



Department of Energy
Carlsbad Field Office
P. O. Box 3090
Carlsbad, New Mexico 88221
November 13, 2008



Mr. D. K. Ploetz
Washington TRU Solutions
P.O. Box 2078
Carlsbad, NM 88220

Subject: Verification of the Corrective Actions and Closure of Corrective Action Report 08-023, Audit A-08-10, the Idaho National Laboratory Central Characterization Project

Reference: WTS Letter CP:08:00507 dated October 30, 2008, "Transmittal of the Documentation Supporting Completion of the Corrective Actions Associated with CBFO Corrective Action Report 08-023 Resulting from Audit A-08-10"

Dear Mr. Ploetz:

The Carlsbad Field Office (CBFO) performed an evaluation of the documentation supporting closure of the corrective action identified in Corrective Action Report (CAR) 08-023. This CAR was issued as a result of CBFO Audit A-08-10 of the Idaho National Laboratory Central Characterization Project program activities.

Evaluation of the documentation supporting closure of the corrective actions is documented on the enclosed CAR continuation sheet. The corrective actions have been verified and accepted. Based on this determination, the CAR is closed.

If you have any questions or concerns regarding this evaluation, please contact me at (575) 234-7491.

Sincerely,

Dennis S. Miehls
Acting Quality Assurance Manager

Enclosure



Mr. D. K. Ploetz

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November 13, 2008

cc: w/enclosure
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RCRA Operating Record, MS: 452-09

CBFO QA File

CBFO M&RC

*ED denotes electronic distribution

CAR CONTINUATION SHEET

1. CAR No: 08-023

2. Activity No: A-08-10

3. Page 1 of 1

Block # 17 Acceptance of Corrective Action Completion

CBFO has reviewed CAR 08-023 closure package dated October 30, 2008, (Letter number CP:08:00507, UFC:2300.00), including supporting documentation and objective evidence submitted.

The following is based on an evaluation of the proposed corrective action plan (CAP) for CBFO CAR 08-023 submitted via Washington TRU Solutions letter dated June 23, 2008, (Letter number CP:08:00323 UFC:2300.00), from D. K. Ploetz to D. Miehl. The closure verification is documented below:

Remedial Actions:

Investigative actions determined that the following remedial actions were necessary to address the reported deficiency:

Revision of CCP Conduct of Operations Procedure: CCP revised CCP-PO-005, *CCP Conduct of Operations* procedure to address concerns on CAR 08-023. CCP Training ran a query function in Q&MIS to perform daily checks for changes in documents, including AK Summary Reports, until the new revision of CCP-PO-005 (Rev. 18) gave responsibility to SPMs. Verified by review of the closure package including the "new improved process" e-mail from CCP Operations Manager to CCP Site Project Managers and Vendor Project Managers, dated October 29, 2008, depicting changes in the required reading program to address CAR 08-023. SPMs will monitor changes to AK Reports and will be responsible for sending out emails (for minor changes) or providing briefings (for significant changes).

Verified above remedial actions by observing approximately 25 training files/required reading for SRS/CCP personnel during Audit A-09-01, October 28 – 30, 2008. The auditor observed a matrix depicting all required reading for each job description. This matrix was used by CCP Training to determine if all required reading/training had been completed.

Investigative/Root Cause:

The details of the investigation and root cause analysis are provided in the Investigative Actions section of the Corrective Action Plan.

Actions to Preclude Recurrence:

- a) *CCP Training is now using a query function in Q&MIS to perform daily checks for changes in documents, including AK Summary Reports*
- b) *CCP will establish a mechanism for the transmittal of CBFO documents identified in Required Reading matrices, to ensure they are distributed for electronic read-and-sign*
- c) *CCP will fully evaluate the results in CCP management assessment MA-CCP-0023-08 and will take any actions determined necessary to address them*
- d) *CCP will review the required Reading matrices in CCP-PO-005 to ensure they reflect the right set of documents for read-and-sign confirmation*
- e) *Following the review of Required Reading matrices, CCP will ensure that CCP-PO-005 is consistent with the qualification cards (all documents in the matrices are included in qualification cards for the positions)*
- f) *Split the Required Reading matrices from CCP-PO-005 and make them stand-alone documents in the CCP ftp site.*
- g) *Following the review of Required Reading matrices, CCP will ensure that CCP-PO-005 is consistent with the qualification cards (all documents in the matrices are included in qualification cards for the positions)*
- h) *Split the Required Reading matrices from CCP-PO-005 and make them stand-alone documents on the CCP ftp site*

Verified by review of supporting documentation in the closure package for CAR 08-023 including newly revised CCP-PO-005, (Revision 18 – dated October 30, 2008, cover page and Record of Revision) and CCP Required Reading Matrices (which remove the required reading for positions from the procedure and will be used as a stand alone document.)

Based on the detailed review of the CAR 08-023 closure package and verification of objective evidence submitted, it is recommended that CAR 08-023 be closed.

Verification Performed By:

Cindi Castillo
Cindi Castillo/Tamara Bowden

Date

11/13/08