

# memorandum

HQO.871118.0038

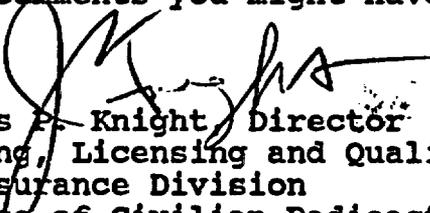
DATE:

REPLY TO RW-24 NOV 18 1987  
ATTN OF:

SUBJECT: Summary of October '87 QACG Executive Session Meeting

TO: Jeff Neff, SRPO-CH  
John Anttonen, AMC-RL  
Carl Gertz, WMPO-NVO  
Sally Mann, RTTD-CHO

Attached is a summary of the October QACG Executive Session meeting including the major agreements, issues and action items addressed and agreed to by the participants at the meeting. Please advise me of any comments you might have.

  
James F. Knight, Director  
Siting, Licensing and Quality  
Assurance Division  
Office of Civilian Radioactive  
Waste Management

Attachment

cc: Pierre Saget, BWIP-RL  
Jim Blaylock, WMPO-NV  
Jerry Reese, SRPO-CH  
Bud Kehew, DOE-CH

8712100109 871118  
PDR WASTE PDR  
WM-1

88123037  
WM Project: WM-1  
PDR w/encl  
(Return to WM, 623-55)

WM Record File: 405  
LPDR w/encl

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Quality Assurance Coordinating Group  
Executive & General Session Action Item Summary HQO.871118.0040

1. Location: Hereford, TX

2. Date: 10/21-22/87

3. Summary:

The following is a summary of the topics covered and the major agreements and action items resulting from the meeting.

A. Topics

Attachment #1 and #2 are the agenda for the subject QACG executive and general sessions identifying the session topics which were discussed.

B. Major Agreements and Action Items

1. Executive Session

a. A concern was identified regarding the lack of identification of DOE orders which are applicable to the OCRWM program. The lack of HQ-OGR overview/verification of project office compliance to the DOE Orders was identified as a sub-issue and concern. HQ-OGR will characterize this concern and elevate it to OGR management for action. G. Langston will issue an OCRWM letter to DOE ES&H requesting finalization of the DOE Order on Readiness Reviews.

b. J. Blaylock will take the lead to set-up a meeting between HQ-OGR and the Project Office(s) to develop QA issues/concerns and minimum QA requirements applicable to the IMS/LSS QA records system. A meeting will then be scheduled with B. Cerny (HQ-OGR) to present QA recommendations and requirements as input to IMS/LSS system development.

c. S. Echols will pursue development of a HQ-OGR position on when HQ-OGR needs to get involved in FOIA requests.

d. In conjunction with Action Item #2, J. Blaylock will take the lead in developing a QACG viewpoint/recommendation on the HQ-OGR direction (B. Cerny memo) on assignment of quality levels to individual documents as part of the IMS/LSS system.

e. It was agreed that the Ad-Hoc Common Training Group would:

a. Review other program areas, such as management assessments, as potential common training core courses, in addition to those areas identified to date.

b. Distribute minutes of the Ad-Hoc Group meeting in Denver to the QACG members for review. After review, the QACG will develop recommendations on Ad-Hoc Group direction.

c. Delete "Auditing for Effectiveness" as a near term common core course development action item.

- f. HQ-OGR to follow-up on DOE personnel resource review and comment on proposed personnel qualification form developed by SRPO, and pursue getting form approvals required under the Privacy Act.
- g. HQ-OGR will issue a letter to the NRC informing them of DOE's position not to provide access to any file/information that might be protected under the Privacy Act. J. Knight will raise this issue at the next Project Manager's meeting.
- h. HQ-OGR will issue revised direction on November 30, 1987 due date for HQ request for DOE QA program status input from the Project Office(s). (Ref. Memo J. Knight to Project Office Managers, Dtd 9/23/87).
- i. QACG members will review and comment on proposed draft white paper on "Project QA Program Qualification Strategy" and J. Blaylock will take the lead in developing a QACG position/recommendation.
- j. J. Blaylock will develop and submit to HQ-OGR, a proposed response to the NRC LANL mini-audit report. The proposed response will identify DOE's disappointments in the audit and recommend that no additional NRC mini-audits be scheduled until DOE/NRC reestablishes the protocol for NRC mini-audits. J. Knight will issue a memo to S. Kale informing him of the intent to take this position.
- k. J. Blaylock will distribute the WMPO position on "Definition and Basis for DOE Approvals of Program Technical Documents" to the QACG members for review and comment. J. Blaylock will take the lead in developing a QACG recommendation on a DOE position on this issue.
- l. J. Knight will discuss the need for QA representation in IMS/LSS system development activities with B. Cerny.
- m. B. Kehew will issue draft white paper on having one OGR program QA requirements document to QACG members for review and comment. J. Blaylock will take the lead in identifying the impact to the Project Offices in pursuing this approach and will develop a Project Office(s) recommendation to HQ-OGR.
- n. HQ-OGR will explore the mechanism for HQ-OGR budget funding for program common training activities. P. Saget will have Ad-Hoc Common Training Group develop a recommendation on the proposed budget required.
- o. HQ-OGR will initiate a recommendation to management that consistent Program training policies/practices and assignment of responsibilities be developed. (One possibility could be to assign the responsibility for training to the Office of Resource Management, to provide OCRWM Program-wide training policy. Alternatively, responsibility for training could be assigned to the Repository Coordination Division, to provide OGR Program-wide training policy).

**2. General Session**

- a. HQ-OGR will follow-up on OCRWM budget and activities on development of program software QA requirements. (H. Steinberg, who recently departed the OCRWM Program, had the lead on this activity. With H. Steinberg's departure, the TCCG may not be pursuing this action any longer).
  
- b. HQ-OGR is to establish a program-wide definition of audit "finding" and "observation" as part of the revision to OGR B/3 currently in-process and issue these definitions to the Project Office(s), as direction, for use and implementation.

AGENDA FOR QACG EXECUTIVE  
SESSION MEETING IN HEREFORD, TX  
ON OCTOBER 21, 1987  
(DOE Representatives Only)

October 21, 1987

- |     |  |                        |             |
|-----|--|------------------------|-------------|
| 1.  | Opening Remarks<br>o Introduction<br>o Review of Status of Action<br>Items from the 7/22/87<br>QACG Meeting                              | J. Knight<br>K. Sommer | 8:30- 9:30  |
| 2.  | Update on Ad-Hoc Group on<br>program common training   | P. Saget               | 9:30-10:00  |
| 3.  | Discussion of personnel<br>qualification records   | J. Reese               | 10:00-10:30 |
|     | BREAK  |                        | 10:30-10:45 |
| 4.  | DOE clarification of commit-<br>ment to NRC to have fully<br>qualified QA Program in-place<br>prior to SCP submittal/NRC mini-<br>audits | J. Knight              | 10:45-11:45 |
|     | LUNCH  |                        | 11:45- 1:00 |
| 5.  | Configuration Management System  | J. Reese               | 1:00- 1:30  |
| 6.  | DOE/OCRWM Approval of<br>Technical Documents   | K. Sommer              | 1:30- 2:00  |
| 7.  | Quality Level Grading of<br>Documents  | J. Knight              | 2:00- 2:30  |
| 8.  | Strategy for NRC Conducted<br>Mini-Audits  | J. Knight              | 2:30- 3:30  |
| 9.  | Status of HQ-OGR QA Program<br>o QAMPR Revision<br>o OGR QA Plan Revision  | K. Sommer              | 3:30- 4:00  |
| 10. | General Discussion   | K. Sommer              | 4:00- 5:00  |

AGENDA FOR QACG GENERAL  
SESSION MEETING IN HEREFORD, TX.  
ON OCTOBER 22, 1987

- |  |              |             |
|--|--------------|-------------|
| 1. Opening Remarks                               |              | -8:30- 9:00 |
| o Introduction                                   | J. Knight    |             |
| o Summary of QACG Executive Session              | K. Sommer    |             |
| o Status of HQ-OGR QA Program                    | K. Sommer    |             |
| - QAMPR Revision                                 |              |             |
| - OGR QA Plan Revision                           |              |             |
| 2. Presentation of Utility Approach to Graded QA | T. Colandrea | 9:00-11:00  |
| 3. NRC Status Report of GTP's and Audits         | J. Kennedy   | 11:00-11:30 |
| LUNCH  |              | 11:30- 1:30 |
| 4. Status Report on BWIP QA Activities           | P. Saget     | 1:30- 2:00  |
| 5. Status Report on WMPO QA Activities           | J. Blaylock  | 2:00- 2:30  |
| 6. Status Report on SRPO QA Activities           | J. Reese     | 2:30- 3:00  |
| BREAK  |              | 3:00- 3:15  |
| 7. Comments from NRC                             | J. Kennedy   | 3:15- 3:45  |
| 8. Comments from States                          |              | 3:45- 4:15  |
| o Nevada   |              |             |
| o Texas  |              |             |
| o Washington                                     |              |             |
| 9. Comments from Tribes                          |              | 4:15- 4:45  |
| o Nez Perce                                      |              |             |
| o Umatilla                                       |              |             |
| o Yakima   |              |             |

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

PDR   
LPR \_\_\_\_\_

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(Return to WM, 623-80)