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Environmental Programs-Environment and Remediation Support Services (ERSS) Division

Standard Operating Procedure

for **INTEGRATED FIELDWORK PLANNING AND AUTHORIZATION**

APPROVAL SIGNATURES:

Subject Matter Expert:	Organization	Signature	Date
Mark Powell	EP-ERSS	Signature on File	4/9/07
Quality Assurance Specialist:	Organization	Signature	Date
Laura Ortega	QA-IQ	Signature on File	4/9/07
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1.0 PURPOSE AND SCOPE

This procedure describes the process for identifying, sequencing, and scheduling all applicable and relevant activities and logistics associated with fieldwork planning and fieldwork authorization to ensure compliance with applicable Los Alamos National Laboratory (LANL or Laboratory), local, state, and Federal procedural requirements, standards, and regulations, including those of the Environmental Programs-Environment and Remediation Support Services Division (EP-ERSS) regarding quality, health, safety, security, and the environment. The fieldwork planning and authorization process described in this procedure is designed to ensure compliance with identified requirements, and to document authorization that fieldwork planning and fieldwork may proceed or continue as applicable within the Corrective Action, TA-21 and LANL Water Stewardship programs.

2.0 BACKGROUND AND PRECAUTIONS

2.1 Background

This procedure is intended as a preparatory step for management self assessments (MSAs), as defined in the Implementation Procedure; IMP 323, "Startup and Restart of Laboratory Facilities/Activities."

2.2 Precautions

Ensure that no work is performed on any LANL environmental site until integrated fieldwork planning is complete and fieldwork is authorized.

The integrated work package (IWP) is the entire controlled document file resulting from the proper execution of the checklist steps in Attachments 1 and 2, in accordance with the guidance in Attachment 3. The IWP is the basis for demonstrating, under the quality assurance and the work management program requirements, that planned work is correct, and ready for field performance. The IWP is identified by the Work Package Number assigned by the Program Director, and associated documentation may be controlled through a records package number, in accordance with EP-DIR-SOP-4003, Records Management.

3.0 EQUIPMENT AND TOOLS

None.

4.0 STEP-BY-STEP PROCESS DESCRIPTION

4.1 Initiate Integrated Fieldwork Planning

Program Director, or Designee	1.	Assign a job title for the proposed fieldwork and determine the job scope, type, and expected duration.
	2.	Identify the work package and Project Leader.
	3.	Complete Attachment 1, Fieldwork Planning and Authorization, up to Section 1.j based on the information provided by the Program Director.

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Program Director, or Designee (Continued) 4. Authorize fieldwork planning to proceed by signing Section 2 of Attachment 1, Fieldwork Planning and Authorization.

4.2 Perform Integrated Fieldwork Planning

Project Leader, or Designee, and Project Team Members 1. Using the Integrated Fieldwork Planning Checklist Guidelines (see Attachment 3), complete Sections 1-9 of Attachment 2, Integrated Fieldwork Planning Checklist.

2. Assemble this documentation into an Integrated Work Package (IWP).

4.3 Perform Pre-Fieldwork Reviews and Approvals

Project Leader, or Designee 1. Attach work breakdown structure to Attachment 1, Fieldwork Planning and Authorization.

2. Schedule, conduct, and closeout the pre-fieldwork authorization management walk-down.

3. Ensure the complete IWP is available for review.

4. Certify integrated fieldwork planning is complete by signing Attachment 2, Integrated Fieldwork Planning Checklist, and obtaining the remainder of the signatures (i.e., Quality Specialist, Sample Management Office, Training Specialist, Health and Safety Representative, ENV-RCRA Representative, and Safety Basis Reviewer, as necessary).

5. Assemble completed IWP.

Program Director, or Designee 6. Authorize MSA (as applicable) to proceed by signing Section 2 of Attachment 1, Fieldwork Planning and Authorization.

Program Director, or Designee 7. Authorize fieldwork to proceed by signing Section 3 of Attachment 1, Fieldwork Planning and Authorization.

Project Leader, or Designee, and Project 8. Attach the completed Attachment 2, Integrated Fieldwork Planning Checklist to the Attachment 1, Fieldwork Planning and Authorization, and place both in the IWP.

9. Schedule fieldwork via appropriate POD or POTW.

Team Members	10.	Perform and track authorized fieldwork in accordance with institutional facility or site-specific work scheduling, tracking, and status requirements.
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4.4 Reauthorization

Project Leader, or Designee	1.	<p>If field work is stopped due to an event occurrence or to a non-conformance with approved procedures or scope, then use the following process to restart work:</p> <ul style="list-style-type: none"> • Ensure the event or non-conformance is entered into the Corrective Action Program in accordance with EP-DIR-SOP-3001, Issues Management; • Establish the corrective actions to resolve the issue, and the schedule for completion; • Define the specific actions required to be completed for restart of the work (e.g., one of these actions is readiness planning with the objective to ensure that the corrective actions are appropriate and will prevent recurrence; • Specifically define the revised work scope, and complete Sections 4.1, 4.2, and 4.3 of this SOP for the new work; and • Specify the personnel required for readiness planning and whether there will be a field authorization management walk-down.
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Program Director and FOD, or Designee	2.	After successful completion of readiness planning, re-authorize the work.
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Project Leader, or Designee	3.	<p>If field work is stopped due to a change in scope, or to a new or revised procedural, IWD or SSHASP requirement, use the following process to restart work:</p> <ul style="list-style-type: none"> • Specifically define the revised work scope, and complete Sections 4.1, 4.2, and 4.3 of this SOP for the new work; • Ensure all changes to the existing IWP documentation are approved in accordance with configuration management requirements; and • Based on the work scope, define the specific items to be addressed in readiness planning and whether it will include a field authorization management walk-down.
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Program Director and FOD, or Designee	4.	After successful completion of readiness planning, re-authorize the work.
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4.5 Records

Field Team Leader	1.	<p>Submit the following records generated by this procedure to the Records Processing Facility:</p> <ul style="list-style-type: none"> • Completed Fieldwork Planning and Authorization; and • Completed Integrated Fieldwork Planning Checklist
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5.0 PROCESS FLOW CHART

Flow chart is to be included at a later date.

6.0 ATTACHMENTS

Attachment 1: 5018-1 Fieldwork Planning and Authorization (1 page)

Attachment 2: 5018-2 Integrated Fieldwork Planning Checklist (4 pages)

Attachment 3: 5018-3 Integrated Fieldwork Planning Checklist Guidelines (5 pages)

7.0 REVISION HISTORY

Author: Mark Powell

Revision No. <i>[Enter current revision number, beginning with Rev.0]</i>	Effective Date <i>[DCC inserts effective date for revision]</i>	Description of Changes <i>[List specific changes made since the previous revision]</i>	Type of Change <i>[Technical (T) or Editorial (E)]</i>
0	6/7/07	New procedure (replaces QP 5.3 and QP 5.18)	T

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ATTACHMENT 1: FIELDWORK PLANNING AND AUTHORIZATION

5018-1 <p style="text-align: center;">Fieldwork Planning and Authorization</p>	Records Use only
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1. Work Package:

a. Date:	
b. Job title:	
c. Job Type:	
d. Project Leader:	
e. Project Team Members (attach WBS):	
f. Work Scope:	
g. Critical location details (E.g., Could the work impact a Hazwoper site or a Nuclear Facility)	
h. Assigned Management Level: ML-1__ ML-2__ ML-3__ ML-4__ ISD 341-1.2, Engineering Process Manual	
i. Assigned Hazard Level: High__ Medium__ Low__ (LANL IMP 300.2 Integrated Work Management for Work Activities)	
j. Scheduled start date for field activities:	
k. Scheduled end date for field activities:	

2. Program Director Authorization to Proceed with Fieldwork Readiness Planning:
Fieldwork readiness planning is authorized to proceed:

a. Scheduled end date for fieldwork readiness planning:

Responsible Program Director or designee	Date
Program Director Authorization to Proceed to MSA Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
Responsible Program Director, or designee	Date

3. Program Director Authorization to Proceed to Fieldwork Yes No NA
Fieldwork is authorized to proceed:

Responsible Program Director, or designee	Date
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ATTACHMENT 2: INTEGRATED FIELDWORK PLANNING CHECKLIST

5018-2

Integrated Fieldwork Planning Checklist

Records Use only



Planning Steps	Applicable	Complete (initials/date)
1. Procurement		
SOW/Procurement Specifications	Yes <input type="checkbox"/> No <input type="checkbox"/>	
PR	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Task Order	Yes <input type="checkbox"/> No <input type="checkbox"/>	
IDIQ	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Quality Assurance Review/Form 838C	Yes <input type="checkbox"/> No <input type="checkbox"/>	
2. Regulatory Basis		
Consent Order (Work Plan)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
NEPA Review	Yes <input type="checkbox"/> No <input type="checkbox"/>	
RCRA Work Plan	Yes <input type="checkbox"/> No <input type="checkbox"/>	
PR-ID	Yes <input type="checkbox"/> No <input type="checkbox"/>	
QA Compliance	REQUIRED	
Training Compliance	REQUIRED	
3. Conduct of Engineering (ISD 341-1.2)		
Screening for Engineering Work (AP-341-501)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Design Basis (XXXX)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
D & D Activities (LIR 402-10.03.2)	Yes <input type="checkbox"/> No <input type="checkbox"/>	

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4. Conduct of Operations (ISD 315-1.0)		
For non nuclear facility or activity, the following chapters have been addressed: Chapter 1, 4, 6, 7, and 9	Yes <input type="checkbox"/> No <input type="checkbox"/>	
For nuclear facility or activity, the following chapters have been addressed? Chapter 1, 2, 4, 5, 6, 7, 9, 11, 12, 14, 15, 16, and 17	Yes <input type="checkbox"/> No <input type="checkbox"/>	
5. ISM/ISSM		
IWD	REQUIRED <i>(unless low hazard)</i>	
SHASSP	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Subcontractor HASP	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Medical Monitoring	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Security Requirements	Yes <input type="checkbox"/> No <input type="checkbox"/>	
IH Oversight	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Planning Steps	Applicable	Complete (initials/date)
6. Safety Basis		
Nuclear Facility	Yes <input type="checkbox"/> No <input type="checkbox"/>	
New DSA or change to an approved DSA	Yes <input type="checkbox"/> No <input type="checkbox"/>	
TSR/SER Implementing Procedures/SAP	Yes <input type="checkbox"/> No <input type="checkbox"/>	
USQ Documentation	Yes <input type="checkbox"/> No <input type="checkbox"/>	
7. Configuration Management		
Work Control Documentation (schedule, deliverables, logs, drawings, maps, etc.)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Change Control	REQUIRED	
Document Control	REQUIRED	
Scheduled Surveillances (QA, training, etc)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
8. Waste Management		
Work Plan, IDW management appendix	Yes <input type="checkbox"/> No <input type="checkbox"/>	
WCSF	Yes <input type="checkbox"/> No <input type="checkbox"/>	
WPF	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Planning Steps	Applicable	Complete (initials/date)
9. Work Requests/Permits		
Confined Space	Yes <input type="checkbox"/> No <input type="checkbox"/>	
RWP	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Excavation Permit	Yes <input type="checkbox"/> No <input type="checkbox"/>	
SWPP	Yes <input type="checkbox"/> No <input type="checkbox"/>	
FFCA	Yes <input type="checkbox"/> No <input type="checkbox"/>	
FTA	Yes <input type="checkbox"/> No <input type="checkbox"/>	
SNR. Enter the level of readiness required: _____	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Signature:

By signing below the Project Leader and project participants (as applicable) conclude that all preparatory activities for initiating fieldwork are completed.

Printed Name	Signature	Date
<i>Project Leader (or designee)</i>		
<i>Quality Specialist</i>		
<i>Sample Management Office</i>		
<i>Training Specialist</i>		
<i>Health and Safety Representative</i>		
<i>ENV-RCRA Representative</i>		
<i>Safety Basis Reviewer</i>		

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ATTACHMENT 3: INTEGRATED FIELDWORK PLANNING CHECKLIST GUIDELINES

5018-3

Integrated Fieldwork Planning Checklist Guidelines

Records Use only



Complete the Integrated Fieldwork Planning Checklist Section A items:

	Work Package
	Job Title
	Job Type
	Project Leader
	Project Team Members¹
	Date Originated

Reminders in Completing Checklist Sections 1 through 8

Unless specifically identified in the Checklist Section, the responsible Project Leader, or designee, assigns participants the following activities (e.g., Checklist Sections 1 through 8).

- Preparatory activities that require completion before any fieldwork begins;
- Preparatory activities not applicable to the fieldwork;
- Each applicable preparatory activity;
- The responsible person verifies that the activity is complete;
- The Project Leader enters the date the activity was completed;
- Input notes, objective evidence, or other information, as needed, in the Notes Section.

¹ Required participants on the project team may include the following: Operations Manager, Engineer, Quality Assurance Representative, and Health & Safety Representative. If it is a nuclear facility, a Safety Basis Representative is also required.

Section 1 Procurement

- Develop a Statement of Work for the job, task, or activity, as applicable.
- Generate a Purchase Request or Task Order for the job, task, or activity, as applicable. Enter level of laboratory readiness review (e.g., management self-assessment, laboratory readiness assessment as required by IMP 323, in the Notes Section.
- Verify all subcontractors, vendors, suppliers, analytical laboratories who will perform work on the activity have implemented and are working under an approved quality program and are on the ERSS Qualified Suppliers List (QSL). Obtain from the Quality Organization written confirmation of this requirement (an e-mail is acceptable).
- Notify the ERSS Quality Organization of the need for development or adoption of any procedures for Subcontractors in order to complete this task. New procedures need to be completed and adopted prior to fieldwork.

Section 2 Regulatory Basis

- For Consent Order work, generate an approved work plan, as applicable. If NMED has not approved or otherwise provided a response to the submitted plan, the responsible Project Leader determines if a "proceed-at-risk" process is warranted and approved. Before conducting sampling, ensure the availability of an NMED-approved plan that addresses, as applicable, the site-specific sampling, core handling, and decontamination requirements. Contact the LANL ERSS Division – Water Quality and Hydrology Group (ERSS-WQH) if a Storm Water Pollution Prevention Plan (SWPPP) needs preparation or update. Contact the LANL ERSS Division – Meteorology and Air Quality Group (ERSS-MAQ) if National Emission Standard for Hazardous Air Pollutant (NESHAP) is applicable. Contact ERSS-WQH if the National Pollutant Discharge Elimination System (NPDES) is applicable.
- Quality Assurance – Schedule Quality Organization QAPP development and job oversight, as applicable.
- Before conducting fieldwork, field team members, including personnel who conduct oversight activities must be trained in a manner appropriate to work performance as required in the SSHASP and IWD and ISD 781-1, Conduct of Training:
 1. Training to Laboratory documents such as LIRs, Laboratory Implementation Guidance (LIGs), Laboratory Performance Requirements (LPRs), and EP and FOD documents, including applicable standard operating procedures (SOPs), detailed operating procedures (DOPs), and subcontractor quality program and applicable procedures.
 2. Site-specific training such as the Resource Conservation and Recovery Act (RCRA) (including the less-than-90-day storage area), RCRA Facility Investigation (RFI) work plan, site-specific work plan, and technical-area-specific procedures.
 3. Quality orientation and training in accordance with ISD 781-1, Conduct of Training, is required of all participants including subcontractors working under the EP Directorate Quality Assurance Plan (QAP).
 4. Site-access training in accordance with a specific technical area.
 5. LANL Integrated Work Management training.

Section 3 Conduct of Engineering

- Use the LANL Conduct of Engineering Manual.

Section 4 Conduct of Operations

- Use the LANL Conduct of Operations Manual to ensure Conduct of Operations requirements have been implemented. List applicable procedures, plans or other documents that must be in place to ensure that applicable sections of Con Ops have been addressed for each field activity.

Section 5 ISM/ISSM

- The Site-Specific Health and Safety Plan (SSHASP) must be approved.
- The applicable subcontractor Health and Safety (H&S) Program must be approved for use.
- The Health and Safety Plan (HASP) requirements must be approved for use in the SSHASP.
- Medical monitoring must be established, if applicable.
- An IWD and/or job hazard analysis (JHA) must have been developed, reviewed, signed, and approved.
- Contact EP-ERSS to have the signed and approved IWD, JHA ID number and title (if applicable), and SSHASP posted on the EP-ERSS Webpage.
- Schedule H&S oversight visits.

Section 6 Safety Basis

- Request a new or revised DSA from the Operations Manager, if required, or determine the level of readiness assessment to be applied under a current DSA.
- Generate and/or list approved TSR/SER implementing procedures.
- All activities proposed for nuclear facilities are to be reviewed through the USQ process to ensure that the proposed activity is within the scope of the approved safety basis for the specific nuclear facility.

Section 7 Configuration Management

- Generate a list of required deliverables (include due dates).
- Develop a list of anticipated or required documents and records to be generated.
- List applicable procedures.

Section 8 Waste Management

- Generate an IDW management appendix for the Consent Order Work Plan.
- Complete a Waste Characterization Strategy Form (WCSF) in accordance with EP-ERSS-SOP-5022, Characterization and Management of ER Project Waste.
- If on-site waste storage (including satellite accumulation and less-than-90-day accumulation) is necessary, notify LANL ENV-RCRA Representative to establish an on-site waste-storage area before conducting fieldwork.

- Designate a Waste Management Coordinator (WMC) to the activity in accordance with LIR 404-00-02, General Waste Management Requirements.
- Designate a Waste Generator to the activity.
- All generated waste must have a disposal path (see LIR 404-00-02, General/Waste Management Requirements). Generate Waste Profile Forms, CWDRs and UHWMs as applicable.
- If applicable, prior approval for generating waste with no disposal path must be obtained.

Section 9 Work Requests and Permits

- Complete the PRID, as applicable.
 - Fencing, if required: Obtain work requests or service requests in accordance with LIR 230-03-01, Facility Management Work Control, for fence work (e.g., fence cutting or fence repair) on Laboratory property.
 - Excavation or Fill: If an excavation or fill permit is needed, contact the Engineering Technical Coordinator in accordance with LIR 402-880-01.0, Soil Disturbance Permit Process.
 - Excavations require personnel to go into the web site <http://esh-id.lanl.gov/excavation/index.asp> and fill out an Index of Excavation/Soil Disturbance Permit Request. HSR Division personnel review these requests.
 - For work in areas where the subsurface will be disturbed, on-site underground utilities (including Los Alamos County utilities on non-DOE property) such as gas, electric, cable, and telephone lines must be located and marked.
 - Confined Space: If work is performed in a confined space, evaluate the confined space and, if required, obtain a confined-space work permit in accordance with LIR 402-810-01.0, Confined Spaces.
 - Radiation: When radioactive material or contamination is identified at the site, obtain a radiological work permit in accordance with LIR 402-701-02, Radiological Access Control.
 - Spark/Flame Production: When welding, cutting, and/or using other spark-or flame-producing equipment or operations are required, obtain a burn/hot work permit in accordance with Administrative Requirement 8-4, Welding, Cutting, and Other Spark-/Flame-Producing Operations. [NOTE: For example, engines such as chain saws, generators, and other potential spark-producing equipment require the safe work permit.]
 - Obtain safety work permits, as appropriate.
 - Identify nuclear facilities neighboring FODs, and notify each of them of nuclear facility activities (e.g., putting nuclear facility activities on their POD).
 - Site control and security must be planned and arranged.
 - Before the start of fieldwork, all field-team members must be issued Laboratory ID badges, if applicable.
 - The level of readiness reviews for nuclear facility activity (new work or as applicable) is determined by the FOD. The FOD or designee submits to DOE/NNSA LASO the Start-Up Notification Report. [NOTE: The process may take extra time to complete depending on the level of review required. It may involve independent reviewers and possibly a NNSA review team.]
- Note: A startup plan is required for activities that undergo an MSA or higher level of readiness assessment.

- To document consensus that fieldwork may proceed, notify the following individuals of the location, date, and time of the pre-fieldwork authorization management walk-down (if required):
 1. Each worker assigned a preparatory activity;
 2. HSR Oversight Representative;
 3. EM&R Oversight Representative;
 4. EP-ERSS Quality Oversight Representative;
 5. Neighboring FODs;
 6. SMO Lead;
EP-ERSS Division Leader;
EWMO FOD (and other FODs applicable);
 7. Operations Manager
 8. Appropriate DOE Environmental Management Representative (ten days prior);
 9. Appropriate DOE/NNSA LASO Facility Representative (ten days prior);
 10. ENV-RCRA Representative;
 11. EP-ERSS C&O Project Representative;
 12. Subcontractor Quality Program Representative;
 13. Nuclear Facility Safety Authorization Basis Reviewer; and
 14. EP Training Specialist.