

SWITS Data Entry for Waste

1.0 PURPOSE

All aspects of waste management rely on complete and accurate data regarding the waste. Core data regarding solid waste is retained in the Solid Waste Information Tracking System (SWITS). This procedure identifies the minimum required data for radioactive and non-radioactive waste packages and the methods for accurately coding these data.

1.1 Scope

This procedure describes minimum data entry requirements for radioactive and non-radioactive waste that is to be managed in a Waste Management Project (WMP)-operated solid waste treatment, storage, and disposal unit or shipped to an off-site TSD. It does not apply to waste that has previously been TSD accepted at a WMP-operated TSD unit. It does not describe use of the SWITS database in detail, such as navigation in SWITS and specific commands and key strokes. The structure of the SWITS database and the mechanics of its use are described in the SWITS User Manual, HNF-IP-1265, current revision.

1.2 Definitions

See WMP-370, "Glossary," for procedure-specific terms and definitions.

2.0 REQUIREMENTS

NA

3.0 RESPONSIBILITIES

3.1 SWITS Administrator

3.1.1 Ensure that data entry personnel can obtain the access, passwords, and support required to use SWITS.

3.1.2 Maintain the SWITS list of value tables required to enter data as needed in accordance with procedure.

3.2 Data Entry Personnel

3.2.1 Obtain the appropriate SWITS access from the SWITS Administrator.

3.2.2 Obtain and maintain current knowledge of how to operate required SWITS database functions.

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3.2.3 Enter waste data completely and accurately in accordance with this procedure.

3.2.4 Contact the SWITS Administrator if problems are encountered in use of the SWITS database.

3.3 Waste Services Manager

3.3.1 Ensure that SWITS data entry personnel have sufficient knowledge and training in the use of the SWITS database.

3.3.2 Periodically evaluate accuracy of data entered by assigned data entry personnel.

4.0 PROCEDURE

4.1 Open the SWITS Database

4.1.1 Log on to the SWITS database.

4.1.2 Double click the SWITS icon.

4.1.3 Enter your user name as your Hanford ID #.

4.1.4 Enter your password.

4.1.5 Enter database name.

4.2 Enter Core Container Data (SWITS U101 Screen)

4.2.1 Go to the SWITS U101 Screen.

4.2.2 Enter data into the data fields as specified in Table 1, "SWITS Data Entry Requirements and Data Dictionary for Waste." Data entry personnel are only required to enter data in the fields marked with an R in the second column of Table 1.

NOTE - Some of the U101 fields and screens are not applicable for some waste types, depending on the data entered in the "Regulations Values Folder" field. It is essential the correct "Regulations" be entered so that all required data can be entered.

4.2.3 When all data have been entered, save the data.

- 4.2.4 Check the data for completeness and accuracy. This check can be done by reviewing the data on the U101 screen against the original data or by printing a SWITS 310 Report and reviewing the report against the original data.

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5.0 RECORDS

There are no records generated by this procedure.

TABLE 1

Screen Name/ (Database Field Name)	Required Field?	Data Coding and Entry Requirements
U101 Waste Generation, Basic Info		
Package ID	R	Unique package identification number as described in HNF-EP-0063 Appendix C. If the container was assigned a Hanford bar code and Container Identification Number, enter that number.
Secondary ID		
Labpacked?	R	Enter Y if the container is a lab pack or packaged in lab pack form, as defined by HNF-EP-0063; enter N if it is not.
Contents?		Auto fill (Defaults to Empty until waste weights are added)
Available?		Y-container is empty and is available for use or transfer to another Generator. N - container is in use and is not available to anyone else.
Cntrl by		Not updateable
Regulations box		
Dangerous?	R	Y - Solid waste designated in WAC 173-303-070 through 100 as dangerous or extremely hazardous waste. N - Solid waste not designated in WAC 173-303-070 through 100 as dangerous or extremely hazardous waste
CERCLA?	R	Y - Waste managed by a CERCLA Record of Decision N - Waste not managed by a CERCLA Record of Decision

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RAD?	R	LLW - Waste that is defined as Low-Level Waste in HNF-EP-0063. TRU - Waste that is defined as Transuranic Waste in HNF-EP-0063. NON - for non-radioactive waste. USG is not applicable to new items and is included for legacy waste only.
TSCA?	R	Enter Y for any PCB-containing waste that is regulated under the TSCA requirements codified in 40 CFR 761. Enter N for any waste that is not TSCA waste.
Waste Description	R	This field must be used by the generator to provide a common name for the waste stream (e.g., step off pad waste).
Accum Date	R	Date is the beginning of the storage time limit identified by the applicable regulatory status. For waste that is regulated under WAC 173-303 and/or 40 CFR 261, enter the date that the 90 day accumulation period began. For waste that is regulated under 40 CFR 761, enter the date the waste was removed from service. For other waste, enter the same date the container was closed and sealed.
Due Date		Auto Fill - Once the accumulation start date has been entered the Due Date field will be populated based on the regulations selected. The Due Date is the date by which packages containing hazardous waste must be shipped and is determined from the Accumulation date plus the regulatory clock date (30, 90, 180 days). The Due Date is not calculated for non-regulated waste.
Loc Facility	R - for non-rad waste	Specific facility where waste is currently located.
Currently Loc		Generator's specific identity where the container is managed while at the generator's facility.
Group ID	R	Generator Group ID.
Poc Id	R	Enter the code of the person from the list of values for the individual responsible for obtaining approval to ship the container.
Container Info		
Type	R	Choose the code from the list of values that best describes the container type used to package the waste.
Size		Displays the container size using the type code selected.

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Volume	R	Displays the container volume for the type code and size selected. Must be edited if the actual internal volume of the outer container is different than the display.
DOT Spec	R	DOT container specification code, required for non-radioactive waste.
Source		
Company	R	Enter the code from the list of values that described the Company that generated the waste. <i>NOTE - For waste managed at the generating location by Waste Services personnel on behalf of another company, the generating company must be entered, not the company that employs the Waste Services personnel.</i>
Facility	R	Facility location where the waste was generated. Enter the code from the list of values that best describes the facility or group of facilities at which the waste was generated.
Charge Code	R	Enter the approved charge code from the list of values. The source company, generator group and waste type and WSRd must be entered before the charge code can be entered.
COA	R	Code of Accounts associated with the Charge Code
Gross Wgt	R	Enter the total weight of the waste package (container plus all contents) in kilograms. Do not include the weight of a returnable overpack if used. <i>NOTE - This field must equal the sum of the Tare Weight, Waste Weight, and the sum of Waste Components.</i>
Tare Wgt	R	Enter the empty weight of the outer container in kilograms, for bulk waste enter zero. Do not include the weight of a returnable overpack, if used.
Packaging Wgt	R	Enter the total weight of packaging components in kilograms.
Waste Wgt	R	Enter the weight in kilograms of the waste matrix, excluding weight of the container, any liners, inner containers, shielding, rigging, blocking/bracing materials, void fillers, and sorbents added to the waste during packaging.

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Profile #	R	Enter the approved Waste Profile Sheet number for the waste stream. Enter TBD for non-radioactive waste
Rev #		Auto fill: View only
Detail Information Tab		
TSCA/PCB Tab		
Type	R	Descriptions are in association with the PCB Annual Document Log categories. Valid entries will be displayed when the subtype is selected.
Subtype	R	Defined the PCB waste according to subtype as defined in 40 CFR 761.3.
Description	R	Choose the description from the list of values (LOV) that best describes the waste.
Removed From Service Date	R	Enter the date the waste was removed from service or otherwise became subject to regulation as PCB waste under 40 CFR 761.
Source Concentration	R	Enter the concentration range from the list of values that describes the concentration of PCBs in the PCB source (i.e., the article or waste stream from which the waste stream was derived). <i>NOTE - This field identifies the regulatory status of the waste in accordance with 40 CFR 761. The concentration of PCBs in the PCB source may be higher than that of the actual waste matrix. The actual concentration of PCBs in the waste matrix is identified in the Waste Components section of the Components tab.</i>
PCB Waste Wgt	R	Enter the weight of PCB- contaminated waste in kilograms. If the item is a drained transformer or drained electrical equipment, the entire weight of the item must be used. If the item is leaking, all waste that comes in contact with the PCB oil must be included in the waste weight determination. The waste weight of the package will be displayed and can be edited as needed.
Dangerous Tab		
Container Status	R	Choose from list of valid entries.

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Designation	R	Select from the list of values either Dangerous Waste or Extremely Hazardous Waste as defined by WAC 173-303-081 through 104.
Treat Residue Flag	R	Select from the list of values. Y - if the waste is a residual resulting from Treatment by Generator (TBG) activities and is still regulated by RCRA or Ecology. TBG activities include neutralization, solidification, etc. (Washington State Department of Ecology Technical Information Memorandum 26-412). N - waste is not a treatment residual. If Y, a treatment record must be created on U102 to capture the treatment activity.
Stream Code	R	Choose from the list of values the code associated with the waste stream that most fully describes the waste.
Subpart CC	R	Y - waste contains ≥ 500 ppm of volatile organic compounds and is subject to Subpart CC of 40 CFR 265.1080 (air emissions), N - waste contains < 500 ppm of volatile organic compounds or does not apply. N/A - radioactive waste or no federal waste codes.
DW Num:	R	Enter all applicable Federal and State waste numbers applicable to the waste.
Description		View only, displays the waste code description.
RAD tab		
Waste Wgt	R	Defaults to package waste weight, edit as needed. This field is the weight used for TRU classification as specified by HNF-EP-0063, Appendix A.
Contact Dose Rate	R	Enter the dose rate in millirem per hour as follows: <ul style="list-style-type: none"> All waste - enter the maximum contact (1cm) dose rate on the surface of the waste package. For waste that will be removed from a returnable cask, or over-pack, enter the dose rate of the package prior to placement in the returnable cask or overpack.
Cont Volume	R	Defaults to container volume but must be changed to reflect the volume that should be used for radiological calculations, as specified by HNF-EP-0063, Appendix A.
Shielding	R	Choose the code from the list of values that describes the type of shielding, if any, used to reduce the dose rate of the waste. Rubber and plastic shielding should be entered as none.

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30 Cm Dose Rate	R	Highest dose rate for the package measured at 30 centimeters. This information is not a required field for non-Hanford Site generators until the Container Data Sheet is modified to collect the 30cm dose.
Neutron Dose Rate	R-TRU only	Enter the neutron dose rate in millirem per hour as follows: <ul style="list-style-type: none"> • For all waste, enter the maximum contact (1cm) neutron dose rate of the waste package. • For waste that will be removed from a returnable cask or overpack, enter the dose rate of the package prior to placement in the returnable cask or overpack.
Venting	R	Enter the appropriate value form the drop down list, C - Vent Clip F - Nuc - fil N - no vent
Handling Code	R	Enter C if the container is contact handled as defined by HNF-EP-0063, enter R if the container is remote handled.
WSRd Num	R	Enter the WSRd number specified by the Waste Profile Sheet.
Rev		Autofill, not available for update.
Characterization Date	R	The date on which the isotope quantities were determined - assayed, analyzed or otherwise computed. If the waste was characterized a significant amount of time before shipment, then decay corrected, the effective date of the decay correction should be entered.
Stab Flag	R	Y - The waste is inherently stable, packaged in a HIC or otherwise stabilized, as specified in HNF-EP-0063, Section 3.4.1. N - the waste has not been stabilized.
Swtyp Cd	R	Choose the applicable code from the list of values. Only the following values can be used without consultation with the Technical Services Acceptance Team Lead. <ul style="list-style-type: none"> • 1A - use this code for contact handled TRU and remote handled TRU shielded to contact handled. • 1E - use this code for remote handled TRU. • 2A - use this code for unclassified (i.e., not classified for security reasons) LLW • 2B - use this code for classified LLW.
Isotope Tab		

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Isotope Name	R	Choose from the list of values each radioisotope present in sufficient quantity to be reportable as described in HNF-EP-0063. If the waste contains a reportable amount of an isotope that is not included in the list of values, contact the SWITS Administrator to add the isotope. <i>NOTE - Adding an isotope to the SWITs Isotope Table requires the calculation of a number of values and limits. The additions require a significant amount of lead time.</i>
Activity (Ci)	R	Enter the quantity of each radioisotope in curies.
Grams		Autofill, display only.
Components Tab		
Physical State	R	Choose the code from the list of values that describes the physical state of the waste matrix
Flash Pt:	R	NA - for non liquids For liquids, enter the actual Flash point of the contents in degree Celsius, or use the following ranges <ul style="list-style-type: none"> • <38 - for liquid waste having a flash point of less than 38° C • 38 - 60 - for liquid waste having a flash point from 38° - 60° C • 60-93 - for liquid waste having a flash point from 60° C - 93° C • > 93 - for liquid waste having a flash point greater than 93° C • None - for liquid waste having no flashpoint
pH	R	Enter the pH range of the waste when tested in accordance with WAC 173-303-110 using one of the following codes: <ul style="list-style-type: none"> • The exact pH for homogenous solids and aqueous liquids • ≤ 2 - for heterogeneous solids and aqueous liquids having a pH less than or equal to 2 • 2-12.5 - for heterogeneous solids and aqueous liquids having a pH between 2 and 12.5 • ≥ 12.5 - for heterogeneous solids and aqueous liquids having a pH greater than or equal to 12.5 • NA - for non-aqueous liquids.

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Reactivity	R	Select from list of values <ul style="list-style-type: none"> • Explosive - D003 reactive per WAC 173-303-090(7)(a)(vi) thru (viii) • Not Reactive - none of the other codes apply • Organic Peroxide - Meets DOT Division 5.2 definition from 49 CFR 173-128 • Other - D003 but doesn't meet other reactivity code definitions • Peroxidizable - Not D003 reactive but can form unstable peroxides on extended storage (e.g., ethers) • Polymerization Hazard - Chemicals that may polymerize spontaneously • Pyrophoric - Meets the definition of a pyrophoric material in 49 CFR 173.124 (b) (1) • Unstable - D003 reactive per WAC 173-303-090(7)(a)(vi) • Water Reactive - D003 reactive per WAC 173-303-090(7)(a)(ii) or (iii)
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Waste Component Box - This screen is used to describe the overall composition of the waste, including both hazardous constituents and the major inert materials in the waste. The components identified on this screen must exclude the outer waste container and the packaging materials described on the Packaging Components. The components that must be entered in this screen are as follows:

- Any known chemical compound present in quantity exceeding 1% of the waste by weight.
- Any chemical constituent that causes the waste to be a listed waste (WAC 173-303-081 or 082).
- Any known chemical constituent that causes or contributes to the waste exhibiting a characteristic (WAC 173-303-090).
- Any known chemical constituent that contributes to the waste meeting the Washington State toxicity or persistence criteria (WAC 173-303-100). This refers to any individual toxic constituent having an equivalent concentration greater than 0.0001%, any halogenated organic compound in concentration greater than 0.0001 weight percent (1 ppm), and any polycyclic aromatic hydrocarbon in concentration greater than 0.01 weight percent (100 ppm).
- For waste subject to the Land Disposal Restrictions of 40 CFR 268, any underlying hazardous constituents and other constituents that have a concentration-based treatment standard under 40 CFR 268.
- PCBs in regulated concentrations, either under 40 CFR 761, or WAC 173-303.
- Any inert constituents that comprise a substantial portion of the waste. Description of the inert constituents in the waste is required only to the extent needed to provide a general picture of the waste matrix.
- For non-radioactive waste, all constituents listed on the designation.
- For non-radioactive waste, PCBs in any concentration.

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CAS #	R	Choose each waste component from the list of values. For discrete chemical constituents, choose the correct CAS number. For all other constituents, choose from the list of Generic CAS Numbers (i.e., entries beginning with GCN). <i>NOTE - If the list of values does not include a chemical constituent or the correct CAS number, contact the SWITS Waste Component Table Custodian to have a new description added to the table.</i>
Comp Name		Displays the component name
Weight	R	This field must contain the weight of the waste component in kilograms. Data can be entered directly in this field. Alternately, the user can skip this field and enter the Weight % and SWITS will calculate the weight as the product of the Weight % and the Waste Weight divided by 100.
Weight %	R	This field must contain the weight % of the waste component, i.e., the weight of the component divided by the Waste Weight times 100. If the weight % is entered, SWITS automatically calculates the weight.
PPM		This field can be used to express the concentration of hazardous chemical constituents when present in concentration of 100 ppm or less. This data must equal the Weight % times 10,000.
Packaging Components		
Description	R	Choose each waste packaging component from the available list of values. <i>NOTE - If the list of values does not include a description of the packaging material, contact the SWITS Administrator to have a new description added to the table.</i>
Weight	R - for rad waste only	Weight of the packaging component in kilograms.
Routine box		
Routine Type	R	Choose the most appropriate code(s) for the list of values describing the waste. A given container can be assigned more than one code and the percentage of waste belonging to each code. Codes are: R- Routine waste not related to Hanford cleanup P - TSCA Regulated Y - Waste to be E - Environmental Restoration activities N - Non-routine, other recycled D - Deactivation and Decommission L - Legacy wastes

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Routine %	R	Percentage of waste belonging to the code.
LDR TAB - <i>NOTE</i> - Refer to WMP-370, Section 2.28 for instructions on completing LDR data. This tab is only applicable for hazardous waste or de-characterized hazardous waste. This tab is not required information for generators providing their own LDR notification/certification form.		
DW Num	R	Choose the Dangerous Waste numbers and LDR subcategory that are reportable under 40 CFR 268 <i>NOTE</i> - If there are no DW numbers reportable under 40 CFR 268 leave this blank
Subcategory		Displays the subcategory description
Cert Code	R	Choose the code which identifies the required treatment for the Dangerous Waste number
Debris Flag	R	Y - identifies the waste as being hazardous debris per the 40 CFR 268 definition. N - does not meet the 40 CFR 268 definition for hazardous debris.
Wastewater Flag	R	Y - Yes, wastewater, contains < 1% by weight total suspended solids and <1% by weight total organic carbon. N - Non-wastewater.
UHC box		
UHC Determined	R	Method used to determine if UHC's apply to a waste package. Choose the appropriate entry from the list of values.
UHC Applicable	R	Choose from the list of values the appropriate entry for the waste package, UHCs are Absent Not applicable UHCs are Present
CAS #	R	CAS number of the hazardous chemical component identified as a UHC
Description		Displays the chemical component description
Conc.	R - for non-rad waste	Concentration of the UHC chemical component in mg/kg, mg/l or weight percent (WT%)

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Approved 10/09/02

Effective 10/09/02

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Solvent box		
CAS #	R	CAS number of the hazardous chemical component as a solvent
Description		Displays the chemical component description.