

Carlsbad Field Office
Carlsbad, New Mexico 88221

United States Government

memorandum



DATE: February 11, 2002

REPLY TO
ATTN OF: CBFO:QA:MLC:GS:02-0656:UFC 2300.00

SUBJECT: Overdue Corrective Action Report

TO: Casey Gadbury, CBFO Office of Safety and Operations

Corrective Action Reports (CARs) numbers 01-084 and 01-085, identified within the Carlsbad Field Office (CBFO), have exceeded the established due dates for responding with corrective action plans.

Upon receipt of this correspondence, please provide responses with proposed corrective actions (along with the expected date of completion of those actions), or submit requests to extend the response due dates. The Attachment provides CAR numbers and other relevant information.

If you have any questions or require additional information concerning CAR status, please contact me at (505) 234-7423 or Lea Chism of my staff at (505) 234-7442.



Ms. Ava L. Holland
Quality Assurance Manager

Attachment

cc w/attachment:

L. Chism, CBFO

B. Lilly, CBFO

J. Schuetz, CTAC

A. Pangle, CTAC

S. Zappe, NMED

M. Eagle, EPA *ED

B. Walker, EEG *ED



Responsible Organization	CAR Number	Adverse Condition	Date Initiated:	Response Due Date	Expected Completion Date	RCRA	SCAQ
	<u>01-084</u>	S-01-20	8/6/2000			No	Yes
<p>Out of 59 observation reports reviewed, there were at least 16 reports that were not completed in accordance with the instructions stated in MP 10.4, Section 5.4, step 5.4.1 and Section 5.5, step 5.5.1. Reviewed reports lacked verification documentation of completed actions to close out the observation. Additionally, the numbering sequence for the reports was not consistently in accordance with the instructions specified in MP 10.4, Attachment 2.</p>			<p>Kathi Dunbar/John Gray</p>				
<p>Comments CBFO letter of 9/10/01 grants extension of response with corrective action plans from 9/6/01 to 9/21/01. Electronic mail from L. Chism to C. Gadbury of 09/28/2001 approves extension of response due date from 09/21/2001 to 10/31/2001.</p>							

Responsible Organization	CAR Number	Adverse Condition	Date Initiated:	Response Due Date	Expected Completion Date	RCRA	SCAQ
	<u>01-085</u>	S-01-20	8/6/2001	10/31/2001		No	Yes
<p>MP 10.4 allows the observer 10 days to close corrective action (s) before generating a Corrective Action Report. There were 59 observation reports reviewed out of 74. Some reports were past the 10 day period to close without a Corrective Action Report. MP 3.1, Corrective Action Reports, requires the individual identifying a condition adverse to quality to initiate a Corrective Action Report (CAR) in accordance with the procedure. There were conditions adverse to quality identified on observation reports which were not identified as such nor was a CAR initiated.</p>			<p>Kathi Dunbar/John Gray</p>				
<p>Comments CBFO letter of 9/10/01 grants extension of response with corrective action plans from 9/6/01 to 9/21/01. Electronic mail from L. Chism to C. Gadbury of 09/28/2001 approves extension of response due date from 09/21/2001 to 10/31/2001.</p>							

End of Records for Responsible Organization: CBFO (CBFO = Carlsbad Field Office)

Note: CARs that show a completion date that is future to the date of this report are overdue because a response indicating a corrective action plan has not been received.

Note: CARs that show an overdue completion date may in fact have corrective action complete but are awaiting verification to close.