



Department of Energy
Carlsbad Area Office
P. O. Box 3090
Carlsbad, New Mexico 88221

20
FEB 1998

February 12, 1998

Mr. John Tymkowych
New Mexico Environment Department
Hazardous & Radioactive Materials Bureau
P. O. Box 26110
Santa Fe, NM 87502

Dear Mr. Tymkowych:

SUBJECT: NMED Memorandum from Mr. B. J. Garcia to Mr. G. E. Dials and Mr. J. L. Epstein, dated February 5, 1998, subject; Letter of Violation NM489139088

The following information is provided in response to the referenced letter.

Mr. Mike R. James completed his annual refresher training of the Waste Isolation Division (WID) Hazardous Waste Worker course (HWW 102) on May 2, 1997.

The following corrective actions have already been developed and implemented to prevent similar training records issues:

- A system was developed to track personnel changes that impact job assignments that have mandated training requirements.
- The existing notification process was strengthened to assure management and employees have ample time to complete mandatory training.
- WID managers' responsibility and accountability for completing and documenting on-time training was reinforced by senior management.
- The employee's immediate manager is responsible for ensuring his or her employee completes the required training on time. If any training delinquencies should ever occur, the individual will be removed from the job by his manager until refresher training is completed.



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John Tymkowych

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If you have any questions or need clarification, please call Ms. Beth Bennington, Carlsbad Area Office (CAO) at (505)234-7482 or Mr. S. C. Kouba, Westinghouse at (505)234-8332.

Sincerely,



George Dials
Manager
Carlsbad Area Office



Joseph L. Epstein
General Manager, Westinghouse
Waste Isolation Division

CAO:WST:MEB 98-0140/UFC5500