

CHAPTER J-8

QUALITY MANAGEMENT PLAN **For HAZARDOUS, TOXIC, AND RADIOACTIVE (HTRW) WASTE SITES**

1. Background and Purpose: Savannah District is responsible for the quality control (QC) and technical review of designs for HTRW projects. Technical review starts in the planning stage of projects and continues through the completion of remedial action. Quality Control responsibilities include an independent technical review (ITR) of all project documents by the various subject matter experts. The Division, along with the Corps' Center of Expertise for HTRW located at the Missouri River Division (MRD), have responsibility for Quality Assurance (QA) of the District ITR and QC process. Programs for which these responsibilities apply include, but are not limited to, DERP-FUDS and DERP-IRP.

2. Applicability: Much of the quality management plan (QMP) presented in Parts A through K-7 of this manual is applicable to the HTRW programs as well as the Military program. Information that is applicable to both programs has not been duplicated in this appendix. This appendix documents the Quality Control procedures that are specifically applicable to the HTRW programs. This procedure applies to all Savannah District technical elements and A-E's performing technical work for the planning, investigation, design, and remediation of HTRW projects.

1. References:

- a. South Atlantic Division Technical Quality Guidelines, 13 March 1997, see appendix K-10.
- b. Flow chart for Military Subsurface Investigations, see appendix K-11
- c. Flow chart for Civil Subsurface Investigations, see appendix K-12
- d. Checklist for Water Well Installation, see appendix K-13
- e. Checklist for Dredging, see appendix K-14
- f. Flow chart for HTRW Process, see appendix K-15
- g. ER1110-1-12, 1 Jun 93, Appendix I, EXAMPLE HAZARDOUS, TOXIC AND RADIOACTIVE WASTE (HTRW) CHECKLIST, see appendix K-16
- h. EM 200-1-2, 31 Jun 95, Appendix I, DATA NEEDS CHECKLISTS AND TECHNICAL RESOURCE LISTS, see appendix K-17
- i. ETL 1110-1-154, 21 Feb 94, CHECKLIST FOR REVIEW OF WORKPLANS, see appendix K-18

- j. ETL 1110-1-162, 31 Jul 95, Appendix C: LANDFILL COVER DESIGN CHECKLIST, see appendix K-19
- k. Outline for Establishment of Control Procedures for Inspection, Measuring, and Test Equipment in Engineering Division, see appendix K-20
- l. Savannah District Procedures for Control of Inspection, Measuring, and Test Equipment, see appendix K-21
- m. Control, Calibration, and Maintenance of Test and Measuring Equipment, see appendix K-22
- n. Savannah District Equipment Maintenance Log, see appendix K-23

2. Responsibilities: The responsibility to perform QC reviews of HTRW project documents has been delegated to the District level. The chiefs of technical functions are responsible for developing and maintaining a professional and technically competent workforce. They shall establish and maintain the necessary systems, technical processes, and environment to produce quality products as well as provide the technical oversight to assure production of quality products. The functional chiefs are also responsible and accountable for the quality of the organization's technical products, assigning qualified members to the technical teams, keeping commitments made in management plans, and for ensuring that their technical processes produce the desired results. Within Engineering Division, the proponent for the HTRW programs is responsible for updating this Chapter to the Design Manual on an as needed basis to meet changing needs and customer expectations. This update shall be based on input from each of the technical branches and Programs and Project Management Division (PPMD).

3. Procedures: Appendix K-10 through K-23 should be utilized during the pertinent HTRW project phase or process. Reference K-10 provides guidelines to be used in implementing the Division's QA role. Two key aspects to ensuring the development of quality products are the implementation of a QMP and an ITR. A QC plan shall be prepared and included in the QMP for each HTRW project. This plan shall be prepared by the project manager in PPMD and shall be included in the project management plan (PMP). The QC plan shall include provisions for an ITR of the HTRW documents prepared for the project. Architect-Engineering (A-E) firms that perform work for HTRW projects shall follow these same procedures and policies in establishing and implementing their own QA and QC program. Documents describing the A-E's QA and QC procedures and documentation of the reviews shall become part of the PMP.