



United States Government

Department of Energy

memorandum

Carlsbad Field Office
Carlsbad, New Mexico 88221



DATE: FEB 08 2016
REPLY TO
ATTN OF: CBFO:OQA:MPN:BA:16-1250:UFC 2300.00
SUBJECT: Closure of CBFO CAR 16-004 and CAR 16-006
TO: Mr. Benjamine Roberts, DOE-ID

The Carlsbad Field Office (CBFO) has performed an evaluation and verification of the completion of corrective actions provided by the Idaho Treatment Group for CBFO Corrective Action Reports (CARs) 16-004 and 16-006, resulting from Audit A-16-01 of the Advanced Mixed Waste Treatment Project. The evaluation results are provided in the attached CAR continuation sheets.

The results of the verification conclude that the reported corrective actions are acceptable and CAR 16-004 and CAR 16-006 are closed. No additional actions are required.

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

Martin P. Navarrete
Senior Quality Assurance Specialist

Attachment

- | | | | |
|----------------------|-----|-------------------------------------|----|
| cc: w/attachment | | | |
| M. Brown, CBFO | *ED | G. Tedford, AMWTP | ED |
| J.R. Stroble, CBFO | ED | A. Morse, AMWTP | ED |
| D. Miehl, CBFO | ED | V. Daub, CTAC | ED |
| N. Castaneda, CBFO | ED | R. Allen, CTAC | ED |
| G. Birge, CBFO | ED | P. Martinez, CTAC | ED |
| T. Carver, CBFO | ED | B. Pace, CTAC | ED |
| S. Ross, EM-43 | ED | R. Vawter, CTAC | ED |
| J. Zimmerman, DOE-ID | ED | C. Castillo, CTAC | ED |
| M. Willcox, DOE-ID | ED | P. Hinojos, CTAC | ED |
| T. Jenkins, DOE-ID | ED | G. White, CTAC | ED |
| A. Bergman, DOE-ID | ED | CBFO QA File | |
| B. Blyth, DOE-ID | ED | CBFO M&RC | |
| D. Haar, AMWTP | ED | *ED denotes electronic distribution | |
| G. Byram, AMWTP | ED | | |



CAR CONTINUATION SHEET

1. CAR No: 16-004

2. Activity No: A-16-01

3. Page 1 of 2

Block 17 and 18 Acceptance of Corrective Action Completion and Closure

An evaluation and verification was performed for the completed corrective actions for closure of Carlsbad Field Office (CBFO) Corrective Action Report (CAR) 16-004. The completed corrective actions were submitted via Idaho Treatment Group (ITG) letter C-2016-0052, dated February 2, 2016, as Revised Closure Package 02-01-16, from Mr. David J. Richardson, President and AMWTP Project Manager, to Mr. Martin Navarrete, Senior Quality Assurance Specialist, CBFO Quality Assurance.

Requirement Invoked:

MP-DOCS-18.2, Records Management, Sections 3.2.3 and 3.2.5 require:

3.2.3 Records Custodians complete required custodian training 0AWT1089, Records Custodian Training, as requested by the Records Officer.

3.2.5 Records Officer update approved list of Records Custodians. Ensure list is available on the approved AMWTP home page and coordinate with the training organization to ensure that all appointed Records Custodians have been trained.

Condition Adverse Quality (CAQ):

The approved list of Records Custodians that is maintained by the Records Officer contains Records Custodians who are not current on the required record custodian training 0AWT1089.

The list of Record Custodians contains approximately sixty names and nine are not current on the required training.

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

Completion of Corrective Actions:

Revised Closure Package 02-01-16

Current Records Custodian list was evaluated against course 0AWT1089 and 0AWT1089R completion list to ensure all Records Custodian are current with course in accordance with MP-DOCS-18.2. All personnel are current, no issues were identified.

QA surveillances have also been scheduled to evaluate status of Records Custodian list over the next 12 months.

Current Records Custodian list, current 0AWT1089 and 0AWT1089R course completion list and list of QA surveillances scheduled, is provided as objective evidence of completion to support closure of this CAR.

Verification:

The submitted completion of corrective actions described above are verified as acceptable for closure of this CAR.

CAR CONTINUATION SHEET

1. CAR No: 16-004

2. Activity No: A-16-01

3. Page 2 of 2

Acceptance of Completed Corrective Actions

The submitted completion of corrective actions described above are verified as acceptable for closure of this CAR and it is recommended that CAR 16-004 be closed.

Cindi Castillo for

Verification Performed By: Roger Vawter, CTAC Auditor

2/4/16

Date:

CAR CONTINUATION SHEET

1. CAR No: 16-006

2. Activity No: A-16-01

3. Page 1 of 2

Block 17 and 18 Acceptance of Corrective Action Completion and Closure

An evaluation and verification was performed for the completed corrective actions for closure of Carlsbad Field Office (CBFO) Corrective Action Report (CAR) 16-006. The completed corrective actions were submitted via Idaho Treatment Group (ITG) letter C-2016-0052, dated February 2, 2016, as Revised Closure Package 02-01-16, from Mr. David J. Richardson, President and AMWTP Project Manager, to Mr. Martin Navarrete, Senior Quality Assurance Specialist, CBFO Quality Assurance.

Requirement Invoked:

MP-DOCS-18.4, Document Control. Section 3.17.8 requires:

3.17.8 Controlled Copy Holder ensure training for updating and maintaining controlled copies is current.

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

Condition Adverse Quality (CAQ):

Advanced Mixed Waste Treatment Project (AMWTP) individuals who are Controlled Copy Holders are not current on the required training for updating and maintaining Controlled Copy documents.

Thirteen AMWTP individuals are assigned Controlled Copies. Six of these individuals are not current on the required training.

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

Completion of Corrective Actions:

Revised Closure Package 02-01-16

Current Controlled Copy Holders list was evaluated against 0AWT1091 course completion list to ensure all Controlled Copy Holders are current with course in accordance with MP-DOCS-18.4. All personnel are current, no issues were identified.

QA surveillances have also been scheduled to evaluate status of Controlled Copy Holders over the next 12 months.

Current Controlled Copy Holder list, current 0AWT1091 course completion list and list of QA surveillances scheduled, is provided as objective evidence of completion to support closure of this CAR.

Verification:

The submitted completion of corrective actions described above are verified as acceptable for closure 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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Acceptance of Completed Corrective Actions

The submitted completion of corrective actions described above are verified as acceptable for closure of this CAR and it is recommended that CAR 16-006 be closed.

Cindi Castillo for

2/4/16

Verification Performed By: Roger Vawter, CTAC Auditor

Date: