



Department of Energy
 Office of Civilian Radioactive Waste Management
 Yucca Mountain Site Characterization Office
 P.O. Box 98608
 Las Vegas, NV 89193-8608

FEB 14 1995

Wesley E. Barnes, Project Manager, YMSCO, NV

ISSUANCE OF SURVEILLANCE RECORD YMP-SR-95-002 RESULTING FROM YUCCA MOUNTAIN QUALITY ASSURANCE DIVISION'S (YMQAD) SURVEILLANCE OF THE YUCCA MOUNTAIN SITE CHARACTERIZATION OFFICE (YMSCO) (SCPB: N/A)

Enclosed is the record of Surveillance YMP-SR-95-002 conducted by the YMQAD at the YMSCO facilities in Las Vegas, Nevada, January 26 through February 1, 1995.

The purpose of the surveillance was to verify corrective actions of Corrective Action Request (CAR) YM-94-061 and follow-up on CAR YM-93-004.

This surveillance is considered completed and closed as of the date of this letter. A response to this surveillance record and any documented recommendations is not required.

If you have any questions, please contact either Robert B. Constable at 794-7945 or Amelia I. Arceo at 794-7737.



Richard E. Spence, Director
 Yucca Mountain Quality Assurance Division

YMQAD:RBC-2024

Enclosure:
 Surveillance Record
 YMP-SR-95-002

YMP-5

9502240134 950214
 PDR WASTE PDR
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FEB 14 1995

cc w/encl:

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OFFICE OF
RADIOACTIVE WASTE MANAGEMENT
U.S. DEPARTMENT OF ENERGY
WASHINGTON, D.C.

QUALITY ASSURANCE SURVEILLANCE RECORD

SURVEILLANCE DATA

¹ ORGANIZATION/LOCATION: Yucca Mountain Site Characterization Office, Las Vegas, NV	² SUBJECT: Follow-up on CARs	³ DATE: 1/26 through 2/1/95
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⁴SURVEILLANCE OBJECTIVE: To verify corrective actions of CAR-YM-94-061 and follow-up on CAR-YM-93-004.

⁵ SURVEILLANCE SCOPE: To verify corrective actions of CAR-YM-94-061 and follow-up on CAR-YM-93-004.	⁶ SURVEILLANCE TEAM: Team Leader: <u>Amelia I. Arceo</u> Additional Team Members: <u>None</u>
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⁷ PREPARED BY: <u>Amelia I. Arceo</u> <u>1/19/95</u> Surveillance Team Leader Date	⁸ CONCURRENCE: <u>N/A</u> QA Division Director Date
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SURVEILLANCE RESULTS

⁹BASIS OF EVALUATION/DESCRIPTION OF OBSERVATIONS:
See pages 2 and 3

¹⁰SURVEILLANCE CONCLUSIONS:
See page 4

¹¹ COMPLETED BY: <u>Amelia I. Arceo</u> <u>2/2/95</u> Surveillance Team Leader Date	¹² APPROVED BY: <u>Deborah B. Buntak</u> <u>2.7.95</u> QA Division Director Date
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ENCLOSURE

Block 9 (Continued) Basis of Evaluation/Description of Observations:

On January 26, 1995 through February 2, 1995, a surveillance was performed on the Yucca Mountain Site Characterization Office (YMSCO) to verify corrective action implementation of Corrective Action Request (CAR)-YM-94 061 and to follow-up on CAR-YM-93-004. CAR-YM-94 061 identified that the effective date for Yucca Mountain Procedure (YAP)-17.1Q, Revision 0, "Records Management Requirements and Responsibilities," was established without allowing time for changes to affected documents; hence, YAP-17.1Q, Revision 0 was not implemented by all affected organizations on the 5/31/94 effective date. CAR-YM-93-004 identified records deficiencies and the corrective actions to prevent recurrence were to revise the records procedure, make the procedure applicable to all participants, and training be assigned in accordance to QMP 02-01, which was renumbered to YLP 2.1Q: CAR-YM-93-004 was closed with a recommendation that a surveillance be performed to follow-up satisfactory implementation of and training to YAP-17.1Q, Revision 0.

The following personnel were contacted during the surveillance:

David Warriner, YMSCO, Records Manager
Hans Ebner, Management and Operating Contractor (M&O),
Senior Records Management Advisor
Jan Verden, M&O, Records Manager
Mary Ann Nusbaum, M&O, Plans and Procedures Division Data
Coordinator
Chrissy Gregory, M&O, Local Records Center Clerk
Cherry Taylor, M&O/SAIC, Training Department Office
Assistant

The following documents were reviewed during this surveillance:

Document Action Request (DAR) No. 837, 8/13/93, Document
Title: Records Management Requirements and
Responsibilities

Training Assignments of David Warriner and William C.
Smith for QAP-5.1Q Revision 6, "Quality Assurance Program
Procedures".

Training Notification for QAP 5.1Q, Revision 6, "Quality
Assurance Program Procedures."

Document Action Request No. 1010, 5/1/94, "Quality
Assurance Program Procedures."

Training Notification for YAP-17.1Q, Revision 0, "Records
Management Requirements and Responsibilities,"
Notification Level: Third Notice, dated 1/31/95

Except for the Civilian Radioactive Waste Management System (CRWMS) M&O, all the affected organizations have completed revisions to their records management implementing procedures to be in conformance with the YAP 17.1Q, Revision 0, "Records Management Requirements and Responsibilities." The following participant procedures conform to the YAP 17.1Q, Revision 0.

033-YMP-QP-17.0, Revision 6, 9/23/94 and CN 17.0-6.1, 11/14/94 "Records Management" - Lawrence Livermore National Laboratory

LANL-YMP-QP-17.6, Revision 1, 8/1/94 "Records Management" - Los Alamos National Laboratory

MC-12.1, Revision 3, 6/17/94 "YMP Records Management" - Reynolds Electrical Engineering Company

QAIP 17-1, Revision 2, 9/30/94 "Protecting, Preparing, and Submitting YMP QA Records" - Sandia National Laboratories (SNL)

QAIP 17-2, Revision 2, 9/30/94 "Participant Data Archive" - SNL

QAIP 17-3, Revision 2, 9/30/94 "Processing, Storing, and Protecting YMP QA Records" - SNL

QMP-17.01, Revision 7, 10/31/94 "YMP-USGS Records Management for Records Sources" - United States Geological Survey (USGS)

QMP-17.03, Revision 2, 10/31/94 "YMP-USGS Local Records Center and General Records Management" - USGS

Completion of Training Assignments for QAP 5.1Q, Revision 6, was verified for David E. Warriner and William C. Smith. William C. Smith completed the DAR 837 for AP-1.8Q which was renumbered to YAP-17.1Q.

Out of the 379 employees who were sent the first Training Assignment Notices for YAP-17.1Q, Revision 0, "Records Management Requirements and Responsibilities," on 5/27/94, 98 were resent with the second Training Assignment Notices on 6/20/94. The third Training Assignment Notices were sent to 28 employees on 1/31/95.

RECOMMENDATIONS

A follow-up surveillance should be conducted to check the effectiveness of completion of training assignments. As stated above, a third training assignment notice was sent on 1/31/95 for YAP-17.1Q which was effective 5/31/94.

Block 10 (Continued) Surveillance Conclusions:

CAR YM-94-061 verification of corrective action was unsatisfactory because the CRWMS M&O has not completed revision to their records management implementing procedures to be in conformance with the YAP 17.1Q, Revision 0, "Records Management Requirements and Responsibilities." Rejection of this CAR in verification has been accomplished in accordance with QAP 16.1, Revision 6, "Corrective Action".

Follow-up on CAR YM-93-004 was unsatisfactory because required training to YAP-17.1Q, Revision 0 was not completed.