

Exceptional service in the national interest



Sandia National Laboratories (SNL) FCT QA POC Meeting February 12, 2015 Berkeley, CA

Kevin McMahon

Gordon Appel

2013 / 2014 QA POC Activities

- Annual Concurrence in QRL assignments
- February 2013 – QAPD Rev 2 and Program Refresher sent to WPMs
- March 2014 - annual refresher on DOE NE Fuel Cycle Technologies (FCT) QA Program.
- 2014 revisions 2 and 3 to the Sandia National Laboratories QA Program Interface Document for FCT Activities (New section 12, Used Fuel Disposition (UFD) Campaign Milestone Deliverable Policy Review, and subsequent clarification)
- Introducing Technologist into FCT QA activities for future assistance
- In planning – Assessment of FY13 and FY14 FCT Milestone Deliverable Documentation

SNL FCT Milestone Process - SUMMARY

Applies to all Milestones regardless of QRL

1. Complete Milestone
2. Send the Milestone through SNL Review and Approval (R&A)
3. If the Milestone is to be eventually published and sent to OSTI:
 - The Milestone will need to have gone through Formal R&A, otherwise
 - The Milestone will at a minimum need to have gone through Programmatic R&A or Formal R&A before upload to PICS-NE
4. The author is responsible for ensuring that the final version of the Milestone is uploaded to the Document Management System (DMS) and has been delivered to all recipients identified in PICS-NE under “*Criteria for Completion*”

SNL FCT M2 Milestone Process - DETAIL

Applies to all M2 Milestones regardless of QRL

M2 Milestone is Unclassified Unlimited Release (UUR)
Obtain Document Control # From the Document Management System (DMS) ¹
Submit Document to SNL Review & Approval (R&A) ²
Attach Review Documentation (if applicable)
Prepare FCT Document Cover Sheet ³ (Include cover sheet in the Document)
R&A or Sandia Document (SAND) number affixed to Document
Transmit Document and Cover Sheet to recipients identified in PICS-NE, including SNL FCT QA-POC
Complete Deliverable Form in PICS-NE
Check the box for Completion of Milestone in PICS-NE
Upload Document to PICS-NE (NOTE: If this is the final version of the document, PICS-NE will harvest it for upload to DMS “automatically.” Otherwise, if it is revised later, the author must upload the revision to DMS.)
If not done before uploading to PICS-NE, Author submits to SNL R&A Formal Review⁴
SAND number assigned by SNL R&A after review is completed
Author updates Document with SAND number affixed to Document
Author uploads the revised Document to DMS
Author transmits revised document to recipients identified in PICS-NE, including SNL FCT QA-POC

1 - Use Form FCRDTIO-2010-000006 FCRD Document Number Request Sheet

2 - Preferably this is for Formal R&A review: however only Programmatic R&A review is required to upload to PICS-NE. If one chooses Programmatic Review here, one has to submit to Formal R&A later, assuming it is the desire of DOE NE to publish this in OSTI. Note: Programmatic Review documents do not get sent to OSTI by SNL, Formal Reviewed documents get “harvested and sent” by SNL to OSTI “automatically.”

3 - FCT QAPD Appendix E

4 – This assumes that DOE NE Program review (such as UFD) concurs with the publication and transfer to OSTI. If the document is not to be “published,” no Formal Review will be performed until such time as the DOE NE program authorizes release.

SNL FCT M2 Milestone Process - DETAIL

Applies to all M3/M4 Milestones regardless of QRL

M3/M4 Milestone is Unclassified Unlimited Release (UUR)
Obtain Document Control # From the Document Management System (DMS) ¹
Submit Document to SNL Review & Approval (R&A) ²
Attach Review Documentation (if applicable)
Prepare FCT Document Cover Sheet ³ (Include cover sheet in the Document)
R&A or Sandia Document (SAND) number affixed to Document
Transmit Document and Cover Sheet to recipients identified in PICS-NE, including SNL FCT QA-POC
Complete Deliverable Form in PICS-NE
Check the box for Completion of Milestone in PICS-NE
Upload Document to PICS-NE (NOTE: If this is the final version of the document, PICS-NE will harvest it for upload to DMS “automatically.” Otherwise, if it is revised later, the author must upload the revision to DMS.)
If not done before uploading to PICS-NE, Author may submit to SNL R&A Formal Review ⁴
SAND number assigned by SNL R&A after review is completed
Author updates Document with SAND number affixed to Document
Author uploads the revised Document to DMS
Author transmits revised document to recipients identified in PICS-NE, including SNL FCT QA-POC

1 - Use Form FCRDTIO-2010-000006 FCRD Document Number Request Sheet

2 – Formal Review should be used only if the M3/M4 will eventually be sent to OSTI. Not all M3/M4 milestones are intended to be sent to OSTI. There may be DOE Program direction to not send it to OSTI, or the M3/M4 may be a “draft” that will be superseded by a subsequent M2 (for example). If Formal review is not performed, then Programmatic Review must be performed prior to upload to PICS-NE. Programmatic Review documents do not get sent to OSTI, Formal reviewed documents do get sent to OSTI.

3 - FCT QAPD Appendix E

4 – This assumes that DOE NE Program review (such as UFD) concurs with the publication and transfer to OSTI. If the document is not to be “published,” no Formal Review will be performed until such time as the DOE NE program authorizes release.