



QA: QA

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BECHTEL SAIC COMPANY, LLC (BSC) QUALITY ASSURANCE (QA) SUPPLIER AUDIT REPORT BSC-SA-02-014 OF COLORADO DEPARTMENT OF AGRICULTURE (CDA)

Enclosed is the Supplier Audit Report BSC-SA-02-014 of CDA that was performed on February 21, 2002, in Denver, Colorado, to evaluate the implementation and effectiveness of CDA's Quality Program. CDA provides calibration services for mass, volume, length, pipettes, and frequency devices.

The audit revealed effective implementation of the quality requirements in the CDA Quality Assurance Manual, Revision 4, dated February 13, 2002, and supporting implementing procedures, with the exception of conditions adverse to quality in the areas of Quality Assurance Program (Training and Qualification) and Document Control. These conditions were corrected during the audit. Additionally, two recommendations for improvement were identified in the areas of designation of records and identifying out-of-calibration equipment.

As a result of the audit, CDA will remain on the Office of Civilian Radioactive Waste Management (OCRWM) Qualified Suppliers List (QSL) for the approved scope of services, with the noted restriction that CDA will only procure calibration standards from NIST, and calibration services from an OCRWM QSL supplier for Yucca Mountain Project activities. BSC will perform an audit or surveillance within the next 12 months to evaluate implementation of the new QA Program.

This audit is considered complete and closed as of the date of this letter.

If you have any questions, please contact either Donna Sinks at (303) 236-5050, Ext. 294 or Daniel A. Klimas at (702) 295-2665.

Donald T. Krishna, Manager
Quality Assurance

4/8/02
Date Signed

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Enclosure:
Supplier Audit Report BSC-SA-02-014

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April 8, 2002
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**BECHTEL SAIC COMPANY, LLC (BSC)
QUALITY ASSURANCE**

SUPPLIER AUDIT REPORT

OF

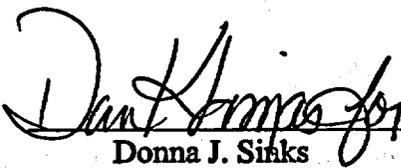
COLORADO DEPARTMENT OF AGRICULTURE

DENVER, COLORADO

REPORT NUMBER BSC-SA-02-014

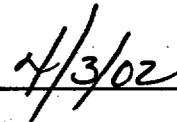
FEBRUARY 21, 2002

Prepared by:

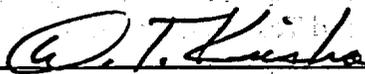


Donna J. Sirks
Audit Team Leader
BSC Quality Assurance

Date:

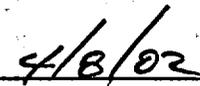


Approved by:



Donald T. Krishna, Manager
BSC Quality Assurance

Date:



1.0 AUDIT SUMMARY

BSC conducted a supplier audit of Colorado Department of Agriculture (CDA) on February 21, 2002, at the Denver, Colorado facility. CDA provides calibration services directly to the Yucca Mountain Project (YMP) and to suppliers on the Qualified Suppliers List for mass, volume, length, pipettes, and frequency devices. The audit revealed effective implementation of the quality requirements in the CDA Quality Assurance Manual, Revision 4, dated February 13, 2002, and supporting implementing procedures, with the exception of conditions adverse to quality in the areas of Quality Assurance Program (Training and Qualification) and Document Control. These conditions were corrected during the audit. Additionally, two recommendations for improvement were identified in the areas of designation of records and identifying out-of-calibration equipment. Details of the conditions adverse to quality and the recommendations are provided in Section 5.0 of this report.

CDA has developed a new QA Program based on ISO Guide 17025, effective February 13, 2002. However, there is a limited number of staff to perform the technical functions of the laboratory and to ensure that the new administrative and management controls are being met. Changes to technical requirements were minimal. The quality of the performance of calibrations and the technical capability of the laboratory is not jeopardized by the conditions adverse to quality identified in implementing the revised QA Program.

As a result of the audit, CDA will remain on the Office of Civilian Radioactive Waste Management (OCRWM) Qualified Suppliers List (QSL) for the approved scope of services, with the noted restriction that CDA will only procure calibration standards from NIST, and calibration services from an OCRWM QSL supplier for Yucca Mountain Project activities. BSC will perform an audit or surveillance within the next 12 months to evaluate implementation of the new QA Program.

2.0 SCOPE

The supplier audit was conducted to evaluate the implementation and effectiveness of CDA's Quality Program as described in the following CDA documents: (1) QA Manual, 02/13/02; (2) Standard Administrative Procedures (SAPs) Manual, 02/13/02; and (3) Standard Operating Procedures (SOPs) Manual, 02/13/02. The SAPs and the SOPs were not revised as extensively as the QA Manual. The QA Program elements determined to be applicable are: Organization; QA Program; Implementing Documents; Document Control; Control of Measuring and Test Equipment; Handling, Storage, and Shipping; Nonconformances; Corrective Action; QA Records; Audits; and Software. At the time of the audit, there were no open procurement documents between CDA and Yucca Mountain Site Characterization Project (YMP) participants.

The details of the audit, along with the objective evidence reviewed, are contained within the audit checklist, which is available from the BSC Records Processing Center.

3.0 AUDIT TEAM AND OBSERVERS

Donna J. Sinks, Audit Team Leader, BSC QA
Martha H. Mustard, Hydrologist, Observer, USGS

4.0 PERSONNEL CONTACTED DURING AUDIT

William L. Young, Chief Metrologist, CDA
Kristin Young, Chief, Measurements Standards Section, CDA
Diane C. Wise, Metrologist, CDA
Jennifer Oznoff, Metrologist, CDA

5.0 CONDITIONS ADVERSE TO QUALITY/CORRECTED DURING THE AUDIT/RECOMMENDATIONS FOR IMPROVEMENT

CORRECTED DURING THE AUDIT

1. The Personnel Training and Competency Log had not been fully completed for personnel supporting quality affecting work for the YMP. This subsequently was completed for the four CDA staff members supporting YMP work.
2. Personnel qualification documentation was not maintained at the Metrology Office, as required by the QA Manual. In response to this issue, CDA prepared and approved Change #1 to Section 6.1 of the QA Manual to state that this documentation is maintained at the CDA Personnel Section (another CDA facility in Denver).
3. The revised QA Manual, dated 02/13/02, had not been distributed to two of the four designated recipients of controlled copies. The QA Manual was then distributed to those required to receive a controlled copy.

RECOMMENDATIONS FOR IMPROVEMENT

The following recommendations are made to assist CDA in improving implementation of the QA program documents and in documenting processes described in the QA Manual (QAM):

1. Revise Section 8.1 of the QAM to clearly indicate the specific records requirements for: (1) maintenance of equipment, and (2) calibration of standards.
2. Establish a standard physical method to prevent use of out-of-calibration equipment, for example, by moving it to a specified segregated area or by tagging it.