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Manager, National Spent Nuclear Fuel Program

I. PURPOSE AND SCOPE

This procedure provides a description of the National Spent Nuclear Fuel Program (NSNFP) records management facility and describes the practices used to maintain *quality assurance (QA) records* (see glossary).

II. SUMMARY

This procedure describes methods used by the NSNFP Document Control Coordinator (DCC) for receiving, indexing, storing, preserving, retrieving, and dispositioning QA records. The procedure provides for protection of *in-process training records* (see glossary) and in-process *auditor* (see glossary) *qualification records* (see glossary) maintained by the NSNFP Training Coordinator or Quality Assurance Staff (QAS) Manager, respectively. Attachment A of the procedure describes the record management facility used for temporary storage of NSNFP QA records.

III. PROCEDURE

A. Establishing and Maintaining a Temporary Storage Facility

PSO Manager 1. Establish and maintain a temporary storage facility (described by Attachment A) that provides for the following:

a. Protection from unauthorized entry, larceny, and vandalism.

b. A minimum of 1-hour fire protection as evidenced by an Underwriter's Laboratory label or certification by a person competent in the technical field of fire protection resistance

c. Minimized risk of damage or destruction by natural disasters, extremes in environmental conditions, and infestations of pests or molds.

d. Steel file cabinets or shelving and containers appropriate for the QA record medium being stored.

e. Storage arrangements that provide adequate protection of special processed QA records (such as radiographs, photographs, negatives, microform, and magnetic media) to preclude damage from moisture, temperature, excessive light, electromagnetic fields, or stacking.

B. Indexing Quality Assurance Records

NSNFP DCC Personnel 1. Establish and maintain a file index database that includes the following as a minimum:

NSNFP DCC Personnel

a. Uniform File Code (records locator)

b. Page count

c. Record ID

d. Subject/title

e. Revision

f. Date

g. Classification (lifetime, nonpermanent)

h. Retention time for nonpermanent records when stipulated by Records Disposition Schedules approved by the National Archives and Records Administration (NARA)

2. Maintain a Uniform File code listing for NSNFP QA records and provide the current list to NSNFP personnel.

C. Storing Quality Assurance Records

NSNFP DCC Personnel

1. Capture paper records mechanically by securing the records in folders or bindings to preclude loss of individual sheets.

2. Store received QA records in accordance with the facility storage arrangement (see Attachment A) and the established indexing system to provide for protection and retrieval.

a. Store magnetic or optical media in accordance with special storage requirements established by the record transmittal (NSNFP Form 17.01-1).

b. If the special storage requirements cannot be met, initiate a Deficiency Report or Corrective Action Request in accordance with NSNFP Procedure 16.02.

D. Protecting In-Process Training Records and Auditor Qualification Records

NSNFP Training Coordinator

1. Store in-process training records by filing documents under the individual's name and retaining the file in a locked cabinet with a 1-hour fire protection rating as evidenced by an Underwriter's Laboratory label.

QAS Manager

2. Store in-process auditor training records by filing documents under the individual's name and retaining the file in a locked cabinet with a 1-hour fire protection rating as evidenced by an Underwriter's Laboratory label.

QAS Manager

3. Ensure that training and qualification records for auditors who are not part of QAS and technical specialists assigned to perform a single audit or surveillance are captured and processed as part of the audit or surveillance record.

E. Access and Removal of Stored QA Records, In-Process Training Records, and In-Process Auditor Qualification Records

PSO Manager

1. Publish a list designating NSNFP personnel who are permitted access to the stored QA records, the protected in-process personnel training records, and protected in-process auditor qualification records.

2. Post the list in a conspicuous location at the storage area(s).

Designated NSNFP Personnel

3. Maintain records management offices or storage cabinets in a locked condition when unattended to preclude unauthorized access to the records.

4. Retain possession of removed records until returned to the storage system.

5. Provide copies of QA records to others requiring use of record information.

F. Retention and Retrieval of Stored QA Records

NSNFP DCC Personnel

1. Retain QA records until records turnover to OCRWM has occurred as directed by the Manager, NSNFP in accordance with NSNFP Procedure 17.01.

2. After turnover of the requested QA records to OCRWM, retrieve and disposition remaining records in accordance with applicable Records Inventory Disposition Schedules approved by NARA.

IV. REFERENCES

None.

V. DEFINITIONS

Terms appearing in italics followed by the notation "see glossary" are defined in the NSNFP Documents Manual Introduction and Glossary.

VI. ATTACHMENTS

Attachment A, NSNFP Records Facility Description

VII. QUALITY RECORDS

The following quality records generated as a result of this procedure require retention in accordance with the identified classification and NSNFP Procedure 17.01.

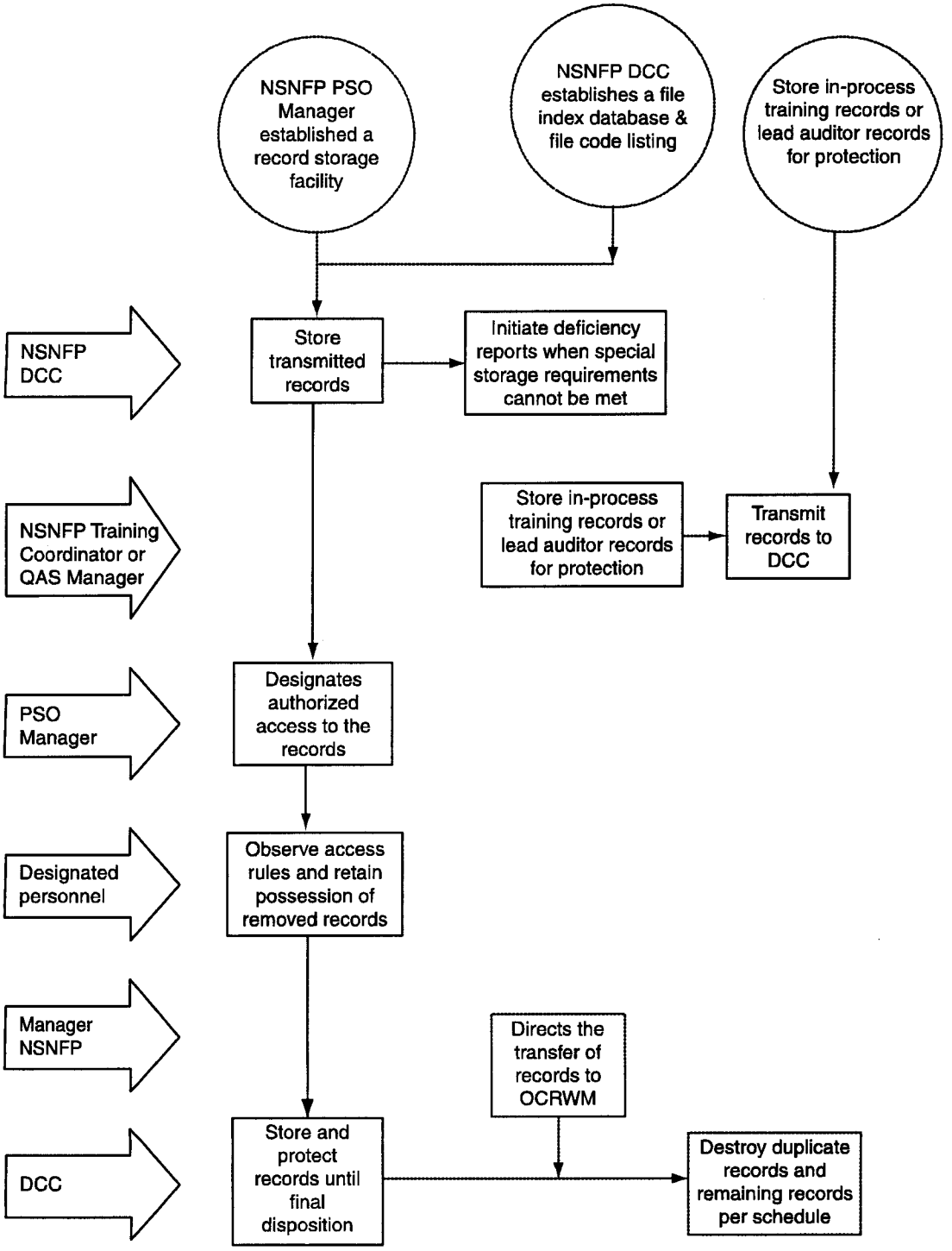
Lifetime

None.

Nonpermanent

None.

VIII. PROCEDURE FLOW DIAGRAM



Attachment A

NSNFP Record Facility Description

The National Spent Nuclear Fuel Program (NSNFP) records are stored in the Engineering Research Office Building (EROB) located at 2525 Fremont Avenue, Idaho Falls, Idaho. The EROB is a professionally constructed commercial office building designed for full-time workday occupancy. No heavy industrial activities are performed within the facility.

The facility design includes fire alarm and fire suppression systems. Sloped landscape and a parking facility that includes provisions for storm water runoff surround the building. General access to the facility is subject to engineered security controls.

A full-time maintenance effort, security monitoring, and an emergency response element combine to prevent or mitigate damage or destruction caused by man-made events, natural disasters, extremes in environmental conditions, and infestations of pests or molds.

NSNFP personnel have offices at the facility on a full-time basis. Within the NSNFP office area, areas are set aside for records storage cabinets used exclusively for NSNFP quality assurance records storage. The lockable steel file cabinets bear an Underwriters Laboratory seal certifying a 1-hour fire protection rating.

Designated NSNFP personnel exclusively control access to the content of the lockable steal file cabinets.