



Department of Energy  
 Carlsbad Field Office  
 P. O. Box 3090  
 Carlsbad, New Mexico 88221  
 December 18, 2003



Mr. Michael W. Lipscomb  
 Westinghouse TRU Solutions  
 P.O. Box 2078  
 Carlsbad, NM 88331-2078

RE: Issuance of CAR 04-008 Initiated During CBFO Surveillance S-04-01 of Washington TRU Solutions LLC (WTS) Suspect/Counterfeit Items Program

Dear Mr. Lipscomb:

The Carlsbad Field Office (CBFO) performed Surveillance S-04-01 of WTS on December 8-9, 2003. The scope of the surveillance was to evaluate the adequacy, implementation, and effectiveness of WTS Suspect/Counterfeit Items Program with primary focus on the WTS Procedure WP 13 QA-.05, Rev. 2, "Suspect/Counterfeit Items Program" as well as other related WTS program elements.

Please determine and document on the CAR continuation sheet your proposed corrective action plan for the CAR. Please forward proposed corrective action plan and schedule for completion to me prior to the response due date referenced in Block 14 of the CAR.

If you have any questions or comments, please contact me at (505) 234-7442.

Sincerely,

M. Lea Chism  
 Quality Assurance Specialist

Enclosure

cc: w/enclosure  
 A. Holland, CBFO \*ED  
 M. Eagle, EPA \*ED  
 B. Walker, EEG \*ED  
 D. Winters, DNFSB \*ED  
 S. Zappe, NMED \*ED  
 J. Hoff, WTS \*ED  
 L. Will, WTS \*ED  
 B. Brown, WTS \*ED  
 N. Frank, CTAC \*ED  
 A. Pangle, CTAC \*ED  
 K. Dunbar, WRES  
 CBFO QA File  
 CBFO M&RC



# CORRECTIVE ACTION REPORT

1. CAR No: 04-008	2. Activity Report No: S-04-01	3. Page <u>1</u> of <u>1</u>
4. Controlling Document: WP 12-ES3918, R2, <i>Suspect Counterfeit Items Program</i>		5. CBFO Assessment Team Leader: M. Lea Chism
6. Responsible Organization: WTS		7. CAQ Was Discussed With: M. Trefren
<b>8. Requirement that was violated:</b> (1) WP 13-QA.05, R1 references DOE O 232.1A for reporting of S/CIs. (2) DOE O 232.1A, Paragraph 4.f(1), states that S/CIs are reportable occurrences. (3) WP 13-QA.05, R2, Paragraph 3.2.4.2 states "S/CIs identified on site shall be reported through the ORPS in accordance with WP 12-ES3918". (4) WP 12-ES3918, R5, Attachment 1, Subgroup C, #2 states "Discovery of any suspect counterfeit item or material other than office supplies, office equipment, or household products".		
<b>9. Condition Adverse to Quality:</b> S/CIs found at the WIPP are not always entered into the Occurrence Reporting and Processing System (ORPS). <ul style="list-style-type: none"> <li>• Items reported on WTS NCR's FY2003-03, 08, 13, and 16 were not reported through ORPS.</li> <li>• Items reported on WTS QA Inspection Report 03-077 were not reported through ORPS.</li> </ul>		
10. Suggested Actions (Optional): None		
11a. Significant CAQ (Yes or No): No 11b. Work Suspension Recommended (Yes or No): No 11c. RCRA-Related (Yes or No): No 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>N. Frank C. Wright</u> <i>[Signature]</i> Date: <u>12-15-03</u>		
14. Response Due Date: <u>01-19-04</u> Corrective Action Plan Required: YES Required Corrective Action Completion Date: <u>N/A</u>		
15. a. Concurrence: <u>M. Lea Chism</u> <u>12-17-03</u> b. <u>N/A</u> <small>Assessment Team Leader Date Responsible Assistant Manager Date</small>  c. <u>N/A</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>		

## INSTRUCTIONS FOR PROVIDING CORRECTIVE ACTION RESPONSE

WASTE ISOLATION PILOT PLANT  
U.S. DEPARTMENT OF ENERGY  
Carlsbad Field Office

PAGE 1 OF 1 CAR NO: 04-08

### INSTRUCTIONS FOR COMPLETING A CORRECTIVE ACTION RESPONSE TO A CAR ADDRESSING A CONDITION ADVERSE TO QUALITY

You are requested to provide a corrective action in response to this corrective action report (CAR) by the due date identified in block 14 of the CAR. If this date cannot be met, provide a written request for extension to the assessment team leader (block 5). This request must include justification for the delay and must be provided prior to the due date.

The response shall address the corrective actions indicated in block 12. As appropriate, develop the response in accordance with the following sequence and format:

In order to develop the CAR response, perform an investigative action to determine the extent and impact of the deficiency and to identify the root cause. Next, determine the actions required to correct the adverse condition. The response shall include the following information, as appropriate to block 12.

1. Corrective action response for CAR # \_\_\_\_\_
  - A. **Remedial Action**-Describe actions required or taken to correct the specific conditions noted and any similar conditions identified during the investigations.
  - B. **Extent and Impact of the Deficiency**-Describe the investigative actions performed to determine the extent and impact of the condition and the results. This will include a determination of the acceptability of any data generated prior to resolution of the deficiency.
  - C. **Root Cause Determination**-Identify the root cause of the condition as determined through investigative action.
  - D. **Corrective Action to Preclude Recurrence**-Identify the actions required to address the root cause of the condition in order to preclude recurrence.
2. For each action above, identify the individual assigned responsibility for completion of the action and the anticipated (or actual, if complete) completion date.
3. The response must identify the individual having the overall responsibility for completion of the corrective actions.