Approval: M. D. Gardner Date: 10/12/2004
Manager, National Spent Nuclear Fuel Program

I. PURPOSE AND SCOPE

This procedure establishes the process used by the National Spent Nuclear Fuel Program (NSNFP) for managing the control and distribution of NSNFP-approved *internal documents* (see glossary) or *external documents* (see glossary) for use at the location where work is performed.

This procedure does not apply to technical information within a letter, memorandum, or similar correspondence.

II. SUMMARY

The NSNFP Program Support Organization (PSO) provides the infrastructure necessary to manage approved documents and other materials generated by the NSNFP Management Organization, the NSNFP PSO, and the NSNFP Quality Assurance Staff (QAS) Organization. The NSNFP PSO also manages the distribution of certain externally generated documents for the NSNFP.

The NSNFP Document Control Coordinator (DCC) provides the updated table of contents for the NSNFP Documents Manual. The manual contains an Introduction and Glossary, the NSNFP Quality Assurance Program Plan, NSNFP Quality Assurance Requirements and Description (QARD) Requirements Matrix, and NSNFP procedures. The updated table of contents accompanies the distribution of these documents and changes thereto.

This procedure describes the initiating conditions for distribution of approved internal or external documents; the creation of modified distribution lists for approved documents and other materials; the interface with the training process prior to the distribution of a controlled document; the use of a website for distribution of documents to the NSNFP end users including documents such as procedures, work planning documents, and supplier interface documents approved after January 15, 2002; the removal of individuals from controlled distribution under predetermined conditions; and the cancellation of documents.

III. PROCEDURE

A. Initiating Conditions for the Original Distribution of New or Revised Controlled Documents

PSO Manager

1. By memorandum, designate an individual within a repository licensee organization as a single point of contact to receive and further disseminate NSNFP-generated technical reports (document designator REP), engineering design files (document designator EDF), program plans (document designator PP), and design documents (document designator DSN) within the repository licensee.

NSNFP Document Requester/ Preparer

2. Ensure the following conditions have been fulfilled.

   a. An approved Document Action Request (DAR) has been executed in accordance with NSNFP Procedure 6.01.

   b. When NSNFP-generated technical reports, engineering design files, program plans, or design documents are going to be distributed, confer with the applicable NSNFP PSO Technical Lead to determine if distribution to the Repository Licensee is required to support Licensee activities.

   c. A distribution list has been provided to the NSNFP DCC that includes the designated single point of contact for the Repository Licensee organizations when required.

   d. An electronic copy and an approved hard copy of internal documents, or a hard copy of external documents has been provided to the DCC.

B. Processing an Internal or External Document for Distribution

NSNFP DCC

1. Ensure prerelease confirmations and verifications required by the DAR instructions are complete for controlled documents.

2. Post NSNFP Document Manual additions or revisions, and an updated NSNFP Documents Manual table of contents to a website and make hard copy distribution of the documents and table of contents to individuals or functional positions as stipulated by the distribution list.

3. Post the following NSNFP work planning and supplier interface documents to a website for controlled access by the NSNFP end users and, as applicable, make further hard copy distribution of these documents stamped as Information Only.

   - Planning/QA Program Applicability Evaluations
   - Task Management Agreements
   - Engineering Analysis Plans (NSNFP Form 3.03-1)
   - Test Plans
   - Software Control Plans.

4. Distribute external and internal documents in accordance with the distribution list provided by the Requester/Preparer.

5. Maintain a listing of the recipients or functional positions associated with each hard copy controlled document or external document distributed.

C. Modified Distribution

NSNFP Document Requester/ Preparer

1. Modify a distribution list due to personnel changes or changing needs as follows:

   a. Prepare a modified document distribution listing of recipients for a previously distributed document.

      (1) List recipients by individual names and/or NSNFP functional positions, ensuring that the designated single point of contact for the Repository Licensee is included as applicable.

      (2) Indicate those individuals or functional positions to receive *Information Only copies* (see glossary).

   b. For documents contained in the NSNFP Documents Manual, process a proficiency training needs determination for the added NSNFP personnel.

      (1) Confirm completion of training if required prior to document distribution.

   c. Provide the modified distribution list to the DCC.

D. Distribute and Tracking the Receipt of Documents

NSNFP DCC

1. Distribute documents according to document distribution lists or modified distribution lists.

   a. Update the table of contents and include the table with the distribution of documents to be contained in the NSNFP Documents Manual.

   b. Use Attachment A, "Document Transmittal and Receipt Acknowledgment Criteria," to communicate instructions and confirm receipt by the end users.

2. Track the return of completed Document Transmittal and Receipt Acknowledgments.

3. Using the criteria of Attachment B, follow up with a Controlled Documents Deficiency Notice to individuals who have not responded with Receipt Acknowledgments within 21 calendar days of distribution.

E. Removing Individuals or Functional Positions from Controlled Document Distribution

NSNFP DCC

1. Remove individuals from controlled document distribution when:

NSNFP DCC

a. An individual has not responded to a Controlled Documents Delinquency Notice 21 calendar days after it was issued

b. Requested by an individual due to job change

c. Requested by the individual's manager.

2. If used, remove functional positions from the controlled distribution lists upon request from the manager of the functional position.

3. Update the listing of the recipients associated with each hard copy document that is distributed.

F. Canceling Documents

NSNFP Document Requester/ Preparer

1. Initiate a formal change to the NSNFP QARD Requirements Matrix prior to requesting cancellation of a document that appears in the matrix.

2. Process a NSNFP DAR to cancel a NSNFP-approved implementing document, work planning document, or supplier interface document.

NSNFP DCC

3. Upon receipt of an approved DAR:

a. Remove the document from the website.

b. Update the table of contents for the NSNFP Documents Manual and post the updated table of contents on the website, as applicable.

c. For controlled hard copies, prepare and issue a Document Transmittal and Receipt Acknowledgment using the criteria of Attachment A and include directions to remove and discard all superseded or obsolete copies.

(1) Include an updated table of contents for the NSNFP Documents Manual, as applicable.

(2) Track the return of completed Document Transmittal and Receipt Acknowledgments.

(3) Using the criteria of Attachment B, follow up with a Controlled Documents Deficiency Notice to individuals who have not responded with Receipt Acknowledgments within 21 calendar days of the deficiency notice.

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, Document Transmittal and Receipt Acknowledgment Criteria

Attachment B, Controlled Document Deficiency Notice Criteria

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.

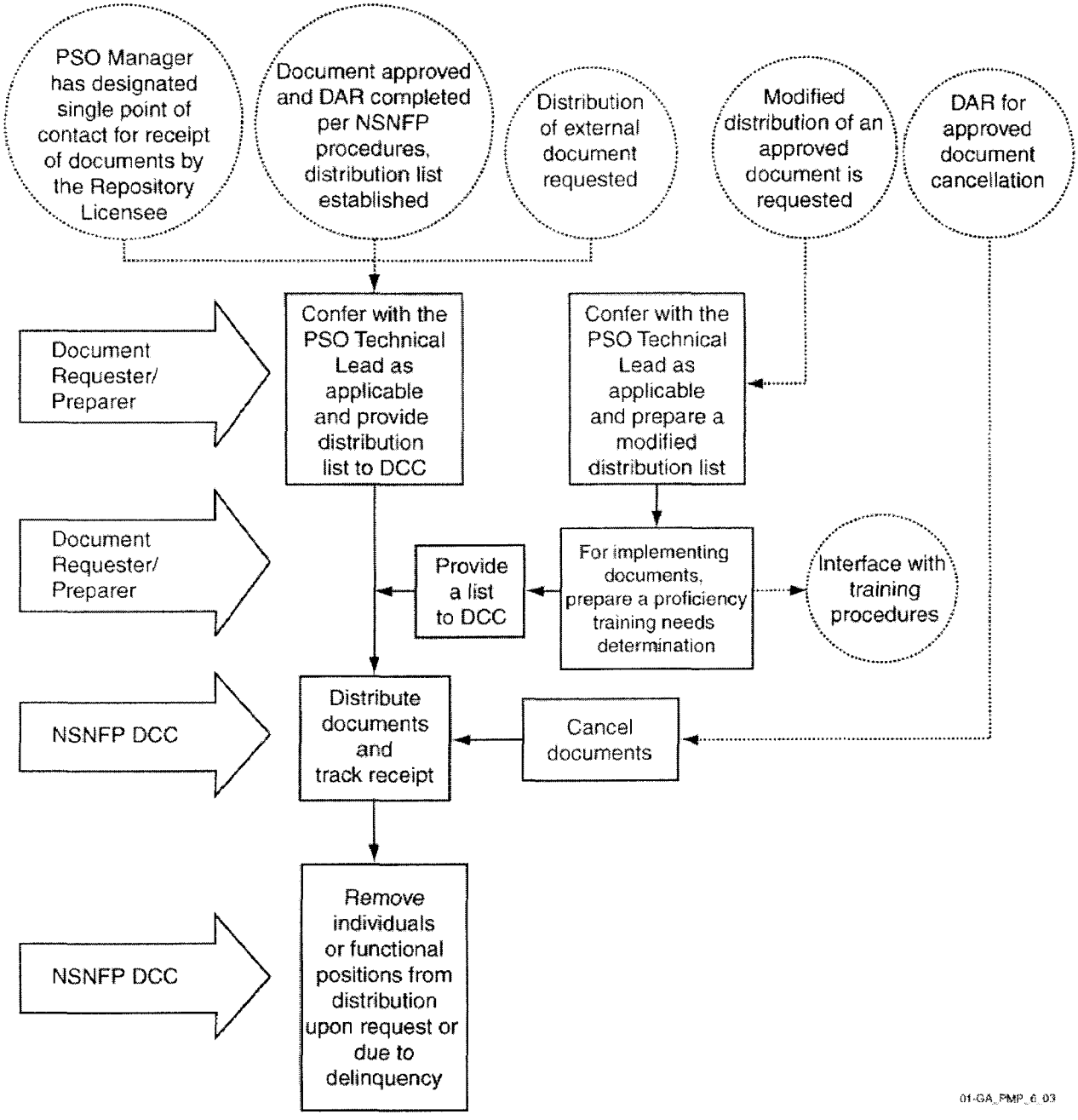
Lifetime

None.

Nonpermanent

None.

VIII. PROCEDURE FLOW DIAGRAM



Attachment A

Document Transmittal and Receipt Acknowledgment Criteria

The Transmittal and Receipt Acknowledgment will contain the following information as a minimum:

1. Distribution identifier and transmittal date
2. Name and address of document holder and NSNFP Document Control Coordinator
3. Instructions on inserting and discarding new and old hard copy documents
4. The title of the document, copy number, document number, revision number, and effective date
5. Required actions on the part of the document holder.

Attachment B

Controlled Document Deficiency Notice Criteria

Controlled Document Deficiency Notice will contain the following information as a minimum:

1. Name and address of addressee
2. Name and address of NSNFP Document Control Coordinator
3. Distribution transmittal number, date, and title
4. Statement encouraging the return of document transmittal or document and statement of consequences
5. Acknowledgment of receipt of document in question.