

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):

QA Record

- 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

<p style="text-align: center;">NUCLEAR WASTE MANAGEMENT PROCEDURE</p> <p>Sandia National Laboratories</p>	<h1 style="margin: 0;">Qualification and Training</h1>	<p>Form Number: NP 2-1-1</p> <p>Page 1 of 1</p>
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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 gas 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 Requirements for the Position (to be completed by SNL WIPP Manager)

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

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

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

 c. List any relevant 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

Job Category Procedure		Admin. Staff			Technical Staff						External Reviewer	SDR or Receipt Inspector	Management	Quality Assurance
		Administrative/Support	Business/Project Mgmt.	Documents/Records	Analyst	Equipment Custodian	Experimentalist	Field Investigator	Lab Manager	System Administrator				
NP 1-1	Organization and QA Program	●	●	●	●	●	●	●	●	●			●	●
NP 2-1	Qualification and Training	●	●	●	●	●	●	●	●	●	●		●	●
NP 4-1	Procurement		●			●			●	●		●	●	●
NP 5-1	Implementing Procedures	●	●	●	●	●	●	●	●				●	●
NP 6-1	Document Review Process	●	●	●	●	●	●	●	●	●			●	●
NP 6-2	Document Control Process			●	●	●	●	●	●				●	●
NP 9-1	Analyses				●		●	●					●	●
NP 9-2	Parameters				●		●						●	●
NP 12-1	Control of Measuring and Test Equipment					●	●	●	●				●	●
NP 13-1	Control of Samples and Chemical Standards					●	●	●	●				●	●
NP 16-1	Corrective Action	●	●	●	●	●	●	●	●	●		●	●	●
NP 17-1	Records	●	●	●	●	●	●	●	●	●		●	●	●
NP 18-1	Audits and Surveillances												●	●
NP 19-1	Software Requirements				●	●	●	●	●				●	●
NP 20-1	Test Plans					●	●	●	●				●	●
NP 20-2	Scientific Notebooks					●	●	●	●				●	●

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

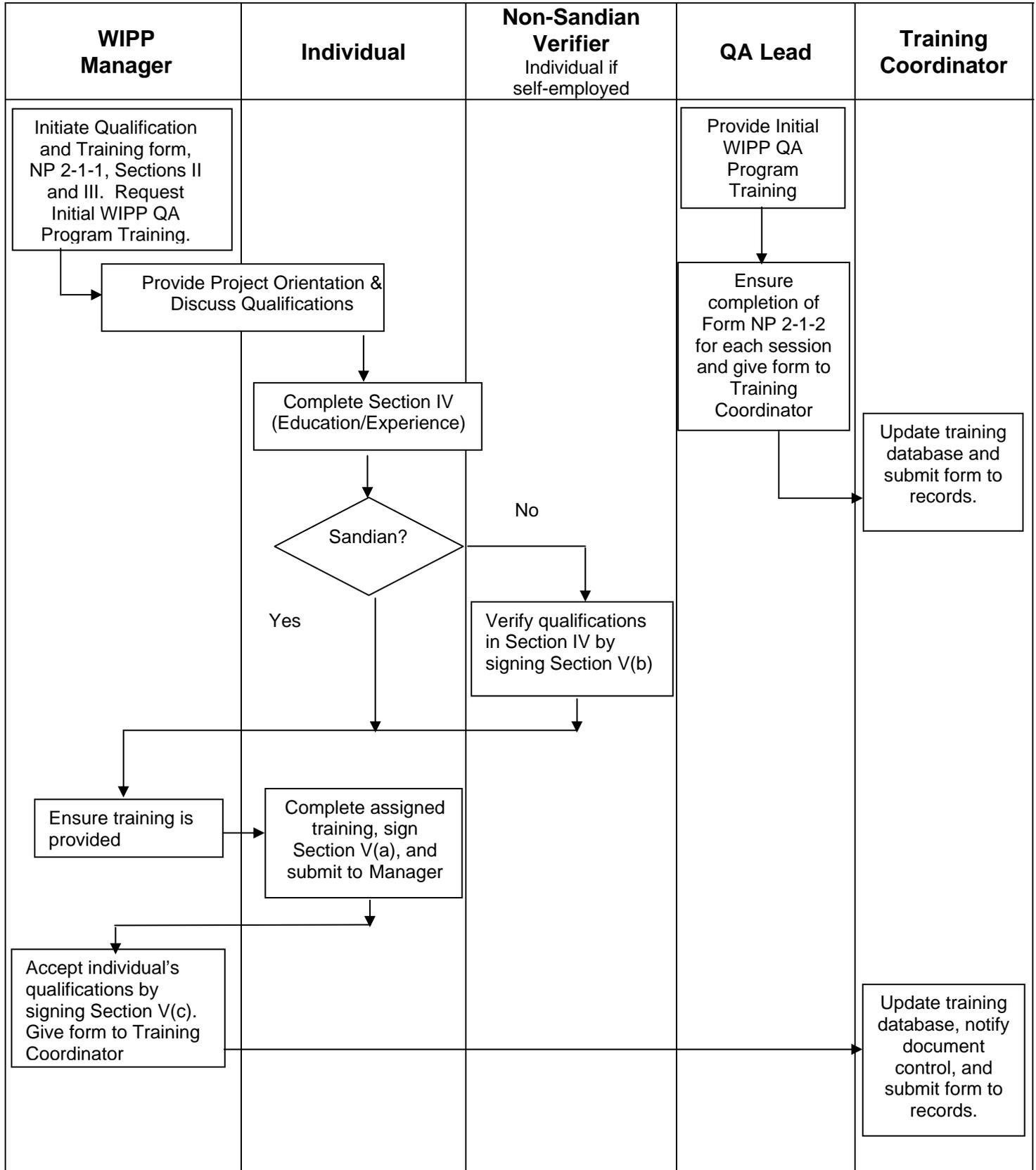
SDR: Sandia Delegated Representative

Receipt Inspector: SNL WIPP receipt inspector

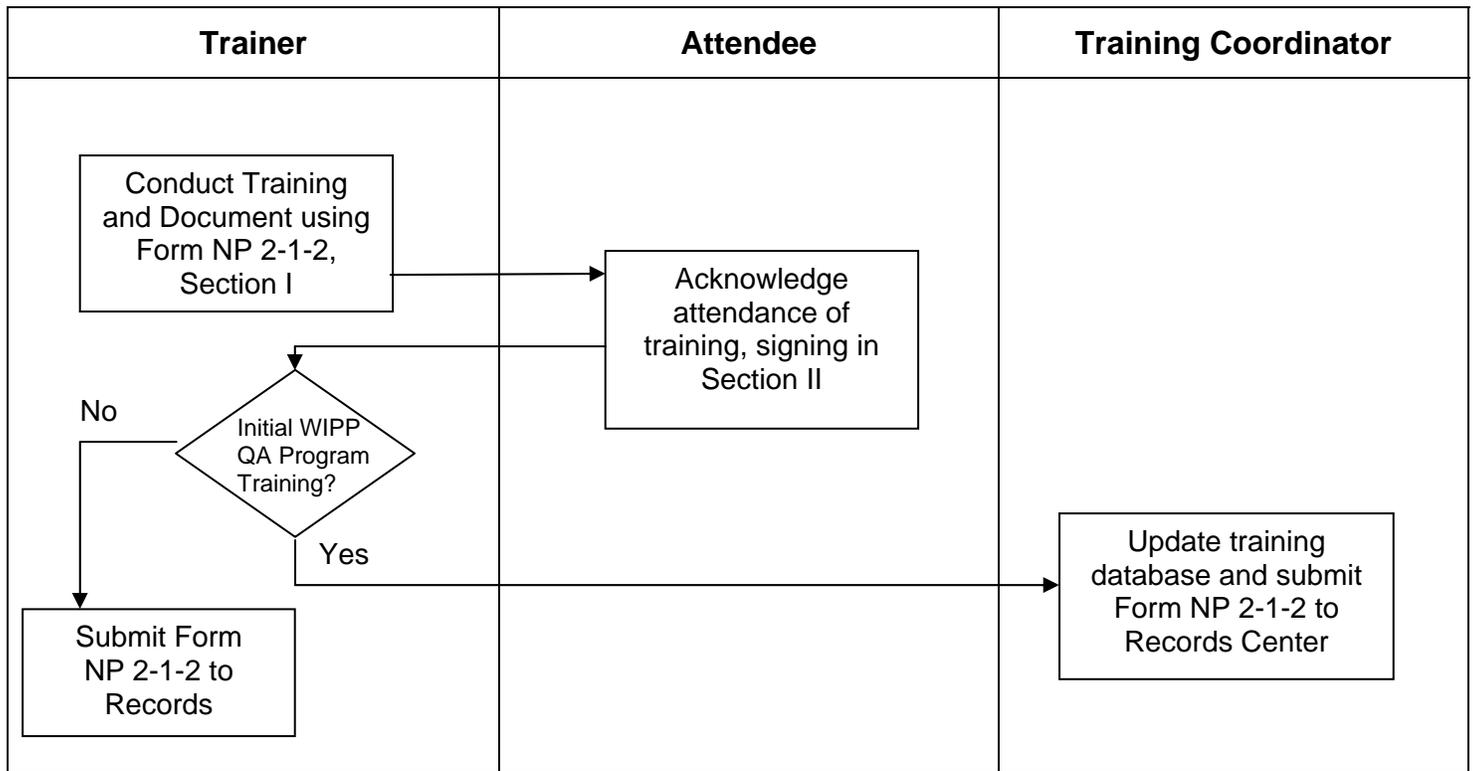
Management: members of Sandia management

Quality Assurance: members of the Quality Assurance Team

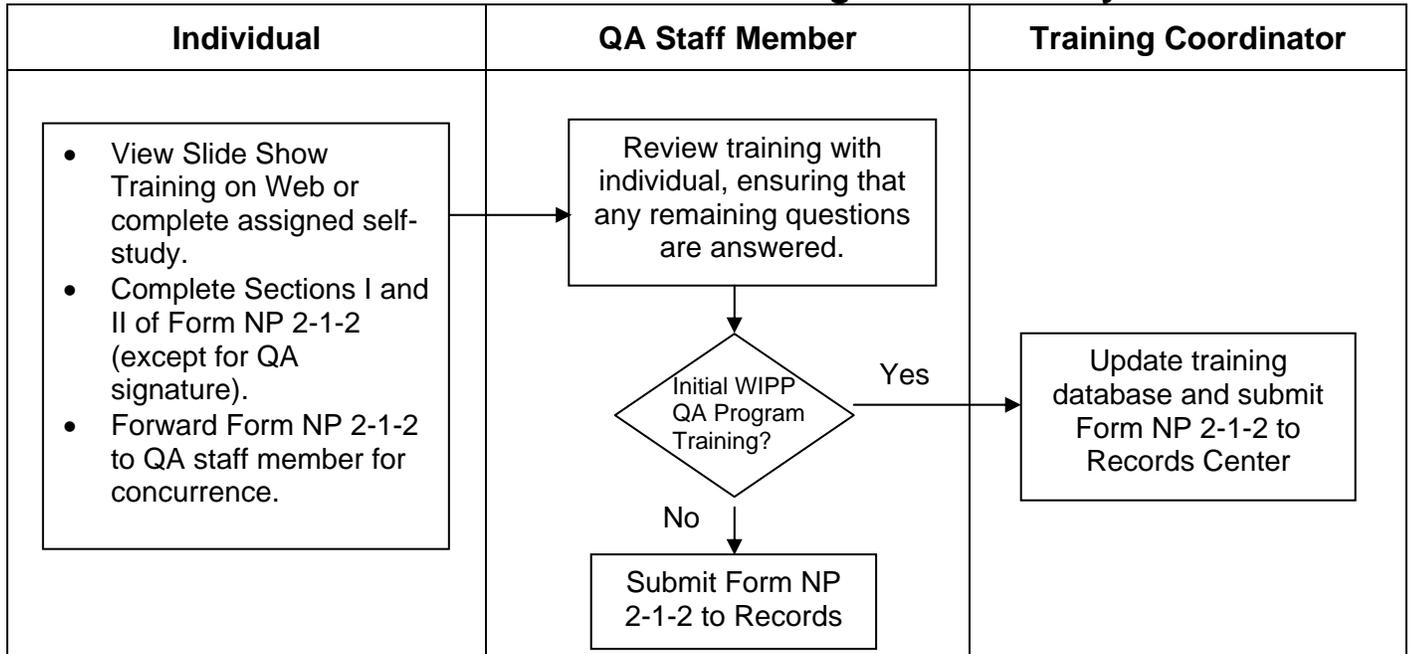
Appendix D Qualification and Training Flow Chart



Appendix E Flow Chart for Classroom and One-on-One Training



Appendix F Flow Chart for Web-Based Training and Self-Study



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