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Memorandum of Understanding for the TWRS Characterization Retrieval Project

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Memorandum of Understanding for the TWRS Characterization Retrieval Project

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1.0 INTRODUCTION

During fiscal year 1999, various programs and projects will require analyses from the 222-S Laboratory. In order to prioritize and successfully meet the analytical demands of all the customers, multiple organizations across the Tank Waste Remediation System (TWRS) must work together. One of the projects that will require analyses from the 222-S Laboratory is the retrieval project. Successful completion of retrieval project objectives requires cooperation among four TWRS organizations. The requirements and expectations regarding retrieval project analytical work were examined in order to define roles and responsibilities for each of these TWRS organizations. This memorandum of understanding (MOU) documents the results of this review and establishes the roles and responsibilities.

This MOU is subdivided into three sections, the first of which is this introduction. Section 2 provides a summary of the overall roles and responsibilities with respect to retrieval project analytical work for the four TWRS organizations involved. The final section describes the individual interfaces involved in performing retrieval project analytical work, and discusses the roles and responsibilities with respect to each individual interface.

2.0 SUMMARY OF ROLES AND RESPONSIBILITIES

This section summarizes the generic roles and responsibilities of each TWRS organization with respect to analytical work required by the retrieval project. The four TWRS organizations that interface on this issue are Retrieval Engineering (RE), Process Engineering (PE), Process Chemistry (PC), and the 222-S Laboratory.

2.1 Retrieval Engineering

Any work for the retrieval project is initiated by RE. RE provides justifications and objectives for the analytical work, and provides technical input into planning the analytical work.

2.2 Process Engineering

The TWRS PE group is responsible for providing direction to the 222-S Laboratory and PC organizations. Direction is provided via Tank Sampling and Analysis Plans (TSAPs) and letters of instruction (LOIs). The TSAP is the primary documentation for initiating sampling activities, while both TSAPs and LOIs are used to start and direct analytical services. PE and RE share responsibility for developing data quality objectives (DQOs).

2.3 Process Chemistry

The PC organization prepares and executes process test plans. This group documents the results of the process tests using reports.

2.4 222-S Laboratory

The 222-S Laboratory performs the tank waste analyses in accordance with the TSAPs and LOIs, and sends the analytical results back to the customers in the format requested. The 222-S is responsible for entering analytical data into the tank characterization database (TCD) for distribution and archival.

3.0 DISCUSSION OF INTERFACES

This section describes the individual interfaces associated with retrieval project analytical work and identifies the specific roles and responsibilities of each TWRS organization with regard to the interfaces. The flow of this discussion follows the flowchart presented in Figure 1.

RE initiates any work for the retrieval project using a direction letter. This letter provides a discussion of the outstanding issue(s) and the proposed method of resolution. This letter is sent to PE, who in conjunction with RE writes a DQO and any tank-specific DQO addendums to address the data needs for resolving the particular issue. Using technical input from PE and RE, PC prepares a test plan for the process tests.

If samples from the affected tanks are available and new sampling is not necessary; PE prepares an LOI for the 222-S Laboratory outlining the analytical plan for the samples. Should new sampling be required to meet the process test plan, PE produces a TSAP. The TSAP directs the sampling and analysis of the samples, and incorporates the requirements of the applicable DQOs, DQO addendums, and process test plan. Using either the LOI or the TSAP, the 222-S Laboratory prepares to receive the samples and schedules the analyses.

At the 222-S Laboratory, the samples are either received from the sampling crew or retrieved from archive. The 222-S Laboratory sends the raw undisturbed samples to PC, who performs the process tests. Depending on the process test plan, certain chemical analyses may be required. Therefore, during or after completing the process tests, PC may ship the samples back to the 222-S Laboratory for chemical analysis. The 222-S Laboratory forwards the results from the chemical analyses to PE, PC, and RE. PC produces the written data report, while 222-S Laboratory enters the analytical data into the tank characterization database.

Figure 1. Retrieval Project Analytical Work Flowchart.

DISTRIBUTION SHEET

To Distribution	From Data Assessment and Interpretation	Page 1 of 1 Date 10/27/98
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