

Attachment B: Readiness Planning and Review Checklist for a Nuclear Environmental Site (NES) Page 1 of 6

Project Leader: _____ Work Element: _____ Readiness Planning and Review Meeting Date: _____

Project Title: _____

Description of Field Activity: _____

Preparatory Activity Description	A, D, or n/a	Activity Assigned to	Completed and Verified by	Date Closed	Notes / Objective Evidence
1) General					
a) Enter facility hazard categorization in Notes (see Laboratory Implementation Requirement [LIR] 300-00-05)					
b) Enter level of Laboratory Readiness Review in Notes (see LIR 300-00-08)					
c) Activity's scope is defined					
d) Work plan approval obtained from the New Mexico Environment Department (NMED), if applicable					
e) Applicable procedures are correct/approved (List ↓)					
i)					
ii)					
iii)					
iv)					
v)					
vi)					
vii)					
viii)					
ix)					
x)					
xi)					
f) Conduct-of-Ops Followed					
2) Activity Authorization Request					
a) ARC Scoping Meeting performed and Activity Request Form Approved					
b) USQ Process Applicability/Screen Performed					

KEY: Preparatory Activity Description: Entry that identifies the activity. **Activity Applicability (A, D, or n/a):** Entry that verifies whether the activity is applicable or not. Items identified in the checklist as "A" (for "applicable") are to be understood as being required. Any activity not appropriate at this time can be marked D for Deferred. **Deferred (D):** Entry and/or action item that was deferred for completion later. All checklist line items that are not applicable must be addressed by entering n/a. **Activity Assigned to:** Entry that identifies the individual and/or organization responsible for completing and/or ensuring that the activity has been completed. **Completed** (Completion required for some applicable activities): Entry that identifies if the activity has been completed. **Date Closed:** Date the activity was completed or verified completed. Note: Date closed cannot be later than the Readiness Review Meeting. **Notes/Objective Evidence:** Entry that addresses additional information resulting from the readiness planning and review meeting or objective evidence supporting completed activity.

Readiness Planning and Review Checklist for an NES (continued)

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Project Leader:		Work Element:			Readiness Planning and Review Meeting Date:	
Project Title:						
Description of Field Activity:						
Preparatory Activity Description ¹	A, D, or n/a	Activity Assigned to	Completed and Verified by	Date closed	Notes / Objective Evidence	
3) Activity Requirements Determination						
a) Integrated Work Management Document						
b) Start Up Plan New Activities at NES						
c) Unreviewed Safety Question Determination Process Completed for Activities at NES, if required (i.e., activity did not screen out in step 2.b)						
d) Level of Laboratory Readiness Review Defined and Start Up Notification Report submitted and accepted.						
e) Review Facility Tenant Agreement						
f) Prepare Security Plan, if necessary.						
g) Review Facility Safeguards and Security Plan						
h) Activity is scheduled on the Plan of the Week and Plan of the Day.						
4) Environmental and Cultural Protection						
a) Permits and Requirements Identification (PR ID) approved						
b) Categorical exclusion applicable (NEPA)						
c) Storm Water Pollution Prevention Plan (SWPPP)						
d) Natl. Emissions Stds. for Hazardous Air Pollutants (NESHAP)						
e) National Pollutant Discharge Elimination System (NPDES)						
f) Solid Waste Regulatory Compliance (SWRC) review of work documents complete						
5) Health and Safety						
a) HASP requirements addressed in SSHASP						
b) Site-specific health and safety plan (SSHASP) approved						
c) Subcontractor health and safety (H&S) program approved						
d) Medical monitoring established						
e) Integrated Work Document (IWD) developed and or Activity Job Hazards Analysis (AJHA) approved.						
f) Copy of signed IWD, AJHA (if applicable), and SSHASP on ECR Webpage						
g) H&S oversight activity scheduled						

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Readiness Planning and Review Checklist for an NES (continued)

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Preparatory Activity Description ¹	A, D, or n/a	Activity Assigned to	Completed and Verified by	Date closed	Notes / Objective Evidence
6) Waste Management					
a) Waste Characterization Strategy Form approved					
b) On-site waste storage area established					
c) Waste management coordinator assigned					
d) Waste generator assigned					
e) Does all waste to be generated have a disposal path? (see LIR 404-00-02.2)					
f) Approval obtained to generate waste with no disposal path					
7) Training					
a) Field team (including QII) is trained as required:					
i) LANL & ERS documents (e.g., LIRs, LIGs, LPRs, and IMPs)					
ii) Site-specific training					
iii) Quality orientation and training (QPs, SOPs, etc.)					
iv) Site-access training					
v) LANL IWM-specific training					
b) Training documents to Records Processing Facility (RPF)					
8) Work Requests and Permits					
a) Fencing					
b) Excavation or fill					
c) Confined spaces					
d) Radiation					
e) Spark-/flame-production					
f) Safety work permits					

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Project Leader: _____ Work Element: _____ Readiness Planning and Review Meeting Date: _____

Project Title: _____

Description of Field Activity: _____

Preparatory Activity Description ¹	A, D, or n/a	Activity Assigned to	Completed and Verified by	Date Closed	Notes / Objective Evidence
9) Support and Equipment					
a) Support services arranged					
b) Schedule survey team					
c) Subcontractors identified					
d) Subcontractors comply with ENV-ECR quality program					
e) Contractor/vendor/supplier/analytical laboratory verified as approved (see ENV-ECR QSL)					
f) Utilities identified and marked					
g) Communications equipment obtained					
h) Sampling and survey equipment and supplies obtained					
i) H&S equipment and supplies obtained					
j) Copies of applicable working documents available at the site					
k) QII oversight activity scheduled					
10) Sampling & Analysis Plan/Sample Management Office					
a) Draft field paperwork requested and received by field team					
b) 15 day notification sent to NMED (may be deferred based on timing of sampling)					
11) Laboratory and Site Access					
a) All neighboring RDLS have been notified					
b) Site control and security planned and arranged					
c) Laboratory badges issued					

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Description of Field Activity: _____

Preparatory Activity Description ¹	A, D, or n/a	Activity Assigned to	Completed and Verified by	Date Closed	Notes / Objective Evidence
12) Notifications					
a) Readiness Planning and Review Meeting notification					
i) ENV-ECR workers assigned prep. activities					
ii) Health, Safety, and Radiation Protection (HSR) oversight representative					
iii) EM&R oversight representative					
iv) ENV-ECR Quality Specialist					
v) ENV-ECR QPPL					
vi) Neighboring RDLs					
vii) Sample Management Office (SMO) Lead					
viii) ENV-ECR Group Leader					
ix) ENV-DO Responsible Division Leader					
x) DOE/NNSA LASO EM Representative					
xi) DOE/NNSA LASO Facility Representative					
xii) SWRC representative					
xiii) ENV-ECR C&O project representative					
xiv) Subcontractor Quality Program representative					
xv) Nuclear Facility Safety Basis reviewer					
xvi) ENV-ECR training specialist					
13) Other (list below):					

Readiness Planning and Review Checklist for an NES (continued)

Project Leader:	Work Element:	Readiness Planning and Review Meeting Date:
Project Title:		
Description of Field Activity:		
14) Verification of Closure I verify that all preparatory activities necessary for initiating this fieldwork are closed.		
Responsible Line Manager_	(Print name, then sign)	(Date)
Project Leader, designee or Chairman	(Print name, then sign)	(Date)
Quality Specialist	(Print name, then sign)	(Date)
Sample Management Office Lead	(Print name, then sign)	(Date)
Training Specialist	(Print name, then sign)	(Date)
SWRC Representative	(Print name, then sign)	(Date)
Safety Basis Reviewer	(Print name, then sign)	(Date)
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