Department of Energy
Washington, DC 20585

JUN 26 1987

Ms. L. Cheryl Runyon
Project Attorney
National Conference
of State Legislatures
1050 17th Street
Suite 2100
Denver, CO 80265

Dear Ms. Runyon:

We acknowledge, with thanks, receipt of your letter dated May 26, 1987, requesting information on the DOE/HQ/OGR Quality Assurance Coordinating Group (QACG).

Enclosed are single copies of the following documents:

- Completed Coordinating Group Information Sheet.
- Charter QACG (Draft).
- Example of List of Attendees (from April 22-23, 1987 QACG Meeting).
- Example Agenda Topics (from April 22-23, 1987 QACG Meeting).

I believe the enclosed information will assist your effort in developing your paper on the various coordinating groups.

Thank you for this opportunity to be of assistance.

Sincerely,

K.G. Sim FOR

D. C. Newton
Quality Assurance Manager

Enclosure

8712100082 870626
PDR WASTE
WM-1 PDR

88123041
WM Project: WM-1
PDR w/encl
(Return to WM, 623-SS)

WM Record File: 405
LPDR w/encl

COORDINATING GROUP INFORMATION SHEET

1. **Name of Group**

   OGR Quality Assurance Coordinating Group

2. **Chairman** HQ-OGR QA Manager (Mr. C. Newton)

   Address DOE (Forrestal), Wash. D.C.

   Phone Number (202) 586-5059

3. **Description of group's responsibilities and goals or charter (please attach)**

   Draft QACG Charter attached.

4. **Date group established:** April, 1984

5. **List of members (please attach)**

   Reference page 3 of attached draft QACG Charter.

6. **Example list of attendees (please attach)**

   Reference attached attendance sheets of the April 22-23, 1987 QACG Meeting.

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7. **Projected meeting schedule (please attach)**

Quarterly 2-day meetings. The 1st day is the Executive Session (DOE representatives only) and the 2nd day is the General Session (open to NRC, affected States and affected Indian Tribe representatives). The remaining 1987 QACG meetings are scheduled for July 22-23 and Oct. 21-22.

8. **Potential agenda topics (please attach)**

Reference "Purpose" section of attached QACG Charter.(QACG meeting agenda(s) for April 22-23, 1987 meeting attached, as examples.)

9. **Contact person, if different from chairman:** QACG Secretary, Weston QA Section Mgr. (G. Faust)

Address 955 L'Enfant Plaza S.W. , Wash. , D.C.

Phone (202) 646-6759

10. **Publications or information materials available (please attach)**

Minutes of the quarterly QACG Meetings are issued for information.

11. **Additional information**

N/A

PLEASE RETURN TO: Cheryl Runyon
NCSL
Suite 2100
1050 17th Street
Denver, CO 80265
303/623-7800

QUALITY ASSURANCE COORDINATING GROUP

CHARTER

SCOPE

A Quality Assurance Coordinating Group (QACG) is established within the Office of Geologic Repositories (OGR) to provide coordination in the planning, development and implementation of quality assurance (QA) programs of HQ-OGR, project offices and their major participating contractors. The QACG is to ensure that uniform QA requirements are specified at the projects and that measures for meeting these QA requirements are applied in a consistent manner by the participating organizations.

PURPOSES

The QACG has the following purposes:

1. To provide a forum for:

   a. exchanging information between projects and with HQ-OGR to insure a clear understanding of problems and issues related to quality, status and progress of project specific quality assurance programs, and plans for resolution of problems;

   b. identifying problems affecting quality that is generic among the QA organizations within the repository program;

   c. joint discussion of interface issues with other elements of the repository program (e.g., licensing, design, SCP preparation, etc.);

d. outside consultants or experts to brief the members on technical issues of common interest, and

e. Consultation and Cooperation (C&C) discussions with representatives of the NRC and affected States and Indian Tribes.

2. To assure a coordinated approach to QA and in the development of QA plans and QA administrative procedures among HQ-OGR and the projects.

3. To develop a unified approach within OGR towards meeting QA requirements mandated by NRC.

4. To identify additional QA requirements that need to be specified for the repository program and to develop appropriate QA supplements for this purpose.

ORGANIZATION

The OGR QA Manager will be the QACG Chairperson. The DOE-HQ contractor's (WESTON) QA Manager will serve as QACG Secretary. The QACG Chairperson and Secretary are voting members. Other voting members are the QA Managers of Project Offices and their counterparts from the project contractor organizations. The QA Managers of OCRWM, OSTS, DOE Operations Offices overviewing the Project Offices and of other major participating contractors will be non-voting members.

The QACG Chairperson may invite other QA Managers involved in the repository program to participate in the meetings and other activities of the QACG as non-voting members.

The Chairperson may organize Task Forces or Working Groups to undertake specific assignments identified by the QACG. These Task Forces or Working Groups will be organized from among the voting and non-voting members and will report to the QACG Chairperson. The QACG Chairperson will report to the OGR Associate Director regarding QACG activities and other matters affecting the QACG.

MEMBERSHIP

The QACG membership will be as follows:

OGR QA Manager, OGR	Chairperson
QA Manager, WESTON	Secretary
QA Manager, BWIP	Voting Member
QA Manager, WMPO	Voting Member
QA Manager, SRPO	Voting Member
QA Manager, RTTD	Voting Member
QA Manager, RHO	Voting Member
QA Manager, SAIC	Voting Member
QA Manager, ONWI	Voting Member
QA Manager, OWTD	Voting Member
QA Manager, DOE-NV	Non-voting Member
QA Manager, DOE-CH	Non-voting Member
QA Manager, OSTS	Non-voting Member
QA Manager, OCRWM	Non-voting Member

The OGR Director of Siting, Licensing and Quality Assurance and involved DOE Project Managers, upon recommendation of their respective Project QA Managers, may recommend to OGR any QA personnel in their organizational units and/or QA Managers of major contractors to become non-voting members of the QACG. The QACG Secretary will maintain an updated list of the QACG membership.

RESPONSIBILITIES

QACG Chairperson

The QACG Chairperson has the following duties and responsibilities:

a. Plan, schedule, call, direct and manage to completion the QACG meetings.

b. Prepare agenda for each meeting and distribute copies to QACG members, chairs of other coordinating groups, NRC, affected States and Indian Tribes.

c. Prepare and distribute summary and minutes of each meeting completed.

d. Invite attendance of person(s) needed in support of meeting agenda item(s).

e. Organize task forces or working groups, as necessary.

f. Inform QACG members on current OGR policy relative to State and Tribal involvement in coordinating group meetings, and to comply with this policy.

g. Report to the OGR Associate Director on QACG activities and related matters.

QACG Secretary

The duties and responsibilities of the Secretary include the following:

a. Prepare minutes and summary of QACG meetings. Reproduce and distribute copies, as directed by the Chairperson.

b. Solicit meeting discussion items from the members.

c. Maintain an updated list of the QACG membership.

Members

Each member is responsible for the following:

a. Submitting status reports on his/her organization's QA activities.

b. Informing the Chairperson of any quality problem, issue or information that may be of interest to the QACG.

c. Recommend to the Chairperson item(s) for discussion in coming QACG meetings.

OPERATING PROCEDURES

1. The QACG will hold regular meetings on a quarterly basis. The dates and locations of these meetings will be determined in advance by the QACG. In these meetings, the project QA managers are to submit progress and status reports of QA activities of their projects.

2. Additional meetings may be called by the Chairperson, upon his/her initiative or recommendation of a voting member. The meeting will be scheduled and announced to the QACG members and, as applicable, to outside parties.

3. Other discussion items will be identified by the Chairperson and assigned, as necessary, to the members or resource persons for their presentation. Documents for discussion during the meeting are to be prepared and reviewed in accordance with Procedure OGR 1.0.

4. Decisions on issues/problems taken up in the meeting will be by consensus among the voting members. If consensus on the outcome cannot be achieved, the Chairperson will take appropriate action in accordance with Procedure OGR 1.0.

5. The outcome of each meeting will be summarized by the Chairperson before adjournment. The summary will be prepared in writing for the official record and will be signed by the Chairperson and the QA Managers of the projects. The summary will contain agreements reached, decisions made, issues resolved, as applicable, and will include action items along with assignments for each such action item. The QACG Secretary will include this meeting summary in the minutes of the meeting.

6. Any guidance or direction by the QACG will constitute a proposal, subject to implementation in accordance with OCRWM management procedures, i.e.

   - Technical, schedule, and cost impact, including impacts across the System, will be evaluated and change procedures followed as applicable.

- Direction and guidance within existing scope, budget, and schedule is approved by the Siting, Licensing and Quality Assurance Division Director and issued to the Project Managers.
- Direction and guidance representing changes in scope, budget, or schedule is approved by the OGR Associate Director and issued to the Project Managers.

7. When specific tasks are to be accomplished, the Chairperson may create, on an ad-hoc basis, task forces or working groups for this purpose. The composition of the task force or working group will be determined by the QACG Chairperson, in consultation with the voting members.

PRODUCTS

1. The summary and minutes of each meeting will be maintained as non-permanent records in the files of the OGR QA Manager.

2. Reports of task forces or working groups will be submitted to the QACG Chairperson and maintained as non-permanent records in the files of the OGR QA Manager.

Las Vegas, Nv.

Place DOE - GERMANTOWN, MA. Date 4-22-87

ATTENDANCE LIST

NAME (Please Print)	Position Title	Organization Represented	Telephone (For Contact)
GARY L. FAUST	QA SECTION MGR.	R. F. WESTON	(202) 646-6799
CARL NEWTON	HQ-OGR QA MGR.	HQ-OGR	(202) 586-5059
A. M. SASTRY	QA MANAGER	MACTEC - BWIP SSC	(509)-376-8376.
R. P. SAGET	Quality Systems Division Director	DOE - BWIP	FTS. 444-7260
J. B. SILVERWOOD	CONSULTANT	MAC	509-376-5234
R. T. JOHNSON	QA Manager	Rockwell-Hanford	(509) 376-8358
M. Flannigan	QA Manager	DOE-CH	FTS 972-2219
J Blaylock	Project Quality Manager	DOE/NV	FTS 575-1125
I J Lefman	ONWI QA Manager	SRPO/BPMD	FTS 976-7280
JERRY REESE	QA MANAGER	SRPO	FTS 976-5916
Clarence Williams	Vice Pres. BPMD for Quality	BPMD	FTS 976-5332
J.B. SHUCSE	QA SPECIALIST	DOE-SR	FTS 239-1087
W.J. Kehew	QA MANAGER	RTTD	FTS 972-2315
E. A. PATZER	QA MANAGER	BPMD/OWTD	312-655-8608
J.W. ANDERSON	MGR PERF. ANALYSIS	MAXIMA / DOE-SRO	615/ 483-7010
J R RINALDI	DIRECTOR QAD	DOE-NV	FTS 575-1001
E.W. SULEK	CONSULTANT	WESTON	(215) 485-3527

QACG MEETING
Las Vegas, Nv.

Place DOE - GERMANTOWN, MA. Date 4/22/87

ATTENDANCE LIST

NAME (Please Print)	Position Title	Organization Represented	Telephone (For Contact)
S. H. KLEIN	Director, QA	SAIC/LV	FTS 575-0854
Stephen Metta	Deputy Director QA	(NNWSI) SAIC/LV	FTS 575-0858
GERALD H. DALY	ACTING DIRECTOR, WASTE R&D DIVISION DP-123	DP-12	FTS 233-4187

QACG MEETING

[redacted]

Place DOE - GERMANTOWN, MA. Date 4/23/87

ATTENDANCE LIST PAGE 1 OF 3

NAME (Please Print)	Position Title	Organization Represented	Telephone (For Contact)
C. NEWTON	HQ-OGR QA MGR	DOE	(202) 586-5059
G. FAUST	QA SECTION MGR	WESTON	(202) 646-6759
JERRY REESE	QA MANAGER	DOE/SRPO	FTS 976-5916 (614) 424-5916
R.P. SAGET	QUALITY SYSTEMS DIVISION DIRECTOR	DOE/BWIP	FTS-444-7250 (509) 376-7250
J. BLAYLOCK	PROJECT QUALITY MANAGER	DOE/NV	FTS 575-1125 (702) 295-1125
J.P KNIGHT	DIR SL&QA DIV	DOE/HQ	202-586-9300
S. STUBBS	ASST. PROGRAM COORDINATOR	UNIV. of TX.	(512) 471-7721
SUSAN ZIMMERMAN	Geologist	State of TEXAS	512-463-2198
CARL JOHNSON	ADMINISTRATOR OF TECHNICAL PROGRAMS	NEVADA	702 885-3744
Larry Calkins	Technical Coordinator	CTUIR	(503) 276-3018
David Wolf, Jr.	Data Coordinator	CTUIR	503-276-3099
Floyd K. Kuqzruk	Technical Coordinator	NEZ PERCE	208-843-2253
Abdul Alkezweeny	Tribal on-site Rep.	CERT	(509) 943-5301
DON PROVOST	Reservation Coordinator/Mgr	State of Washington	206-459-6718
Stan Echols	DOE - Attorney	GC	202-586-6947
K. G. SOMMER	HQ/OGR QA ENGR.	DOE	202-586-1639
J R RINALDI	DIR - QAD	DOE-NV	FTS 575-1001 (702) 295-1001

QACG MEETING

[redacted]

Place DOE - GERMANTOWN, MA. Date 4/23/87

ATTENDANCE LIST PAGE 2 OF 3

NAME (Please Print)	Position Title	Organization Represented	Telephone (For Contact)
K.E. Marbaugh	Sect Hd - Prog Dev. ~~[illegible]~~ for UNWMG →	Consumers Power 1945 W. Parnall Rd Jackson MI 49201	517-788-7051
J.B. SHULSE	Quality Assurance Div.	DOE-SR	FTS 239-1087 CM'L 803/725-108[illegible]
TOM COLANDREA	QA CONSULTANT	UNWMG of EEI	(619) 487-7510
J.W. ANDERSON	MGR PERFORMANCE ANAL. DIV.	THE MAXIMA CORP.	615/483-7010
Clarence Williams	Vice Pres. for Quality Battelle Proje. Mgt. Div	Battelle	614 424-5332
Jim Kennedy	Section Leader	US NRC	301-427-4786
Stephen Metta	Deputy Director for QA	Science Application International Corp	(702) 295-0858 FTS-575-0858
Stephen S. Hart	Senior Engineer	Council of Energy Res. Tribes	(303) 832-6600
Stan H. Klein	Director, QA	SAIC/LV	FTS-575-0854 (702) 295-0854
I. J. Lefman	ONWI QA Manager	Battelle/SRPO	FTS-976-7280 614-424-7280
E.A. PATZER	OWTD QA MANAGER	BATTELLE CHICAGO	312-655-8605
A.M. SASTRY	MACTEC - QA MANAGER	MACTEC - BWIP	509-376-3491
J.B. SILVERWOOD	CONSULTANT MAC	MAC	509-376-5234
R T JOHNSON	RHO - BWIP	ROCKWELL	509-376-8358
BONNIE BLAKE	QA REPRESENTATIVE	EWA, INC	612-332-0000
Michael Flannigan	QA Manager	DOE-CH	312 972 2219
W. [illegible] Kehew	QA Manager	DOE-RTTD	312 972 2315

QACG MEETING

[redacted]

Place DOE - GERMANTOWN, MA. Date 4/23/87

ATTENDANCE LIST PAGE 3OF3

NAME (Please Print)	Position Title	Organization Represented	Telephone (For Contact)
JAMES DONNELLY	QA Engineer	NRC	FTS 427-46
LINDA RIDDLE	QA PROJECT MAN.	NRC	FTS 427-467
Alan Duncan	QA Project Man.	NRC	FTS 427-4685
Bill BELKE	QA Proj. Mgr	NRC	301-427-4798
LEN Skoblar	LICENSING, SAFETY, QA MGR	DOE/WESTON	202-646-6660
Bim Oliver	Policy Analyst	UTAH	801-538-5548
Hal STEINBERG	DSTS QA MANAGER	DOE-HQ	(FTS) 896-5616
Bob Mooney	DSHS - BRP ST. OF WASHINGTON	ST. OF WA	206-586-3303
NANCY MONTGOMERY	Program Manager	EEI/UNWMG	202/778-6513
JAY M. GIONET	QA ENGINEER	NORTHEAST UTILITIES	(203) 444-5505

AGENDA FOR QACG EXECUTIVE
SESSION MEETING IN GERMANTOWN, MD
ON APRIL 22, 1987
(DOE REPRESENTATIVES ONLY)

April 22, 1987

1.	Opening Remarks	C. Newton	8:30-9:00
	o Introduction of Attendees o Interaction with NRC - DOE/NRC Meeting held February 27, 1980 on "NRC mini-audit" Policy and Scope		
2.	HQ-DOE Policy on Interface with NRC on Project Office QA Program Submittal and Comment Resolution	C. Newton	9:00-9:30
3.	Update on OCRWM Overview Guidance	M. E. Langston	9:30-10:00
	BREAK		10:00-10:30
4.	HQ-DOE Policy on Interface with ES&H - Submittal and approval of HQ-OGR and Project Office QA Programs	C. Newton	10:30-11:00
5.	Role of Operations Office Management Appraisals and Audits in Satisfying OGR QA Plan Requirements	C. Newton	11:00-11:30
	LUNCH		11:30-1:00
6.	Update on HQ-OGR QA Plan Supplement on "Issuing Stop Work Orders"	P. Saget	1:00-1:30
7.	Update on HQ-OGR QA Plan Supplement on "Readiness Review"	P. Saget	1:30-2:00
8.	Update on HQ-OGR QA Plan Supplement on "Auditing for Effectiveness"	J. Reese	2:00-2:30
9.	Update on HQ-OGR QA Plan Supplement on "Management Assessments"	J. Blaylock	2:30-3:00
10.	Update on Consolidated/Common Training	P. Saget	3:00-3:30
11.	Update on Development of "Computer Software Control" Requirements	H. Steinberg	3:30-4:00
12.	Discussion of DOE Policy on Observer Participation in Program Audits	C. Newton	4:00-5:00

Revised

AGENDA FOR QACG MEETING IN GERMANTOWN, MARYLAND
ON April 23, 1987

Welcome and Introductory Remarks.....	J. Knight	8:30-8:45 a.m.
Develop Agenda for Working Session on Non-DOE Observation of DOE Audits.....	C. Newton	8:45-9:15 a.m.
Separate Meetings to Develop Procedures on Non-DOE Observation of DOE Audits (Session A - States, Session B - Tribes, Session C - NRC, Session D - DOE).....	All	9:15-TBD
LUNCH		
Joint Meeting to Discuss, Compare and Finalize Procedure on Non-DOE Observation of DOE Audits.....	All	TBD
Comments from NRC.....		TBD
Comments from States..... - Nevada - Texas - Washington		TBD
Comments from Tribes..... - Nez Perce - Umatilla - Yakima		TBD
Status Report on BWIP QA Activities.....	P. Saget	*
Status Report on WMPO QA Activities.....	J. Blaylock	*
Status Report on SRPO QA Activities.....	J. Reese	*
Overview of OGR QA Program and Schedule for QA Audits in 1987.....	C. Newton	*
Review of Draft DOE Disposition of Major State(s) Comments to OGR QA Plan.....	C. Newton	*

* Presentations will be subject to time availability.

RECORD OF CORRESPONDENCE CONCURRENCE AND DISTRIBUTION

SUBJECT: Request for Information on the DOE/HQ/OGR QACG

FROM: C. Newton, RW-24

TO: L. Cheryl Runyon, NCSL

PC CODE: KS 90

ORIGINATOR: KARL SOMMER 6-1639

DISTRIBUTION

QA FILE # L2
OCRWM CCRU, RW-13 (5)
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ORIGINATOR'S CHRON: SOMMER
OGR READING FILE
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C. Newton, RW-24
J. Knight, RW-24
M. E. Langston, RW-40
H. Steinberg, RW-33
S. Echols, GC-11
R. Poe, EH-32
L. Barrett, RW-33

D. Siefken, Weston
L. Skoblar, Weston
G. Faust, Weston
J. Kennedy, NRC

CONCURRENCES:

K.G. Sommer 6,26,87
K. Sommer, RW-24

K.G. Sommer FOR 6,26,87
C. Newton, RW-24

WM Record File 405

WM Project 16
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