)
2. Are you aware of additional published technical journal articles (other than those provided) that significantly differ from or revise the work undergoing acceptance review? (Provide a complete reference.)
3. Address any significant agreement or disagreement between the information being reviewed and other published information supplied as part of this package.
4. Based on your review, do you believe that the data or data interpretations are logical and valid? (Explain)
5. Do you concur with the use of the technical information in this publication for the NNWSI project? (Explain)

Reviewer's signature _____

Date _____

Organization _____

Phone Number _____

Figure 17.7.5