

# memorandum

WM DOCKET CONTROL  
P R

DATE: APRIL 24, 1987

'87 APR 30 P2:50

REPLY TO  
ATTN OF: RW-24

SUBJECT: ACTION TRACKING SYSTEM UPDATE FOR APRIL 24, 1987

TO: DISTRIBUTION

Attached is your copy of the OGR QA Action Assignment printout showing the status of action items assigned to you as of April 24, 1987. Our next meeting to review the status will be on thursday, April 30, 1987 at 9:00 am in the Weston offices. Karl Sommer will chair the meeting.

*Carl Newton*  
Carl Newton, RW-24

DISTRIBUTION

- Carl Newton, RW-24
- Karl Sommer, RW-24
- Gary Faust, Weston
- Dave Brown, Weston
- Bob Clark, Weston

8706030089 870424  
PDR WASTE PDR  
WM-1

WM Record File  
405

WM Project 1  
Docket No. \_\_\_\_\_

PDR ✓  
LPDR \_\_\_\_\_

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OFFICE OF GEOLOGIC REPOSITORIES \*\*\* Q A ACTION ASSIGNMENTS  
 FOR ENTIRE QA ORGANIZATION \*\*\* COPY FOR OGR QA FILES  
 WEEKLY REPORT

ITEM NBR	ASSIGNED TO	DATE DUE	NBR REV	DESCRIPTION OF ACTION
26	BROWN	03/27/87	3	ISSUE OTHER 7 OGR QIP'S (OTHER THAN QIP 2.2)
40	NEWTON	03/27/87	1	REVISE CORRESPONDANCE REQUEST AND DISTRIBUTION FORM FOR USE BY QA ORGANIZATION. EXPLORE USE BY S, L, & QA DIVISION.
54	FAUST	04/03/87	2	MEMO TO PROJECTS ANSWERING QUESTION: WILL OPERATION OFFICE APPRAISALS SATISFY OGR QA PLAN REQUIREMENTS FOR MANAGEMENT APPRAISALS?
61	SOMMER	04/13/87	0	PREPARE MEMO FROM KALE TO HILLEY ENDORCING OSTS PROPOSAL FOR SOFTWARE QA PROGRAM
72	NEWTON	04/13/87	0	COMMENTS ON PROPOSED REQUIREMENTS FOR COORDINATING GROUPS TO ISSACS
81	SOMMER	04/16/87	0	REPORT OF PARTICIPATION BY K.S. IN SRPO QA AUDIT OF BNL, APRIL 7-9, 1987
3	BROWN	03/27/87	5	COMPLETE QIP 2.2, ASSIGNMENT OF QUALITY LEVELS, AND RECORD OF COMMENT DISPOSITION AND REVISED LIST OF ACTIVITIES FOR OGR BRANCHES.
56	NEWTON	04/21/87	0	MEMO TO PROJECTS DOCUMENTING OGR POLICY ON DOE-HQ ROLE VERSUS DOE-PROJECT OFFICE ROLE IN INTERACTIONS WITH NRC (REVIEW OF QA PLANS, INVOLVEMENT WITH AUDITS, ETC.)
15	NEWTON	04/17/87	50	PREPARE MEMO TO PROJECTS ANNOUNCING OGR QA AUDITS & ADVISING THEM TO COMPLETE Q-LISTS.
65	NEWTON	04/10/87	1	COMPLETE ABSTRACT OF PAPER, "OVERVIEW OF NATIONAL WASTE PROGRAM", FOR ASQC MEETING (SEPT 13-16, 1987)
74	NEWTON	04/24/87	0	REPORT ON MEETING WITH NRC AT LANL FOR MINI-AUDIT OF MIN-PET PROGRAM
11	CLARK	03/27/87	4	PROPOSED DISPOSITION OF NRC & STATE COMMENTS ON OGR QA PLAN FOR DOE MANAGEMENT REVIEW
62	SOMMER	04/27/87	1	PREPARE MEMO TO SRPO FROM J. KNIGHT RESPONDING TO SRPO REQUEST (MARCH 6, 1987 MEMO) FOR CLARIFICATION OF QA REQUIREMENTS
28	CLARK	03/09/87	4	DEVELOP DRAFT QIP 18.5, "SURVEILLANCE OF HQ-OGR AND PROJECT OFFICE ACTIVITIES".
24	SOMMER	04/03/87	1	ISSUE FINAL OGR QIP 2.2, "ASSIGNMENT OF QUALITY LEVELS"
14	NEWTON	03/27/87	2	REPORT TO OCRWM QA MANAGER ON PROGRESS IN CORRECTING PROBLEMS IDENTIFIED IN OCRWM QA MANAGEMENT APPRAISAL.
21	NEWTON	03/27/87	3	DETERMINE NEEDED OGR ORGANIZATIONAL STRUCTURE & STAFFING LEVELS FOR QA & ADVISE OCRWM QA MANAGER (MAY BE COMBINED WITH ACTION ITEM #14).
36	BROWN	03/30/87	2	UPDATE MASTER AUDIT SCHEDULE SHOWING OGR PARTICIPATION IN PROJECT AUDITS (NOTE: COLEMAN CANNOT PARTICIPATE UNTIL JULY).
47	BROWN	04/30/87	0	DEVELOP OGR PROCEDURE FOR STOPPING WORK
58	BROWN	04/14/87	1	DISPOSITION CCB COMMENTS ON SUPPLEMENT #6
66	SOMMER	03/31/87	2	PREPARE MEMO TO NRC INVITING NRC TO PERFORM MINI-AUDITS OF SRPO
88	NEWTON	05/01/87	0	MEMO DISTRIBUTING QA REQUIREMENTS FOR WASTE PRODUCERS FOR REVIEW AND COMMENT
89	NEWTON	05/02/87	0	MEMO FROM KNIGHT TO BRAY, CH - OGR COMMENTS ON KIST REPORT
41	SOMMER	04/13/87	2	REVIEW AND RECOMMEND ACTION (APPROVE OR DISAPPROVE) ON BWID QA PLAN, REVISION 2
60	SOMMER	05/04/87	0	REVIEW AND RECOMMEND ACTION (APPROVE-DISAPPROVE) ON 26 BWIP QUALITY ASSURANCE ADMINISTRATIVE PROCEDURES
79	BROWN	05/05/87	0	DELIVER REPORT ON RESULTS OF NNWSI SCP 8.6, QA, COMMENT RESOLUTION MEETING
87	NEWTON	05/05/87	0	DRAFT POLICY LETTER DESCRIBING ROLE OF STATES & TRIBES IN DOE AUDITS AND TRANSMIT TO STATES & TRIBES FOR REVIEW AND COMMENT
68	SOMMER	05/07/87	0	REVIEW AND RECOMMEND ACTION (APPROVE - DISAPPROVE) ON ORNL ORIGEN-TYPE CODES PROGRAM QA PLAN
86	NEWTON	05/07/87	0	MEMO TRANSMITTING SUMMARY MINUTES OF QACG MEETING TO PROJECTS & DISTRIBUTION
53	NEWTON	03/09/87	1	RECEIVE FROM JIM BRESEE REPORT ON NEED FOR OGR TO HAVE A CENTRALIZED COMPUTER SYSTEM FOR OGR MILESTONES
73	FAUST	05/08/87	0	DRAFT MEMO (KNIGHT TO BRESEE) RECOMMENDING CHANGES TO BUDGET PROCESS AND GUIDANCE TO PROJECTS FOR QA BUDGET SUBMISSIONS

OFFICE OF GEOLOGIC REPOSITORIES \*\*\* Q A ACTION ASSIGNMENTS  
FOR ENTIRE QA ORGANIZATION \*\*\* COPY FOR OGR QA FILES  
WEEKLY REPORT

ITEM NBR	ASSIGNED TO	DATE DUE	NBR REV	DESCRIPTION OF ACTION
78	SOMMER	05/08/87	0	MEMO TO BWIP (KNIGHT TO ANTONEN) FORWARDING OGR COMMENTS ON BWIP SAFETY PLAN
84	FAUST	05/08/87	0	MINUTES OF QACG MEETING, APRIL 22-23, 1987
85	NEWTON	05/11/87	0	TRANSMITTAL OF QACG MEETING MINUTES
82	SOMMER	05/14/87	0	REPORT OF PARTICIPATION BY K.S. IN SRPO QA AUDIT OF LBL, MAY 5-8, 1987
7	NEWTON	03/27/87	5	OGR QA FILES: (1) CONVERT TO DBASE III, (2) UPDATE RECORDS LISTING, (3) PRODUCE AND DISSEMINATE A MASTER LIST
12	NEWTON	03/27/87	1	RECEIVE DOE MANAGER'S COMMENTS ON PROPOSED DISPOSITION OF NRC & STATE COMMENTS ON OGR QA PLAN. COMPLETE MEMO TO NRC, STATES & TRIBES ADVISING THEM OF INTENDED DISPOSITION. (SEE #11)
22	NEWTON	04/15/87	0	COMPLETE OGR TRAINING PLAN & SUBMIT AN INFORMATION COPY TO THE OCRWM QA MANAGER. INCLUDE COMMON TRAINING NEEDS FOR PROJECTS.
25	NEWTON	04/17/87	1	ADVISE STEIN, KNIGHT, BRESEE OF NEED TO ASSIGN QUALITY LEVELS TO THEIR ACTIVITIES BY MARCH 30 (RESPONSE TO OCRWM QA APPRAISAL)
48	FAUST	05/15/87	0	DEVELOP A DRAFT MANAGEMENT OVERVIEW PLAN FOR OGR
50	SOMMER	04/23/87	1	COMPLETE EVALUATION OF FORD AMENDMENT STUDY FOR APPLICATION TO OGR
51	BROWN	04/13/87	1	DRAFT A DESCRIPTION OF A SYSTEM FOR TRACKING THE STATUS OF QA PROBLEMS AND STATUS OF OGR AND PROJECT QA PROGRAMS FOR PRESENTATION AT THE APRIL QACG MEETING
67	SOMMER	05/15/87	0	REVIEW AND RECOMMEND ACTION (APPROVE - DISAPPROVE) ON PNL QA PLAN FOR HQ/OGR MATERIALS CHARACTERIZATION ACTIVITIES/
76	NEWTON	05/15/87	0	MEMO TO ALL BRANCH CHIEFS FROM STEVE KALE REQUESTING QA STATEMENT BE ADDED TO POSITION DESCRIPTIONS AND PERFORMANCE APPRAISAL FORMS FOR ALL OGR EMPLOYEES
83	NEWTON	05/15/87	0	REPORT OF AUDIT PARTICIPATION, WMPO OF LLNL, APRIL 27-MAY 1, 1987
90	NEWTON	05/15/87	0	SEND DRAFT RESPONSE TO NRC, STATE, AND TRIBE COMMENTS TO THE STATES, TRIBES, AND NRC FOR REVIEW AND COMMENT
9	NEWTON	03/27/87	2	DRAFT PROCEDURES FOR QA BRANCH: (1) PROCEDURES WRITING & DISSEMINATION, (2) ACTION TRACKING SYSTEM, (3) WEEKLY HIGHLIGHTS REPORTING, (4) WEEKLY STAFF MEETINGS, (5) MONTHLY REPORTS
52	NEWTON	05/22/87	0	RECEIVE FROM RALPH STEIN DOCUMENTATION OF HQ ROLE IN (1) READINESS REVIEWS AND (2) RESTARTING STOPPED WORK
75	NEWTON	05/29/87	0	DEVELOP OGR TRAINING PLAN
80	CLARK	05/29/87	0	DRAFT QIP FOR REPORTING SIGNIFICANT DEFICIENCIES AS PER 10CFR60.73
77	NEWTON	06/03/87	0	FINALIZE OGR QA PLAN FOR QA ORGANIZATIONAL CHANGES
64	NEWTON	06/12/87	0	COMPLETE PAPER, "OVERVIEW OF NATIONAL WASTE PROGRAM", FOR ASQC CONFERENCE (SEPTEMBER 13-16, 1987)

RECORD OF CORRESPONDANCE CONCURRENCE AND DISTRIBUTION

SUBJECT: ACTION TRACKING UPDATE FOR APRIL 24, 1987

FROM: CARL NEWTON, RW-24

TO: DISTRIBUTION

PC CODE: CN115 (MARIE ADAM'S IBM)

ORIGINATOR: CARL NEWTON, 6-5059

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QA FILE - B3  
OCRWM CCRU, RW-13 (5)  
OCRWM ARCHIVES (2)  
ORIGINATOR'S CHRON: NEWTON  
OGR READING FILE  
S,L,& QA DIV CHRON

L. Barrett, RW-33  
J. Knight, RW-24  
M. E. Langston, RW-40  
H. Steinberg, RW-33  
S. Echols, GC-11  
R. Poe, EH-32

L. Skoblar, Weston  
J. Kennedy, NRC

CONCURRENCES:

C. Newton 4/24/87  
C. Newton, RW-24