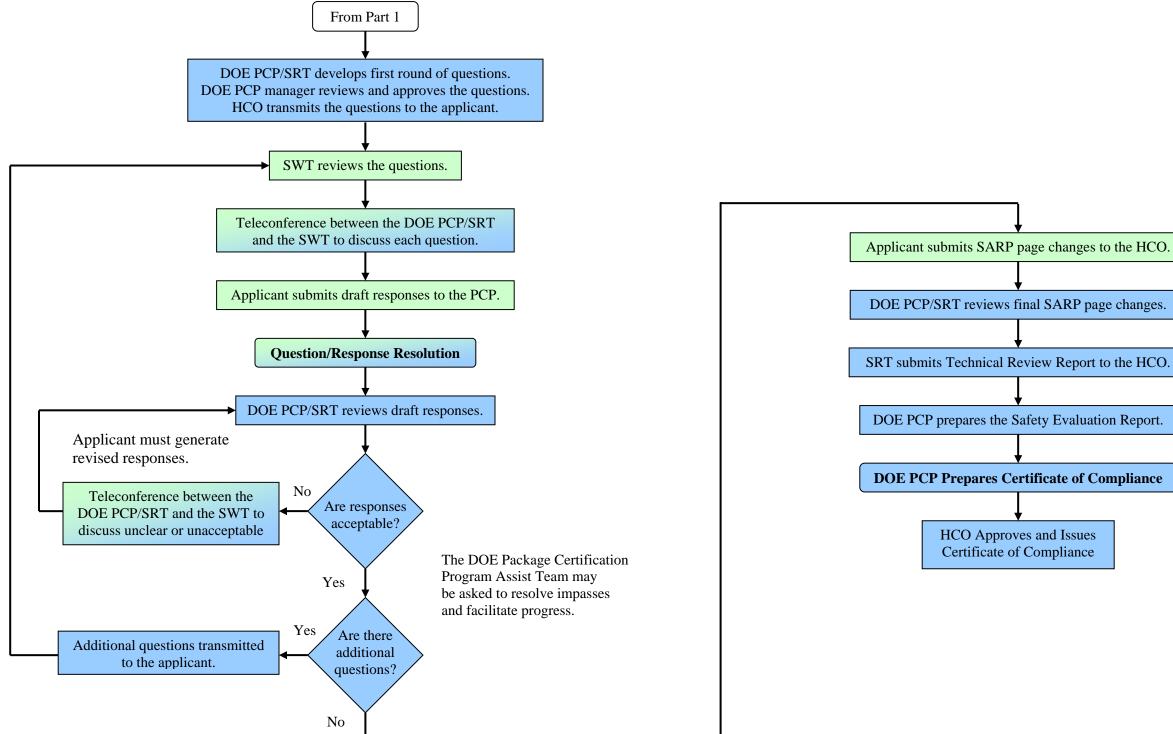# DOE Packaging Certification Program (PCP) Certification Process

(Applicant actions)   (Headquarters actions)

Applicant contacts the DOE Package Certification Program (PCP):
- What are contents to be shipped?
- What is new packaging design concept?
- What modifications to packaging are necessary to renew certification?

DOE PCP reviews qualifications, education, and training of the SARP writing team (SWT).

*The DOE Packaging Certification Program supports the Headquarters Certifying Official, under the Office of Environmental Management, EM.

*The SWT leader should have taken *Management of SARP Preparation* and *Methods for Reviewing Safety Analysis Reports for Packagings and Performing Confirmatory Analysis* Training courses.

Additional training needed? — **Yes** → SWT members take any recommended training.

No

Begin SARP Preparation

At the ~25% completion point, the applicant requests a meeting with the DOE PCP and selected members of the DOE PCP SARP review team (PCP/SRT) and the SWT to discuss potential problems.

Potential problems to look for:
- Pedigree of materials
- Documentation of analysis
- QC/QA

SARP Completion

Fill out SARP Completeness Checklist.*

Submit both Checklist and SARP to the DOE field office manager for review.

Field office certifies SARP completeness and transmits the SARP, Checklist, and certification through the cognizant HQ program office to the Headquarters Certifying Official (HCO).

DOE PCP Review

Initial Review of SARP

Submission complete? — **No** → Incomplete SARP could be returned for rework.

Yes

Assign review to DOE PCP/SRT

The DOE PCP SARP Review Teams consist of technical experts from one or more DOE laboratories that support the DOE PCP.

To Part 2

DOE PCP develops a SARP-specific review plan, including a review schedule.

Acceptable to applicant? — **No** ↑

Yes

Schedule and review plan posted on the RAMPAC website

DOE Packaging Certification Program (PCP) Certification Process

From Part 1

DOE PCP/SRT develops first round of questions.
DOE PCP manager reviews and approves the questions.
HCO transmits the questions to the applicant.

SWT reviews the questions.

Teleconference between the DOE PCP/SRT and the SWT to discuss each question.

Applicant submits draft responses to the PCP.

Question/Response Resolution

DOE PCP/SRT reviews draft responses.

Applicant must generate revised responses.

Teleconference between the DOE PCP/SRT and the SWT to discuss unclear or unacceptable

Are responses acceptable?

No

Yes

The DOE Package Certification Program Assist Team may be asked to resolve impasses and facilitate progress.

Yes

Are there additional questions?

Additional questions transmitted to the applicant.

No

Applicant submits SARP page changes to the HCO.

DOE PCP/SRT reviews final SARP page changes.

SRT submits Technical Review Report to the HCO.

DOE PCP prepares the Safety Evaluation Report.

DOE PCP Prepares Certificate of Compliance

HCO Approves and Issues Certificate of Compliance

May 1, 2008