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## **Civilian Radioactive Waste Management**

### **DESK INSTRUCTION DI-007**

Activity: YMP Technical Procedures (TP)  
Requirement: AP-5.1Q Procedure Preparation, Review and Approval (Q)  
Process Owner: Jose A. Archuleta

#### **Purpose**

The purpose of this Desk Instruction (DI) is to describe the internal SNL process for achieving compliance with the requirements of QAIP 20-1.

#### **Goal**

To ensure that Quality Assurance Technical Procedures (TPs) are prepared, reviewed, and approved as per the requirements of QAIP 20-1.

#### **Implementation**

- Determine if a new TP needs to be developed, or revised
- Develop the TP or revision as per QAIP 20-1
- Ensure completion of a Technical and QA review
- Ensure Management approval
- Ensure comment resolution; signed and dated cover page
- Place the new TP, or revision, online on the SNL YMP online documents website to ensure SNL Document Control
- Submit a records package to the SNL YMP Records Center to include the original document, or revision, comment sheets or marked up copies of the document, the signed, dated, and approved final document, and an electronic copy
- Ensure that the SNL YMP Records Center submits a copy of the original to the RPC
- Send notice to SNL YMP users of the subject TP that a new or revised TP has been completed and placed online

**Compliance achieved when:** The new or revised TP has been placed online and notification sent to users.