The Carlsbad Field Office (CBFO) conducted Audit A-11-22 of the CBFO Performance Demonstration Program on September 19-22, 2011. Attached is Corrective Action Report (CAR) 11-052 addressing the conditions adverse to quality identified during the surveillance.

Please provide a documented response for the CAR, ensuring that the required actions indicated in Block 12 are addressed, including a schedule for completion of the corrective actions. Please return your response to me on or before the due date identified in Block 14a of the CAR.

If you have any questions concerning CAR 11-052, please contact me at (575) 234-7548.

Sincerely,

[Signature]

Courtland G. Fesmire, P.E.
Quality Assurance Engineer

Attachment

cc: w/attachment
R. Unger, CBFO
J.R. Stroble, CBFO
M. Eagle, EPA
T. Kesterson, DOE OB WIPP NMED
D. Winters, DNFSB
J. Kieling, NMED
S. Holmes, NMED
T. Hall, NMED
K. Martin, Portage
B. Oates, Portage
P. Hinojos, CTAC
T. Bowden, CTAC
G. Knox, CTAC
G. White, CTAC
WIPP Operating Record
CBFO QA File
CBFO M&RC
*ED denotes electronic distribution
CORRECTIVE ACTION REPORT

|-------------|--------|-------------------------------|--------------|

4. Controlling document: CTAC MP 2.3
5. CBFO Assessment Team Leader: M. Navarrete/C. Fesmire
6. Responsible organization: CBFO PDP/CTAC
7. CAQ was discussed with: K. Martin/B. Oates/R. Allen/R. Unger

8. Requirement that was violated:
CTAC MP 2.3, Revision 3, paragraph 5.4.2, states in part “CTAC personnel shall update ... required reading as applicable procedures ... are revised. The completion of training and reading shall be documented as described in Section 5.3.”

9. Condition Adverse to Quality (CAQ):
SEE CONTINUATION SHEET

10. Suggested actions (Optional):

11a. Significant CAQ? (If 'Yes', go to block 15b)
11b. Work Suspension recommended? (If 'Yes', go to block 15b)
11c. RCRA related?
11d. Accelerated corrective action required? (If 'Yes', go to block 15b)
11e. Does this CAQ affect waste streams B/N/W216 or B/N/W218?

12. Type of actions required:
- Remedial? Yes ☒ No ☐
- Investigative? Yes ☐ No ☒
- Root Cause Determination? Yes ☒ No ☐
- Actions to Prevent Recurrence? Yes ☒ No ☐

13a. Trend Code: QA-5
13b. CAR Initiator: G. Knox
13c. Date: 10/01/11

14a. Response due date: 11 NOV 2011
14b. Required corrective action completion date: N/A

15. Concurrency:
a. Assessment Team Leader: Courtois Fesmire
   (printed name) Date: 10 OCT 2011

16. Acceptance of Proposed Corrective Actions: (printed name) Date:

17. Acceptance of Corrective Action Completion: (printed name) Date:

18. Closure: (printed name) Date:
There is no objective evidence to show that PDP management personnel have read the current revisions of the documents identified on their “Training Assignment Worksheets” as required by CTAC MP 2.3.

Examples Reviewed: “Training Assignment Worksheet” indicates initial training was to DOE/CBFO-01-1005, Rev. 2. There is no evidence of a Required Reading Record for DOE/CBFO-01-1005, Rev. 3 (Current); “Training Assignment Worksheet” indicates initial training was to CBFO MP 4.1, Rev. 8. There is no evidence of a Required Reading Record for CBFO MP 4.1, Rev. 9 (Current).

Also, CBFO MP 4.1 was initially identified as a Required Reading document for the PDP positions. Currently, the PDP plan does NOT identify CBFO MP 4.1 as a Required Reading document. Therefore, there is not a Required Reading Record for the current revision.

Note:
Due to program size, individuals performing PDP management work are responsible for authorship and review of program procedures and are knowledgeable of the revisions identified. Also, personnel are working to the current revisions of the noted documents.