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## 1.0 PURPOSE AND SCOPE

(7.1.1)

This procedure describes the process for completing and approving a Waste Planning Checklist. This procedure applies to Tank Operations Contractor (TOC) waste generating activities associated with containerized solid waste. It does not apply to the management of tank waste.

This procedure applies to activities that generate low-level radioactive waste, mixed waste, non-radioactive dangerous waste, non-regulated waste, and recyclable materials.

The Waste Planning Checklist is required per [TFC-PLN-33](#) to ensure waste is designated, segregated, and packaged in compliance with state and federal regulations, and to ensure it meets the treatment, storage, or disposal (TSD) receiving facility's acceptance criteria for packaged waste. (7.1.2)

This procedure is implemented in accordance with the core functions and guiding principles of RPP-MP-003. The plan describes the ISMS structure, policies, programs, processes, and implementing mechanisms to ensure that protection of the environment and safety and health of the workers and the public, and quality are integrated into management and work practices.

## 2.0 IMPLEMENTATION

This procedure is effective on the date shown in the header.

## 3.0 RESPONSIBILITIES

Responsibilities are contained within Section 4.0.

## 4.0 PROCEDURE

The Waste Planning Checklist must be submitted in advance of the need date and shall be completed and approved prior to generation of waste. The checklist ensures that planners provide the necessary information for Waste Services to properly designate waste and provide proper disposition instructions to the planner and the workers in the field.

The Waste Planning Checklist also provides a means to document solid waste generation process, the waste disposition instructions, and pollution prevention directions. The checklist is a part of each work package that includes work activities that generate waste; thus, it is used in the planning of work. Other work activities, such as shop work, do not require Waste Planning Checklists, but must comply with waste handling, packaging, and segregation procedure (TO-100-052 for tank farms or ATS-LO-110-129 or ATS-LO-100-151 for the 222-S Laboratory).

#### 4.1 Non-Routine Work Activities

Non-routine work activities include, but are not limited to, jumper changes, pump replacements, and HEPA filter replacements. A Waste Planning Checklist must be submitted for each activity.

- |                            |   |
|----------------------------|---|
| Planner                    | <ol style="list-style-type: none"> <li>1. Determine if waste will be generated.</li> <li>2. If waste will be generated, complete Part A of a Waste Planning Checklist (e.g., A-6002-848) and submit it to Waste Services for waste disposal guidance and approval.</li> <li>3. If no waste will be generated, mark “no” in the appropriate block in Part A of the Waste Planning Checklist and complete the signature block at the bottom of Part B.</li> </ol> <p>NOTE: This completes the Waste Planning Checklist and it does not require review by the Waste Services representative.</p> |
| Technical Waste Specialist | <ol style="list-style-type: none"> <li>4. Review the information in Part A of the Waste Planning Checklist and provide waste disposition instructions; complete Part B and the signature block in Part B.</li> </ol>  |
| Peer Reviewer              | <ol style="list-style-type: none"> <li>5. Provide peer review, as necessary, and as requested by the Technical Waste Specialist; co-sign the Waste Planning Checklist.</li> </ol>   |
| Technical Waste Specialist | <ol style="list-style-type: none"> <li>6. Return a hard copy or an electronic copy of the completed Waste Planning Checklist to the planner and/or post on the web page and notify the planner.</li> </ol>  |
| Planner                    | <ol style="list-style-type: none"> <li>7. Ensure a current Waste Planning Checklist is included in the work packages.</li> <li>8. If the work scope changes (regarding waste composition or quantity) at any time after the Waste Planning Checklist is completed, update the Waste Planning Checklist and resubmit to the Waste Technical Services representative.</li> </ol>  |
| Field Work Supervisor      | <ol style="list-style-type: none"> <li>9. Ensure proper waste segregation and packaging in accordance with the Waste Planning Checklist and TO-100-052 for tank farms, or ATS-LO-100-153 for the 222-S Laboratory.</li> </ol>   |

#### 4.2 Routine Work Activities

Routine work activities generate the same type of waste on a routine basis. Generic Waste Planning Checklists are used for these activities. One generic Waste Planning Checklist may be used with multiple work packages as long as they are identical work activities. These generic Waste Planning Checklists are issued up to one year in advance and expire the last day of the calendar year. The Technical Waste Specialist will notify all planners in advance to resubmit an updated Waste Planning Checklist for renewal.

NOTE: Waste Planning Checklists are not required for routine work activities that do not generate waste.

Planner 1. Complete Part A of the Waste Planning Checklist, except “Work Package #,” “(Bldg. No., System, Tank No., Room No.),” “Preparer’s Name, and “Planned Start Date;” check the Generic box and submit to the Technical Waste Specialist for review and approval.

Technical Waste Specialist 2. Review information in Part A and complete Part B.  
3. Denote blanks the planner must fill in with asterisks (\*\*\*\*).  
4. Sign the signature block at the bottom of Part B for approval of the Waste Planning Checklist; submit for peer approval.

NOTE: Approval of the Waste Planning Checklist by electronic signature, e-mail, or telecon is also acceptable.

Technical Waste Services Peer Reviewer 5. Review information in Parts A and B, as necessary, and as requested by the initial Technical Waste Specialist. Co-sign the signature block in Part B of the Waste Planning Checklist; return to initial Technical Waste Specialist.

NOTE: Approval of the Waste Planning Checklist by electronic signature, e-mail, or telecon is also acceptable.

Technical Waste Specialist 6. Return the completed Waste Planning Checklist to the planner and/or post on the web page and notify the planner.

Planner 7. Fill in the areas denoted with asterisks prior to work start date.

Field Work Supervisor 8. Ensure proper waste segregation and packaging in accordance with the Waste Planning Checklist and TO-100-052 for tank farms, or ATS-LO-100-153 for 222-S Laboratory.

NOTE: If an electronic form is used, the planner must sign the Waste Planning Checklist for the Technical Waste Specialist after receiving the completed electronic form.

## 5.0 DEFINITIONS

No terms or phrases unique to this procedure are used.

## **6.0 RECORDS**

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

- Waste Planning Checklist.

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. RPP-MP-003, "Integrated Environment, Safety, and Health Management System Description for the Tank Operations Contractor.
2. TFC-PLN-33, "Waste Generating Plan."

### **7.2 References**

1. ATS-LO-100-151, "Laboratory Waste Generation."
2. ATS-LO-100-153, "222-S Laboratory Waste Packaging and Preparation for Shipment."
3. ATS-LO-110-129, "Generation of Nonradioactive Waste and Recyclable Materials."
4. TFC-BSM-IRM\_DC-C-02, "Records Management."
5. TFC-OPS-MAINT-C-01, "Tank Operations Contractor Work Control."
6. TO-100-052, "Perform Waste Generation, Segregation, Accumulation, and Clean-up."

Figure 1. Non-Routine Work Activities.

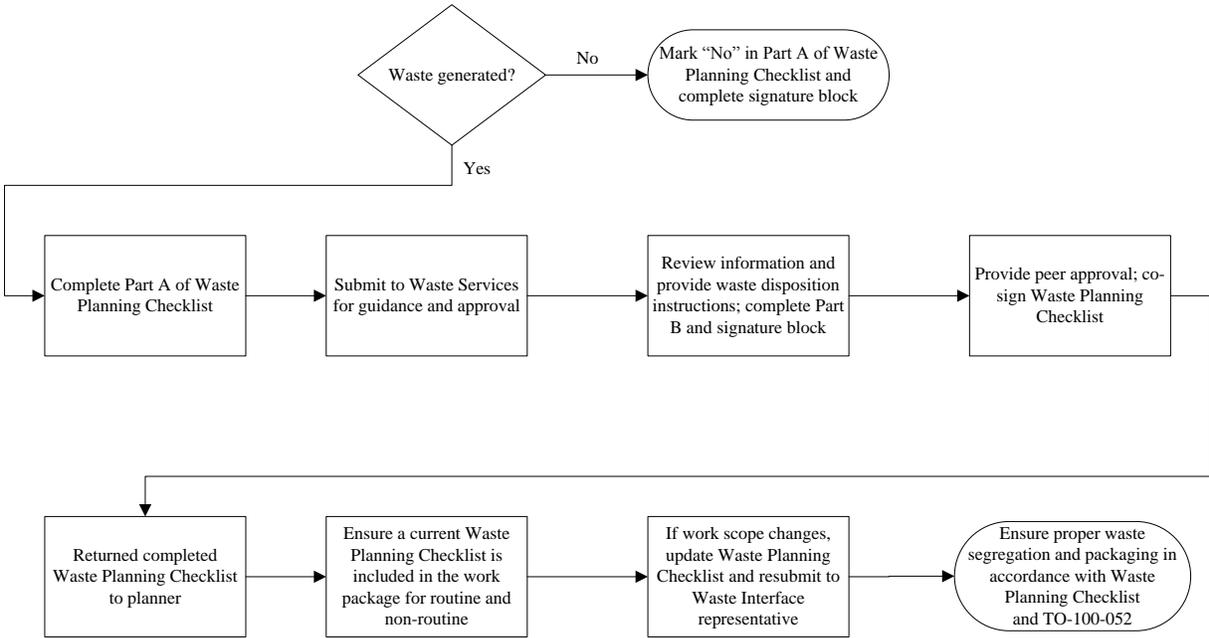


Figure 2. Routine Work Activities.

