



# memorandum

Carlsbad Field Office  
Carlsbad, New Mexico 88221

DATE: October 9, 2002  
REPLY TO  
ATTN OF: CBFO:QA:MPN:GS:02-1926:UFC 2300.00  
SUBJECT: Closure of CAR 02-074  
TO: Edward Ziemianski, DOE-ID

The Carlsbad Field Office (CBFO) performed Verification of Corrective Action Completion for Corrective Action Report (CAR) 02-074. The corrective actions taken and implemented for this CAR have been completed as evidenced by review of the Documentation and Closeout Package (Objective Evidence Package) submitted by INEEL via DOE-ID memorandum EM-WM-02-192, from Edward J. Ziemianski to Ava L. Holland, dated September 24, 2002. The results of the evaluation indicate that INEEL has adequately addressed the issues identified in the CAR 02-074. CAR 02-074 has been closed based on the CBFO verification of these corrective actions. The CAR Continuation Sheets documenting verification of Corrective Action Completion and closure of the CAR are attached.

If you have any questions or comments, please contact me at (505) 234-7483.

Martin P. Navarrete  
Quality Assurance Specialist

## Attachments

cc: w/attachments  
A. Holland, CBFO \*ED  
K. Watson, CBFO \*ED  
R. Knerr, CBFO \*ED  
R. Taft, DOE-ID \*ED  
J. Wells, DOE-ID \*ED  
M. Eagle, EPA \*ED  
S. Monroe, EPA \*ED  
E. Feltcorn, EPA \*ED  
R. Joglekar, EPA \*ED  
S. Zappe, NMED \*ED  
S. Webb, EEG \*ED  
D. Winters, DNFSB \*ED  
T. Monk, BBWI \*ED  
M. Sherick, BBWI \*ED  
A. Pangle, CTAC \*ED  
J. May, CTAC \*ED  
P. Roush, WTS  
CBFO QA File  
CBFO M&RC

021018



1. CAR No.: 02-074

2. Activity No.: A-02-27

3. Page 1 of 2

Block # 18 Verification of Corrective Action Completion

The corrective actions taken and implemented for this CAR have been completed as evidenced by review of the Documentation and closeout Package (Objective Evidence Package) submitted by INEEL via DOE-ID Memorandum EM-WM-02-192, Edward J. Ziemianski to Ava L. Holland, dated September 24, 2002.

The corrective action commitments relative the *Remedial action* as described in the INEEL corrective action plan of September 04, 2002 and approved by CBFO via the August 23, 2002 memorandum (CBFO: QA: MN: VW:02-1283:UFC 2300.00), have been satisfactorily verified, and includes the following:

**Remedial Actions:**

**Remedial Action 1** – Copies of previously received transmittal forms for all Site Project Office (SPO) Quality Assurance (QA) Records, which were signed and verified by a records coordinator and scanned into the Company records system, were attached to a Lotus Notes e-mail and returned to the records generator as the receipt acknowledgment (per CBFO QAPD, Rev 3, Section 1.5.2.6.A.3, requirements). Objective evidence verified consists of examples of correspondence from SPO to records generator (Northwind transmittals, audit report transmittals, etc.).

- RA1.1
- a) Example 1: INEEL e-mail, Cameron S. Stamos to Frederick J. Dunhour, Subject: QA record transmittals return receipt acknowledgement, August 8, 2002 and RWMC-TWCP-309
  - b) Example 2: INEEL e-mail, Cameron S. Stamos to Francis Aki, Subject: QA record transmittals return receipt acknowledgement, August 13, 2002 and RWMC-TWCP-990
  - c) Example 3: INEEL e-mail, Cameron S. Stamos to Betty J. Tolman, Subject: QA records transmittal return receipt acknowledgement, August 7, 2002 and RWMC-TWCP-1004
  - d) Example 4: INEEL e-mail, Cheryl D. Phillips to Alan J. Huot, Subject: QA Record Transmittal Return Receipt Acknowledgement, August 8, 2002 and RWMC-TWCP-468

**Remedial Action 2** – The sender of the record verifies that the returned receipt acknowledgement does in fact correspond to the records transmitted to the SPO records center. Objective evidence verified consisted of correspondence from the records generator to the SPO records center.

- RA2.1 ANL-W Letter, Scott D. Lee to John Howanitz, Subject: Return Receipt of Record(s) Transmittal Form 416.04 in Support of the 3,100 m<sup>3</sup> Project, September 18, 2002

**Remedial Action 3** – The SPO management control procedure, MCP-2520, "TRU Waste Characterization Program Quality Assurance Records Management," was revised to remove the phrase "if requested" at the end of the sentence "Sign appropriate documentation and return receipt acknowledgement to sender," in Section 4.2.2. Objective evidence verified consists of a copy of revised MCP-2520, Revision 16, TRU Waste Characterization Program Quality Management.

9/5/02 (see Section 4.2.2 for this change). The objective evidence provided contains additional

**Remdial Action 4** – An electronic stationary was developed with a receiver's accept button, which the records coordinators will use to send a scanned copy of all verified QA records transmittal forms back to the sender. The returned e-mail acceptance will be the method of verifying that the QA record sender received the receipt acknowledgment from the SPO records coordinators. The developed e-mail stationary was provided to each of the SPO records coordinators to have a consistent method for returning of the receipt acknowledgment to the QA records sender. Objective evidence consist of two examples of the process.

1. CAR No.: 02-074

2. Activity No.: A-02-27

3. Page 2 of 2

RA4.1

- a) Example 1: i) INEEL e-mail, Cameron S. Stamos to Charles J. Marcinkiewicz, Subject: QA Records Receipt Acknowledgment, 1659, September 11, 2002; ii) RWMC-TWCP-1659; iii) review and acceptance of QA record from Charles J. Marcinkiewicz; and iv) Return Receipt.
- b) Example 2: i) INEEL e-mail, Sharon P. Jones to Walter S. Tisdale, Subject: QA Records Receipt Acknowledgment, August 22, 2002; ii) RWMC-TWCP-1472; iii) RWMC-TWCP-1471; iv) RWMC-TWCP-1470; v) Return Receipt; and review and vi) acceptance of QA record from Walter S. Tisdale

Based on the above information and the supporting documentation, the recommendation is for closure of this CAR.

Block 19a Verified By:

Chet Wright  
Chet Wright

10-01-02  
Date

Block 19b Trend Cause Code: 2.1