

EP-DIV-AP-10009, R0**READINESS CHECKLIST FOR
ASSOCIATE DIRECTORATE
FOR ENVIRONMENTAL
PROGRAM PROJECTS**Effective Date: 3/14/13

Procedure Owner:	Signature:	Date:
Craig Douglass	/s/ Craig Douglass	3/11/13

Reference

REVISION HISTORY

Document No./ Revision No.	Issue Date	Action	Description
EP-DIR-SOP-10009, R0	10/12/11	New Document	T/E
EP-DIV-AP-10009, R0	3/14/13	Major Revision	<p>Updated content and revised title.</p> <p>Revised checklist Attachment 1.</p> <p>This procedure was originally issued as EP-DIR-SOP-10009. The applicability is more appropriate for a division-level document and an AP rather than a directorate-level document and an SOP, so the number format has changed to the applicability of DIV and document type AP.</p>

Reference

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1. PURPOSE AND SCOPE

The purpose of this procedure is to identify activities associated with project readiness planning for field work activities, as listed below, and to ensure project compliance with applicable Los Alamos National Laboratory (LANL), local, state, and federal permitting and notification requirements, standards, and regulations.

This procedure describes the steps necessary to conduct a readiness assessment of Associate Directorate for Environmental Programs (ADEP) project activities.

This procedure applies to the following ADEP field work activities:

- Drilling
- Field investigation and characterization
- Decommissioning and demolition
- Environmental remediation/ removal activities
- New technology deployment
- Storm/surface water sampling
- Groundwater sampling

The scope of this procedure includes the review of applicable readiness documents and activities to verify readiness to begin work in the field.

NOTE: In addition to this procedure, field work performed in a nuclear facility must comply with the requirements of P115, Verification of Readiness to Start Up or Restart LANL Nuclear Facilities, Activities, and Operations.

2. BACKGROUND AND PRECAUTIONS

2.1 Background

The intent of this readiness checklist is to ensure project preparedness to execute environmental field work in compliance with all applicable permitting and notification requirements, while minimizing safety risks and environmental impacts.

Reference

Completion of a readiness checklist is recommended for ADEP field activities meeting any of the following conditions:

- New scope or work that has been modified from previous approved scope
- Work that is being re-started after a pause for safety or health reasons
- Work that is being re-started after stopping because of a U.S. Department of Energy (DOE) stop-work action.
- Construction of remedial and/or removal actions

All applicable areas must be verified as adequate/satisfactory by the Project Manager (PM) or designee before field activities can begin. Documents reviewed for this verification must be complete (i.e., final drafts, including approval signatures, correct references, and attachments). Pre-start issues identified during the readiness meeting shall be resolved before the Program Director authorizes any field activities. Post-start issues shall be resolved by the date decided at the readiness meeting and defined in the Readiness Checklist and before the associated activity commences.

2.2 Precautions

This procedure is not intended for the validation of project technical, constructability, or cost and schedule baselines.

3. EQUIPMENT AND TOOLS

None.

4. DEFINITIONS

Field Investigation: An investigative process to determine the nature and extent of contamination, and any possible contaminant migration pathways in a defined area:

Integrated Project Team: The PM is responsible for establishing and leading Integrated Project Teams (IPTs) that include required representatives from various technical disciplines as appropriate for the project scope. The primary function of the IPT is to assist the PM with the planning, staffing, organization, management, and tracking of work activities that produce the required deliverables for the project.

Nuclear Environmental Site (NES): An inactive waste disposal area that has been characterized as a nuclear site based on initial categorization of inventory identifying it as Hazard Category 2 or 3 according to DOE-STD-1027 thresholds.

Reference

New Technology Deployment: Emergent technology not yet demonstrated and or deployed at LANL.

NOTE: A new technology that is part of a field activity project or field investigation/characterization project may be included in the readiness checklist for that project, and a separate readiness checklist is not required.

Pre-Start Requirement: An activity identified in the readiness meeting that must be completed before field work begins.

Post-Start Requirement: A requirement that must be met; however, it may be completed after field work begins.

Readiness Checklist: A presentation and review of all relevant project documents, records, and checklist (Attachment 1) to the IPT for the purpose of assessing and determining readiness to begin field activities.

5. STEP-BY-STEP PROCESS DESCRIPTION

5.1 Complete Readiness Checklist

Project Manager or Designee

[1] Complete Attachment 1, Readiness Checklist for ADEP Projects.

NOTE: For all incomplete or not approved items, indicate if the item is a pre- or post-start requirement and enter expected completion dates for post-start items.

[2] Conduct a formal meeting to review the completed readiness checklist and have the IPT sign the concurrence form (Attachment 2).

NOTE: The PM shall be responsible for determining the members of the IPT who are required to attend readiness meetings.

[3] Ensure post-start actions are completed by the assigned date or before the associated activity begins.

[4] To start field work, obtain the Program Director's approval signature on the form in Attachment 2, the Integrated Project Team Readiness Concurrence Form.

[5] Ensure post-starts are closed before the associated field activity begins.

Reference

5.2 Maintain Project Records and Documents

Project Manager or Designee

- [1] Maintain and submit records and/or documents generated by this readiness process to the Records Processing Facility as per EP-DIR-AP-10003, Records Management Procedure for ADEP Employees.

List of documents generated by this SOP:

- Readiness Checklist for ADEP Projects
- Integrated Project Team Readiness Concurrence Form

6. REFERENCES

EP-DIR-AP-10003, Records Management Procedure for ADEP Employees

P115, Verification of Readiness to Start Up or Restart LANL Nuclear Facilities, Activities, and Operations

7. ATTACHMENTS

Attachment 1: Readiness Checklist for ADEP Projects

Attachment 2: Integrated Project Team Readiness Concurrence Form

Reference

[Click here for "Required Read" credit.](#)

Reference

Attachment 1
Readiness Checklist for ADEP Projects
Page 1 of 5

Readiness Checklist for ADEP Projects				
Date	Project Title			
Activity Description				
1. Subcontract Information			Complete	Document reference, if applicable/Notes
Subcontract awarded	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Notice to Proceed issued	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Subtier contractors identified	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	
STR assigned	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Subcontractor field team lead identified	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Person-in-charge identified	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
2. Regulatory			Complete	Document reference, if applicable/Notes
Consent Order Deliverable	<input type="checkbox"/> Yes	<input type="checkbox"/> Not Complete	<input type="checkbox"/> N/A	
PR-ID	<input type="checkbox"/> Yes	<input type="checkbox"/> Not Complete	<input type="checkbox"/> N/A	
15-Day Sampling Notification to NMED	<input type="checkbox"/> Yes	<input type="checkbox"/> Not Complete	<input type="checkbox"/> N/A	
3. Safety and Security			Complete	Document reference, if applicable/Notes
IWD	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
SSHASP	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
ES&H Plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Medical monitoring required	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Security requirements Identified	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	

Reference

Attachment 1
Readiness Checklist for ADEP Projects
Page 2 of 5

Readiness Checklist for ADEP Projects			
Date	Project Title		
Activity Description			
4. Conduct of Engineering and Safety Basis		Complete	Document reference, if applicable/Notes
Is work within or adjacent to a nuclear facility?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
New DSA or change to an approved DSA	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
TSR/SER Implementing Documents	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Unreviewed Safety Question Documentation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Design Change Form	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
5. Waste Management		Complete	Document reference, if applicable/Notes
Work Plan, IDW management appendix	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
WCSF	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Waste storage area established	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Waste Management Coordinator Assigned	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Waste Generator Assigned	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Reference

Attachment 1
Readiness Checklist for ADEP Projects
Page 3 of 5

Readiness Checklist for ADEP Projects			
Date	Project Title		
Activity Description			
6. Work Request/Permits		Complete	Document reference, if applicable/Notes
Confined Space Permit	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Radiation Work Permit	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Excavation Permit	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Spark/Flame Permit	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Access Agreement	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
7. Environmental Permits and Plans		Complete	Document reference, if applicable/Notes
PR-ID	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
NEPA Documentation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Storm Water Pollution Prevention Plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
NPDES Permit	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
401/404 Permit	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
NESHAPs Permit	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Sampling and Analysis Plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Flood Plain/Wetland Assessment/Delineation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Threatened and Endangered Species Assessment	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Cultural Resources Assessment	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
8. Training Records Verified		Complete	Document reference, if applicable/Notes
	<input type="checkbox"/> Complete	<input type="checkbox"/> Not Complete	<input type="checkbox"/> N/A

Reference

Attachment 1
Readiness Checklist for ADEP Projects
Page 4 of 5

Readiness Checklist for ADEP Projects		
Date	Project Title	
Activity Description		
9. Field Team support scheduled (RCT, Safety, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Complete	Document reference, if applicable/Notes
10. Sample/drilling locations surveyed and marked in the field	<input type="checkbox"/> Complete <input type="checkbox"/> Not Complete <input type="checkbox"/> N/A Complete	Document reference, if applicable/Notes
11. Sample request submitted to SMO	<input type="checkbox"/> Complete <input type="checkbox"/> Not Complete <input type="checkbox"/> N/A Complete	Document reference, if applicable/Notes
12. Pre-job Briefing Scheduled	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Complete	Document reference, if applicable/Notes
13. Work Authorized on Plan of the Day/Week	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No Complete	Document reference, if applicable/Notes

Reference

Attachment 1
Readiness Checklist for ADEP Projects
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14. Project-Specific Requirements	Document reference, if applicable/Notes
Project Schedule <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Field Implementation Plan <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Standard Operating Procedures <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Project Quality Assurance Plan <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Completed By:	

Reference

Attachment 2
Integrated Project Team Readiness Concurrence Form
Page 1 of 1

INTEGRATED PROJECT TEAM READINESS CONCURRENCE FORM			
Project Title:			Date
The following IPT members have participated in a readiness meeting for the above project and concur with project readiness to start work in the field.			
Project Manager	Signature	Z Number	Date
Health & Safety	Signature	Z Number	Date
ENV-RCRA	Signature	Z Number	Date
Quality Assurance	Signature	Z Number	Date
Regulatory Assurance	Signature	Z Number	Date
Waste Management	Signature	Z Number	Date
Engineering & Technology	Signature	Z Number	Date
Radiation Protection	Signature	Z Number	Date
Subcontract Technical Representative	Signature	Z Number	Date
Operations	Signature	Z Number	Date
Subject Matter Expert	Signature	Z Number	Date
Subject Matter Expert	Signature	Z Number	Date
Approval: Program Director	Signature	Z Number	Date