



CBFO Form 3.1-2

### CAR CONTINUATION SHEET

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2. Activity No: A-10-07

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**Block # 17 Acceptance of Corrective Action Completion:**

An evaluation was performed of the completion of corrective actions related to CBFO Corrective Action Report (CAR) 10-021. The notification of completion of corrective actions was submitted via letter CP:10:01368 UFC:2300.00 dated June 7, 2010, from Mr. D. K. Ploetz, Manager, Central Characterization Project, to Mr. Martin Navarrete, Senior Quality Assurance Specialist, Carlsbad Field Office.

Attached to the letter were the following items.

- Newly revised CCP Procedure CCP-QP-028, Revision 11, *CCP Records Filing, Inventorying, Scheduling, and Disposition*, dated 5/19/2010.
- CCP briefing on procedural compliance and Attendance Sign-off Sheet for Records personnel dated 6/3/2010.

**Deficiency:**

The RIDS for "Washington TRU Solutions (WTS)/Retrieval, Characterization, and Transportation (RCT)/Central Characterization Project (CCP)/Contact Handled (CH) for All Sites," approved on 1/27/10, lists the location of records series as **only** in "CCP Records."

CCP-QP-028, Revision 9, *CCP Records Filing, Inventorying, Scheduling, and Disposition*, Attachment 2, states that the EXACT location of the record will be listed on the RIDS.

**Remedial Actions:**

**Proposed (and accepted) Corrective Actions:**

*"CCP will revise procedure CCP-QP-028, Attachment 4, to make it consistent with the remainder of the procedure, identifying the records storage location as "CCP Records" in the RIDS. Attachment 2 to CCP-QP-028, cited in the CAR, has already been corrected."*

**Corrective Actions Completed:**

CCP revised CCP-QP-028 on 5/19/2010. The corrective actions were incorporated in Attachments 2 and 4 of this procedure.

**Corrective Actions Verified:**

The revised procedure was reviewed and changes to Attachments 2 and 4 were verified. Wording concerning "exact location" for the records was replaced with "List location as CCP Records."

**Investigative Actions**

Not required.

**Root Cause Determination**

Not required.

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**Actions To Preclude Recurrence**

**Proposed (and accepted) Corrective Actions:**

*"CCP will review with CCP Records personnel the importance of attention to detail in the following procedure requirements, and the need to refer to procedures for infrequently-performed tasks."*

**Corrective Actions Completed:**

A briefing on procedural compliance for CCP-QP-028, *CCP Records Filing, Inventorying, Scheduling, and Disposition*, was prepared and conducted on June 3, 2010.

**Corrective Actions Verified:**

The verifier reviewed the briefing attendance sheet and determined that appropriate personnel attended the briefing. The verifier also reviewed content of the briefing and determined that the briefing contained adequate information regarding attention to detail and procedural compliance (showing references to the issue at hand).

The corrective actions for the condition adverse to quality identified in CBFO CAR 10-021 are determined to be complete and closure is recommended.

*Cindi Castillo*

Completion of Corrective Actions Evaluated By: Cindi Castillo

June 14, 2010

Date