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## ACTIVITY/PROJECT SPECIFIC PROCEDURE

### SP 1-1 QA GRADING Revision 5

Effective Date: 06/24/04

Author: Steve Davis      Original signed by Steve Davis      6-23-04  
(printed name)                      (signature)                                      date

## 1.0 Purpose and Scope

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This procedure defines the process, responsibilities, and controls for the determination of the level of quality to be assigned to Sandia National Laboratories (SNL) Waste Isolation Pilot Plant (WIPP) activities, items and services.

This procedure applies to Sandia National Laboratories or contractor personnel who determine and implement quality levels for work conducted for the SNL WIPP program.

Acronyms and definitions for terms used in this procedure may be found in the Glossary located at the Sandia National Laboratories WIPP On-line Documents web site.

## 2.0 Implementation Actions

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### 2.1 Quality Assurance (QA) Grading

Grading of SNL WIPP activities and procured materials and services is conducted to ensure that appropriate levels of controls are placed on activities consistent with the importance of the activity as required by the Quality Assurance Program Document. The SNL WIPP QA program uses a two-tier grading classification system, which is described below. Activities, items, and services used to support day-to-day operations of the SNL WIPP program, including administrative support activities, items, and services are exempt from the QA Grading process.

### 2.2 Definition of Quality Levels

There are two Quality Levels for SNL WIPP activities: QL-1 and QL-2.

**QL-1** applies to those SNL WIPP activities (including materials and services) which are **critical** to the quality of data which directly supports the WIPP project. QL-1 activities require adherence to the SNL WIPP QA program and applicable WIPP QA procedures to ensure the quality of the data is not compromised or suspect. Quality affecting work processes are controlled by programmatic and task

specific implementing procedures, developed through the graded approach for QA program elements identified in the CBFO QAPD and other requirements. The development of any new SNL WIPP QA procedures are based on the assignment of a new task or scope-of-work that is a quality affecting activity not currently in the SNL WIPP program (not covered under existing QA program procedures). The development of new quality affecting activity procedures will be controlled in accordance with the process described in NP 5-1 (Implementing Procedures).

Services and materials shall be procured from suppliers who have been identified as providing acceptable quality in accordance with the procurement selection and quality monitoring process described in NP 4-1 (Procurement).

**QL-2** is assigned to SNL WIPP activities (including materials and services) which are **important** to the quality of data which directly supports the WIPP project. QL-2 activities require adherence to the SNL WIPP QA program and applicable WIPP QA procedures. All quality affecting work processes are controlled by programmatic and task specific implementing procedures, developed through the graded approach for QA program elements identified in the CBFO QAPD and other requirements. The development of any new SNL WIPP QA procedure is based on the assignment of a new task or scope-of-work that is a quality affecting activity not currently in the SNL WIPP program (not covered under existing QA program procedures). The development of new quality affecting activity procedures will be controlled in accordance with the process described in NP 5-1 (Implementing Procedures).

Services and materials need not be procured from suppliers which have been identified in accordance with the procurement selection and quality monitoring process described in NP 4-1 (Procurement). Services and items procured shall comply with specifications identified in procurement documents or with specifications associated with the part number or catalog number and item description.

### **2.3 Determination of Quality Levels**

The individual with primary responsibility for the project or task, such as the Principal Investigator (PI) Project Lead, or Task Lead, identifies the QA activity whether new or existing and determines what level of quality is appropriate for the activity using the QA Grading Determination form (Form SP 1-1-1) in Appendix B of this procedure. For the purposes of this procedure, this person is referred to as the "QA Grader."

#### **2.3.1 Using Form SP 1-1-1**

When the Form SP 1-1-1 has been completed, the QA Grader shall document the Quality Level (QL-1 or QL-2) on the form and sign and date the form. The QA Grader shall then forward the Form SP 1-1-1 and supporting information to a WIPP QA staff member to assure proper quality levels are assigned. The QA staff member indicates concurrence by signing Form SP 1-1-1. If the WIPP QA staff member does not concur with the Quality Level identified by the QA Grader, the two individuals shall attempt to resolve the conflict. If they can not reach agreement, the SNL WIPP QA Team Lead and the responsible manager will attempt to resolve the conflict and, if not resolved, elevated to successively higher levels of management .

Form SP 1-1-1 provides documentation of the decision of the appropriate quality level for an activity, and as such shall be completed in full and submitted to a QA staff member prior to performance of work. The QA staff member provides a copy of the form to Document Control for input into the database.

### 2.3.2 Tracking Quality Levels

Document Control shall maintain a list of new Quality Levels QL-1 and QL-2 activities (if applicable), and procurements for WIPP. This list shall be posted on the WIPP online documents website, and a hard copy submitted to the WIPP Records Center.

### 2.4 Revising Quality Levels

Changes in work scope may justify (or require) changing the Quality Level of an activity. Revisions to Quality Levels shall follow the same review process as the original review of the Quality Level defined in section 2.3 above, and be documented on a Form SP 1-1-1. The review shall be performed by either the same individuals, or other individuals performing the same function for the activity.

Document Control shall maintain revision control of the Quality Levels for WIPP Activities list, and update the WIPP online documents website.

## 3.0 Records

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The following QA records, generated through implementation of this procedure, shall be prepared and submitted to the WIPP Records Center in accordance with NP 17-1 (Records):

<u>QA Record</u>	<u>Preparer</u>	<u>Records Submitter</u>
• QA Grading Determination Form	QA Grader	QA Reviewer/Procurement Specialist/Document Control
• Quality Levels List	Document Control	Document Control

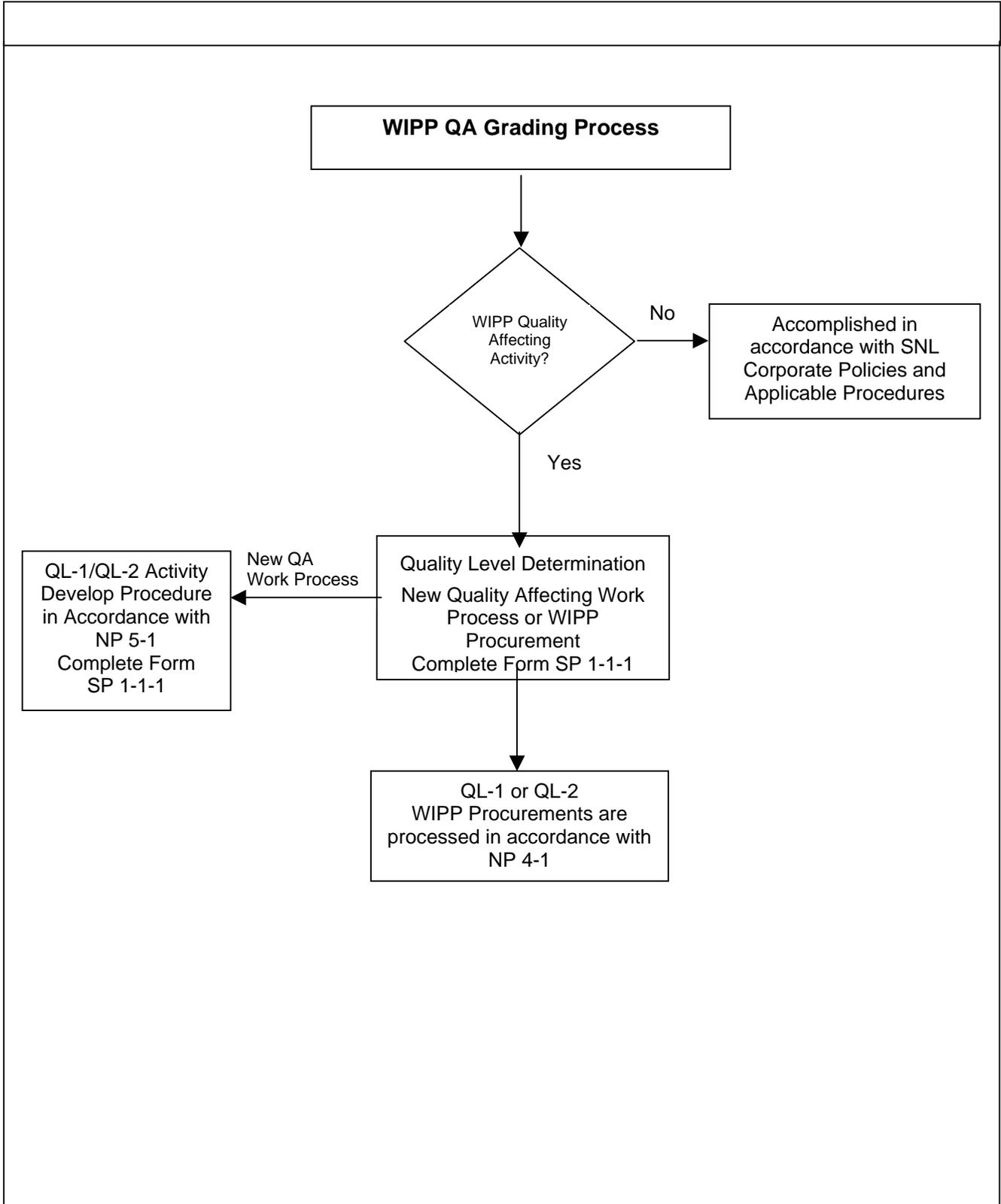
## 4.0 Appendices

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Appendix A: WIPP QA Grading Process Flow Chart

Appendix B: QA Grading Determination, Form SP 1-1-1

### Appendix A WIPP QA Grading Process Flow Chart





### Appendix B

<p style="text-align: center;"><b>ACTIVITY/ PROJECT SPECIFIC PROCEDURE</b></p> <p>Sandia National Laboratories</p>	<h2 style="margin: 0;">QA Grading Determination</h2>	<p><b>Form Number: SP 1-1-1</b></p> <p><b>Page 1 of 1</b></p>
<p><b>1. Activity/Item/Service:</b></p>		
<p>_____</p> <p style="text-align: center;">(Describe, or reference attachments to this form)</p> <p>QA Grader: _____</p> <p style="display: flex; justify-content: space-around; width: 100%;"> <span>(printed name)</span> <span>(signature)</span> <span>(date)</span> </p>		
<p><b>2. QA Grading – Follow the STEPs below:</b></p>		
<p><b>Quality Level Grading Criteria:</b></p> <p>The QA Grading process is based on the following CPD and QAPD requirements:</p> <ol style="list-style-type: none"> <li>1. Item or activity is important to regulatory compliance.</li> <li>2. Generates data important to regulatory compliance.</li> <li>3. Demonstrates compliance with specific regulatory design and QA requirements.</li> <li>4. Impacts the results of performance assessment and engineering analyses.</li> </ol>		
<p><b>STEP 2: Definition of Quality Levels.</b></p> <p>Based on the above criteria, determine the applicable Quality Level.</p> <ul style="list-style-type: none"> <li>• The activity or material is <b>CRITICAL</b> to the quality of data which directly supports the WIPP program. Check <b>QL-1</b> box provided in <b>STEP 3</b>.</li> <li>• The activity or material is <b>IMPORTANT</b>, but not critical to the quality of data which directly supports the WIPP program. Check <b>QL-2</b> box provided in <b>STEP 3</b>.</li> </ul>		
<p><b>STEP 3:</b> Quality Level:    <input type="checkbox"/> QL-1    <input type="checkbox"/> QL-2    _____</p> <p style="text-align: right; margin-right: 50px;">If revising Quality Level, indicate Revision #</p> <p>QA Staff member concurrence:</p> <p>_____</p> <p style="display: flex; justify-content: space-around; width: 100%;"> <span>(printed name)</span> <span>(signature)</span> <span>(date)</span> </p>		
<p><b>Please forward to Procurement Specialist for Procurements</b></p> <p><b>Please forward to a QA Staff Member for Activities</b></p>		

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