



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

PROJECT NO.: NA	REPORT No.: 2008-01	Page 1 of 2
SURVEILLANCE SCOPE: CNWRA Geochemistry laboratory practices; samples, chemicals, measuring and test equipment (M&TE), scientific notebooks.		
REFERENCE DOCUMENTS: QAPs-001, 019; TOPs-004, 012		
START DATE: 12/10/07	END DATE: 12/14/07	QA REP: M. Simpson
PERSONS CONDUCTING ACTIVITY(persons contacted): P. Bertetti, B. Werling, M. Roberts		
SATISFACTORY FINDINGS: <u>General Observations</u> The geochemistry laboratory (and associated sample storage in Trailer 52) appears to be satisfactorily meeting sample, chemical, M&TE, and notebook controls. Except for a few minor exceptions (see below), samples and chemical reagents and standards are appropriately labeled. Samples are recorded in regularly updated custody logs. M&TE is labeled and within calibration intervals. The one active notebook (864) looks fine. At least one more geochemistry experiment is planned for the near future. <u>Suggestions for Management Attention</u> (note, not formal Recommendations) A few very isolated archival materials were either labeled prior to the adoption of current requirements or have limited identification. Others had almost unrecognizably faded labels. All such materials were immediately known by the senior staff member (but not by other lab personnel). None appeared to be of significant importance or concern. The senior staff member agreed that the re-labeling of a few items would be in order. A sample custody log is maintained electronically on the S-drive. While staff have undertaken good individual backup practices (one uses a memory stick when possible S-drive problems are evident; another periodically transfers the log to an individual D-drive), it may be prudent to continually maintain this database in a more segregated and backed up network location. The SwRI safety office has recently implemented a new practice of maintaining MSDSs on line. There are no hard copy MSDSs maintained in the laboratory or the building. Since all computers in the lab and associated office space are password protected, there is no current mechanism for staff (or visitors) other than those assigned to Building 57 to readily access this information (or, for that matter, anyone in the event of a power loss). MSDS maintenance is not a GED QA requirement. Geochemistry lab personnel do not consider this to be of great concern (nor, obviously, does SwRI safety management); this report is simply making note of the situation.		
UNSATISFACTORY FINDINGS: None		
NCR NO.: None	CAR NO.: None	
ATTACHMENTS: None		
RECOMMENDATIONS/ACTIONS: None		

APPROVED:  DATE: <u>1/2/2008</u>	DISTRIBUTION: ORIGINAL—QA RECORDS DIRECTOR, QA ASSISTANT DIRECTOR: Wittmeyer MANAGER: Percy PRINCIPAL INVESTIGATOR: Bertetti
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