



**Department of Energy**

Washington, DC 20585

DEC 23 1996

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**EVALUATION OF VERIFICATION INFORMATION AND VERIFICATION OF  
CORRECTIVE ACTION AND CLOSURE OF DEFICIENCY REPORT (DR) YM-96-D-031  
RESULTING FROM OFFICE OF QUALITY ASSURANCE (OQA) REVIEW**

The OQA staff has evaluated the verification information and verified the corrective action to DR YM-96-D-031 and determined the results to be satisfactory. As a result, the DR is considered closed.

If you have any questions, please contact either Mario R. Diaz at (702) 794-1489 or James E. Clark at (702) 794-1494.

*James Blaylock*

Donald G. Horton, Director  
Office of Quality Assurance

OQA:MRD-0580

Enclosure:  
YM-96-D-031

cc w/encl:

J. O. Thoma, NRC, Washington, DC  
S. W. Zimmerman, NWPO, Carson City, NV  
P. A. Pytel, M&O, Las Vegas, NV  
Records Processing Center = "6"

cc w/o encl:

W. L. Belke, NRC, Las Vegas, NV  
J. E. Clark, OQA/QATSS, Las Vegas, NV  
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**OFFICE OF CIVILIAN  
RADIOACTIVE WASTE MANAGEMENT  
U.S. DEPARTMENT OF ENERGY  
WASHINGTON, D.C.**

8  Performance Report  
 Deficiency Report  
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**PERFORMANCE/DEFICIENCY REPORT**

1 Controlling Document: DOE/RW-0333P, QARD	2 Related Report No. CAR YM-95-034, Rev. 1
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3 Responsible Organization: YMSCO	4 Discussed With: Laura Tate/David Warriner
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5 Requirement/Measurement Criteria:  
Note: This DR is issued to supercede CAR YM-95-034, Rev. 1, in order to implement the revised OCRWM Corrective Action Program.

Section 17.2.3 requires indexing of quality assurance records to ensure retrievability.

Section 5.2 requires work to be performed to controlled implementing documents.

Section 5.2.3 requires review, approval, and control of implementing documents.

6 Description of Condition:  
Discussions with the CRWMS M&O records indexers indicate that they use the "IRIS Data Entry Manual", Version 1.0, 1994 to index YMP quality assurance records in the YMP automated data base. The manual has not been reviewed or approved and is not controlled.

There is no consistency in the information indexed in the automated database, and, in some cases, information critical to retrieval is omitted as may be seen on Attachment 1. Discussions with the CRWMS M&O staff revealed that information indexed from records is not procedurally linked on a one-to-one basis from records to the automated data base fields described in the indexing manual. The indexers rely on their best judgement in many cases, the affected organizations have the most thorough knowledge of the records they submit and the information critical to records retrieval.

7 Initiator James E. Clark <i>James E. Clark</i> Date 1/12/96	9 QA Review James E. Clark QAR James E. Clark Date 1/12/96
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10 Response Due Date N/A	11 QA Issuance Approval <i>[Signature]</i> QAR (PRI/AOQAM) (DR) Date 1.19.96
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12 Remedial Actions:  
See response to CAR YM-95-034, Rev. 1

13 Remedial Action Response By: N/A Date	14 Remedial Action Due Date N/A Date
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15 Remedial Action Response Acceptance QAR N/A Date	16 PR Verification/Closure QAR N/A Date
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**DEFICIENCY REPORT**

**17 Recommended Actions:**

It is recommended that a task force made up of representatives of the CRWMS M&O and the affected organizations be formed to establish procedural guidelines for an effective records indexing system; that the indexing instructions be developed, reviewed by each member of the task force, and approved by responsible CRWMS M&O management; and that indexers receive training to achieve proficiency in the use of indexing instructions.

**18 Investigative Actions:**

See response to CAR YM-95-034, Rev. 1

**19 Root Cause Determination:**

N/A

**20 Action to Preclude Recurrence:**

See response to CAR YM-95-034, Rev. 1

<b>21 Response by:</b> N/A Date	<b>22 Corrective Action Completion Due Date:</b> 06/27/96
<b>23 Response Accepted</b> QAR N/A Date	<b>24 Response Accepted</b> AOQAM N/A Date
<b>25 Amended Response Accepted</b> Refer to letter 4/25/96 QAR <i>James E. Clark</i> Date 12/12/96	<b>26 Amended Response Accepted</b> AOQAM <i>James Blaylock</i> Date 12/19/96
<b>27 Corrective Actions Verified</b> QAR <i>James E. Clark</i> Date 12/12/96	<b>28 Closure Approved by:</b> AOQAM <i>James Blaylock</i> Date 12/19/96

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PR/DR CONTINUATION PAGE

VERIFICATION OF CORRECTIVE ACTION:

Letter was received from Project Manager dated 11/25/96, entitled " Amended Response and Notice of Completion for Deficiency Report (DR) YMQAD-96-031." Letter outlined an amended response eliminating the commitment to revise AO records management procedures because AP-17.1Q replaces those procedures. That amended response is acceptable, as is documented on 12/12/96 in Block 25 of this DR.

The remaining items in the letter listed corrective actions taken to resolve the deficiency, consistent with the response accepted earlier. All items have been verified complete:

- o AP-17.1Q was effective 11/22/96.
- o Record sources were notified of training required on AP-17.1Q
- o The M&O indexing procedure (QAP-17-2) was revised and made effective 11/22/96
- o Personnel identified as Records Indexers in the M&O records processing centers have been trained to the revised QAP-17.2.

*James E. Clark*

James E. Clark, QAR

12/12/96