



**GEOSCIENCES AND ENGINEERING DIVISION
QUALITY ASSURANCE
SURVEILLANCE REPORT**

PROJECT NO. NA

REPORT No.:2007-15

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SURVEILLANCE SCOPE: Scientific notebook maintenance by 2007 GED summer interns

REFERENCE DOCUMENTS: QAP-001, Scientific Notebook Control

START DATE: 6/27/07

END DATE: 6/28/07

QA REP: M. Simpson

PERSONS CONDUCTING ACTIVITY: S. Acosta, B. Brettmann, J. Carpenter, L. Domyancic, T. Holzapfel, M. Panariello

SATISFACTORY FINDINGS:

The six GED summer interns were interviewed to assess their level of understanding of the scientific notebook process and notebooks were reviewed for compliance with requirements. All the students were punctual, cooperative, and engaging in their discussions. All demonstrated at least a basic knowledge of the reasons and concepts for notebook maintenance and all had read the procedure and were aware of its requirements. Minor improvement suggestions were readily accepted. A couple of the students have previous experience with notebooks and five of six either have initiated a GED notebook of their own or are contributing to an already existing notebook. The sixth student was somewhat less aware of the notebook process but indicated that a new notebook would be opened shortly. This student agreed to submit the new notebook for review at a later date. It appears that advisors are appropriately instructing the students on notebook maintenance.

Notebooks reviewed: 881E, 796, 882E, 878E, 840

UNSATISFACTORY FINDINGS: None

NCR NO.: None

CAR NO.: None

ATTACHMENTS: None

RECOMMENDATIONS/ACTIONS: None

APPROVED:

DATE:

6/28/07

DISTRIBUTION:

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