This procedure prescribes the process to be followed to ensure individuals working to the Sandia National Laboratories (SNL) Waste Isolation Pilot Plant (WIPP) QA program are qualified and/or trained to perform their assigned tasks.

Acronyms and definitions for terms used in this procedure may be found in the Glossary located at the Sandia National Laboratories (SNL) WIPP Online Documents web site.

Each SNL WIPP manager is responsible for ensuring individuals under his/her supervision are properly qualified and trained to perform assigned tasks. This responsibility includes determining and documenting job-specific technical qualification requirements and training expectations for each individual. Training on SNL WIPP Quality Assurance (QA) programmatic requirements is the responsibility of the SNL WIPP QA Lead.

Each individual working within the SNL WIPP program is responsible for using correct and current procedures, as applicable, when performing work.

SNL WIPP managers shall ensure that each individual working for them is qualified to perform the duties of their assigned job/position. Qualification and Training is documented on Qualification and Training form (see Appendix A). To begin the qualification process, the responsible manager initiates a Form NP 2-1-1 ensuring the employee's personal information is entered in Section I.

Note: Completion of Form NP 2-1-1 is required before beginning work subject to quality assurance requirements.
2.1.1 Job Description

It is important that the responsible manager evaluate the position to which the individual will be assigned, and determine the minimum skills, knowledge, and proficiencies required to perform properly in that position. This "Job Description" is defined in Section II of Form NP 2-1-1 by listing the following information:

- Job Category
- Job Title
- Minimum education and experience required for the position
- Primary tasks the individual will perform

Note: The job category shall be chosen from the categories described in the Procedures Matrix in Appendix B. More than one category can be assigned to an individual.

2.1.2 Training Required for the Position

SNL WIPP managers shall ensure that individuals new to the WIPP program receive initial training consisting of the following:

- a summary of job responsibilities;
- Initial WIPP QA Program Training;
- training on procedures applicable to their assigned job;
- identification of applicable codes, standards, regulations, and other implementing documents applicable to the job.

2.1.2.1 Job Specific Training

The manager shall list, in Section III(a) of Form NP 2-1-1, the procedures required by the Procedures Matrix (see Appendix B) for the assigned job category(s). In addition to these required procedures, the responsible manager shall identify, in Section III(b), any unique job-specific training requirements which need to be completed by the employee. This might include reviewing relevant WIPP Test Plans, Analysis Plans, SPs, regulatory requirements, or scientific and technical procedures. The employee shall read the procedures and documents assigned in Section III before signing off in Section V(a) of Form NP 2-1-1.

2.1.2.2 Initial WIPP QA Program Training

Individuals new to the WIPP program shall receive Initial WIPP QA Program Training consisting of an overview of the SNL WIPP QA Program procedures. This training may be completed receiving one-on-one instruction or viewing the web-based slide show. Initial WIPP QA Program Training shall be completed before the employee signs off in Section V(a) of Form NP 2-1-1.

External Reviewers are defined as individuals external to the SNL WIPP program who provide support for specific document reviews. These are the only individuals not required to receive Initial WIPP QA Program Training defined above prior to beginning work on WIPP activities. External Reviewers shall, as a minimum, read NP 6-1 (Document Review Process) and NP 2-1 (this procedure) and complete Form NP 2-1-1 prior to starting work. The WIPP manager or Principal Investigator (PI) responsible for the External Reviewer shall determine the need for additional training based on the scope of work, and assign this to the External Reviewer by completing Section III of Form NP 2-1-1. This training shall include specific documents, such as procedures (NPs, SPs), Test Plans, Analysis Plans, Scientific Notebooks and/or supplement record(s), Technical Reports, Calibration Records, Troll Data, and Data Acquisition System Monitoring results.
If a new scope of work is assigned, QA will work with the WIPP Manager or PI to assure that additional training required is documented on Form NP 2-1-2 as appropriate.

2.1.3 Employee Qualifications

The employee shall document his/her qualifications to hold the position by listing job-relevant education, experience, and training in Section IV.

2.1.4 Verification of Employee Qualifications

A critical step in ensuring that an appropriately qualified and trained individual is assigned to each position is the evaluation and verification of the employee's qualifications. The manager must ensure that the individual has met or exceeded minimum requirements including the necessary education and experience as defined in Section II of Form NP 2-1-1. For Sandia National Laboratories employees, the responsible manager shall verify this information through the Sandia National Laboratories Human Resources Department.

Each individual completing Form NP 2-1-1 shall sign Section V(a) indicating that the information he/she has provided is correct and that all assigned training, including participating in QA program training and reading required procedures and documents, has been completed.

After ensuring that Sections I-IV of Form NP 2-1-1 have been completed as described above, the employee's responsible WIPP manager signs in Section V (c). The manager's signature in Section V(c) certifies that the qualifications listed in Section IV of Form NP 2-1-1 satisfy the requirements listed in Sections II and III. In the case of the Carlsbad Programs Group (CPG) Manager, he/she has authorization to verify his/her own qualifications with concurrence by QA. Concurrence by QA will be documented by initialing and dating next to the signature of the CPG Manager in Section V(c) of Form NP 2-1-1.

2.1.4.1 Non-Sandia Employees

An individual, from the non-Sandian’s company, capable of verifying qualification information shall sign in Section V(b). This signature indicates that the information provided in Section IV is accurate and factual. In the case of a self-employed contractor, he/she has authorization to verify his/her own qualifications with concurrence by QA. Concurrence by QA will be documented by initialing and dating next to the signature of the self-employed contractor’s signature in Section V(b) of Form NP 2-1-1. After that is completed, the responsible WIPP manager shall sign Section V(c).

Upon completion of Form NP 2-1-1, the Training Coordinator updates the training database and submits the form to the Records Center. The Training Coordinator then informs document control (e.g. email, memo, etc) of the addition of the new individual and their email address for purposes of document control.

2.2 Updated Qualification and Training of Individuals

When an individual’s job scope changes and different qualifications and skills are required than are documented on the current Qualification and Training form, a new Qualification and Training form shall be completed. When an individual completes additional job-related education or training, i.e. an educational degree or certificate, a new Qualification and Training form shall be completed. The Training Coordinator updates the training database and submits the form to the Records Center.
Note: A new Q&T form is not required for training documented on Form NP 2-1-2, Training Record, e.g. new or revised procedures training, etc.

2.3 New or Revised Procedure Training

As specified in [NP 5-1](Implementing Procedures), the author of a new procedure or procedure revision shall determine if training is required and document this decision on [Form NP 5-1-1](Procedure History and Review/Approval) under the “Training Determination” header.

When training is required for a new or revised procedure, it is the Sandia National Laboratories manager’s responsibility to ensure individuals working for him/her are trained on new or revised procedures applicable to their scope of work. The WIPP Manager verifies applicability of procedure(s) to the affected individual’s job category (see Appendix B) by reviewing the training database maintained by the Training Coordinator. This training may be accomplished through personal instruction, classroom training, or other appropriate means (e.g., web-based). This training shall be documented on a Form NP 2-1-2. The instructor shall submit the form to the Records Center.

2.4 Documentation of Training

Form NP 2-1-2 is used to document training (classroom, one-on-one, web-based, self study). For classroom and one-on-one training, the instructor completes Section I, providing a description of the training. Each individual attending the training signs in Section II. For web-based or self study training, a member of QA staff signs in Section I testifying to the completion of the training. Upon completion of the training, the Training Coordinator updates the training database if necessary. The Training Coordinator or instructor submits Form NP 2-1-2 to the Records Center. Form NP 2-1-2 is used to document Initial WIPP QA Program training, on the job training, and other job related training.

3.0 Records

The following QA records, generated through the implementation of this procedure, shall be prepared and submitted to the WIPP Records Center in accordance with [NP 17-1](Records):

- Form NP 2-1-1
- Form NP 2-1-2

4.0 Appendices

- Appendix A: Qualification and Training, Form NP 2-1-1
- Appendix B: Procedures Matrix
- Appendix C: Training Record, Form NP 2-1-2
- Appendix D: Qualification and Training Flow Chart
- Appendix E: Flow Chart for Class Room and One-on-One Training
- Appendix F: Flow Chart for Web Based Training and Self-Study
Appendix A

Qualification and Training

Section I  Employee Personal Information

a. Name: ___________________________  Phone: (____)  Fax: (____)  E-mail: ___________________________

b. Employee of Sandia National Laboratories?  Yes  No

c. Contractor Additional Information:

Employer: ___________________________  Employer's Address: ___________________________

Employer's phone #: (____)

Section II  Job Description (to be completed by SNL WIPP Manager)

a. Job Category(s) (from Appx. B):

Job Title: ___________________________

b. Minimum Requirements of the Position (e.g., Ph.D. in Geology with experience in rock mechanics and use of mass spectrometer)

Education: ___________________________

Experience: ___________________________

c. Primary job tasks for this position (describe exactly what the individual will be doing in this position)

______________________________

Section III  Job Specific Training Required for the Position (to be completed by SNL WIPP Manager)

Note: For New employees, with the exception of External Reviewers, Initial WIPP QA Program Training is required.

a. List procedures required by Appendix B for job categories assigned in Section II(a).

b. List any additional procedures/documents which the individual must read and understand for this position (e.g. Test Plans, Analysis Plans, SPs, etc.)

______________________________

c. List any equipment/skill (such as a certain computer application) with which the employee must be proficient. The level of proficiency can be specified, e.g., expert, average, etc.

______________________________

Section IV  Employee Qualifications (to be completed by Employee)

Summarize your education and experience which qualified you for the above position.

a. Education (Academic degrees and schools)

b. Experience (past work related to this position)

______________________________

Section V  Signatures

a. Employee: I certify that the information in Section IV is factual, that I have read all procedures required in Appendix B and all documents listed in Section III, and that I have completed Initial WIPP QA Program Training.

(Printed Name) ___________________________  Signature ___________________________  Date

b. Non-Sandian Verifier: I have verified that the information in Section IV is factual. [Note: SNL employees leave Section V(b) blank]

(Printed Name) ___________________________  Signature ___________________________  Date

c. SNL WIPP Manager: (sign for both SNL Employees and Contractors) I have evaluated the education, experience, and training of this employee and certify that he/she is qualified to perform the duties of this position.

(Printed Name) ___________________________  Signature ___________________________  Date

Note: When form is complete, please forward to the Training Coordinator.
## Appendix B
### Procedures Matrix

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Admin. Staff</th>
<th>Technical Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>NP 1-1 Organization and QA Program</td>
<td>● ● ● ● ● ● ● ● ● ● ● ●</td>
<td>● ● ● ● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>NP 2-1 Qualification and Training</td>
<td>● ● ● ● ● ● ● ● ● ● ● ●</td>
<td>● ● ● ● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>NP 4-1 Procurement</td>
<td>● ● ● ● ● ● ● ● ● ● ● ●</td>
<td>● ● ● ● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>NP 5-1 Implementing Procedures</td>
<td>● ● ● ● ● ● ● ● ● ● ● ●</td>
<td>● ● ● ● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>NP 6-1 Document Review Process</td>
<td>● ● ● ● ● ● ● ● ● ● ● ●</td>
<td>● ● ● ● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>NP 6-2 Document Control Process</td>
<td>● ● ● ● ● ● ● ● ● ● ● ●</td>
<td>● ● ● ● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>NP 9-1 Analyses</td>
<td>● ● ● ● ● ● ● ● ● ● ● ●</td>
<td>● ● ● ● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>NP 9-2 Parameters</td>
<td>● ● ● ● ● ● ● ● ● ● ● ●</td>
<td>● ● ● ● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>NP 12-1 Control of Measuring and Test Equipment</td>
<td>● ● ● ● ● ● ● ● ● ● ● ●</td>
<td>● ● ● ● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>NP 13-1 Control of Samples and Chemical Standards</td>
<td>● ● ● ● ● ● ● ● ● ● ● ●</td>
<td>● ● ● ● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>NP 16-1 Corrective Action</td>
<td>● ● ● ● ● ● ● ● ● ● ● ●</td>
<td>● ● ● ● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>NP 17-1 Records</td>
<td>● ● ● ● ● ● ● ● ● ● ● ●</td>
<td>● ● ● ● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>NP 18-1 Audits and Surveillances</td>
<td>● ● ● ● ● ● ● ● ● ● ● ●</td>
<td>● ● ● ● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>NP 20-1 Test Plans</td>
<td>● ● ● ● ● ● ● ● ● ● ● ●</td>
<td>● ● ● ● ● ● ● ● ● ● ● ●</td>
</tr>
<tr>
<td>NP 20-2 Scientific Notebooks</td>
<td>● ● ● ● ● ● ● ● ● ● ● ●</td>
<td>● ● ● ● ● ● ● ● ● ● ● ●</td>
</tr>
</tbody>
</table>

Note: This matrix identifies the procedures required for different job categories. Procedures marked with a “●” must be read prior to performing work. Management may require other reading in addition to the procedures prescribed here.

**Definitions:**

- **Administrative/Support**: secretaries, computer support, student interns, and other support staff
- **Business/Project Mgmt**: members of the Business & Project Management Team
- **Documents/Records**: document control, document services, and records staff
- **Analyst**: modelers, programmers, database administrators, and SCM coordinator
- **Equipment Custodian**: tracks M&TE inventory, documentation, calibration status, maintenance and location
- **Experimentalist**: scientific investigators and lab technicians
- **Field Investigator**: field investigators and technicians
- **Lab Manager**: manager of the laboratory
- **System Administrator**: administrator of computer systems and networks
- **External Reviewer**: staff external to the program brought in to support document reviews
- **SDR**: Sandia Delegated Representative
- **Receipt Inspector**: SNL WIPP receipt inspector
- **Management**: members of Sandia management
- **Quality Assurance**: members of the Quality Assurance Team
## Appendix C

### Training Record

**Form Number:** NP 2-1-2

**Page ____ of ____**

## Section I

**Type of Training:**

Brief description of material covered:

### Method of Training

- [ ] classroom
- [ ] one-on-one
- [ ] web-based
- [ ] self-study

Date of Training:

### Instructor for Classroom or One-on-One Training (N/A for web-based or self study)

Print ___________  Signature ___________  Date of Training ___________

### QA Concurrence for Web-Based or Self Study Training (N/A for classroom or one-on-one)

Print ___________  Signature ___________  Date ___________

## Section II

### Roster of Participants

<table>
<thead>
<tr>
<th>Printed Name of Participant</th>
<th>Signature of Participant</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix D
Qualification and Training Flow Chart

<table>
<thead>
<tr>
<th>WIPP Manager</th>
<th>Individual</th>
<th>Non-Sandian Verifier Individual if self-employed</th>
<th>QA Lead</th>
<th>Training Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initiate Qualification and Training form, NP 2-1-1, Sections II and III. Request Initial WIPP QA Program Training.</td>
<td>Provide Project Orientation &amp; Discuss Qualifications</td>
<td>Complete Section IV (Education/Experience)</td>
<td>Provide Initial WIPP QA Program Training</td>
<td>Ensure completion of Form NP 2-1-2 for each session and give form to Training Coordinator</td>
</tr>
<tr>
<td>Provide Project Orientation &amp; Discuss Qualifications</td>
<td>Sandian?</td>
<td>No</td>
<td>Verify qualifications in Section IV by signing Section V(b)</td>
<td>Update training database and submit form to records.</td>
</tr>
<tr>
<td>Yes</td>
<td>Complete assigned training, sign Section V(a), and submit to Manager</td>
<td>Accept individual's qualifications by signing Section V(c). Give form to Training Coordinator</td>
<td>Accept individual's qualifications by signing Section V(c). Give form to Training Coordinator</td>
<td>Update training database, notify document control, and submit form to records.</td>
</tr>
</tbody>
</table>
Appendix E
Flow Chart for Classroom and One-on-One Training

<table>
<thead>
<tr>
<th>Trainer</th>
<th>Attendee</th>
<th>Training Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conduct Training and Document using Form NP 2-1-2, Section I</td>
<td>Acknowledge attendance of training, signing in Section II</td>
<td>Update training database and submit Form NP 2-1-2 to Records Center</td>
</tr>
<tr>
<td>No</td>
<td>Initial WIPP QA Program Training?</td>
<td>Yes</td>
</tr>
<tr>
<td>Submit Form NP 2-1-2 to Records</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix F
Flow Chart for Web-Based Training and Self-Study

<table>
<thead>
<tr>
<th>Individual</th>
<th>QA Staff Member</th>
<th>Training Coordinator</th>
</tr>
</thead>
</table>
| • View Slide Show Training on Web or complete assigned self-study.  
• Complete Sections I and II of Form NP 2-1-2 (except for QA signature).  
• Forward Form NP 2-1-2 to QA staff member for concurrence. | Review training with individual, ensuring that any remaining questions are answered. | Update training database and submit Form NP 2-1-2 to Records Center |

Initial WIPP QA Program Training?  
Yes  
No  
Submit Form NP 2-1-2 to Records