

CONTROL OF QUALITY ASSURANCE RECORDS

QUALITY ASSURANCE PROCEDURE QP-02  
NUCLEAR WASTE MANAGEMENT QUALITY ASSURANCE PROGRAM  
U.S. Geological Survey

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## Control of Quality Assurance Records

### 1.0 PURPOSE

- 1.1 The purpose of this procedure is to assign responsibilities, to define activities, and to establish a system for the handling, maintenance, and disposition of quality assurance records.
- 1.2 This procedure is intended to provide for the continuing validity and security of records produced for radioactive-waste projects by the U.S. Geological Survey (USGS).

### 2.0 SCOPE

- 2.1 This procedure applies to those records which furnish documentary evidence of the quality of the research and research-related activities, items, materials, and contractual services.
- 2.2 Quality assurance records include, but are not limited to, operational logs; the results of reviews, inspections, tests, audits, and analysis of materials; reports of surveillance or monitoring of work performance; qualification of personnel, procedures, and equipment; and other documentation such as drawings, specifications, procurement documents, calibration procedures and reports, films, maps, computer software, non-conformance reports, and corrective action reports.
- 2.3 This procedure shall be followed by all personnel assigned to nuclear waste management activities of the projects.
- 2.4 This procedure shall also apply to any contractor, and to personnel of that contractor, employed or contracted by the USGS to perform nuclear waste management activities for the projects, that has not adopted a quality assurance program acceptable to the USGS.

### 3.0 PROCEDURE

- 3.1 Principle: Records that substantiate the quality of nuclear waste management activities of the projects, shall be filed and maintained in a manner which will preserve their validity and provide security. Indices of the records that show their location and general content shall be maintained in project files.

**3.2 Materials: Not Applicable**

**3.3 Method:**

- 3.3.1** Records maintained by project personnel and the project coordinator for the USGS radioactive-waste projects shall be filed and maintained separate from other records.
- 3.3.2** Records such as administrative reports and records, budget and technical yearend reports, quarterly reports and USGS publications, shall be filed and maintained at the office of the Project Coordinator. An index shall be established by the USGS identifying records stored, responsible personnel, and types of records maintained in other areas.
- 3.3.3** Principal Investigators who have been assigned the responsibility for keeping records shall be responsible for the control and maintenance of records in their assigned areas.
- 3.3.4** An indexing system shall be developed for each area where records are filed so that records are identifiable and retrievable. The indexing system shall contain as a minimum: a listing of records in the file; retention time for each type of record; and the method of filing. The Quality Assurance Manager shall be responsible for assuring that indexes are compatible with one another. Retention times shall be determined by the Project Coordinator.
- 3.3.5** Project records shall be stored in standard metal file cabinets or equivalent.
- 3.3.6** Project records to be stored and maintained permanently shall be identified by the Project Coordinator.
- 3.3.7** The disposal of project records stored and maintained temporarily shall be approved by the Project Coordinator following publication of a report containing the information included in those records.
- 3.3.8** Records such as photographs, negatives, microfilm, computer tapes, etc. shall be stored in an environment and manner that will be conducive to their preservation.