



Department of Energy
 Yucca Mountain Site Characterization
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WBS 1.2.9.3
 QA

MAR 04 1991

Larry R. Hayes
 Technical Project Officer
 for Yucca Mountain
 Site Characterization Project
 U.S. Geological Survey
 101 Convention Center Drive
 Suite 860
 Las Vegas, NV 89109

CLOSURE OF STANDARD DEFICIENCY REPORTS (SDRS) 557 AND 558, REVISIONS 0,
 RESULTING FROM YUCCA MOUNTAIN QUALITY ASSURANCE DIVISION AUDIT 90-03 OF
 U.S. GEOLOGICAL SURVEY

SDRs 557 and 558, Revisions 0, have been closed based on satisfactory
 verification of completed corrective actions. Copies of the SDRs are
 enclosed for your files.

If you have any questions, please contact either Catherine E. Hampton at
 794-7973 or Charles C. Warren at 794-7248.


 Donald G. Horton, Director
 Yucca Mountain Quality Assurance Division

YMQAD:CEH-2396

Enclosure:
 SDRs 557 and 558, Revisions 0

cc w/encl: 
 K. R. Hooks, NRC, Washington, DC
 S. W. Zimmerman, NWPO, Carson City, NV
 D. H. Appel, USGS, Denver, CO
 N. J. Brogan, SAIC, Las Vegas, NV, 517/T-08

cc w/o encl:
 J. W. Gilray, NRC, Las Vegas, NV
 D. D. Porter, SAIC, Golden, CO

Y.M.P.O STANDARD DEFICIENCY REPORT

N-QA-038
4/89

Completed by Originating QA Organization	1 Date 06/28/90		2 Severity Level <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3		Page 1 of 3
	3 Discovered During AUDIT 90-03		3a Identified By C.C. Warren		4 SDR No. 557 Rev. 0
	5 Organization USGS		6 Person(s) Contacted P. Warner		7 Response Due Date is 20 Working Days from Date of Transmittal
	8 Requirement (Audit Checklist Reference, if Applicable) YMP-USGS-QMP 17.01, Rev. 3 identifies the following requirements for record source:				
	9 Deficiency Contrary to the above requirements, a sample of 10 record packages from the LRC indicated the following:				
Completed by Organization in Block 5	10 Recommended Action(s): <input checked="" type="checkbox"/> Remedial <input checked="" type="checkbox"/> Investigative <input checked="" type="checkbox"/> Corrective Identify the remedial action to be taken to correct the deficiencies noted in Block 9. Investigate the program, process, activities, or documentation				
	11 QAE/Lead Auditor/Date <i>C.C. Warren / 7-16-90</i>		12 Division Manager/Date <i>N/A</i>		13 Project Quality Mgr./Date <i>7-17-90</i>
	14 Remedial/Investigative Action(s) See Attached Response.				
	15 Effective Date _____				
	16 Cause of the Condition & Corrective Action to Prevent Recurrence 17 Effective Date _____				
Comp. by Org. QA Org.	18 Signature/Date <i>Larry R. Horton 8/20/90</i>				
	19 Response Accepted		QAE/Lead Auditor/Date <i>C.C. Warren / 11-14-90</i>	Division Manager/Date <i>N/A</i>	Project Quality Mgr./Date <i>Robert Hampton 11/20/90</i>
	20 Corrective Action Verif. Satisfactory		QAE/Lead Auditor/Date <i>J. Blaylock 2/21/91</i>	Division Manager/Date <i>N/A</i>	Project Quality Mgr./Date <i>Robert Hampton 2/22/91</i>
	21 Remarks Response, Hayes to Horton, 8-20-90 Request provided Response 10/5/90 - QA:CEH-183 Request Response Extension 10/16/90 - Hayes to Horton - Accepted 9/6/90 - QA:CEH-684 Request Response Extension 11/29/90 - Hayes to Horton - Accepted 11/7/90 - QA:CEH-729 Request Response Extension 11/11/90 - Hayes to Horton - Accepted YMCAD:CEH-1117 12/11/90 Extension Request 11/20/90 - Appel to Horton - Accepted YMCAD:CEH-1772 12/20/90 VERIFICATION NOTE TO FILE DATED 2/21/91				
	22 QA CLOSURE		QAE/Lead Auditor/Date <i>J. Blaylock 2/22/91</i>	Division Manager/Date <i>N/A</i>	PQM/Date <i>Robert Hampton 2/22/91</i>

ENCLOSURE

YUO STANDARD DEFICIENCY REPORT
CONTINUATION SHEET

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2/89

SDR No. 557

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8 Requirement (continued)

- A. 5.1.4 INDEXING PARAMETERS: The Record Source shall ensure that the following indexing parameters for each Project record are available on the record prior to submittal to the LRC:
- o QA designation for correspondence (for QA Level I and II records designate "QA: QA" or for QA Level III, N/A or IND records designate "QA: N/A").
 - o QA designation for packages ("QA levels I, II, III, N/A, or IND").
 - o The Work Breakdown Structure (WBS) designation (through six digits when appropriate and separated by decimal points) of the subject of all QA records with periods.
- B. 5.1.7 RECORD INSPECTION: The Records Source responsible for submitting the record (QA and/or non-QA) to the LRC shall inspect the record(s) prior to submittal to ensure the following:
- 5.1.7.1 Completeness - That all pages of the record, including attachments or enclosures, are accounted for and that all blocks on forms (including signature lines) are filled in or "N/A" (not applicable) is entered.
- 5.1.7.2 Copy Suitability - That written/typed records are legible, reproducible, and can be microfilmed in accordance with the standards for processing and microfilming outlined in Attachment 5 of this procedure and the following:
- c. Records shall not have any information scratched out or obliterated by correction fluids, etc., or have extraneous information handwritten on the record (with the exception of corrections made in accordance with Para. 5.1.8 of this procedure). If new information has been added to a record previously submitted to the LRC, it constitutes a new and separate record.
 - d. No portion of any page shall be missing due to tearing or folding of the record edges nor, to the extent feasible, nor shall it contain stamps or other marks that obliterate text or other information.
- C. 5.1.8 CORRECTIONS TO RECORDS: The Record Source may make corrections to completed written/typed records that have not been processed. Corrections shall be made by scribing a single line through the incorrect information using indelible black ink and entering the correct information in close proximity to the line-out. The incorrect information shall remain legible. The correction shall include the date and initials or signature of the Record Source making the correction. Erasures or correction fluid of any type shall not be used as a means of

8 Requirement (continued)

correcting information on records.

D. 5.1.9.1 General Requirments - The following requirements apply to submittal of all Packages.

- o Prepare a Table of Contents for each package that lists all records that are contained in the package. In the upper right corner of the first page, list the WBS number under which the Record Source activities are governed and the QA Level corresponding to the subject activity.

E. 5.2.1 TRANSMITTAL TO THE LRC: Records shall be forwarded to the LRC no later than 10 working days after either the completion date shown on the record, the date the Record Source receives the published manuscript, or after closeout of a record package (packages require a transmittal form - see Attachment 6). Correspondence is submitted directly to the LRC on an ongoing basis within 10 days of receipt or completion. YMP Records prepared by non-USGS Project departments.

9 Deficiency (continued)

- A. Five of the Record Packages contained records that did not indicate all required Indexing Parameters. Missing parameters included QA Designation/Level and WBS Designation.
- B. & C. One of the Record Packages contained a record with extensive use of correction fluid (in excess of 20 instances)
- D. The Table of Contents for six of the Record Packages did not list all records that were contained in the Package.
- E. Five of the Record Packages were not forwarded to the LRC within 10 working days after the completion date shown on the record.

The following Record Packages were reviewed:

NCR Package 89-26	Study Plan 8.3.1.2.1.3
NCR Package 89-30	Audit Package EA 90-02
NCR Package 90-02	Audit Package USGS 89-03
CAR Package 89-13	Surveillance Package 90-S05
Study Plan 8.3.1.4.2.2	Surveillance Package 90-S17

10 Recommended Actions (continued)

to determine the extent and depth of similar deficient conditions listed as examples on the SDR. Identify the cause of the condition and the planned action to prevent recurrence.

BLOCK 14: REMEDIAL/INVESTIGATIVE ACTION(S):

An investigation of the cited deficiencies revealed the following:

- A. **INDEXING PARAMETERS:** The Table of Contents for each record package does include the appropriate indexing parameters. Each document within the package does not need to include the indexing parameters. No correction is required for the individual records.
- B,C. **RECORD CORRECTIONS:** This discrepancy appears to be limited to the document mentioned. The LRC maintained the original document for information, but had, in fact, processed a legible copy to the CRF as the official project record. No additional actions are warranted.
- D. **TABLE OF CONTENTS:** For any record packages already submitted and accepted by CRF, the Table of Contents will not be corrected. The Table of Contents within record packages at LRC are being reviewed. When correction is needed, LRC personnel will work closely with record sources as part of the actions associated with SDR 558.
- E. **RECORD SUBMITTALS TO LRC:** No remedial actions can be taken.

BLOCK 15: EFFECTIVE DATE: Not applicable. (Actions for Item D are part of SDR 558.)

BLOCK 16: CAUSE OF THE CONDITION & CORRECTIVE ACTION TO PREVENT RECURRENCE:

Causes:

- A,D. The terminology and instructions included in QMP-17.01 R3 were not clear regarding the preparation and acceptance requirements for record packages.
- B,C,E. Record Sources required more instruction regarding implementation details of the QMP.

Preventive Actions:

QMP-17.01, R4 is in process and will include clearer directions for Record Sources. The QMP will clarify instructions regarding indexing parameters, table of contents, records corrections, etc. Overall, the terminology and instruction will be clarified to promote a better understanding of the requirements.

After QMP-17.01, R4 is approved, instruction of personnel will begin. This instruction will include classroom sessions for key personnel, with reading assignments for other personnel as deemed appropriate.

Also, as noted in the SDR 558, the LRC activities to implement the new QMP and to return records for correction will increase Records Source awareness of the QMP-17.01 requirements.

BLOCK 17: EFFECTIVE DATE: September 14, 1990 - QMP-17.01 approval.
December 3, 1990 - QMP-17.01, R4 instruction for key personnel.

USGS AMENDED RESPONSE TO YMPO SDR 557

Page 1 of 2

This response is intended to replace the 8-20-90 response.

BLOCK 14: REMEDIAL/INVESTIGATIVE ACTION(S):

An investigation of the cited deficiencies revealed the following:

- A. INDEXING PARAMETERS: QMP-17.01, R3, was prepared to identify records as individual records which have specific indexing requirements that must be included on the records prior to submitting the records to the CRF. Records packages have requirements for indexing information to be on the Table of Contents for the complete records package (not on each individual document within the records package). The Table of Contents for each record package does include the appropriate indexing parameters. Each document within the package does not need to include the indexing parameters. No correction is required for the cited records packages.
- B,C. RECORDS CORRECTION: This discrepancy appears to be limited to the document mentioned. The LRC maintained the original document for information, but had, in fact, processed a legible copy to the CRF as the official project record. No additional actions are warranted.
- D. TABLE OF CONTENTS: For any record packages already submitted and accepted by the CRF, the Table of Contents will not be corrected. The Table of Contents within record package at the LRC are being reviewed. When corrective action is needed, the LRC personnel will work closely with record sources as part of the actions associated with SDR 558.
- E. RECORD SUBMITTALS TO LRC: No remedial actions can be taken.

BLOCK 15: EFFECTIVE DATE: Not applicable.

BLOCK 16: CAUSE OF THE CONDITION & CORRECTIVE ACTION TO PREVENT RECURRENCE:

Causes:

- A,D. The terminology and instructions included in QMP-17.01, R3 were not clear regarding the preparation and acceptance requirements for record packages.
- B,C,E. Record sources did not properly implement the procedure.

etc dtd 11/8/90 - Hayes to Weston

USGS AMENDED RESPONSE TO YMPO SDR 557

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Preventive Actions:

QMP-17.01, R4 is approved and includes clearer directions for Record Sources. The QMP clarifies instructions regarding indexing parameters, table of contents, records corrections, etc. Overall, the terminology and instruction is clarified to promote a better understanding of the requirements.

QMP-17.01, R4 was issued as a reading assignment on September 14, 1990. Instruction will also include classroom sessions for key personnel as deemed appropriate. This classroom instruction will stress compliance with records requirements as stated in QMP-17.01, R4.

Also, as noted in SDR 558 response, the LRC activities to implement QMP-17.03 and to return records for correction will increase Record Source awareness of the QMP-17.01 requirements.

BLOCK 17: EFFECTIVE DATE:

September 24, 1990 - QMP-17.01, R4 became effective

November 5, 1990 - QMP-17.03, R0 becomes effective

December 3, 1990 - instruction in QMP-17.01, R4 for key personnel

BLOCK 18: SIGNATURE/DATE:

Larry L. Hunt Almost 11/04/90

VERIFICATION

February 21, 1991

Note to File

STANDARD DEFICIENCY REPORT (SDR) 557

The following evidence was presented to close SDR 557. This deficiency focused on defects observed on documents in the United States Geological Survey (USGS) Local Records Center (LRC) that identified shortcomings by the records source in preparing and assembling records packages.

To clarify record source responsibilities and LRC responsibilities, USGS Quality Management Procedure (QMP)-17-01 was split into two procedures. USGS QMP-17-01, Revision 4, details the records source responsibilities for generating, assembling, and submitting records to the LRC; USGS QMP-17-03, Revision 0 details LRC responsibilities for receiving, processing, and transmitting records to the Central Records Facility (CRF).

The effective date for USGS QMP-17-01, Revision 4 was September 24, 1990, and the following implementation examined.

Reading assignments, chosen at random, had been completed for the following individuals:

L. Tsao	B. S. Bodvarsson
W. S. Sockwriter	D. J. Bauer
M. H. Mustard	R. L. Carmen
M. Amiriyafari	B. Langsteiner
L. C. Loscot	L. L. Hall
D. O. Gibbons	W. N. Clements
D. R. Muhs	

Assembly of a Data Record Package Segment on a Technical Data Information (Form), TPIF, was checked for a package by Clancy and Beck, Precipitation for 1983-1985. The package segment has been assembled in accordance with USGS QMP-17-01, Revision 4.

Finally, a records package, accession number GS-90.M-000083, has been sent to the CRF on January 22, 1991, however, there had been no acknowledgment of receipt from CFR as of the time of the surveillance.

James Blaylock
James Blaylock

Yucca Mountain Quality Assurance Division

YMQAD:JB-

YMP-Q STANDARD DEFICIENCY REPORT

N-QA-038
4/89

Completed by Originating QA Organization	1 Date 06/29/90		2 Severity Level <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3		Page 1 of 3
	3 Discovered During AUDIT 90-03		3a Identified By D. Brown, C. Warren		4 SDR No. 558 Rev. 0
	5 Organization USGS		6 Person(s) Contacted P. Warner		7 Response Due Date is 20 Working Days from Date of Transmittal
	8 Requirement (Audit Checklist Reference, if Applicable) YMP-USGS-QMP 17.01, Rev. 3, Para. 5.3.3 states, "The LRC shall verify that all Records listed within the				
Completed by Organization in Block 5	9 Deficiency Contrary to the above, the LRC was not adequately performing quality verification of QA Record Packages. The following deficient conditions were identified:				
	10 Recommended Action(s): <input checked="" type="checkbox"/> Remedial <input checked="" type="checkbox"/> Investigative <input checked="" type="checkbox"/> Corrective Identify the remedial action to be taken to correct the deficiencies noted in Block 9. Investigate the program, process, activities, or documentation				
	11 QAE/Lead Auditor/Date <i>C.C. Warren / 7-16-90</i>	12 Division Manager/Date <i>N/A</i>		13 Project Quality Mgr./Date <i>Catherine [unclear] 7-17-90</i>	
Completed by Organization in Block 5	14 Remedial/Investigative Action(s) See Attached Response.				15 Effective Date _____
	16 Cause of the Condition & Corrective Action to Prevent Recurrence				17 Effective Date _____
	18 Signature/Date <i>Larry R. Horton 8/20/90</i>				
Comp. by Orig. QA Org.	19 Response Accepted		QAE/Lead Auditor/Date <i>C.C. Warren / 11/14/90</i>	Division Manager/Date <i>N/A</i>	Project Quality Mgr./Date <i>Catherine [unclear]</i>
	20 Corrective Action Verif. Satisfactory		QAE/Lead Auditor/Date <i>J. Blaylock 2/21/91</i>	Division Manager/Date <i>N/A</i>	Project Quality Mgr./Date <i>Catherine [unclear]</i>
	21 Remarks Response, Hayes to Horton, 8-20-90 Request Amended Response 10/5/90 - QAICEN-133 Request Response Extension 10/14/90 - Hayes to Horton - Accepted 11/6/90 - QAICEN-684 Request Response Extension 11/29/90 - Hayes to Horton - Accepted 11/7/90 - QAICEN-723 Amended Response 11/8/90 - Hayes to Horton - Accepted YMQAD:CEH-1117 - 12/11/90 Extension Request 11/20/90 Hayes to Horton - Accepted YMQAD:CEH-1277 - 12/20/90 VERIFICATION NOTE TO FILE DATED 2/21/91				
	22 QA CLOSURE	QAE/Lead Auditor/Date <i>J. Blaylock 2/22/91</i>	Division Manager/Date <i>N/A</i>	PQM/Date <i>[Signature] 2/25/91</i>	

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8 Requirement (continued)

Table of Contents to a Record Package are within that Record Package."

Para. 5.3.4 states, "The LRC shall check the Records which are being received by using the Quality Verification Checklist (Attachment 4)."

Para. 5.4 states, "The LRC shall transmit the completed Records to the CRF within 10 working days of receipt from the Record Source."

9 Deficiency (continued)

- a. QA Levels (I, II, III, N/A, or IND) were not indicated on QA Record Packages (listed on the Table of Contents). (2 out of 10 packages sampled were deficient).
- b. QA designations (QA or N/A) were not indicated on individual QA Records. (5 out of 10 packages sampled were deficient).
- c. Individual QA Records either have no WBS number or have conflicting WBS (5 out of 10 packages sampled were deficient).
- d. Attachments and enclosures to individual QA Records are not being accounted for prior to submittal to CRF. (One out of 10 packages sampled were deficient).
- e. The Table of Contents does not list all individual QA Records in QA Record Packages. (6 out of 10 packages sampled were deficient).
- f. Aerial photographs indicated by the Table of Contents for Package GS.89.M00022 were missing from the Package. These photos are one of a kind records. (This package was removed by others on the Audit Team)

The Audit Team sampled approximately 1% of all LRC QA Record Packages. Reviewed Record Packages include:

NCR Package 89-26	CAR Package 89-13
NCR Package 89-30	Audit Package EA 90-02
NCR Package 90-02	Audit Package USGS 89-03
Study Plan 8.3.1.4.2.2	Surveillance Package 90-S05
Study Plan 8.3.1.2.1.3;	Surveillance Package 90-S17

NOTE: Prior to 08/21/89, LRC was required to complete and sign the Quality Verification Checklist. The 08/21/89 modification to QMP-17.01 caused the checklist to be used as only a guide. The checklist covers many items addressed in this SDR.

10 Recommended Actions (continued)

to determine the extent and depth of similar deficient conditions listed as examples on the SDR. Identify the cause of the condition and the planned

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10 Recommended Actions (continued)
action to prevent recurrence.

BLOCK 14: REMEDIAL/INVESTIGATIVE ACTION(S):

An investigation of the cited deficiencies revealed the following:

- a, b, c. **INDEXING PARAMETERS:** The Table of Contents for a records package includes the WBS# and the QA designation. Each document within the package does not need to show that same WBS# or QA designation. No corrections are required for the individual documents and the packages will be processed according to the parameters specified on the Table of Contents.
- d. **COMPLETE PACKAGES:** Individual documents, especially correspondence, within a records package may appear to not have attachments/enclosures. However, those documents (attachments, enclosures, etc.) are an integral part of the package already, and to avoid redundancy or duplication, those documents would not necessarily be physically attached or enclosed with a particular piece of correspondence. No remedial actions are warranted.
- e. **TABLE OF CONTENTS:** For any record packages already submitted and accepted by CRF, the Table of Contents will not be corrected. The Table of Contents within record packages at LRC are being reviewed by LRC personnel. When correction is needed, LRC personnel will work closely with Record Sources to assure Table of Contents reflect the actual contents of the records package.
- f. **ILLEGIBLE COPIES:** The cited package (GS.89.M00022) was prepared and processed as part for the DOE Litigation Discovery materials. Aerial photographs were noted as not included in the package. A special instruction sheet is part of the package showing these as "one-of-a-kind" records. This sheet explains that the original photographs were still being used and were with the investigator at a specified (office) location.

A copy of the photographs was made for package GS.89.M00025 (cited in SDR 559). Other record packages that would eventually need to include the photographs or a reference to them, will use a special instruction sheet showing the location of the original photographs. This avoids duplication of materials and provides needed cross-referencing.

No remedial actions are warranted.

BLOCK 15: EFFECTIVE DATE: September 14, 1990 - Item e - Corrections.

BLOCK 16: CAUSE OF THE CONDITION & CORRECTIVE ACTION TO PREVENT RECURRENCE:

Cause(s):

- a, b, c, d, e. The terminology and instructions included in OMP-17.02, R3 were not clear regarding the preparation and acceptance requirements for record packages.
- f. The role and requirements for Litigation/Discovery Records as part of the records management system was not clearly explained.

BLOCK 16 CONTINUED:

Preventive Action(s):

QMP-17.01, R4 is in process and will include clearer directions for LRC activities. The QMP will clarify instructions regarding indexing parameters, legibility, Litigation Discovery records, tables of contents, records corrections, etc. Overall, the terminology and instructions will be clarified to promote a better understanding of the requirements.

After QMP-17.01, R4 is approved, instruction of personnel will begin. This instruction will include classroom sessions for key personnel, with reading assignments for other personnel as deemed appropriate.

Also, the LRC activities to implement the new QMP and to return records for correction will increase both LRC personnel and Records Source awareness of the QMP-17.01 requirements.

BLOCK 17: EFFECTIVE DATE: October 1, 1990 - QMP-17.01, R4 approved.
December 3, 1990 - QMP-17.01, R4 instruction
for key personnel.

USGS AMENDED RESPONSE TO YMPO SDR 558

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This response is intended to replace the 8-20-90 response.

BLOCK 14: REMEDIAL/INVESTIGATIVE ACTION(S):

QMP-17.01, R3, was prepared to identify records as individual records which have specific indexing requirements that must be included on the records prior to submitting the records to the CRF. Records packages have requirements for indexing information to be on the Table of Contents for the complete records package (not on each individual document within the records package). An investigation into the cited deficiencies revealed the following:

- a,b,c **INDEXING PARAMETERS:** The Table of Contents for a record package includes the WBS # and the QA designation. Each document within the package does not need to show the same WBS # or QA designation. No corrections are required for the individual documents and the packages will be processed according to the parameters specified on the Table of Contents.

- d **COMPLETE PACKAGES:** Individual documents, especially correspondence, within a records package may appear to not have attachments/enclosures. However, those documents (attachments, enclosures, etc.) are an integral part of the package already, and to avoid redundancy or duplication, those documents would not necessarily be physically attached or enclosed with a particular piece of correspondence. No remedial actions are warranted.

- e **TABLE OF CONTENTS:** For any record packages already submitted and accepted by the CRF, the Table of Contents will not be corrected. The Table of Contents within record packages at LRC were reviewed by LRC personnel. When correction was needed, LRC personnel worked closely with Record Sources to assure Tables of Contents reflect the actual contents of the record packages.

- f **ILLEGIBLE COPIES:** The cited package (GS.89.M00022) was prepared and processed as part of the DOE Litigation Discovery materials. Aerial photographs were noted as not included in the package. A special instruction sheet is part of the package showing these as "one-of-a-kind" records. This sheet explains that the original photographs were still being used and were with the investigator at a specified (office) location.

USGS AMENDED RESPONSE TO YMPO SDR 558

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A copy of the photographs was made for package GS.89.M00025 (cited in SDR 559). Other record packages that would eventually need to include the photographs or a reference to them, will use a special instruction sheet showing the location of the original photographs. This avoids duplication of materials and provides needed cross-checking.

BLOCK 15: EFFECTIVE DATE: Complete

BLOCK 16: CAUSE OF THE CONDITION & CORRECTIVE ACTION TO PREVENT RECURRENCE:

Causes:

- a,b,c,d,e The terminology and instructions included in QMP-17.01, R3 were not clear regarding the Record Source preparation and LRC acceptance requirements for record packages.
- f The role and requirements for Litigation Discovery records as part of the records management system was not clearly explained.

Preventive Actions:

QMP-17.01, R4 is approved and clarifies directions for Record Source activities. The QMP clarifies instructions regarding indexing parameters, legibility, Litigation Discovery records, tables of contents, records corrections, etc. Overall, the terminology and instructions have been clarified to promote a better understanding of the requirements.

QMP-17.01, R4 was approved and issued as a reading assignment for personnel. Instruction will also include classroom sessions for key personnel as deemed appropriate. This classroom instruction will stress compliance with records requirements as stated in QMP-17.01, R4.

A new procedure, QMP-17.03, R0, Local Records Center, has been written and approved. This procedure clarifies the LRC activities for acceptance of QA records and QA record packages. Additionally, the full receipt process has been reviewed and corrections made as necessary by the Records Coordinator. Reading assignments have been assigned and completed. LRC employees have been reminded that work must be conducted in accordance with the requirements of QMP-17.03.

USGS AMENDED RESPONSE TO YMPO SDR 558
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BLOCK 17: EFFECTIVE DATE:

September 24, 1990 - QMP-17.01, R4 became effective

November 5, 1990 - QMP-17.03, R0 becomes effective

December 3, 1990 - instruction in QMP-17.01, R4 for key personnel

BLOCK 18: SIGNATURE/DATE:

Lam R. Hume

11/01/90

VERIFICATION

February 21, 1991

Note to File

STANDARD DEFICIENCY REPORT (SDR) 558

SDR 558 was closed based on the following evidence:

United States Geological Survey (USGS) segregated the Local Records Center responsibilities from USGS Quality Management Procedure (QMP)-17-01 in a new procedure, USGS QMP-17-03, Revision 0, effective October 1, 1990. Training, via reading assignment and classroom, was given; records for the following individuals were verified:

Reading:	Classroom:
M. J. LaRue	X
K. A. Larsen	X
D. T. Hoxie	Not required
D. Valega	" "

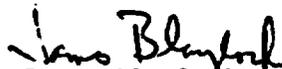
The effective date for USGS QMP-17-01, Revision 4 was September 24, 1990, and the following implementation examined.

Reading assignments, chosen at random, had been completed for the following individuals:

L. Tsao	B. S. Bodvarsson
W. S. Sockwriter	D. J. Bauer
M. H. Mustard	R. L. Carmen
M. Amiryafari	B. Langsteiner
L. C. Loscot	L. L. Hall
D. O. Gibbons	W. N. Clements
D. R. Muhs	

In addition, reference to photograph location (one-of-a-kind) or special instruction for original photographs was verified for records package, accession number GS-89.M-00025, and records segment OFR 91-3.

YMQAD:JB-


James Blaylock

Yucca Mountain Quality Assurance Division