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Department of Energy
Carlsbad Field Office
P. O. Box 3090
Carlsbad, New Mexico 88221
JUL 19 2017



Ms. Mary McDaniel, Manager
Quality and Contractor Assurance
Nuclear Waste Partnership LLC
P.O. Box 2078
Carlsbad, NM 88221-2078

Subject: Closure of CAR 17-026 from CBFO Surveillance S-17-07 of the Nuclear Waste Partnership LLC Waste Data System

Dear Ms. McDaniel:

The Carlsbad Field Office (CBFO) has completed its evaluation and verification of the corrective actions associated with CBFO Corrective Action Report (CAR) 17-026. The results of the evaluation are documented on the enclosed CAR Continuation Sheets and indicate that the documentation of completion of corrective actions is acceptable. Therefore, CAR 17-026 is considered closed.

If you have any questions or comments concerning the CAR closure, please contact me at (575) 234-7491.

Sincerely,

[Handwritten signature]

Dennis S. Miehl
Senior Quality Assurance Specialist

Enclosure

cc: w/enclosure

J. Carswell, CBFO *ED
M. Brown, CBFO ED
M. Fineran, CBFO ED
M. Navarrete, CBFO ED
M. Stapleton, CBFO ED
J. Britain, NWP ED
V. Ballew, NWP ED
S. Punchios, NWP ED
A. Boyea, NWP ED
J. Walsh, EPA ED
J. Ellis, EPA ED
T. Peake, EPA ED

J. Kieling, NMED ED
R. Maestas, NMED ED
D. Biswell, NMED ED
P. Martinez, CTAC ED
M. Leroch, CTAC ED
C. Castillo, CTAC ED
J. Vernon, CTAC ED
K. Hood, CTAC ED
D. Harvill, CTAC ED
G. White, CTAC ED
CBFO QA File
CBFO M&RC

*ED denotes electronic distribution



CAR CONTINUATION SHEET

1. CAR No: 17-026

2. Activity No: S-17-07

3. Page 1 of 2

Blocks #16 & 17 Acceptance of Corrective Action Completion and Closure:

The Carlsbad Field Office (CBFO) has reviewed the closure package for Corrective Action Report (CAR) 17-026, including objective evidence and supporting documentation, submitted via Nuclear Waste Partnership LLC (NWP) letter QA:17:00268 UFC:2300.00, dated July 12, 2017, from M. G. McDaniel, Manager, NWP Quality Assurance, to D. S. Miehl, Senior Quality Assurance Specialist, CBFO Office of Quality Assurance.

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

REMEDIAL ACTIONS

Long Term Timely Order 17:013 was issued directing the WDS Data Administrators performing WP 08-NT1002 to preserve emails generated on a network folder.

Verification:

The objective evidence submitted in this closure package was reviewed and verified to meet the required remedial actions commitment. The evidence included a copy of issued Long Term Timely Order No. 17-013: *Management of Email Requests for WDS Reference Table Changes*, effective 03/30/2017.

INVESTIGATIVE ACTIONS

Extent

All WDS procedures were reviewed for use of email. In no other procedure were emails used in a way that would constitute a record without identifying a disposition.

Impact

The impact of the condition is minimal as all changes to reference data are tracked in the WDS and displayed on the Reference Data Change Log.

Verification:

Investigative actions were evaluated and found to be acceptable, as documented in CBFO CAP acceptance letter CBFO:OQA:DSM:BA:17-1114:UFC 2300.00, dated April 4, 2017.

CAUSAL ANALYSIS

Not required for this CAR.

ACTIONS TO PRECLUDE RECURRENCE

- 1. Revise procedure WP 08-NT1002 to identify email as a record.*
- 2. Revise The WDS RIDs to identify email records.*

COMMITMENTS

Issue Long Term Timely Order 17-013
Revise WP 08-NT1002 as described above
Revise the WDS RIDs as described above
Provide closure documentation to NWP Quality Assurance
NWP QA, transmit closure documentation to the CBFO

DUE DATES

Complete
May 1, 2017
May 1, 2017
May 2, 2017
May 8, 2017

CAR CONTINUATION SHEET

1. CAR No: 17-026

2. Activity No: S-17-07

3. Page 2 of 2

Verification:

The CBFO granted an extension of time to July 21, 2017, for NWP to submit completion documentation for CBFO CAR 17-026. The extension is memorialized in CBFO letter CBFO:OQA:DSM:BA:17-1184:UFC 2300.00, dated May 12, 2017.

Actions to preclude recurrence are verified acceptable through review of supporting documentation submitted in the CAR 17-026 closure package. The reviewed documentation included (1) a copy of Long Term Timely Order No. 17-013, (2) a copy of procedure WP 08-NT1002, *WDS Administrative Reference Tables*, Revision 7, effective 06/01/2017, which was revised to identify emails as records, and (3) a copy of the issued WIPP Records Inventory Work Sheet, dated 05/08/2017, which adds record series "Email Correspondence for WDS Database Requests" to the WDS RIDS.

CLOSURE ACCEPTANCE

Based on the results of the review of the objective evidence included in the CAR 17-026 closure package, it is recommended that CAR 17-026 be closed.



Verification Performed By: Kathy Hood, CTAC

07-17-17

Date