



# CENTER FOR NUCLEAR WASTE REGULATORY ANALYSES QUALITY ASSURANCE SURVEILLANCE REPORT

PROJECT NO.: 20.06002.021.310

REPORT NO.: 2003-05

PAGE 1 OF 1

**SURVEILLANCE SCOPE:** Surveillance activities on the Licensing Support Network

**REFERENCE DOCUMENTS:**

CNWRA Operations Plan Revision 17 Change 0; Quality Assurance Procedure QAP-004, Surveillance Control; Quality Assurance Procedure QAP-013, Quality Planning

**STARTING DATE:** March 10, 2003

**ENDING DATE:** March 11, 2003

**QA REPRESENTATIVE:** Mark R. Ehnstrom

**PERSONS CONDUCTING TEST/EXAM/ACTIVITY:** Patrick Mackin

**SATISFACTORY FINDINGS:**

A discussion was held with Mr. Mackin concerning current and future activities associated with the Licensing Support Network (LSN). The first part of the discussion addressed areas identified in the CNWRA Operations Plan. NRC Regulatory Guide 3.69 was delivered in February 2003 as identified in the operations plan milestone schedule. The CNWRA is currently awaiting review and comment back from the NRC prior to completing the final document. A formal proposal for a new LSN task was submitted to the NRC on February 7, 2003 and was based on a Request for Proposal from the NRC. Preliminary work on this new task, the Licensing Support Network Document Processing Support, has started. A CNWRA procedure is currently being developed which will control aspects of the overall records management requirements necessary for successful completion and transition of CNWRA records to meet requirements of the LSN. Current work mostly consists of the preliminary grooming of the documents, readying them for further processing. Until the "Records Management" procedure is in place, these preliminary activities will proceed. The surveillance also found that two software programs, Kofax Ascent Production Version 5.5 and Prime Recognition Optical Character Reader, will be purchased for this task as acquired software not to be modified, and will be controlled in accordance with the requirements of procedure TOP-018, Development and Control of Scientific and Engineering Software. Another activity which will be performed during LSN activities will be the upgrades to the current Electronic Library Function (ELF) system maintained by the CNWRA. This upgrade will be the vehicle used to track documents as they are brought into the LSN system. J. Paddock, a CNWRA consultant, will be performing this activity. Review of records found that Paddock, along with Corky Gray from the Southwest Research Institute Publications Department, have been through the Conflict of Interest evaluation.

**UNSATISFACTORY FINDINGS:** None

**NONCONFORMANCE REPORT NO.:** N/A

**Corrective Action Request No.:** N/A

**ATTACHMENTS:** None

**RECOMMENDATIONS/ACTIONS:**

When the Records Management procedure is fully developed and implemented an evaluation should be made on work performed up to that point without having the actual procedure in place. This evaluation could be performed as a surveillance activity by quality assurance personnel.

APPROVED:   
CENTER DIRECTOR OF QUALITY ASSURANCE

DATE: 3/12/2003

**DISTRIBUTION:**  
ORIGINAL - CNWRA QA DIRECTOR, QA Records  
ORIGINATOR: Ehnstrom  
PRINCIPAL ENGINEER: N/A  
ALL ELEMENT MANAGERS  
P.Mackin, B. Sagar, H. Garcia

March 6, 2003

**To:** 2003 Surveillance File  
**From:** Mark R. Ehnstrom   
**Subject:** Delayed surveillance on Confirmatory Analysis Key Technical Issue (KTI)

Based on a discussion with English Percy, the surveillance scheduled to be performed in sequential order in or around the first week of March on the Confirmatory Analysis KTI has been rescheduled. The new time period for this surveillance is the beginning of June 2003. This change was necessitated by the lack of current project activities and that in June, preliminary submittals to the NRC will be available to perform surveillance on.

Approved By:   
**Bruce Mabrito**  
**Director of CNWRA Quality Assurance**