



memorandum

Carlsbad Field Office
Carlsbad, New Mexico 88221



DATE: JAN 14 2016

REPLY TO
ATTN OF: CBFO:OQA:MPN:BA:16-1221:UFC 2300.00

SUBJECT: Evaluation of the Proposed CAPs for CBFO CAR 16-004 and CAR 16-006

TO: Mr. Benjamine Roberts, DOE-ID

The Carlsbad Field Office (CBFO) has evaluated the Corrective Action Plans (CAPs) provided by the Idaho Treatment Group for Corrective Action Report (CAR) 16-004 and CAR 16-006. The results of the evaluations are provided in the attached CAR Continuation Sheets.

The results of the evaluations indicate that the remedial actions, investigative actions and proposed actions to preclude recurrence satisfactorily address the conditions adverse to quality documented in CAR 16-004 and CAR 16-006, and provide adequate measures to prevent recurrence. Therefore, the CAPs for both CAR 16-004 and CAR 16-006 are approved.

Please provide notification and evidence supporting completion of the corrective actions by January 29, 2016 detailed in the CAP so that verification may be performed.

If you have any questions, please contact me at (575) 234-7483.

Martin P. Navarrete
Senior Quality Assurance Specialist

Attachment

cc: w/attachment

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|----------------------|------|-------------------------------------|----|
| M. Brown, CBFO | * ED | E. Feltcorn, EPA | ED |
| J.R. Stroble, CBFO | ED | R. Joglekar, EPA | ED |
| D. Miehlis, CBFO | ED | J. Kieling, NMED | ED |
| N. Castaneda, CBFO | ED | R. Maestas, NMED | ED |
| G. Birge, CBFO | ED | C. Smith, NMED | ED |
| T. Carver, CBFO | ED | V. Daub, CTAC | ED |
| S. Ross, EM-43 | ED | R. Allen, CTAC | ED |
| J. Zimmerman, DOE-ID | ED | P. Martinez, CTAC | ED |
| M. Wilcox, DOE-ID | ED | B. Pace, CTAC | ED |
| T. Jenkins, DOE-ID | ED | C. Castillo, CTAC | ED |
| B. Blyth, DOE-ID | ED | R. Vawter, CTAC | ED |
| A. Bergman, DOE-ID | ED | P. Hinojos, CTAC | ED |
| D. Haar, AMWTP | ED | G. White, CTAC | ED |
| G. Byram, AMWTP | ED | Site Documents | ED |
| G. Tedford, AMWTP | ED | CBFO QA File | |
| A. Morse, AMWTP | ED | CBFO M&RC | |
| T. Peake, EPA | ED | *ED denotes electronic distribution | |
| L. Bender, EPA | ED | | |



CAR CONTINUATION SHEET

1. CAR No: 16-004

2. Activity No: A-16-01

3. Page 1 of 2

Block #16 Acceptance of Proposed Corrective Actions:

An evaluation was performed of the Corrective Action Plan (CAP) developed to address Carlsbad Field Office (CBFO) Corrective Action Report (CAR) 16-004. The CAP was submitted via Idaho Treatment Group (ITG) letter C-2016-0009, dated January 7, 2016, from Mr. David J. Richardson, President and AMWTP Manager, ITG, to Mr. Martin Navarrete, Senior Quality Assurance Specialist, CBFO Quality Assurance.

Italicized text, taken verbatim from the CAP, is used to reflect the correlation between the actions required by the CAR and the method used for evaluation.

REMEDIAL ACTIONS

Current Record Custodians who had not completed 0AWT1089R, Records Custodian Refresher Training, were notified and refresher training was completed.

Evaluation:

The remedial actions described above are deemed appropriate to address the condition adverse to quality identified in the CAR.

INVESTIGATIVE ACTIONS

Approved Records Custodian List was evaluated to identify most current list of Records Custodians and approved list was updated. All Records Custodians currently on the approved list have completed 0AWT1089 and/or 0AWT1089R.

Evaluation:

The investigative actions described above are deemed appropriate to address the condition adverse to quality identified in the CAR.

ROOT CAUSE DETERMINATION

CAR 16-004 did not require a root cause determination.

Evaluation:

Not applicable.

ACTIONS TO PRECLUDE RECURRENCE

Due Date: 01-29-2016

- 1. TRAIN/LMS system is undergoing programming improvements, however; personnel notifications will not be implemented in the near future. Until such time that programming improvements are implemented, the most current approved Records Custodian List shall be evaluated via QA surveillance forecasting three months ahead to ensure records are received by trained personnel. Results of surveillance will be provided to Document Services and Records Management to ensure training remains current. Surveillances will be scheduled for the next 12 months, covering three month increments. Copies of scheduled surveillances will be provided as objective evidence to support of this CAR.*

CAR CONTINUATION SHEET

1. CAR No: 16-004	2. Activity No: A-16-01	3. Page 2 of 2
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Evaluation:

The actions to preclude recurrence described above are deemed appropriate to address the condition adverse to quality identified in the CAR and provide adequate measures for precluding recurrence.

ACCEPTANCE

The results of the CAP evaluation indicate that the remedial actions, investigative actions, and actions to preclude recurrence satisfactorily address the condition adverse to quality documented in CAR 16-004, and provide adequate measures for precluding recurrence. Therefore, it is recommended that the CAP for CAR 16-004 be approved.

Cindi Castillo for

Evaluation Performed By: Roger Vawter, CTAC Auditor

4/13/16

Date:

CAR CONTINUATION SHEET

1. CAR No: 16-006

2. Activity No: A-16-01

3. Page 1 of 2

Block #16 Acceptance of Proposed Corrective Actions:

An evaluation was performed of the Corrective Action Plan (CAP) developed to address Carlsbad Field Office (CBFO) Corrective Action Report (CAR) 16-006. The CAP was submitted via Idaho Treatment Group (ITG) letter C-2016-0009, dated January 7, 2016, from Mr. David J. Richardson, President and AMWTP Manager, ITG, to Mr. Martin Navarrete, Senior Quality Assurance Specialist, CBFO Quality Assurance.

Italicized text, taken verbatim from the CAP, is used to reflect the correlation between the actions required by the CAR and the method used for evaluation.

REMEDIAL ACTIONS

Controlled Copy Holder who had not completed 0AWT1091, Updating Controlled Copies, were notified and training was completed.

Note: Online course 0AWT1091, Updating Controlled Copies, is the current training.

Evaluation:

The remedial actions described above are deemed appropriate to address the condition adverse to quality identified in the CAR.

INVESTIGATIVE ACTIONS

Current Controlled Copy Holders list was evaluated to identify the most current list of assigned Controlled Copy Holders and updated to identify controlled hard copy distribution.

Evaluation:

The investigative actions described above are deemed appropriate to address the condition adverse to quality identified in the CAR.

ROOT CAUSE DETERMINATION

CAR 16-006 did not require a root cause determination.

Evaluation:

Not applicable.

ACTIONS TO PRECLUDE RECURRENCE

Due Date: 01-29-2016

- 1. TRAIN/LMS system is undergoing programming improvements, however; personnel notifications will not be implemented in the near future. Until such time that programming improvements are implemented, the most current approved Controlled Copy Holders List shall be evaluated via QA surveillance forecasting three months ahead to ensure controlled copies are received by trained personnel. Results of surveillance will be provided to Document Services and Records Management to ensure training remains current. Surveillances will be scheduled for the next 12 months, covering three month increments. Copies of scheduled surveillances will be provided as objective evidence to support of this CAR.*

CAR CONTINUATION SHEET

1. CAR No: 16-006	2. Activity No: A-16-01	3. Page 2 of 2
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Evaluation:

The actions to preclude recurrence described above are deemed appropriate to address the condition adverse to quality identified in the CAR and provide adequate measures for precluding recurrence.

ACCEPTANCE

The results of the CAP evaluation indicate that the remedial actions, investigative actions, and actions to preclude recurrence satisfactorily address the condition adverse to quality documented in CAR 16-006, and provide adequate measures for precluding recurrence. Therefore, it is recommended that the CAP for CAR 16-006 be approved.

Cindi Castillo for

Evaluation Performed By: Roger Vawter, CTAC Auditor

1/13/16

Date: