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1.0 PURPOSE AND SCOPE

This procedure defines the process and responsibilities associated with technical document preparation, review, approval, distribution, use, and revision, including media, format and the Engineering Data Transmittal (EDT)/Engineering Change Notice (ECN) and Document Release Form (DRF) employed for release and distribution. Technical documents may be in the form of hard copy or electronic text documents or configuration management related digital images or digital videos. (7.1.2, 7.1.3, 7.1.7)

This procedure addresses the technical documents consistent with [TFC-BSM-IRM_DC-C-01](#) but does not apply to other document types such as correspondence and administrative or technical procedures.

One of the key distinctions between the EDT and DRF release methods is that the DRF does not invoke the unreviewed safety question (USQ) process. Per 10 CFR 830.203, the Tank Farm Contractor must implement the DOE-approved USQ procedure in situations where there is a temporary or permanent change in the procedures as described in the existing documented safety analysis. As defined in [TFC-ENG-SB-C-03](#), a procedure is a document that defines activities or controls the conduct of work. The technical documents that can be released via a DRF (see Table 1) are not procedures as defined in [TFC-ENG-SB-C-03](#). In addition, it has been concluded that they do not have any effect on tank farm design, do not direct or authorize work activities or control the conduct of work in the field, and cannot affect the Documented Safety Analysis (DSA) accidents or accident topography. All technical baseline documents shall be controlled by an EDT/ECN. The specific assignments allowing use of the DRF for selected technical documents have been evaluated in USQ determination TF-06-0690-D. As new documents are developed or evaluated for inclusion in this procedure, these documents will be reviewed, and a USQ determination will be performed to verify that changes to the document would not create a USQ.

2.0 IMPLEMENTATION

This procedure is effective on the date shown in the header. The new Performance and Functional Requirements/Evaluation for Special Tools and Equipment document numbers shall be used for all evaluations released after March 30, 2012.

3.0 RESPONSIBILITIES

Responsibilities are contained within Section 4.0.

4.0 PROCEDURE

4.1 General Requirements

1. Measurements contained in engineering documents are written using English customary units as the main designator. The Engineering Level 1 Manager may approve the use of other units. The approval the use of other units shall be documented in the EDT/ECN.
2. Corrections to hard-copy information during the preparation of technical documents are made by drawing a single line through the incorrect information and entering the correct information as close as possible to the original information using permanent ink. The change must be initialed and dated by the person making the correction.

3. Technical documents are released into the Document Management Control System (DMCS). The DMCS provides document status tracking, tracking of incorporated and unincorporated approved changes.
4. Vendor Information that is not site specific and is needed to use or maintain purchased equipment is processed in accordance with [TFC-BSM-IRM_DC-C-07](#). Vendor products generated to specific site standards or a procedure for site specific items are processed in accordance with this procedure.
5. Exemptions to the Table 1 document numbering requirements may be granted by Engineering Automation. The approval and use of other document numbering requirements shall be documented in the EDT/ECN.
6. The person signing as the responsible manager shall be someone other than the person signing as the author/responsible engineer on DRFs, EDTs, ECNs or Calculation Cover Sheets (CCSs).

4.2 Document Cancellation, Document Revision, Release of Digital Images and Videos

Document Author

1. To **prepare** a new document, proceed to Section 4.3.
2. To **cancel** a previously released document, digital image, or video:

- a. Obtain the current document revision.

NOTE: The status of released documents, digital images, and videos is available from DMCS.

- b. If a document is being canceled, proceed to Section 4.4.
- c. If a digital image or video is being canceled, proceed to Section 4.5.

3. To **revise** a previously released document:

- a. Obtain the current document revision number.

- 1) Contact a Document Service Center (DSC) for assistance if you do not have access to DMCS.

NOTE: The current revision of released documents can be determined using the DMCS.

- b. Assign a new document revision number.

- 1) If a minor change is being made, increment the revision letter suffix to the next letter (e.g., Rev. 1 to Rev. 1-A).
- 2) If a major change is made, increment the revision number to the next number and drop any suffix letters (e.g., Rev. 1-C to Rev. 2).

- 3) If page changes are being made, update the revision identifiers of the individual pages that are changed.
 - c. Revise the document in accordance with the applicable editorial standard (see Table 1).
 - d. Update the Record of Revision and coversheet.
 - e. Proceed to Section 4.4.
4. To **release digital images or videos**:
- a. Obtain a digital image or video number using the Hanford Document Numbering System (HDNS) and proceed to Section 4.4.

The structure of these numbers are:

DI-XXXX

(DI- Digital Image;

XXXXX = Unique number);

Multiple digital images can be released using a single Digital Image number.

DVDID-XXXXX

(DVDID= DVD Identifier,

XXXXX = Unique number)

NOTE: Released digital images and videos cannot be changed or revised but can be canceled.

4.3 New Document Preparation and Release

4.3.1 Determine Document Type, Identification, and Release Requirements

Document Author

1. Determine the document type, controlling procedure, type of document number, editorial standard, and release type using Table 1.
 - a. If an **entry is applicable** to the type of document, note the applicable controlling procedure, document number, editorial standard, and the release or issue type, then proceed to step 2.
 - b. If an **entry is not applicable** to the type of document or is not listed in Table 1, contact the responsible manager to determine the required format and content, document number format, applicable editorial standards, and the release or issue type.
2. With the assistance of an Derivative Classifier, determine if the document will contain classified information. (7.1.5)
 - a. Contact a Derivative Classifier if assistance is needed.

- b. If the document contains classified information, process the document in accordance with MSC-RD-12223, and exit this procedure. (7.1.3)
 3. Determine if the document will contain sensitive unclassified information (SUI), or is to be processed for public release using the definitions in [TFC-BSM-IRM DC-C-03](#). (7.1.5)
 - a. If the document contains SUI, mark the document per TFC-BSM-IRM_SE-C-05 and process in accordance with [TFC-BSM-IRM DC-C-03](#).
 - b. If the document does not contain sensitive or controlled-use information, proceed to step 4.
 4. Obtain the document number in accordance with the requirements in the applicable controlling procedure listed in Table 1.

NOTE: RPP document numbers are assigned by the HDNS.

4.3.2 Prepare Document

Document Author

1. Prepare the document in accordance with the controlling procedure and the editorial standards for technical documents ([TFC-BSM-AD-STD-02](#)) or other applicable editorial standard identified in Table 1). (7.1.1)

NOTE: Pacific Northwest National Laboratory (PNNL) documents that may be directly referenced in a released technical document can be identified using the Technical Library Leona Catalog (<http://libraryweb.pnnl.gov/>).

2. Determine if the document contains information that is To Be Determined (TBD) or if the document contains information that cannot be used until verification has been completed (HOLD).
 - a. If the document contains TBD or HOLD information, process in accordance with Section 4.8.
 - b. If the document does not contain TBD or HOLD information, proceed to step 3.
 3. Determine if the document being prepared is a Tri-Party Agreement (TPA) Primary Document; if the document is a TPA Primary Document, obtain the approval of the Environmental director.

NOTE: The two types of Engineering TPA primary documents are "Designated Functions and Requirements" documents and "Tank Waste Retrieval Work Plan" documents.

4.4 Document Review and Approval

Document Author

1. Determine if a DRF, an ECN, a CCS, or an EDT will be used to release the document.

- a. Review Table 1 to determine if a specific document release method is required.

NOTE 1: An EDT must be used for the initial release of facility engineering technical baseline documents (e.g., drawings, specifications, etc.) and other non-technical baseline documents that the USQ process applies to (see TFC-ENG-SB-C-03).

NOTE 2: An ECN must be used to cancel or revise facility engineering technical baseline documents and other non-technical baseline documents that the USQ process applies to (see TFC-ENG-SB-C-03).

NOTE 3: A DRF is to be used to initial release, change or cancel engineering non-technical baseline documents or other non-technical baseline documents that the USQ process does not apply to (see TFC-ENG-SB-C-03), or to release or cancel digital images, or videos.

NOTE 4: A CCS or EDT must be used for initial release of facility engineering technical baseline and safety basis calculations.

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2. If a DRF can be used, proceed to Section 4.5.
3. If an ECN is to be used, proceed with [TFC-ENG-DESIGN-C-06](#).
4. If a CCS is to be used, proceed with [TFC-ENG-DESIGN-C-10](#).
5. If an EDT is to be used for the initial release, proceed to Section 4.6.

4.5 Document Release Form

Document Author

1. Obtain and complete the DRF form using the form instructions. Determine the document review required and distribute the DRF and the document for review. If no review is required, proceed to step 6.
 - a. The DRF form instructions and the DRF (A-6003-881) are obtained using Hanford Site Forms or Microsoft Word. Select *File, New* (under the file menu,) then select *WRPS* on the *Templates on my computer* link).

NOTE 1: Normally, a review is not required to cancel a document, digital image, or video using a DRF form.

NOTE 2: Although assignment of an approval designator is not required, Table 2 can be reviewed to determine adequate document

review and approval.

- | | | |
|------------------------|----|---|
| Identified Reviewer(s) | 2. | Perform a document review and submit comments to the document author for resolution. |
| Document Author | 3. | Resolve comments with reviewer(s) or escalate to management for resolution. |
| | 4. | Enter author printed name, signature, and date to indicate approval. |
| Identified Reviewer(s) | 5. | Enter printed name, signature, and date to indicate approval and to indicate that the document review was completed and comments were resolved. |
| Responsible Manager | 6. | Enter printed name, signature, and date to indicate approval of the document for release and distribution. |

4.6 Engineering Data Transmittal

- | | | |
|----------------------|----|---|
| Document Author | 1. | Obtain the EDT number from the HDNS and obtain and complete the EDT form using the form instructions. |
| | a. | The EDT form instructions and the EDT (BD-7400-172.2) are obtained using Hanford Site Forms or Microsoft Word (Select <i>File, New</i> under the file menu, select <i>WRPS</i> on the <i>Templates on my computer</i> link, and select the template named <i>Engineering Data Transmittal BD-7400-172.2.doc</i> . |
| | | NOTE: The EDT form is page 1 of the transmittal package. |
| | b. | Use EDT continuation pages BD-7400-173, as needed. |
| | 2. | Determine if any of the documents being released are technical baseline documents using the criteria established in TFC-PLN-03. |
| | | NOTE: Technical baseline documents require the approval of the Chief Engineer delegated Design Authorities for the affected systems. |
| Responsible Engineer | 3. | Complete a Process Hazard Analysis (PrHA) Screening in accordance with TFC-ENG-DESIGN-C-47 . |

4. Obtain an USQ evaluation for all documents in accordance with the requirements stated in [TFC-ENG-SB-C-03](#).

NOTE 1: Per TFC-ENG-SB-C-03, EDTs do not require a USQ evaluation under the following conditions: Changes that are outside the scope of the USQ process (i.e., "N/A"), including routine maintenance.

NOTE 2: Per TFC-ENG-SB-C-03, only qualified USQ evaluators are authorized to "N/A" documents that are outside the scope of the USQ process. Exception: Responsible engineers can only "N/A" EDTs that meet the definition of routine maintenance in TFC-ENG-SB-C-03 or for documents listed in RPP-27195.

5. Request that the USQ evaluator to prints name/initials and dates block 13 indicating concurrence that the number and revision are correct, that the "CATX" indicated is appropriate, or that "N/A" is appropriate.

6. Use Table 2 to determine the Approval Designator for the EDT.

7. Identify the documents that are impacted by the documents that were released by the EDT as "impacted" documents.

NOTE: The impacted documents listed must be impacted by ALL of the documents being released.

8. Determine the review required using Table 2, and distribute the EDT and the documents being released for review.

- a. Identify document reviewers by printing their name and Mail Stop Identification Number (MSIN) using the blocks provided on the EDT form.

- b. If no review is required, proceed to step 11.

9. Resolve comments with reviewer(s) or escalate to management for resolution.

Identified Approver(s) 10. Enter printed name, signature, and date to indicate approval and to indicate that the document review was completed and that comments were resolved.

Responsible Engineer 11. Enter printed name, signature, and date to indicate that the EDT is accurate and complete and that the review comments have been dispositioned.

- | | |
|---|---|
| Design Authority | <p>12. If technical baseline documents are being released:</p> <ul style="list-style-type: none"> a. Proceed to step 13 to obtain Design Authority approval. b. Otherwise, proceed to step 14. <p>13. Evaluate for technical adequacy and completeness. Enter printed name, signature, and date to indicate approval of the EDT and documents.</p> <p>NOTE: If the responsible engineer is also the applicable Design Authority, the EDT shall be signed in both required signature lines.</p> |
| Responsible Engineering Manager | <p>14. Evaluate for technical adequacy and completeness, print or type name on the form, as required, and approve the EDT (include the approval date; telecon approval may be obtained).</p> <ul style="list-style-type: none"> a. Verify the package is complete and in compliance with administrative requirements. b. Verify the appropriate approvers were selected. c. Verify the appropriate reviewers were selected (e.g., responsible engineers as identified in DMCS). d. Resolve the comments with the responsible engineer. e. Ensure the product is technically correct. |
| Responsible Engineer | <p>15. Determine if the U.S. Department of Energy, Office of River Protection (ORP) is required to approve.</p> <ul style="list-style-type: none"> a. If yes, proceed to step 16. b. If no, proceed to Section 4.7. <p>NOTE: If a TPA primary document is being released, approval should be obtained from the Environmental director (see Section 4.3.2, step 3).</p> |
| Responsible Engineer | <p>16. Forward the document(s) being released by the EDT to ORP for disposition by external correspondence in accordance with TFC-BSM-AD-C-03.</p> |
| Design Authority/
Responsible Engineer | <p>17. Receive the ORP's disposition on document(s) and resolve comment(s), if required. Upon resolution of ORP comments, identify the ORP approval reference (<u>control number</u>*) on the ECN.</p> <p>*NOTE: The <u>control number</u> tracks the ORP approval that is usually contained on the document's title page or in an ORP external correspondence.</p> |

4.7 Document Release

Document Author

1. Enter the total distribution on the DRF, EDT or CCS. If additional distribution is needed, complete a Distribution Sheet (A-6000-135).
2. If the document being released includes recommendations:
 - a. Review them with the responsible manager to determine if Problem Evaluation Requests (PERs) need to be submitted to ensure the recommendations are adequately considered and dispositioned.
 - b. If PERs are submitted, add PER number references to the recommendations section in the document.
3. Review the document to ensure it is consistent with the release criteria provided in Table 3.
4. Provide a file in portable document format (PDF) of the signed DRF, EDT, or ECN, and a PDF of the document, together with the native file to the DSC for release.
 - a. Provide full size signed drawings in hard copy to the DSC for scanning with a PDF of the EDT or ECN to a DSC for processing.
 - b. For spreadsheets, a PDF of the native spreadsheet is not normally required only the spreadsheet native file and a PDF of the Spreadsheet Verification and Release Form; follow the requirements of [TFC-ENG-DESIGN-C-32](#).
 - c. Name the electronic file(s) with the document number, revision number, and a description of the file content if multiple files are provided for a single document, e.g.,:
 - RPP-RPT-XXXXXX-R00-DRF
 - RPP-RPT-XXXXXX-R00-Cover Sheet
 - RPP-RPT-XXXXXX-R00-Main Body.
 - d. Copy the electronic files to be released to the [Technical Records Staging Area](#), in the folder labeled Records Holding Area, or alternatively copy the files to a USB drive and provide to the DSC.
 - e. Once the file(s) are located in the WRPS Technical Records Staging Area, email DSC that the document is available for release at ^RIM DC.

NOTE 1: Wherever possible, PDFs of the document should be created directly from the electronic native file/s by either printing to PDF or saving to PDF.

NOTE 2: PDFs of release forms containing signatures or of documents for which an electronic or native file is not available will be created by scanning.

NOTE 3: All PDFs, particularly those created directly from the electronic file, should be reviewed to ensure the conversion to PDF occurred correctly.

NOTE 4: Problems have been encountered in the past with PDF conversion of equations. These should be carefully reviewed for any issues.

NOTE 5: If a document cannot be saved in PDF format, exceptions can be approved by the responsible manager on a case by case basis. Use of this exception should be minimized, but may be required if the document native file is not available and the document original is very large).

NOTE 6: Electronic files for records purposes should not contain macros or hidden files.

4.8 Off-Shift Document Release

The following process is to be used in lieu of Section 4.7 to pre-release a DRF, EDT, or CCS off-shift when the DSC is not available and field work activities need to be accomplished.

- Responsible Engineer
1. Follow the normal DRF, EDT, or CCS development, review and approval process, as applicable.
 2. Sign and date the Release Stamp Block on the DRF or CCS, or the Release Block on the EDT, with the following: "Pre-Release by: 'Name', 'Date', and 'Time.'"
 3. If applicable, in accordance with [TFC-OPS-MAINT-C-01](#), provide a copy of the pre-released DRF, EDT, or CCS to the planner for incorporation into the work package.
 4. Validate the distribution list for the DRF, EDT, or CCS and provide the approved document to the DSC for release on the first work day following the pre-release activity.
 5. If pre-released without an EDT or CCS number, provide the EDT or CCS number (once obtained) to those parties that have used the pre-released EDT or CCS.
 6. Submit electronic files that were used to develop or support the development of the DRF, EDT, or CCS to the DSC for storage and future retrieval.
 - a. Verify the folder name includes the EDT or CCS number and revision, or the document number and revision for DRFs.

NOTE: The folder shall contain all files associated with the DRF, EDT or CCS).

- b. Copy the electronic folder to a compact disc, a diskette, or the Technical records Storage Area.

NOTE: The folder should be provided when the DRF, EDT or CCS is released.

4.9 TBDs and HOLDS

Responsible Engineer

1. Identify information that is “TBD” or held (HOLD) if the document will be released or internally issued.
 - a. If design outputs are used to support other work (e.g., procurement, manufacture, construction, or experiment) before design verification is complete, identify the unverified portion of the design outputs as “TBD” or “HOLD”. (7.1.4)
 - b. Drawings in facility or shared status that show unique assigned equipment identification numbers prior to installation in the field shall be identified with a “HOLD” (reference [TFC-ENG-STD-12](#), Section 3.1). (7.1.6)

2. Obtain TBD and HOLD identifiers for the TBD or HOLD from the HDNS.

NOTE: RPP-TBD-XXXXXX and RPP-HOLD-XXXXXX numbers are normally used to identify TBDs and HOLDS.

3. Identify TBD and HOLD notations on drawings and documents as follows:
 - a. On drawings, mark each TBD or HOLD area with a cloud or similar technique, and place “TBD No. ____” or “HOLD ____” within the cloud.
 - b. In text documents:
 - 1) For TBDs, enter the TBD number in brackets [] instead of the missing information (e.g., [TBD No. ____]).
 - 2) For HOLDS, shade the section or enclose the section subject to the hold within parentheses, and place the HOLD number in the right margin (e.g., [HOLD No. ____]).
 - c. When a TBD or HOLD is partially or completely resolved, prepare an CN to update the TBD or HOLD notations on the released drawings and documents.

5.0 DEFINITIONS

Internal release. Release stamping and distribution of an approved document by a Document Service Center. The document meets the minimum document standards (document number and page number on each page), has a DRF, EDT, or ECN; and is provided to the Document Service Center for entry into IDMS, DMCS (as designated), and transfer to the Records Holding Area for retention.

Information clearance for public distribution. Review and approval of a document by a qualified information release person to ensure public release requirements are met.

Public release. Release stamping and distribution of an approved and cleared document by a Document Service Center. The document meets public document release requirements (document number and page number on each page, public release coversheet), has a Document Release Form, EDT, or ECN, and has been provided to the Document Service Center for entry into IDMS, DMCS (as designated) and transfer to the Records Holding Area for retention.

The cover sheet must include the title, author, company name, contract number, document distribution limits, document number, revision number, total pages, EDT/ECN, keywords and abstract.

Technical baseline. The complete set of documents/data, identified by the Design Authority, used to identify, justify and demonstrate the physical, functional or operational requirements of configuration controlled structures, systems, and components. In order for a document to be considered a Technical Baseline document, it must be approved by engineering. Examples of technical baseline documents include Technical Safety Requirements (TSRs), Documented Safety Analysis (DSA), Design Documents (e.g., Calculations, Drawings, Specifications, Vendor Data, Master Equipment List, Software/Controls, System Design Descriptions and Operational limits, OSDs developed by Engineering), etc.).

Vendor information. Vendor documentation that is not site-specific and is needed to use or maintain purchased equipment. Examples include, but are not limited to, operating and maintenance manuals, vendor equipment, schematics, verification information, etc.

Vendor products. Vendor products (submittals) generated to specific site standards or procedures for site-specific items (e.g., H-14 drawings, calculations, technical assessments, or facility-specific reports).

6.0 RECORDS

The following records are generated during the performance of this procedure:

- Engineering Data Transmittal (EDT) (BD-7400-172.2)
- EDT Continuation Page (BD-7400-173)
- Technical Document
- Document Release Form (DRF) (A-6003-881)
- Distribution Sheet (A-6000-135)
- Cover Sheet
- Record of Revision.
- Engineering Change Notice (ECN) (A-6003-563.1)
- Calculation Cover Sheet (CCS) (A-6005-860).

The record custodian identified in the Company Level Records Inventory and Disposition Schedule (RIDS) is responsible for record retention in accordance with TFC-BSM-IRM_DC-C-02.

7.0 SOURCES

7.1 Requirements

1. DOE-STD-1073-93, "Guide for Operational Configuration Management Program," Pt. 1, Section 1.3.3.1.
2. DOE-STD-1073-93, "Guide for Operational Configuration Management Program," Pt. 1, Section 1.3.3.3.
3. MSC-RD-12223, "Protecting and Controlling Classified Matter."
4. TFC-BSM-AD-STD-02, "Editorial Standards for Technical Documents."
5. TFC-BSM-IRM_DC-C-03, "Information Clearance."
6. TFC-ENG-STD-12, "Tank Farm Equipment Identification Numbering and Labeling Standard."
7. TFC-PLN-02, "Quality Assurance Program Description."

7.2 References

1. RPP-16922, "Environmental Specification Requirements."
2. RPP-27195, "Tank Operations Contractor Unreviewed Safety Question Process Out of Scope Documents."
3. TFC-BSM-AD-C-03, "Correspondence Preparation and Control."
4. [TFC-BSM-AD-STD-02](#), "Editorial Standards for Technical Documents."
5. TFC-BSM-IRM_DC-C-01, "Document Control."
6. TFC-BSM-IRM_DC-C-02, "Records Management."
7. [TFC-BSM-IRM_DC-C-03](#), "Information Clearance."
8. TFC-BSM-IRM_DC-C-07, "Vendor Processes."
9. TFC-BSM-IRM_HS-C-10, "Software Development, Implementation, and Management of Design and Analysis Software."
10. TFC-BSM-IRM_SE-C-05, "Marking Sensitive Unclassified Information."
11. TFC-BSM-CP_CRP-C-17, "Interface Management."
12. TFC-ENG-DESIGN-C-01, "Development of System and Subsystem Specifications."
13. TFC-ENG-DESIGN-C-06, "Engineering Change Control."
14. TFC-ENG-DESIGN-C-09, "Engineering Drawings."
15. TFC-ENG-DESIGN-C-10, "Engineering Calculations."
16. TFC-ENG-DESIGN-C-15, "Commercial Grade Dedication."
17. TFC-ENG-DESIGN-C-18, "Testing Practices."
18. TFC-ENG-DESIGN-C-34, "Technical Requirements for Procurement."
19. TFC-ENG-DESIGN-C-32, "Spreadsheet Development and Verification."
20. TFC-ENG-DESIGN-C-42, "Design Requirements Compliance Matrix."
21. TFC-ENG-DESIGN-C-47, "Process Hazard Analysis."
22. TFC-ENG-DESIGN-P-07, "System Design Descriptions."
23. TFC-ENG-DESIGN-P-16, "Equivalent Replacements."
24. TFC-ENG-DESIGN-P-17, "Design Verification."

25. TFC-ENG-ADMIN-D-07, "Engineering Assessments."
26. TFC-ENG-STD-10, "Drawing Standard."
27. TFC-ENG-STD-12, "Tank Farm Equipment Identification Numbering and Labeling Standard."
28. TFC-ENG-STD-14, "Setpoint Standard."
29. TFC-ENG-STD-17, "Third Party Inspections."
30. TFC-ENG-FAC SUP-C-23, "Equipment Identification and Data Management."
31. TFC-ENG-CHEM-C-01, "Process Flowsheets."
32. TFC-ENG-CHEM-C-16, "Data Quality Objectives for Sampling and Analysis."
33. TFC-ENG-CHEM-P-02, "Criticality Safety Inspections and Assessments."
34. TFC-ENG-CHEM-P-04, "Criticality Safety Evaluations."
35. TFC-ENG-CHEM-P-13, "Tank Waste Compatibility Assessments."
36. TFC-ENG-CHEM-P-14, "Operating Specification Documents."
37. TFC-ENG-CHEM-P-47, "Single-Shell Tank Retrieval Completion Evaluation."
38. TFC-ENG-CHEM-D-23, "Preparation of Tank Sampling and Analysis Plans."
39. TFC-ENG-CHEM-D-41, "Model Results Documentation."
40. TFC-ENG-CHEM-D-42, "Tank Leak Assessment Process."
41. TFC-ENG-FAC SUP-C-02, "Operability/Technical Evaluations."
42. TFC-ENG-FAC SUP-C-04, "Process Memos."
43. TFC-ENG-FAC SUP-P-01, "Conduct of System Engineering."
44. TFC-ENG-FAC SUP-P-17, "Flammable Gas Ignition Source Control."
45. TFC-ENG-FAC SUP-D-01.1, "System Health Report Preparation."
46. TFC-ENG-SB-C-03, "Unreviewed Safety Question Process."
47. TFC-ENG-SB-C-06, "Safety Basis Development."
48. TFC-ESHQ-Q_INSP-C-01, "Control of Inspections."
49. TFC-ESHQ-FP-STD-06, "Fire Hazard Analysis and Fire Protection Assessment Requirements."

- 50. TFC-OPS-MAINT-C-01, "Tank Operations Contractor Work Control."
- 51. TFC-PLN-03, Engineering Program Management Plan."
- 52. TFC-PLN-13, "Fire Protection Program."
- 53. TFC-PLN-43, "Treatment, Storage and Disposal Facility Hazardous Waste Operations."
- 54. TFC-PLN-48, "ALARA Program Plan."
- 55. TFC-PLN-58, "Chemical Management Plan."
- 56. TFC-PLN-73, "Environmental Protection and Compliance Plan."
- 57. TFC-PRJ-PM-C-02, "Project Management."
- 58. USQ determination TF-06-0690-D.

Figure 1. Technical Document Control Procedure Process.

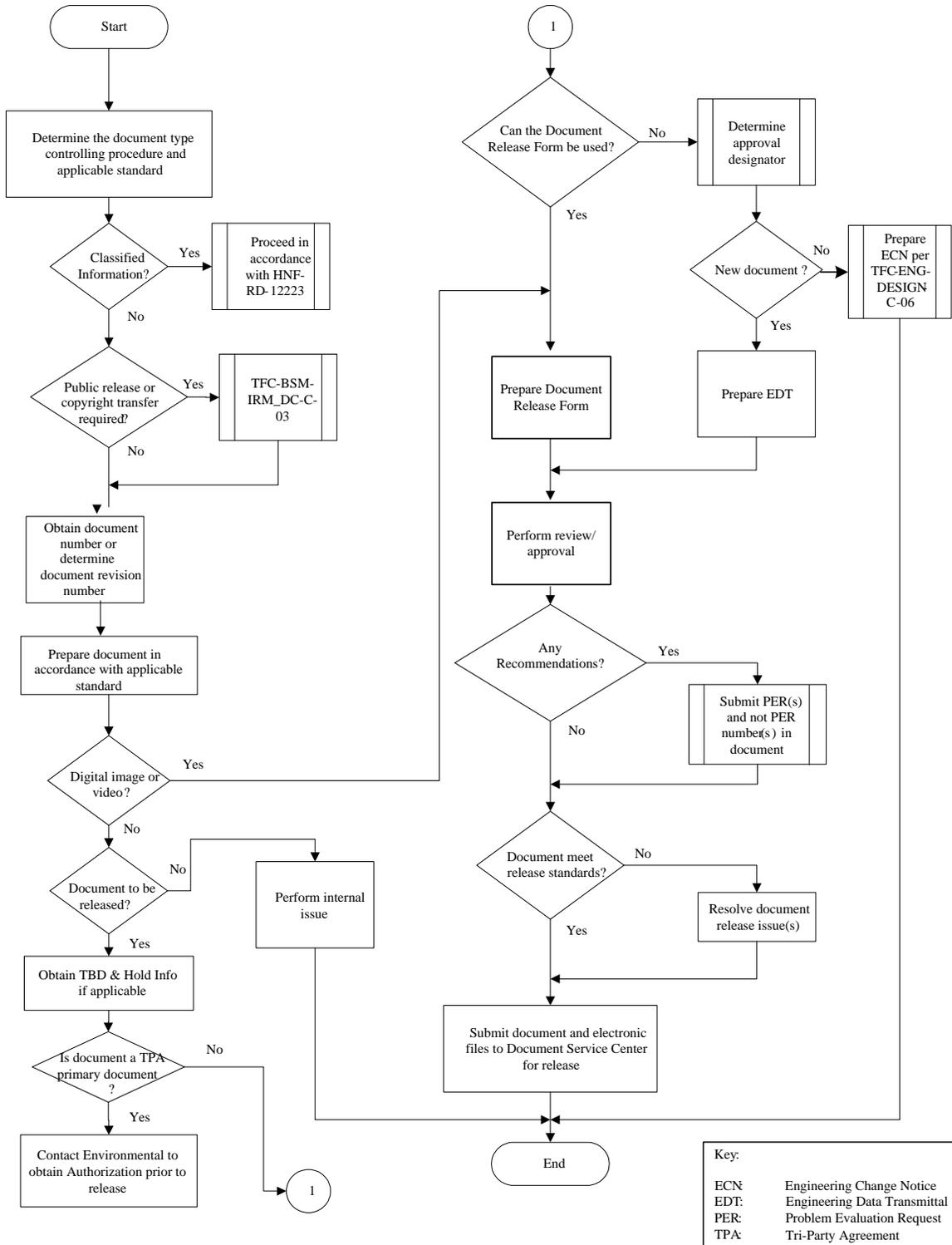


Table 1. Technical Document Requirements.

Document Type	Document Type	Document Number *	Controlling Procedure/Standard	Release or Internal Issue
Assessment	Management or Specialty Assessment	RPP-ASMT-XXXXX	TFC-ENG-ADMIN-D-07	Released DRF
	Criticality Safety Inspections and Assessments	RPP-ASMT-XXXXX	TFC-ENG-CHEM-P-02	Released DRF
Calculation	Formal Engineering Calculation	RPP-CALC-XXXXX	TFC-ENG-DESIGN-C-10	Released CCS/EDT/ECN/TE
	Setpoint Analysis	RPP-CALC-XXXXX	TFC-ENG-STD-14	Released EDT/ECN
	Spreadsheet Verification and Release Form	SVF-XXXX	TFC-ENG-DESIGN-C-32	Released SVF
Drawing	Engineering Drawing or SK2 Sketches	H-2, H-14, SK or H-13 -XXXX	TFC-ENG-DESIGN-C-09 TFC-ENG-STD-10	Released EDT/ECN
	Equivalent Replacement	ER-YY-XXXX Rev. XX	TFC-ENG-DESIGN-P-16	Released ER
	Unreviewed Safety Question	USQ-YY-XXXX-TT	TFC-ENG-SB-C-03	Issued USQ
	Commercial Grade Dedication	CGD-XXXXX (Pre-printed form)	TFC-ENG-DESIGN-C-15	Released CGD
	PrHA Screening Form	PrHA-XXXXX	TFC-ENG-DESIGN-C-47	Released DRF
	Performance and Functional Requirements/Evaluation for Special Tools and Equipment	RPP-STE-XXXXX	TFC-OPS-MAINT-C-01	Released EDT/ECN
	Fire Hazard Analysis	RPP-XXXXX	TFC-ESHQ-FP-STD-06	Released EDT/ECN
Plan	Acceptance Test Plan	RPP-PLAN-XXXXX	TFC-ENG-DESIGN-C-18	Released EDT/ECN
	Process Control Plan	RPP-PLAN-XXXXX	TFC-ENG-CHEM-C-11	Released EDT/ECN
	Sampling and Analysis Plans	RPP- PLAN-XXXXX	TFC-ENG-CHEM-D-23	Released DRF
	Software Quality Assurance Plan	RPP-PLAN-XXXXX	TFC-BSM-IRM HS-C-01	Released DRF
	Test Plan	RPP-PLAN-XXXXX	TFC-ENG-DESIGN-C-18	Released DRF
Report	Acceptance Test Report	RPP-RPT-XXXXX	TFC-ENG-DESIGN-C-18	Released EDT/ECN
	System Health Reports	RPP- RPT-XXXXX	TFC-ENG-FAC SUP-P-01	Released DRF
	Criticality Safety Evaluation Report	RPP- RPT-XXXXX	TFC-ENG-CHEM-P-04	Released EDT/ECN
	Documented Safety Analysis Report	RPP- RPT-XXXXX	TFC-ENG-SB-C-06	Released EDT/ECN
	Engineering Standard Basis Document	RPP-RPT-XXXXX	TFC-ENG-DESIGN-C-25	Released EDT/ECN
	Flammable Gas Equipment Assessment Report	RPP- RPT-XXXXX	TFC-ENG-FAC SUP-P-17	Released EDT/ECN
	Model Results Documentation	RPP- RPT-XXXXX	TFC-ENG-CHEM-D-41	Released DRF
	Single-Shell Tank Retrieval Completion Evaluation Report	RPP- RPT-XXXXX	TFC-ENG-CHEM-P-47	Released DRF

Table 1. Technical Document Requirements (cont.)

Document Type	Document Type	Document Number *	Controlling Procedure/Standard	Release or Internal Issue
	Independent Qualified Registered Professional Engineer (IQRPE) Assessment Reports	RPP- XXXXX	TFC-ESHO-Q_INSP-C-01 , TFC-PRJ-PM-C-02 (WAC 173-303-640)	Released DRF
	Operability Evaluation Report	RPP-OE-XXXXX	TFC-ENG-FACSup-C-02	Released (Self Release Form)
	Technical Evaluation Report	RPP-TE-XXXXX	TFC-ENG-FACSup-C-02	Released (Self Release Form)
	Process Flowsheet Report	RPP-RPT-XXXXX	TFC-ENG-CHEM-C-01	Released EDT/ECN
	Repair and ASME Equipment Report	RPP- RPT-XXXXX	TFC-ENG-STD-17	Released EDT/ECN
	Sampling and Analysis Report	RPP- RPT-XXXXX	TFC-ENG-CHEM-D-23	Released EDT/ECN
	Subsystem and Component level Safety Equipment list for Tank Farm Safety Systems Report	RPP-8792	TFC-ENG-FACSup-C-23	Released EDT/ECN
	System Design Description Report	RPP- RPT-XXXXX	TFC-ENG-DESIGN-P-07	Released EDT/ECN
	System Health Report	RPP- RPT-XXXXX	TFC-ENG-FACSup-D-01.1	Released DRF
	Tank Leak Assessment Process Report	RPP-RPT-XXXXX	TFC-ENG-CHEM-D-42	Released EDT/ECN
	Technical Safety Requirements (TSR)	RPP- RPT-XXXXX	TFC-ENG-SB-C-06 TFC-ENG-CHEM-P-04	Released EDT/ECN
	Tank Waste Compatibility Assessments	RPP- RPT-XXXXX	TFC-ENG-CHEM-P-13	Released DRF
	Data Quality Objectives for Sampling and Analysis	RPP- RPT-XXXXX	TFC-ENG-CHEM-C-16	Released DRF
	PrHA Study Reports	RPP-RPT-XXXXX	TFC-ENG-DESIGN-C-47	Released EDT/ECN
	Process Flowsheet Report	RPP-RPT-XXXXX	TFC-ENG-CHEM-C-01	Released EDT/ECN
	Design Verification Report	RPP-DVR-XXXXX	TFC-ENG-DESIGN-P-17	Released EDT/ECN
	Conceptual Safety Design report (CSDR)	RPP-XXXXXX	TFC-ENG-DESIGN-SB-C-06	Released DRF
	Preliminary Safety Design report (PSDR)	RPP-XXXXXX	TFC-ENG-DESIGN-SB-C-06	Released DRF
	Preliminary Documented Safety Analysis (PDSA)	RPP-XXXXXX	TFC-ENG-DESIGN-SB-C-06	Released EDT/ECN
Specification	Construction Specification	RPP- SPEC-XXXXX	TFC-ENG-DESIGN-C-34	Released EDT/ECN
	Design Requirements Compliance Matrix	RPP-SPEC-XXXXX	TFC-ENG-DESIGN-C-42	Released EDT/ECN
	Design Specification	RPP- SPEC-XXXXX	TFC-ENG-DESIGN-C-34	Released EDT/ECN
	Interface Control Documents	TOC-ICD-TOPIC-XXXXX	TFC-BSM-CP_CPR-C-17	Released EDT/ECN

Table 1. Technical Document Requirements (cont.)

Document Type	Document Type	Document Number *	Controlling Procedure/Standard	Release or Internal Issue
	Operating Specification Documents	OSD-T-151-XXXX	TFC-ENG-CHEM-P-14	Released EDT/ECN
	Performance Specification	RPP- SPEC-XXXXX	TFC-ENG-DESIGN-C-34	Released EDT/ECN
	Process Memo	PM-YY-XXX	TFC-ENG-FAC SUP-C-04	Issued
	Procurement Specification	RPP- SPEC-XXXXX	TFC-ENG-DESIGN-C-34	Released EDT/ECN
	System, Sub-System Specification	RPP- SPEC-XXXXX	TFC-ENG-DESIGN-C-01	Released EDT/ECN
	Performance and Functional Requirements/Evaluation for Special Tools and Equipment	RPP-XXXXX	TFC-ENG-DESIGN-C-34	Released EDT/ECN
Miscellaneous	Safety Design Strategy (SDS)	RPP-XXXXX	TFC-ENG-DESIGN-SB-C-06	Released DRF
	Software Life Cycle Documentation	RPP-XXXXX	TFC-BSM-IRM-HS-C-10	Released DRF

*These document numbers are for new releases. Existing documents shall maintain their current number when revised.

Table 2. Independent Document Review/Approval.

1.	All design documents requiring DOE or other regulatory agency approval and establishing:	
a.	Environmental protection including permits, regulations, and requirements.	E (Approval)
b.	Industrial safety requirements.	S (Approval)
c.	Radiological monitoring requirements.	R (Approval)
d.	Chemical Management Program requirements.	C (Approval)
e.	Fire protection requirements, construction permits, and compliance.	F (Approval)
2.	Documentation that establishes or modifies the following functional criteria or requirements:	
a.	Environmental protection, including environmental and requirements bases of the Environmental Management System and Environmental Specification Requirements.	E (Review)
b.	Radiological control or monitoring.	R (Review)
c.	Industrial Safety.	S (Review)
d.	Fire protection.	F (Approval)
e.	Chemical Management Program	C (Review)
3.	All Interface Control Documents.	IM (Approval)
4.	Technical baseline documents.	DA (Approval)
5.	Technical baseline documents that include waste stream-related technical baseline requirements and operations baseline information.	PE (Approval)
6.	Technical baseline documents developed in support of safety basis changes.	NS (Approval)
7.	Documents that directly relate to environmental compliance, (such as Hanford tank system temporary transfer line management plans (e.g. RPP-12711) requiring State of Washington, Department of Ecology approval. (Ref. State of Washington, Department of Ecology Letter No. 0203589, dated August 8, 2002), Tank Waste Transfer Compatibility Program (HNF-SD-WM-OCD-015), compatibility assessments on tank transfers, etc.)	E (Approval)

Table 2. Independent Document Review/Approval (cont.)**Key for Designated Approval Organizations:**

C = **Environmental Health organization** (Ref. [TFC-PLN-58](#), "Chemical Management Plan")**E** = **Environmental Strategies and Program organization** (Ref. TFC-PLN-73, "Environmental Protection and Compliance Plan" and RPP-16922, "Environmental Specification Requirements")

R = **Radiological Control organization** (Ref. TFC-PLN-48, "ALARA Program Plan")

S = **Industrial Safety organization** (Ref. TFC-PLN-43, "Treatment, Storage and Disposal Facility Hazardous Waste Operations")

F = **Fire Protection** (Ref. TFC-PLN-13, "Fire Protection Program")

IM = **Interface Management organization** (Ref. [TFC-BSM-CP CPR-C-17](#), "Interface Management")

DA = **Chief Engineer delegated design authority** (Ref TFC-PLN-03)

PE = **Process Engineering organization** (Ref TFC-PLN-03)

NS = **Nuclear Safety organization** (Ref TFC-PLN-03)

Table 3. Document Release Criteria.

1. Are the document pages, signatures, and graphic images legible?
2. If approvals have been recorded in the text document, has a reference been added to the EDT or ECN to describe the location of the approval signatures?
3. Does the Record of Revision list all of the ECNs that have been incorporated into the revision?
4. Is each page of the document identified with the document number, revision number, and page number (sequential, either consecutive or section-numbered)?
5. Are pages that are being changed identified with a minor change suffix (e.g., Rev. 0-A, Rev. 1-C, etc.)?
6. Does the document consist of the following:
 - Distribution sheet (only required if the names exceed space limits DRF/EDT/ECN/CCS)
 - Distribution must include name and MSIN. A DRF or EDT or ECN
 - Record of revision – except Rev. 0
 - A cover sheet (if cleared for public release)
 - Text of document.
7. Does the document comply with the editorial standards checklist in [TFC-BSM-AD-STD-02](#)?