

memorandum

DATE: JUNE 24, 1987

87 JUL -6 P2:58

REPLY TO
ATTN OF: RW-24

SUBJECT: ACTION TRACKING SYSTEM UPDATE FOR JUNE 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 June 24, 1987. Our next meeting to review the status will be on monday, June 29, 1987 at 9:00 am.

Carl Newton
Carl Newton, RW-24

DISTRIBUTION

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

WM Record File <u>405</u>	WM Project <u>1</u>
	Docket No. _____
	PDR <input checked="" type="checkbox"/>
	LPDR _____
Dist. Mon: <u>Kennedy</u> <u>EDM</u>	<u>Delligatti</u>
	<u>Linahan</u>
	<u>Riddle</u>
(Return to WM, 623-SS)	<u>Donnelly</u> <i>of</i>

8712100043 870624
PDR WASTE PDR
WM-1

BB130200
WM Projects WM-1
PDR w/encl
(Return to WM, 623-SS)

WM Record Files 405
LPDR w/encl

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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	ORG DATE DUE	NBR REV	REV DATE DUE	% COMP	DESCRIPTION OF ACTION
103	SOMMER	06/19/87	1	06/21/87	0	PREPARE RESPONSE TO CHERYL RUNION (NAT'L CONF OF STATE LEGISLATURES) REQUEST FOR QACG INFO
87	NEWTON	05/05/87	3	06/24/87	50	DRAFT POLICY LETTER DESCRIBING ROLE OF STATES & TRIBES IN DOE AUDITS AND TRANSMIT TO STATES & TRIBES FOR REVIEW AND COMMENT
111	CLARK	06/23/87	1	06/25/87	0	REVIEW & COMMENT ON THREE BWIP QAAP'S
118	CLARK	06/19/87	1	06/25/87	0	REPORT OF PARTICIPATION IN WMPO QAS AUDIT OF SANDIA, JUNE 1-5, 1987
7	NEWTON	03/27/87	6	06/26/87	95	OGR QA FILES: (1) CONVERT TO DBASE III, (2) UPDATE RECORDS LISTING, (3) PRODUCE AND DISSEMINATE A MASTER LIST
9	NEWTON	03/27/87	2	06/26/87	15	DRAFT PROCEDURES FOR QA BRANCH: (1) PROCEDURES WRITING & DISSEMINATION, (2) ACTION TRACKING SYSTEM, (3) WEEKLY HIGHLIGHTS REPORTING, (4) WEEKLY STAFF MEETINGS, (5) MONTHLY REPORTS
47	BROWN	04/30/87	3	06/26/87	80	DEVELOP OGR PROCEDURE FOR STOPPING WORK
52	NEWTON	05/22/87	0	06/26/87	0	RECEIVE FROM RALPH STEIN DOCUMENTATION OF HQ ROLE IN (1) READINESS REVIEWS AND (2) RESTARTING STOPPED WORK
53	NEWTON	03/09/87	4	06/26/87	0	RECEIVE FROM JIM BRESEE REPORT ON NEED FOR OGR TO HAVE A CENTRALIZED COMPUTER SYSTEM FOR OGR MILESTONES
76	NEWTON	05/15/87	2	06/26/87	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
90	NEWTON	05/15/87	2	06/26/87	70	SEND DRAFT RESPONSE TO NRC, STATE, AND TRIBE COMMENTS TO THE STATES, TRIBES, AND NRC FOR REVIEW AND COMMENT
99	SOMMER	06/30/87	0	06/30/87	0	REVIEW & APPROVE TWO BWIP QA ADMINISTRATIVE PROCEDURES, BP-1.1 AND PMD-19.0
104	SOMMER	06/30/87	0	06/30/87	0	REVIEW AND APPROVE TWO SRPO QA ADMINISTRATIVE PROCEDURES, 2.4 & 4.2
115	SOMMER	06/30/87	0	06/30/87	0	REPORT OF PARTICIPATION IN SRPO QA AUDIT OF PNL JUNE 16-19, 1987
117	BROWN	07/02/87	0	07/02/87	0	REPORT OF PARTICIPATION IN WMPO QA AUDIT OF SAIC, JUNE 15-19, 1987
116	MARCHAND	07/03/87	0	07/03/87	0	DELIVER LEAD AUDITOR CERTIFICATION FOR MARCHAND TO OGR QA MANAGER FOR APPROVAL
24	SOMMER	04/03/87	5	07/06/87	80	ISSUE FINAL OGR QIP 2.2, "ASSIGNMENT OF QUALITY LEVELS"
25	NEWTON	04/17/87	3	07/06/87	0	ADVISE STEIN, KNIGHT, BRESEE OF NEED TO ASSIGN QUALITY LEVELS TO THEIR ACTIVITIES BY MARCH 30 (RESPONSE TO OCRWM QA APPRAISAL)
80	CLARK	05/29/87	1	07/06/87	0	DRAFT QIP FOR REPORTING SIGNIFICANT DEFICIENCIES AS PER 10CFR60.73
120	NEWTON	07/15/87	0	07/15/87	0	ISSUE MEMO REQUESTING REVIEW OF MCC QA PLAN
102	SOMMER	07/20/87	0	07/20/87	0	REVISE QACG CHARTER AND RESUBMIT (MEMO FROM KNIGHT TO KALE) FOR APPROVAL
12	NEWTON	03/27/87	3	07/31/87	50	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)
73	FAUST	05/08/87	3	08/14/87	0	DRAFT MEMO (KNIGHT TO BRESEE) RECOMMENDING CHANGES TO BUDGET PROCESS AND GUIDANCE TO PROJECTS FOR QA BUDGET SUBMISSIONS
50	SOMMER	04/23/87	2	08/15/87	50	COMPLETE EVALUATION OF FORD AMENDMENT STUDY FOR APPLICATION TO OGR
67	SOMMER	05/15/87	2	08/15/87	0	RECEIVE COMMENTS FROM PROJECTS AND RECOMMEND ACTION (APPROVE - DISAPPROVE) ON PNL QA PLAN FOR HQ/OGR MATERIALS CHARACTERIZATION ACTIVITIES
48	FAUST	05/15/87	2	08/23/87	2	DEVELOP A DRAFT MANAGEMENT OVERVIEW PLAN FOR OGR
51	CLARK	04/13/87	4	08/26/87	20	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
91	BROWN	05/29/87	1	08/29/87	0	PLAN QA AUDIT OF MCC, INCLUDE INPUT FROM PROJECTS IN DEVELOPMENT OF CHECKLIST
77	NEWTON	06/03/87	1	09/03/87	0	FINALIZE OGR QA PLAN FOR QA ORGANIZATIONAL CHANGES
22	NEWTON	04/15/87	2	09/12/87	0	COMPLETE OGR TRAINING PLAN & SUBMIT AN INFORMATION COPY TO THE OCRWM QA MANAGER. INCLUDE COMMON TRAINING NEEDS FOR PROJECTS.
75	NEWTON	05/29/87	1	09/12/87	0	DEVELOP OGR TRAINING PLAN

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WEEKLY REPORT

ITEM NBR	ASSIGNED TO	ORG DATE DUE	NBR REV	REV DATE DUE	% COMP	DESCRIPTION OF ACTION
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113	SOMMER	05/01/88	0	05/01/88	20	DEVELOP PROPOSED POLICY FOR AUDITS THAT CROSS DOE OPERATIONS OFFICES
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RECORD OF CORRESPONDANCE CONCURRENCE AND DISTRIBUTION

SUBJECT: ACTION TRACKING UPDATE FOR JUNE 24, 1987

FROM: CARL NEWTON, RW-24

TO: DISTRIBUTION

PC CODE: CN136 (MARIE ADAM'S IBM)

ORIGINATOR: CARL NEWTON, 6-5059

DISTRIBUTION

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
C. Newton, RW-24

6/24 1987