

memorandum

Carlsbad Field Office
Carlsbad, New Mexico 88221

DATE: October 4, 2002
REPLY TO
ATTN OF: CBFO:QA:DSM:GS:02-1914:UFC 2300.00
SUBJECT: Issuance of Corrective Action Reports Initiated During Audit A-02-15
TO: Dave Haar, WTS/CCP

The Carlsbad Field Office (CBFO) performed Audit A-02-15 of the Nevada Test Site (NTS) Central Characterization Activities on September 23-27, 2002. The CBFO Corrective Action Reports (CARs) 02-096 and 02-097 are attached.

Please document on the attached CAR continuation sheets your proposed corrective actions and a schedule for completion and forward to me prior to the response due date identified in CAR block 14.

If you have any questions or comments, please contact me at (505) 234-7491.

Dennis S. Miehl
Quality Assurance Specialist

Attachment

cc: w/attachment
K. Watson, CBFO
B. Bennington, CBFO
T. Harms, DOE-HQ
A. Colarusso, NNSA/NV
J. Norton, NNSA/NV
R. Lahoud, Bechtel Nevada
M. Eagle, EPA
R. Joglekar, EPA
S. Monroe, EPA
S. Webb, EEG
S. Zappe, NMED
S. Holmes, NMED
D. Winters, DNFSB
A. Pangle, CTAC
E. Bradford, CTAC
P. Roush, WTS
CBFO QA File
CBFO M&RC

021012



CORRECTIVE ACTION REPORT

1. CAR No.: 02-096	2. Activity Report No.: A-02-15	3. Page <u>1</u> of <u>1</u>
4. Controlling Document: CCP-TP-029, Table 4		5. CBFO Assessment Team Leader: Ava Holland
6. Responsible Organization: NTS -CCP		7. CAQ Was Discussed With: Elise Uytioco
8. Requirement that was violated: CCP-TP-029, "CCP Single Sample Manifold Headspace Gas Sampling and Analysis Methods and Equipment Calibration", Table 4, "Calibration Criteria" and QAPD, CAO-94-1012, R.3, Section 2.4.2.3.A.8, "Inspection Requirements"; Process used to ensure that the equipment being utilized for inspection of testing is calibrated and is of the proper type, range, accuracy, and tolerance to accomplish the intended function.		
9. Condition Adverse to Quality: The Photo Ionization Detector (PID) readout is truncated so that only whole numbers are displayed. Acceptance criterion for PID verification is plus or minus 1 ppm using a 10 ppm standard. It is possible that a reading of 11 could be between 11-11.9 and would be out of compliance.		
10. Suggested Actions (Optional): 		
11a. Significant CAQ (Yes or No): No 11b. Work Suspension Recommended (Yes or No): No 11c. RCRA-Related (Yes or No): Yes 11d. Accelerated Corrective Action Required (Yes or No): No		
12. Types of Actions: Remedial: <input checked="" type="checkbox"/> Investigative: <input checked="" type="checkbox"/> Root Cause: <input checked="" type="checkbox"/> Actions to Preclude Recurrence: <input checked="" type="checkbox"/>		
13. CAR Initiator: <u>Dorothy Gill/Thomas Putnam</u> Date: <u>September 24, 2002</u>		
14. Response Due Date: <u>10-22-02</u> Corrective Action Plan Required: YES Required Corrective Action Completion Date: _____		
15. a. Concurrence: <u>D. Jones</u> <u>10-4-02</u> b. <u>N/A</u> <u>N/A</u> <small>Assessment Team Leader Date Responsible Assistant Manager Date</small> c. <u>Ava Holland</u> <u>10/4/02</u> <small>Quality Assurance Manager Date</small>		
16. Corrective Actions Proposed by the Responsible Organization: Use CAR Continuation Sheet		
17. Acceptance of Proposed Corrective Actions: _____ <small>Assessment Team Leader Date</small>		
18. Verification of Corrective Action Completion: (Use CAR Continuation Sheet)		
19a. Verified By: _____ <small>Name Date</small>		
19b. Trend Cause Code: _____		
20. Closure: _____ <small>Quality Assurance Manager Date</small>		

1. CAR No.: 02-097

2. Activity No.: A-02-15

3. Page 2 of 2**Block: #8 Requirement that was violated:**

- a. CCP-QP-022, TRU Software Quality Assurance, Rev. 3, Section 4.9, "Baseline Review", Section 4.9.1, "Reviewer" (Reviewer responsibilities), states in part that "...the reviewer provides comments by filling out fields 1-5 of the Attachment 4 "Review Comment (Software)" form, includes this form as part of the RD, and forwards it to the code sponsor (typically the transmittal is to the SCMC who coordinates the review with the code sponsor)."
- b. CCP-QP-022, TRU Software Quality Assurance, Rev. 3, Section 4.2, "Software Developed Under Other QA Programs", Section 4.2.8, "SCMC" (Software Configuration Management Coordinator responsibilities) states in part that "...The SCMC completes the Software Requirements Checklist form (Attachment 13) ...", also, Section 4.2.8 states in part that "The code sponsor then documents installation and checkout of the software in accordance with Section 4.3.6." where the procedure indicates the use of Attachment 10 forms.
- c. CCP-QP-022, TRU Software Quality Assurance, Rev. 3, Section 4.1, "Vendor Developed Software", Section 4.1.6, "Code Sponsor" (Code Sponsor responsibilities), states in part that "The code sponsor writes the SQAP (4.3.1). The code sponsor proposes the purchase of the software and/or development to meet the needs defined in the SQAP, in accordance with CCP-QP-015, CCP Procurement. A memorandum justifying the purchase, requirements, and intended use should be attached to the purchase requisition form, if it is not documented in another official record (in which case, reference to such record(s) are included in the purchase documentation)."

Block: #9 Condition Adverse to Quality:

- a. Review of life-cycle documentation for Canberra Can Scanner GENIE-PC, Suite 480 software included comments in the body of the review memorandum but, comments were not forwarded to the vendor and have not been resolved.
- b. Software quality assurance forms, Software Requirements Checklist (Attachment 13), and Software Installation and Checkout (Attachment 10), have blank items on the forms.
- c. Software Quality Assurance requirements have not been included in procurement documentation for the Canberra Can Scanner GENIE-PC, Suite 480, software.

Block: #10 Suggested Actions:

- a. Prepare document to communicate the review comments to the vendor, transmit to vendor, document resolution of comments, and submit revised life-cycle documentation to records.
- b. Complete the blank items on the forms identified and investigate and complete any other instances of incomplete forms.
- c. Review software related procurement with respect to the scope of software in-use and software maintenance items currently being performed and document software quality assurance requirements on existing contract and/or on contract renewal documentation.