



**Department of Energy**  
 Carlsbad Area Office  
 P. O. Box 3090  
 Carlsbad, New Mexico 88221  
**AUG 31 1995**

*70 Bents*

*ENTERED*

*EP*

Honorable Mark Weidler, Secretary  
 New Mexico Environment Department  
 1190 St. Francis Street  
 Santa Fe, New Mexico 87505

**RECEIVED**

SEP 06 1995

NM ENVIRONMENTAL DEPARTMENT  
 OFFICE OF THE SECRETARY

Dear Secretary Weidler:

The Carlsbad Area Office (CAO) Assurance Team is soliciting your comments on draft Revision 1 of the CAO Quality Assurance Program Description (QAPD), CAO-94-1012. A copy (Enclosure 1) and an electronic version (Enclosure 2) of the CAO Document Review Record (DRR) along with the appropriate instructions are enclosed.

The software application for the DRR is in WordPerfect, 5.1. Please furnish your comments in accordance with the instructions and return a printed copy as well as the electronic version. We need to receive your comments within 30 calendar days of the date of this request in order to resolve your comments for incorporation into the final Revision 1.

This initial draft version has incorporated comments from the Environmental Protection Agency (EPA) and others. Please follow the additional guidance given below:

- We intend to preserve the current overall format, which generally follows Department of Energy (DOE) Order 5700.6C, but we invite you to provide any "editorial-type" comments that you wish.
- Consolidate comments among everyone in your organization in sequence by section and paragraph as applicable.
- We are furnishing a reference table of Source Documents which we intend to be inclusive. We will accept comments on the completeness of the table. Please confine your "content-type" comments to these standards and criteria, and also to those additional references that you believe should be included. We would be pleased if you would provide the exact reference for each comment.



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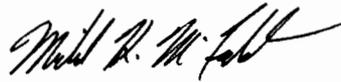


Honorable Mark Weidler, Secretary - 2 -

AUG 31 1995

If you have any questions regarding this request, please contact R. Dennis Brown at (505) 234-7484.

Sincerely,

  
For George E. Dials  
Manager

2 Enclosures

cc w/enclosures:

C&C File

R. Brown, CAO

P. Kilgore, CAO

## Instructions for Completing Document Review Record

To ensure that the review comments can be automatically sorted, please enter your comments onto the Document Review Record form as follows:

1. **Enter the section number** in the first column, marked "Sec."

For example, enter 4 if your comment is about any item in **Section 4**, (i.e., section 4.1, 4.11, etc.)

2. **Enter the page number** in the second column, marked "Page." For section-style page numbers (e.g., 1-5, 3-13), it is preferable that you enter only the page number (e.g., 5, 13). (Including the hyphenated number may slow the sorting procedure).

For example, enter 7 if your comment is about an item either on page 3-7 or, if the page numbers are sequential, on page 7.

3. **Enter the paragraph number** in the third column, marked "Para." If a partial paragraph begins the page, consider that paragraph "0."

For example, enter 2 if your comment is about an item in the **second, full paragraph** on the page.

4. **Enter the line number** in the fourth column, marked "Line".

5. **If your comment requires a response and resolution** (i.e., a "mandatory" comment), enter an asterisk "\*" at the beginning of the Comment column. Include the section number in the Comment column, if desired.

6. **The reviewer signs the "Document Reviewer" block** after completing the initial review prior to transmitting the comments.

7. **The reviewer signs the "Comment Resolution Approved" block** when satisfied that all review comments have been resolved with the originator.





**COMMENTS THAT ARE ANNOTATED WITH AN (\*) ARE MANDATORY AND REQUIRE RESPONSE AND RESOLUTIONS**

SEC	PAGE	PARA	LINE	COMMENT	AUTHOR RESPONSE	REVIEWER ACCEPT/ REJECT

<p>REVIEWED BY:</p>  <p align="center">_____ Signature      Date</p>	<p>COMMENT RESOLUTION APPROVED:</p>  <p align="center">_____ Signature      Date</p>
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**Quality Assurance Review Criteria  
QAPD Draft Rev. 1.0 (8/15/95)**

		<b><u>Yes</u></b>	<b><u>No</u></b>
___	<b>1. Are the requirements of the source documents included? (Table I-1 "Source Documents", Page I-2 of QAPD).</b>	___	___
___	<b>2. Is adequate guidance provided to CAO and contractors to define and implement a satisfactory QA Program for WIPP activities?</b>	___	___
___	<b>3. Does the QAPD define appropriate QA requirements that are applicable to the controls being addressed?</b>	___	___
___	<b>4. Does the document include or reference appropriate quantitative and qualitative acceptance criteria for determining that prescribed processes have been satisfactorily accomplished?</b>	___	___
___	<b>5. Are technical requirements and controls identified, where appropriate?</b>	___	___
___	<b>6. Is the QAPD content consistent with applicable regulatory requirements?</b>	___	___
___	<b>7. Are there any apparent contradictions between the QAPD and other requirements documents?</b>	___	___
___	<b>8. Do you have any other comments?</b>	___	___
	a. Content?	___	___
	b. Grammatical and editorial?	___	___

Please record all comments on the enclosed Document Review Record. Indicate mandatory comments with an asterisk (\*).

**Management Review Criteria  
QAPD Draft Rev. 1.0 (8/15/95)**

		<b><u>Yes</u></b>	<b><u>No</u></b>
<input type="checkbox"/>	1.	Does the document conflict with established CAO policy?	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	2.	Will implementation of this document place undue financial and schedule burdens on the CAO, it's M&O, or any subcontractors?	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	3.	Is the document suitable and appropriate for its intended use?	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	4.	Are the purpose and scope of work clearly specified?	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	5.	Are processes as straight forward and simple as possible?	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	6.	Is the document user friendly?	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	7.	Are the activities, documents, materials, or data and the individuals and organizations to which the document applies adequately described?	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	8.	Are all individual or organizational responsibilities for implementing the document clearly delineated?	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	9.	Are terms defined adequately to ensure consistent understanding of the document?	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	10.	Does the document use the required standard format?	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	11.	Are all the exhibits and attachments consistent with the document being reviewed?	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	12.	Are the necessary requirements of the source documents incorporated?	<input type="checkbox"/> <input type="checkbox"/>