

PACKAGE CERTIFICATION INSPECTION CHECKLIST

[Link to Form Instructions and Acronyms](#)

WPR Number: _____ Charge Number: _____

Number of WIDS on WPR: _____ RCRA/PCB/LLW Start: _____

Waste Location: Bldg: _____ Area: _____ Hazard Class: _____

Packaging Instructions: _____

Confirm The Following:	Yes	No ^a	N/A	Change Made ^b
1. Labels, physical form, container contents (to extent accessible/practical), start date(s) (if applicable), container weights, and container types match the description on the 2109 form set and container log sheet. Bar code labels are (at minimum) on 2 adjacent sides if ORNL-1 (or B-25) box.				
2. Container(s) do not have excessive corrosion, rust, dents, or damage on any surface.				
3. Proper Health Physics (HP) tag is available, legible, and complete, and matches radiological information recorded on the WID and log sheet. Check one of the following to indicate the type of HP tag attached:				
Yellow Tag (Mixed/LLW/TRU): _____ Green Tag: _____				
4. Container(s) meet DOT UN specifications and waste profile requirements and are acceptable for the type of waste. Boxes with an NTS endpoint are marked "NTS compliant".				
5a. For drums: bolt ring is properly installed, drum bolt ring jam/lock nut is in correct location (i.e., between the two locking lugs and tightened against the non-threaded lug holding the bolt head), and closure ring bolt is torqued or closed to manufacturer's requirements.				
Torque Wrench ID: _____ Calibration Date: _____ Torque(s): _____				
5b. For containers with a gasket: gasket is in place, correctly installed, and in good condition.				
6. For LLW, mixed, PCB rad, and TRU wastes: install seals and record seal numbers below. Seal Numbers: _____				
7. For biological waste: the container is securely closed with appropriate tape so that no edges or flaps are visible, the weight and unit of measure are written on top of the container, the top of the container is marked "THIS END UP," the container is labeled "Biological Waste for Incineration Only" on opposing sides.				
8. For TRU waste, check one: ____ Container is a drum w/HEPA vent (NUCFIL-13 or -14) torqued to 15 lb-ft (±2), installed on lid, (torqued to 40 lb). ____ Container is a cask w/HEPA vent installed, lid sealed to cask body per Safety Analysis Report (SAR). List SAR Number: _____				

a. If checked "No", document on a [Problem Event Report \(PER\)](#) according to procedure [EPWSD-QPA-AP-201](#).

b. If checked "Change Made" [on container log sheet or waste item description (WID)], describe change on the supplemental sheet.

Supplemental sheet attached (attach a supplemental sheet if there is not enough room on this form to include all of the required information for all waste packages/containers being certified).

Container(s) reviewed by:

Name: _____ Badge #: _____ Date: _____

Name: _____ Badge #: _____ Date: _____

PACKAGE CERTIFICATION INSPECTION CHECKLIST

Package Certification Inspection Checklist Acronyms:

DOT	Department of Transportation
HEPA	High-efficiency particulate air
LLW	Low-level waste
N/A	Not applicable
PCB	Polychlorinated biphenyl
PER	Problem Event Report
RCRA	Resource Conservation and Recovery Act
SAR	Safety Analysis Report
TRU	Transuranic
TSCA	Toxic Substances Control Act
UN	United Nations
WID	Waste Item Description
WMS	Waste Management Specialist
WPR	Waste Pickup Request

Form Instructions:

The Waste Management Specialist (WMS) completes the following form items.

Form Block Description	Instructions/Guidance
WPR Number	Enter the Waste Pickup Request (WPR) number. One Package Certification Inspection Checklist must be completed for each WPR.
Charge Number	Enter the waste generator's charge number.
Number of WIDs on WPR	Enter the number of waste item descriptions (WIDs) on the WPR referenced above. The responses recorded on this checklist must apply to all WIDs on the WPR.
RCRA/PCB/ LLW Start Date	<p>If the waste is Resource Conservation and Recovery Act (RCRA) waste, circle RCRA and enter the date waste was placed in the 90-day area.</p> <p>If waste is not RCRA, but does contain regulated polychlorinated biphenyls (PCBs), circle PCB and enter the date PCB materials were removed from service.</p> <p>If these dates are not the same for all containers on the WPR, enter the earliest RCRA or Toxic Substance Control Act (TSCA) date for any container.</p> <p>If the waste is strictly low-level waste (LLW) that is not RCRA- or TSCA-regulated, circle LLW and enter the date the form is completed.</p>
Waste Location	Enter the building and area where the waste containers are currently located.
Hazard Class	Enter the U.S. Department of Transportation (DOT) Hazard Class or Division as defined under the definitional criteria of 49 CFR Part 173 and the provisions of 49 CFR 172.101 table . If containers listed on WPR are assigned different hazard classes, list each. For non-DOT-regulated items, enter "non-DOT-regulated" in the provided area.

PACKAGE CERTIFICATION INSPECTION CHECKLIST

Form Block Description	Instructions/Guidance
Packaging Instructions	Identify any applicable special packaging instructions (e.g., " <i>General Packaging Instructions for Waste with Envirocare Endpoint</i> " and " <i>General Packaging Instruction for Waste with Nevada Test Site (NTS) Endpoint</i> "). If no special packaging instructions apply to this waste, enter N/A.

PACKAGE CERTIFICATION INSPECTION CHECKLIST

The Waste Handler completes the following form items and then returns the completed form to the WMS.

NOTE: For the form section described below, the following columns may be checked: Yes, No, N/A (in some cases) and Change Made.

If a documentation change is required, the Waste Handler will check the Change Made column and describe the change made in a supplemental sheet (be sure to include the applicable item number) and attach it to the Package Certification Inspection Checklist. The following are examples of documentation corrections that may be made to the WID or container log sheet by the Waste Handler: weights, volumes, chemicals descriptions, yellow tag numbers, container types, and pickup facility.

The following are examples of problems that would result in a "No" response, causing the Package Certification Inspection Checklist to be rejected: waste description wrong, bar code doesn't match the 2109 documentation, DOT class incorrect on RCRA/mixed waste, container integrity is inadequate, or required torque cannot be achieved.

Form Block Description	Instructions/Guidance
Item 1	Verify the information provided on labels, container contents (to the extent accessible/practical), start date, container weight and container type matches the information recorded on the 2109 form set and container log sheet.
Item 2	Perform a physical inspection to verify container integrity to the extent practical. NOTE: The bottom of the container should be inspected when the lift is performed. It is not necessary to do a separate lift just to inspect the bottom of the container.
Item 3	Verify that appropriate Health Physics (HP) tags are present, and check one of the boxes to indicate the tag type. Make sure the information recorded on the tag is consistent with the radiological survey data recorded on the 2109 form set and container log sheet.
Item 4	Verify that containers meet DOT UN specifications and waste profile requirements. For boxes with an NTS endpoint (i.e., refer to packaging instructions entry), verify that the container is marked "NTS compliant."
Item 5 a and b	Verify that containers have been closed in accordance with the manufacturer's requirements. Refer to the filling/packaging instructions maintained by the ORNL Transportation and Packaging Management Organization. If containers were torqued per these requirements, enter the torque wrench identification number, calibration date, and torque value.
Item 6	Install seals on LLW, mixed, PCB rad, and TRU containers, and record the seal numbers. Seals are not required on hazardous or biological waste.
Item 7	Verify that listed requirements for biological waste containers (refer to waste profile number L-015 for Biological LLW) have been met.
Item 8	For transuranic (TRU) waste, indicate whether the container is a drum or cask, and verify that applicable closure requirements have been met (refer to the TRU waste profiles for specific information).
Supplemental Sheet Attached	Check this box and attach a supplemental sheet if more space is needed to record the response to any form items. Indicate the applicable form item number(s) on the supplemental sheet.
Signature Block	The Waste Handler(s) will sign and date to indicate the Checklist is complete. (Although the form allows for two Waste Handler signatures, only one is required.) For LLW, this date becomes the LLW start date.