

Administrative Procedure

CPCC-PRO-WM-54298

Performance Evaluation System for Solid Waste Operations Complex Waste Acceptance

Revision 1, Change 0

Published: 05/23/2024

Effective: 05/23/2024

Program: Waste Management

Topic: Waste Management

Technical Authority: Jivelekas, April N

Functional Manager: Jivelekas, April N

Use Type: Administrative



USQ Facility	USQ Review	Screeners
105 KW Facility	GCX-8 (Not in Safety Basis Compliance Matrices)	Meyer, Matthew F
324 Building	GCX-8 (Not in Safety Basis Compliance Matrices)	Garrett, Robert J
Canister Storage Building/Interim Storage Area	GCX-8 (Not in Safety Basis Compliance Matrices)	Garrett, Robert J
Capsule Storage Area	Exclusion Reason: <i>Not applicable to CSA - no waste shipped to SWOC</i>	
Solid Waste Operations Complex	GCX-7 (Minor Change)	Masulonis, John U

JHA: Administrative

Periodic Review Due Date:05/23/2029

Rev. 1, Chg. 0

Change Summary

Description of Change

Added new section 3.8, Additional Requirements for Manifest Issue from an Offsite Generator.

Applicable Facilities

100K Area Project

400 Area

Canister Storage Building

Central Waste Complex

Environmental Restoration Disposal Facility

Integrated Disposal Facility

Plutonium Finishing Plant

Solid Waste Storage and Disposal

Maintenance and Storage Facility

200 West Pump and Treat

Central Plateau S&M

324 Facility

Capsule Storage Area

300 Area

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1.0 INTRODUCTION**1.1 Purpose**

This procedure describes the Performance Evaluation System (PES) process. The PES ensures waste shipped to the Solid Waste Operations Complex (SWOC) is properly characterized and meets the requirements in HNF-EP-0063, *Hanford Site Solid Waste Acceptance Criteria*, including the transuranic (TRU) Waste Program requirements (CPCC-MP-WM-54318, *Transuranic (TRU) Program*). The PES is based on the performance of waste generating facilities who ship to the following treatment, storage, and disposal (TSD) facilities:

- Central Waste Complex (CWC)
- Low-Level Burial Grounds (LLBG)
- T Plant Complex (T Plant)
- Waste Receiving and Processing (WRAP) facility

In addition, the PES evaluates circumstances where waste does not conform to the TSD facility's acceptance criteria and ensures that adequate resolution and corrective actions are taken.

1.2 Scope

This procedure applies to the evaluation of waste streams sent to Waste and Fuels Management Project (WFMP) for TSD acceptance.

1.3 Applicability

This procedure applies to waste generators (WG) sending waste to CWC, LLBG, T Plant, or WRAP and TSD personnel.

It does not apply to waste streams packaged by LLBG, CWC, WRAP, and T Plant that are radioactive only and do not designate as a dangerous waste. WFMP facility Waste Acceptance Plans (WAP) state that waste streams packaged by LLBG, CWC, WRAP and T Plant are exempt from PES requirements; however, dangerous waste packages must meet the State of Washington Department of Ecology Administrative Order No. 1671 issued September 2004.

1.4 Implementation

This procedure is effective upon publication.

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2.0 RESPONSIBILITIES

The PES core team is made up of the PES Chairperson, PES Coordinator, Verification Team Lead (VTL) / Waste Verifier, facility Waste Management Representative (WMR) (if needed), TSD Representative (TSDR), Solid Waste Operations Representatives, and TRU Program Manager (or delegate).

2.1 Performance Evaluation System Chairperson

- The PES Chairperson is the Waste Acceptance Manager. The responsibilities of the PES Chairperson may be delegated in the case that the Waste Acceptance Manager is unavailable or as necessary.
- Determines when the PES team must be assembled to discuss waste acceptance issues.
- Chairs the PES meeting and assists in conformance issue resolution.
- Reviews, approves, and signs all meeting minutes.
- Prepares notification letters for Waste and Transportation Services Manager's signature, advising generators of conformance issues/shipment failures, required actions, and increased verification rates, as applicable.
- Coordinates and reviews corrective actions to ensure they are appropriate; and approves corrective actions once adequately completed.

2.2 Performance Evaluation System Coordinator

- The PES Coordinator will be assigned by the Waste Acceptance Manager.
- Sends out weekly call for agenda items and prepares agenda.
- Assembles appropriate team members and schedule PES meetings.
- Schedules PES meetings in accordance with Appendix A.
- Records and distributes the meeting agenda and minutes.
- Maintains the PES meeting minutes that provide recent information regarding WG evaluation scores, verification rates and changes, conformance issues, open actions, meeting minutes, and notification correspondence.
- Ensures meeting minutes, including all supporting documents, are sent into the Integrated Document Management System (IDMS) to be uploaded as record.

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2.3 Performance Evaluation System Team Members

- The PES Team is made up of the following members: VTL, facility WMR, TSDR, Solid Waste Operations Representatives, TRU Program Manager (or delegate) and waste verifier(s).
- Assists in establishing verification rate.
- Assists in conformance issue resolution.
- Ensures needed documentation is forwarded to the PES Coordinator for inclusion in the PES files.

2.3.1 Verification Team Lead/Waste Verifier

- Acts as an information resource regarding generator's verification history.
- Provides needed information and input to the PES on waste streams that have met the verification criteria for verification rate reduction.
- Acts as an information resource regarding generator's verification history.
- Contacts PES Chairperson when container fails verification (VTL responsibility).

2.3.2 Waste Management Representative

- Provides interface between generators and PES.
- Completes the monthly Generator Evaluation Worksheet for submittal to the PES Coordinator.
- Provides input to PES on waste streams that have met the verification criteria for verification rate reduction.

2.3.3 Treatment, Storage, Disposal Representative

- Complies and presents all acceptance information necessary to establish verification rate.

2.3.4 Solid Waste Operations Representative

- Represents the SWOC facility operations organization.
- Coordinates scheduling and cost estimates (as applicable).
- Ensures the waste package can be safely staged at the appropriate facility until corrective action has been completed (as applicable).

2.3.5 TRU Program Manager

- Ensures TRU Programs requirements as outlined in CPCC-MP-WM-54318 are met.

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3.0 PROCESS**3.1 Initial Verification Rate Determination for SWOC Acceptance**

<i>Actionee</i>	<i>Step</i>	<i>Action</i>
NOTE: <i>The TSDR can delegate some or all of this presentation to the assigned WMR.</i>		
TSDR	1.	PRESENT information from the <i>Waste Profile Sheet</i> regarding the waste stream to the PES Team. This presentation can be verbal; however, when the waste generating process is complex, the TSDR should provide a brief written explanation or copy portions of the Waste Profile Sheet for the PES Team members.
WMR/TSDR	2.	START filling out <i>Waste Stream Physical Screening Frequency Determination</i> (Site Form A-6007-377).
PES Chairperson	3.	PRESENT information regarding other waste streams from the WG and their current verification rate.
PES Team	4.	DETERMINE whether any other waste streams from the WG are similar to the stream described on the Waste Profile Sheet.
VTL	5.	DETERMINE whether physical screening (oversight while a container is packaged, nondestructive examination [NDE], etc.) can be performed on the waste stream.
PES Team	6.	<p><u>IF</u> the waste cannot be physically screened because of the following:</p> <ul style="list-style-type: none"> • Waste that is shielded such that it cannot be viewed through NDE • Classified waste • Remote-handled waste • Other waste that cannot be physically screened because no facility is available to perform such screening (either at the generating location or at a SWOC facility unit) <p><u>AND</u> waste is TRU/M, <u>THEN</u> REQUEST exception to performing verification in accordance with CPCC-PRO-WM-40523, <i>Solid Waste Operations Complex Waste Acceptance Program</i>.</p> <p><u>OR</u></p> <p><u>IF</u> waste is M/LLW <u>THEN</u> CLASSIFY the waste as non-verifiable, <u>AND</u> GO TO Section 3.2, "Non-Verifiable Waste Acceptance."</p>

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Actionee	Step	Action
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- NOTE:**
- *Some areas of concern cannot be resolved through the verification process, including radiological characterization methods and process knowledge for listed waste determinations. Concerns in these areas must be addressed through revision or clarification of the Waste Profile Sheet, not through establishing a higher verification rate.*
 - *For approval of a Waste Profile Sheet, the WG must provide Acceptable Knowledge (AK) regarding the waste stream. Concerns in this area would occur when the minimum AK requirements have been met, but the PES Team believes that there are significant possibilities for mischaracterization or misdesignation of the waste stream over time due to type, quantity, frequency, or quality of characterization data or characterization methods used.*

PES Team

7. EVALUATE whether concerns exist in each of the following areas:

- Documented Waste Management Program: Concerns could exist in this area if the processes, procedures, or certification methods used by the WG might not be sufficient to ensure that the waste meets the acceptance criteria. Recent verification failure in similar waste streams due to deficiencies in the Waste Management Program would indicate concerns in this area.
- Waste stream characterization information: Concerns could exist in this area if the WG's process knowledge and/or sampling and analysis data might lead to mischaracterization or misdesignation of the waste. Recent verification failure in similar waste streams due to incorrect characterization data would indicate concerns in this area.
- Potential for inappropriate segregation: Concerns could exist in this area when inappropriate segregation of waste streams might lead to incorrect designation of the waste. Waste streams that require segregation from other waste streams (i.e., that have different waste codes or treatment/disposal pathways) could lead to concerns in this area, depending on the specific waste generating process and detail of segregation procedures used by the WG. Recent verification failure in similar waste streams due to incorrect segregation would also indicate concerns in this area.

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NOTE: <i>When there are issues in the relative detail and quality of information for the area of potential concern, the PES team may establish a higher verification rate.</i>		
PES Team	8.	<p>ESTABLISH the initial verification rate for the waste stream as described below.</p> <ul style="list-style-type: none"> • <u>IF</u> waste is TRU/M <u>THEN</u> ESTABLISH the verification rate at 100%, • <u>IF</u> waste is M/LLW and there are no areas of concern, <u>THEN</u> ESTABLISH the initial verification rate in the 20 to 50% range. • <u>IF</u> waste is M/LLW and concerns are identified in one area, <u>THEN</u> ESTABLISH the initial verification in the 50 to 100% range. • <u>IF</u> waste is M/LLW and concerns are identified in two or three areas, <u>THEN</u> ESTABLISH the initial verification rate at 100%.
PES Chairperson	9.	RECORD the verification rate decision on the <i>Waste Stream Physical Screening Frequency Determination</i> (Site Form A-6007-377), including information relevant to the decision.
	10.	ENSURE the <i>Waste Stream Physical Screening Frequency Determination</i> (Site Form A-6007-377) is captured as part of the PES meeting minutes.
	11.	PROVIDE a copy of the <i>Waste Stream Physical Screening Frequency Determination</i> (Site Form A-6007-377) to the affected WMR and TSDR.
WMR	12.	NOTIFY the WG of Waste Steam Initial Verification Rate.

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3.2 Non-Verifiable Waste Acceptance

<i>Actionee</i>	<i>Step</i>	<i>Action</i>
NOTE:		<i>When making determinations as to the adequacy of the waste documentation, an individual cannot act as both TSDR and WMR for a single waste stream.</i>
TSDR	1.	OBTAIN from the assigned WMR any relevant documentation relating to the waste stream. At a minimum, this will include: <ul style="list-style-type: none"> • Procedures used to segregate and package the waste • Process knowledge documentation and sampling • Analysis data used to characterize the waste
NOTE:		<i>Adequate data exist when the TSDR believes the combination of characterization data and the segregation/packaging procedures provide reasonable assurance the waste will be properly designated and meet the TSD unit acceptance criteria.</i>
	2.	EVALUATE the documentation to determine whether there is adequate data to support acceptance of the waste without performing verification.
	3.	PROVIDE a summary of the non-verifiable review or the data the PES team will review and concur that the information is adequate.
PES Team	4.	EVALUATE the provided data to determine if there is sufficient information and controls to prevent non-compliant waste from being generated. <ol style="list-style-type: none"> a. Where appropriate, ASSIGN additional actions to bring the waste stream into compliance with the waste acceptance criteria. b. <u>IF</u> the waste information is inadequate or does not appear to prevent non-compliance, <u>THEN</u> REJECT the Waste Profile Sheet. c. DOCUMENT the PES team decision, including background information, and any additional actions required in the PES meeting minutes <u>AND</u> PROVIDE a copy to the affected WMR and TSDR.
WMR	5.	<u>IF</u> the Waste Profile Sheet is rejected, <u>THEN</u> COMMUNICATE to the WG that the Waste Profile Sheet is not approved and the reasons for the rejections.
TSDR	6.	<u>IF</u> the Waste Profile Sheet is approved, <u>THEN</u> ASSIGN a verification rate of 0%, <u>AND</u> NOTE in the Waste Profile Approval Sheet that the waste is non-verifiable.

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3.3 Mixed Low-Level and Low-Level Waste Monthly Performance Evaluation

This section of this procedure applies to M/LLW only. The monthly performance evaluation is used to monitor a WG's performance on a programmatic basis, make adjustment to the verification rate, request corrective actions, and evaluate existing corrective action status.

Actionee	Step	Action
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NOTE: *An individual cannot act as both TSDR and WMR for a single waste stream.*

PES Chairperson	1.	As soon as practicable at the beginning of the month, NOTIFY WMRs that the <i>Generator Evaluation Worksheet</i> (Site Form A-6007-375) will be due by the 14th of that month.
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NOTE: *Active WGs are those who have waste packages that have been submitted or shipped during the review period.*

WMR	2.	For each active WG, COMPLETE a <i>Generator Evaluation Worksheet</i> (Site Form A-6007-375) with the following information: <ol style="list-style-type: none"> a. List container number(s) b. List shipment number(s)
	3.	For each active WG, EVALUATE the shipments for conformance issues <u>AND</u> REVIEW the Solid Waste Information and Tracking System (SWITS) database information, <u>THEN</u> ASSIGN scores to the conformance issues.

NOTE:

- *Technical Review (U302 screen) issues are documented in SWITS. Verification results are documented by the Verification Team using the SWITS database (U301 screen).*
- *Some conformance issues, such as assigning an incorrect waste code, are violations of WAC 173-303, but would not necessarily cause the TSD to violate its permit or the TSD portions of the regulations. Such conformance issues are scored at a lower severity level.*

	4.	For each conformance issue, PERFORM the following: <ol style="list-style-type: none"> a. WRITE the type of conformance issue in the left column. b. <u>IF</u> a specific type of conformance issue occurred for more than one container, <u>THEN</u> ENTER only once on the evaluation. Individual conformance issues are not additive. c. WRITE a description of all applicable conformance issues, including the applicable CIN #s, profile numbers, and shipment numbers, in the middle column of the worksheet. d. <u>IF</u> more than one type of conformance issue applies, <u>THEN</u> CHOOSE one with the highest severity level.
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Actionee	Step	Action
NOTE:		<i>The WMR must use discretion in determining the appropriate score from the range, where higher scores are assigned for more severe conformance issues, and when a conformance issue was identified from more than one container of waste.</i>
WMR	5.	SEND the completed <i>Generator Evaluation Worksheet</i> (Site Form A-6007-375) to VTL and Production Control.
VTL	6.	REVIEW <i>Generator Evaluation Worksheet</i> (Site Form A-6007-375) <u>AND</u> DOCUMENT Verification Conformance Issues.
Production Control	7.	REVIEW <i>Generator Evaluation Worksheet</i> (Site Form A-6007-375) <u>AND</u> DOCUMENT Receipt Inspection Conformance Issues.
VTL and Production Control	8.	RETURN completed <i>Generator Evaluation Worksheet</i> to WMR.
WMR	9.	SCORE the severity level using the appropriate section of Appendix B. <ul style="list-style-type: none"> a. COMPUTE the total score on the bottom of the worksheet. b. PRINT, SIGN, <u>AND</u> DATE the worksheet.
NOTE:		Addendums: When changes are made to the PIN file after the container has been approved, the WG will be scored with the same criteria listed above.
WMR	10.	PROVIDE the <i>Generator Evaluation Worksheet</i> (Site Form A-6007-375) to the PES Chairperson.
NOTE:		<i>As a courtesy, the WMR shall notify the affected WG anytime the evaluation scores are elevated so they may attend the PES meeting if desired.</i>
PES Chairperson	11.	After receiving the completed <i>Generator Evaluation Worksheets</i> (Site Form A-6007-375), NOTIFY the responsible WMR to participate in the next PES meeting to justify the evaluation score for WGs with a score greater than zero.
	12.	PRESENT a summary of the scores to the PES Team.
NOTE:		<i>If the type of conformance issue(s) identified below is administrative in nature, reflects on characterization methods or process knowledge, and would not be discovered by physical screening, no adjustment in the verification rate is made.</i>
PES Team	13.	<u>IF</u> a WG receives a score of 10 or greater, <u>THEN</u> EVALUATE the conformance issues, <u>AND</u> DETERMINE whether the verification rate must be adjusted for some or all waste streams.

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<i>Actionee</i>	<i>Step</i>	<i>Action</i>
PES Team	14.	<p><u>IF</u> the type of conformance issues are such that verification could identify future conformance issues, <u>THEN PERFORM</u> the following:</p> <ol style="list-style-type: none"> a. DETERMINE which of the WG's waste streams are subject to the conformance issues. b. DOCUMENT the rationale for the determination on the <i>PES Decision Sheet</i> (Site Form A-6007-376). The verification rate for these affected waste streams is adjusted as follows: <ul style="list-style-type: none"> • Worksheet score of 10 to 15: Increase to a minimum of 15% • Worksheet score of 16 to 20: Increase to a minimum of 50% • Worksheet score greater than 20: Increase to 100%
WMR	15.	For WGs receiving a score of 0 to 9, INFORM the WG of the results of the PES evaluation. This can be done verbally, by electronic mail, or other method in accordance with the WG's preference.
PES Chairperson	16.	<p><u>IF</u> a WG receives a score of 10 or greater, <u>THEN NOTIFY</u> the WG by letter of the score and adjustment to the waste stream verification rate, <u>AND REQUEST</u> a corrective action plan (CAP) be provided to PES within 90 calendar days of receiving the letter from the PES Chairperson.</p>
PES Chairperson	17.	<p><u>IF</u> the verification rate was adjusted, <u>THEN UPDATE</u> the verification rate for the affected Waste Profile Sheet(s) in the SWITS database (U440 screen).</p> <p>18. ENSURE the <i>Generator Evaluation Worksheets</i> (Site Form A-6007-375) and <i>PES Decision Sheet</i> (Site Form A-6007-376) are captured as part of the PES meeting minutes.</p>
WG	19.	DEVELOP a CAP to address the non-conformance issues <u>AND PRESENT</u> to the PES Team for review.
PES Team	20.	REVIEW the WGs planned/taken remedial and/or corrective actions to verify it is appropriate.
<p>NOTE: <i>The WG will have 120 calendar days to complete CAP corrective actions once CAP is accepted by PES Chairperson.</i></p>		
PES Chairperson	21.	DOCUMENT the issues <u>AND TRACK</u> progress of the action(s) through completion in the PES meeting minutes to ensure completion.
	22.	SEND all PES meeting minutes to ^WSS Records Management

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3.4 Process for Reducing the Verification Rate for Mixed Low-Level and Low-Level Waste

This section of this procedure applies to M/LLW only. At a minimum each month, the PES Team evaluates waste streams that have verification rate above baseline to determine whether the verification rates can be reduced.

Actionee	Step	Action
NOTE:	<ul style="list-style-type: none"> No rate reduction will be considered for a previously failed waste stream where the CAP is still open. The term "Baseline" is in reference to all SWOC WAPs where it states, "At no time will the verification rate be reduced below 5% for waste generated onsite, or below 10% for offsite WGs." 	
VTL	<ol style="list-style-type: none"> REVIEW the SWITS database <u>AND IDENTIFY</u> waste streams above the baseline verification rate that have passed five or more containers without a verification failure. PRESENT these waste streams to the PES Team for review in accordance with Appendix A. 	
PES Chairperson	<ol style="list-style-type: none"> For each waste stream potentially eligible for reduction, DETERMINE (from the PES meeting minutes) which step of the reduction (below) applies to the waste. <ul style="list-style-type: none"> Step 1 reduction. If five or more containers from the waste stream (or group of related waste streams) pass verification with no failures, reduce the verification rate by a maximum of 66% (e.g., from 100% to a minimum of 34%). Step 2 reduction. If five or more containers pass verification with no failures, reduce the verification rate by a maximum of 50%. Step 3 reduction. If five or more containers pass verification with no failures, reduce the verification rate to the baseline rate. 	

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<i>Actionee</i>	<i>Step</i>	<i>Action</i>
PES Team	4.	<p>DETERMINE whether the conditions for reduction have been met. The following criteria are applied in making this determination.</p> <p>a. The PES Team has discretion to adjust related streams (e.g., waste streams that had their verification rate raised together for the same conformance issue) as a group. If waste streams represented by two Waste Profile Sheets are adjusted together, at least five containers must pass verification, and no containers can fail from either stream.</p> <p>b. The percentage of the reduction should be based on the PES Team's evaluation of the relative severity of the original conformance issue, the status of the CAP, any interim actions taken by the WG, the WG's performance for this waste stream prior to this reduction, and other factors deemed relevant.</p>
		<p>NOTE: <i>If the PES Team determines a condition for rate reduction is not met then the containers selected to determine rate reduction will be removed from the list and five new containers must pass before the waste stream is eligible for a rate reduction.</i></p>
	5.	<p><u>IF</u> all the conditions for rate reduction have been met, <u>THEN</u> ASSIGN a new verification rate.</p>
PES Chairperson	6.	<p>DOCUMENT the decision on the <i>PES Decision Sheet</i> (Site Form A-6007-376) <u>AND</u> PROVIDE a copy to the affected WMR and TSDR.</p>
	7.	<p>ENSURE <i>PES Decision Sheet</i> (Site Form A-6007-376) is captured as part of the PES meeting minutes.</p>
	8.	<p>ADJUST the verification rate for the affected Waste Profile Sheets in the SWITS database (U440 screen).</p>

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3.5 Transuranic and Transuranic Mixed Waste Monthly Performance Evaluation

This section of this procedure applies to TRU/M only. The monthly performance evaluation is used to monitor a WG's performance on a programmatic basis, tracking and trending conformance issues, request corrective actions, and evaluate existing corrective action status.

Actionee	Step	Action
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NOTE: *An individual cannot act as both TSDR and WMR for a single waste stream.*

PES Chairperson	1.	As soon as practicable at the beginning of the month, NOTIFY WMRs that the <i>Generator Evaluation Worksheet</i> (Site Form A-6007-375) will be due by the 14th of that month.
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NOTE: *Active WGs are those who have waste packages that have been submitted or shipped during the review period.*

WMR	2.	For each active WG, COMPLETE a <i>Generator Evaluation Worksheet</i> (Site Form A-6007-375) with the following information:
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- List container number(s)
- List shipment number(s)

	3.	For each active WG, EVALUATE the containers for conformance issues AND REVIEW the SWITS database information.
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NOTE: • *Technical Review (U302 screen) issues are documented in SWITS. Verification results are documented by the Verification Team using the SWITS database (U301 screen).*

- *Some conformance issues, such as assigning an incorrect waste code, are violations of WAC 173-303, but would not necessarily cause the TSD to violate its permit or the TSD portions of the regulations. Such conformance issues are scored at a lower severity level.*

- *The WMR must use discretion in determining the appropriate score from the range, where higher scores are assigned for more severe conformance issues, and when a conformance issue was identified from more than one container of waste.*

	4.	For each conformance issue, PERFORM the following:
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a. WRITE the type of conformance issue in the left column.

- 1) IF a specific type of conformance issue occurred for more than one container, THEN ENTER only once on the evaluation. Individual conformance issues are not additive.

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Actionee	Step	Action
WMR		<p>b. WRITE a description of all applicable conformance issue, including the applicable CINs, profile numbers, and shipment numbers, in the middle column of the worksheet.</p> <p>1) <u>IF</u> more than one type of conformance issue applies, <u>THEN</u> CHOOSE one with the highest severity level.</p> <p>5. SEND the completed <i>Generator Evaluation Worksheet</i> (Site Form A-6007-375) to VTL and Production Control.</p>
VTL		6. REVIEW <i>Generator Evaluation Worksheet</i> (Site Form A-6007-375) <u>AND</u> DOCUMENT Verification Conformance Issues.
Production Control		7. REVIEW <i>Generator Evaluation Worksheet</i> (Site Form A-6007-375) <u>AND</u> DOCUMENT Receipt Inspection Conformance Issues.
VTL and Production Control		8. RETURN completed <i>Generator Evaluation Worksheet</i> to WMR.
WMR		<p>9. SCORE the severity level using the appropriate section of Appendix B.</p> <p>a. COMPUTE the total score on the bottom of the worksheet.</p> <p>b. PRINT, SIGN, <u>AND</u> DATE the worksheet.</p>
<p>NOTE: <i>Addendums: When changes are made to the PIN file after the container has been approved, the WG will be scored with the same criteria listed above.</i></p>		
WMR		10. PROVIDE the <i>Generator Evaluation Worksheet</i> (Site Form A-6007-375) to the PES Chairperson.
<p>NOTE: <i>As a courtesy, the WMR shall notify the affected WG anytime the evaluation scores are elevated so they may attend the PES meeting if desired.</i></p>		
PES Chairperson		<p>11. After receiving the completed <i>Generator Evaluation Worksheets</i> (Site Form A-6007-375), NOTIFY the responsible WMR to participate in the next PES meeting to justify the evaluation score for WGs with a score greater than zero.</p> <p>12. PRESENT a summary of the conformance issues to the PES Team.</p>
WMR		13. For WGs receiving a score of 0 to 9, INFORM the WG of the results of the PES evaluation. This can be done verbally, by electronic mail, or other method in accordance with the WG's preference.

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<i>Actionee</i>	<i>Step</i>	<i>Action</i>
PES Team	14.	DETERMINE what appropriate corrective actions would be to address the conformance issue(s).
PES Chairperson	15.	NOTIFY the WG by letter of the conformance issue(s), <u>AND REQUEST</u> a corrective action plan (CAP) be provided to PES within 90 calendar days of receiving the letter from the PES Chairperson.
NOTE: <i>The WG will have 120 calendar days to complete CAP corrective actions once CAP is accepted by PES Chairperson.</i>		
WG	16.	DEVELOP a CAP to address the non-conformance issues <u>AND PRESENT</u> to the PES Team for review.
PES Team	17.	REVIEW the WGs planned/taken remedial and/or corrective actions to verify it is appropriate.
PES Chairperson	18.	DOCUMENT the issues <u>AND TRACK</u> progress of the action(s) through completion in the PES meeting minutes to ensure completion.
	19.	SEND all PES meeting minutes to ^WSS Records Management

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3.6 Conformance Issue Resolution Steps

When conformance issues are identified during verification or receipt inspection, they are initially referred to the WMR, who notifies the WG to determine the appropriate corrective actions. Many conformance issues can be resolved quickly by the WMR; these issues do not require action by the PES Team, other than evaluating the issues under Section 3.3 of this procedure. The following types of conformance issues require PES Team actions as specified by this subsection:

- Shipment of a container that has not been approved for shipment
- Shipment of leaking or severely damaged containers
- Containers that fail verification
- Other conformance issues identified subsequent to receipt of a container that cannot be resolved within one week of discovery

Actionee	Step	Action
Waste Receiving Facility	1.	CONTACT the WMR if receipt issues are identified.
WMR	2.	<u>WHEN</u> a conformance issue must be referred to the PES Team, as described above, <u>THEN</u> PERFORM the following general steps: <ol style="list-style-type: none"> a. NOTIFY the WG within one working day by telephone or electronic mail.
WG	b.	GATHER information needed to help resolve the conformance issue.
		NOTE: <i>Information presented shall include the nature of the conformance issue, specific container IDs, profile numbers, and shipment(s) involved, date of the conformance issue discovery, remedial and/or corrective actions planned or taken by the WG, and interim actions taken by the TSD unit.</i>
	c.	PRESENT information concerning the conformance issue(s) at the next PES Team meeting.
PES Team	d.	REVIEW the WGs planned/taken remedial and/or corrective actions to verify it is appropriate.
PES Chairperson	e.	DOCUMENT the issues <u>AND TRACK</u> progress of the action(s) through completion in the PES meeting minutes to ensure completion.
	f.	SEND all PES meeting minutes to ^WSS Records Management

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3.7 Mixed Low-Level and Low-Level Waste Additional Requirements for Container Failure

This section applies to M/LLW only.

<i>Actionee</i>	<i>Step</i>	<i>Action</i>
VTL	1.	<u>IF</u> the conformance issue was the failure of a container, <u>THEN</u> NOTIFY management.
PES Chairperson / TSDR	2.	ADJUST the verification rate for the waste stream(s) that failed verification to 100%.
VTL	3.	REQUEST PES Coordinator add container(s) to the PES Team Agenda to determine a path for resolution.
	4.	PREFORM the following:
PES Team	a.	EVALUATE the WG's other waste streams to determine whether all waste streams or a subset of waste streams might be subject to the same type of conformance issue. The verification rate for each waste stream that might be subject to the same type of verification failure is adjusted to 100%.
	b.	DOCUMENT the rationale for the decision of which streams might be subject to the same type of conformance issue in the PES meeting minutes.
PES Chairperson	c.	DOCUMENT the decision on the <i>PES Decision Sheet</i> (Site Form A-6007-376), <u>AND</u> ADJUST the verification rate for the affected Waste Profile Sheets in the SWITS database (U440 screen).
	d.	PREPARE a formal notification to the WG of the container failure and adjustment of the waste streams' verification rate and requesting a formal CAP that addresses the specific conformance issues. <ul style="list-style-type: none"> The CAP must be received within 90 calendar days of receiving the formal notification. Additionally, inform the WG that if they can provide a justification to PES explaining why some waste streams or specific generating processes/locations would not be subject to the same type of conformance issue there is possibility for re-evaluation and reduction in verification rate.
WG	5.	PROVIDE drafted CAP to PES Chairperson for review of corrective actions.

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Actionee	Step	Action
NOTE:		<i>Containers that have failed verification must be resolved either by physically correcting the discrepancy, or the WG must provide further information that resolves the issue. If the WG decides to physically correct discrepancies, a waste verifier must be present for the correction or the container must be re-verified. If the container is corrected administratively (assignment to a different profile, addition of a waste code, etc.), this information is provided to the WMR who ensures Verification has relevant information. Verification uses the information as the basis to change the status of the container as pass with discrepancies resolved.</i>
PES Chairperson	6. <u>IF</u> the decision is to return the container to the WG to correct a discrepancy, <u>THEN MAKE</u> arrangements to have the container removed from the SWOC TSD facility within 15 calendar days. 7. DOCUMENT the issues and track progress of action(s) through completion in the PES meeting minutes to ensure completion. 8. SEND all PES meeting minutes to ^WSS Records Management.	

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3.8 Additional Requirements for a Manifest Issue from an Offsite Generator

Actionee	Step	Action
NOTE:		<i>Receipt inspection or verification could identify waste that should have been shipped with a Uniform Hazardous Waste Manifest (manifest), but no manifest was provided with the shipment. This situation could arise in a number of situations, including:</i>
		<ul style="list-style-type: none"> <i>An offsite generator ships waste identified as non-dangerous low-level waste, but suspect dangerous waste was found during verification.</i> <i>An offsite generator intentionally ships dangerous waste, but fails to provide a manifest with the shipment, or the manifest is lost during shipment.</i>
WMR	1.	<p><u>WHEN</u> suspect dangerous waste is identified, <u>THEN</u> COMPLETE the following steps within the time frame specified.</p> <p>a. <u>WHEN</u> notified of the suspect unmanifested waste, <u>THEN</u> NOTIFY the PES Chairperson immediately.</p> <p>b. <u>DISCUSS</u> the conformance issue with the generator, <u>AND REQUEST</u> the following information:</p> <ul style="list-style-type: none"> Information regarding the identity and designation of the suspect unmanifested waste.
PES Chairperson	2.	SCHEDULE a PES Team meeting as soon as sufficient information is available.
NOTE:		<i>More than one PES Team meeting and further discussions with the generator could be required to complete these decisions.</i>
	3.	RESOLVE discrepancy <u>OR</u> PROVIDE notification within 15 days per WAC 173-303-370 or WAC 173-303-390.
PES Team	4.	<p>DISCUSS information regarding the conformance issue and any information provided by the generator, to make the following decisions:</p> <p>a. DETERMINE whether the shipment contained unmanifested dangerous waste.</p> <p>b. IDENTIFY the path forward for resolution of the conformance issue (e.g., return the shipment to the generator, perform additional verification or sampling to confirm whether the waste is dangerous waste, perform corrective actions at a Hanford TSD unit). This path forward must include a schedule for completion of all activities.</p>

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Actionee	Step	Action
PES Chairperson	5.	DOCUMENT the decisions in the PES file, <u>AND PREPARE</u> a formal notification letter to the generator regarding the PES Team's decision.
	6.	<u>WHEN</u> the PES Team has confirmation that the shipment contained unmanifested dangerous waste and the shipment will not be returned to the generator, <u>THEN CONTACT</u> RCRA SME.
	7.	COORDINATE with line management, Environmental, and DOE Richland Operations Office (DOE-RL).
	8.	TRACK completion of the path forward actions identified by the PES Team.
	9.	<u>IF</u> an action is not completed within the time frame identified by the PES Team, <u>THEN BRING</u> the issue before the PES Team at the next regularly scheduled PES meeting to determine whether other actions are necessary.

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4.0 FORMSA-6007-375, *Generator Evaluation Worksheet*A-6007-376, *PES Decision Sheet*A-6007-377, *Waste Stream Physical Screening Frequency Determination***5.0 RECORD IDENTIFICATION**

All records are required to be managed in accordance with CPCC-PRO-IRM-10588, *Records Management Processes*.

Records Capture Table

Name of Record	Submittal Responsibility	Retention Responsibility
PES Meeting Minutes [which may include: agenda, <i>Generator Evaluation Worksheet</i> (A-6007-375), <i>PES Decision Sheet</i> (Site Form A-6007-376), <i>Waste Stream Physical Screening Frequency Determination</i> (Site Form A-6007-377), Monthly Generator Performance Evaluation Reports, Waste Stream Specific Attachments, Generator Correspondence and any other pertinent information]	PES Chairperson	IRM Service Provider

6.0 SOURCES**6.1 Requirements**CPCC-MP-WM-54318, *Transuranic (TRU) Program*CPCC-STD-EP-53090, *Central Waste Complex, Waste Receiving and Processing Facility Waste Analysis Plan*HNF-EP-0063, *Hanford Site Solid Waste Acceptance Criteria*SWSD-STD-EP-53087, *Low-Level Burial Grounds Trenches 31-34-94 Waste Analysis Plan*TPLN-STD-EP-53088, *T Plant Complex Waste Analysis Plan***6.2 References**CPCC-PRO-IRM-10588, *Records Management Processes*CPCC-PRO-WM-40523, *Solid Waste Operations Complex Waste Acceptance Program*

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Appendix A - Performance Evaluation System Meeting Schedule

Activity	Frequency and Timing
Initial verification rate determination	As needed (ordinarily weekly)
Evaluation of documentation for non-verifiable waste	As needed
Waste stream and waste management program reviews	As needed
Monthly Waste Generator evaluations	Monthly, by the end of the month
Conformance issue resolution (general and shipment failures)	As needed, scheduled when necessary information about the issue has been compiled
Reducing verification rate	As needed
Rate Reduction Report	Monthly

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Appendix B - Classification and Scoring of Conformance Issues

Conformance Issue Type	Description of Nonconformance Issue	Severity Level Score
Technical Review Conformance Issues		
Regulatory Violation	Waste Codes Not Allowed	7-10
	Failure to Identify D001, D003	
	Incorrect LDR	
Safety Issue	Incorrect Characterization: Primary Hazard Class Change	7-10
	Prohibited Waste (0063)	
	Incompatible Waste in Same Container	
	Waste Incompatible with Container	
Management of Waste	Incorrect Designation or LDR that Changes Waste Specification Record (WSRd), radiological data	4-6
No Mismanagement of Waste	Incorrect Designation or LDR that Does Not Change the WSRd'	1-3
	Incomplete Paperwork package	
Verification Conformance Issues		
Regulatory Violation	Waste Codes Not Allowed	7-10
	Failure to Identify D001, D003	
	Excessive Void Space (LLBG/MWT only)	
	Prohibited liquid Waste	
Safety Issue	Incorrect Characterization: Primary Hazard Class Change	7-10
	Incompatible wastes within the same container or other inadequate packaging leading to unsafe storage or disposal condition	
	Prohibited reactive waste (i.e., potentially unstable)	
Management of Waste	Incorrect WSRd assigned; inconsistent with Profile	4-6
No Mismanagement of Waste	Waste is inconsistent with Profile; no change in WSRd	1-3
	Waste inconsistent with documentation	
Receipt Conformance Issues		
Regulatory Violation	Incorrect or unapproved containers on shipment	7-10
Safety Issue	Containers not suitable for safe management	7-10
Mismanagement of Waste	Container weight error (>10% from paperwork)	4-6
	Incorrect labeling or marking	
No mismanagement of Waste	Minor shipping paper errors	1-3