

U.S. DEPARTMENT OF ENERGY  
OFFICE OF CIVILIAN RADIOACTIVE WASTE MANAGEMENT  
OFFICE OF QUALITY ASSURANCE

SURVEILLANCE REPORT (HQ-SR-92-03)  
OF  
OFFICE OF ENVIRONMENTAL RESTORATION AND WASTE MANAGEMENT  
VITRIFICATION PROJECTS DIVISION (EM-343)  
GERMANTOWN, MD

FEBRUARY 14, 1992

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Approved by: Donald G. Horton Date: 3/13/92  
Donald G. Horton  
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## **1.0 EXECUTIVE SUMMARY**

Office of Civilian Radioactive Waste Management (OCRWM) Surveillance HQ-SR-92-03 was performed to verify the successful completion of the actions required by the Vitrification Projects Division (EM-343) to lift a self-imposed Stop Work Directive issued on October 7, 1991. No further reviews by EM-343's Technical Review Groups (TRGs) were to be performed until four specific prerequisite actions were completed. The surveillance team verified acceptable completion of these actions and concurs with EM-343 that the Stop Work can be lifted.

## **2.0 SCOPE**

As a result of deficiencies identified during OCRWM Audit HQ-91-003, a meeting between EM-30, EM-343, and the Office of Quality Assurance (RW-3) was conducted on September 30, 1991. It was agreed that EM-30 would immediately cease the technical review of Waste Form Production documents required to be provided to OCRWM in accordance with its waste acceptance responsibilities. This surveillance was performed to verify completion of the following prerequisite actions necessary to remove the Stop Work Directive in effect for EM-343 Technical Review Group (TRG) activities:

1. Upgrade the EM-343 training module for TRGs to provide appropriate training for all TRG members and those using TRGs for review and acceptance actions.
2. Clarify the charters for TRGs to identify the role of the review group in EM-343 waste acceptance process activities and the criteria for its review actions.
3. Clarify TRG membership requirements including the identification of technical disciplines that are to be presented and the qualification requirements for those members.
4. Assemble the official files of TRG activities in a central location to EM-343 management and staff for their use.

In addition to the above, the surveillance team was to verify that EM-343 personnel followed their Standard Practice Procedure (SPP) 5.01, *Deviation Reporting and Disposition* and SPP 5.03, *Control of Unsatisfactory Conditions*, during the performance of this process.

### **3.0 SURVEILLANCE TEAM**

R. Dennis Brown, Team Leader (CER)  
Clyde Morell, Team Member (CER)  
Bob Clark, Observer (OCRWM OQA)

### **4.0 PERSONNEL CONTACTED**

Ken Chacey, Director, Vitrification Projects Division, EM-343  
Jim Conway, QA Manager, EM-343  
Ted McIntosh, West Valley Program Manager, EM-343  
Olenna Truskett, Chairman, Technical Review Group, EM-343  
Richard Stockman, Deputy Manager, BDM

An attendance record summary is included in Attachment 1.

### **5.0 SURVEILLANCE RESULTS**

#### **5.1 Upgrade TRG Training Module**

The surveillance team verified that training was upgraded by reviewing the new training plan and training attendance sheets of completed TRG training. The surveillance team interviewed Ted McIntosh and Olenna Truskett regarding their involvement in TRG activities and familiarity with SPP 4.15, *Administration and Performance of Technical Reviews*; they demonstrated an acceptable understanding of the TRG process. It was noted that the procedure has been revised since the training. EM-343 has completed its preliminary review and documented that the changes to the SPP have no impact on the subject training as presented.

#### **5.2 Clarify TRG Charters**

The surveillance team reviewed old TRG charters against the two revised charters. The new charters clearly defined the role of the TRG and their content had been significantly improved.

#### **5.3 Clarify TRG Membership Requirements**

The surveillance team reviewed the revised SPP 4.15 to verify that the qualification requirements of technical disciplines and the TRG members have been clarified. The surveillance team concluded that the revised SPP 4.15, in conjunction with the TRG Charters, clearly defined the qualifications of technical disciplines and the TRGs. However, it was observed that the TRG Charters are not controlled under the EM-343 QA Program. Refer to Section 6.0 of this report for a recommendation in this area.

#### **5.4 Assemble Official TRG Files**

The TRG QA records were being stored in a locked file cabinet in BDM's (contractor) offices near the DOE Germantown offices of EM-343. Duplicate records were stored at PDC's (contractor) local offices. These records have been recently shipped from Argonne in Chicago and the PDC offices in Oak Ridge. Several records were specifically requested by the surveillance team and were quickly retrieved; records appear to be properly indexed. In-process TRG records are being kept by Ms. Truskett at this time.

A post surveillance meeting was held on February 14, 1992 in the DOE Germantown, MD offices of the Vitrification Projects Division (EM-343) to discuss the results of the surveillance.

#### **6.0 RECOMMENDATIONS**

The following recommendations do not require response; however, EM-343 management is expected to take appropriate action. These areas will be evaluated during subsequent verification activities.

- 6.1 Based on verification that the above corrective actions have been adequately completed, the surveillance team concurs with lifting the Stop Work Directive in effect at EM-343.
- 6.2 The surveillance team reviewed controls concerning the processing of the Stop Work Directive in accordance with SPP 5.03. Several minor administrative deficiencies were identified. EM-343 should pay closer attention to administrative requirements in SPP 5.03 should it ever be necessary to issue another Stop Work Directive.
- 6.3 The surveillance team also reviewed controls concerning the processing of DCAR 91EA-VP-SP-002 which was issued in conjunction with the Stop Work Directive. Several minor administrative deficiencies were identified. EM-343 should pay closer attention to the administrative requirements in SPP 5.01, *Deviation Reporting and Disposition*.
- 6.4 The surveillance team strongly recommends that prior to completion of the next TRG Review that either, the TRG Charters be placed under Document Control, or that the qualifications requirements be removed from the charters and incorporated into SPP 4.15. Should this recommendation not be acted upon by OCRWM's next verification activity of EM-343, it will be considered as a CAR condition.

#### **Attachments**

Attachment 1 - Attendance Matrix

**ATTACHMENT 1**

**Attendance Record Summary**

Attendance Record Summary

<u>NAME</u>	<u>ORG</u>	<u>TITLE</u>	<u>PRE</u>	<u>CONTACT</u>	<u>POST</u>
D. Brown	CER	Team Leader	X		X
P. Brown	PDC	Sr. Engineer	X		X
K. Chacey	EM-343	Division Director	X	X	X
R. Clark	RW-3.1	Dir., HQQA Division	X		X
J. Conway	EM-343	QA Manager	X	X	X
S. Crawford	SAIC	Sr. QA Engineer	X		X
J. Lefman	SAIC	QA Manager	X		X
J. LeVea	BDM	Records Mgmt. Spec.		X	
T. McIntosh	EM-343	Program Manager	X	X	X
C. Morell	CER	Team Member	X		X
J. Smith	PDC	Staff Advisor	X	X	X
R. Stockman	BDM	Deputy Manager	X	X	X
R. Toro	BDM	Sr. Staff Member	X		X
O. Truskett	EM-343	WA TRG Chairman	X	X	X
R. Willi	NP-20	NJG Staff	X		X