

Willard B. Brown

- 1 -

JAN 28 1991

MEMORANDUM FOR: Willard B. Brown, Acting Director  
 Program Management, Policy Development  
 and Analysis Staff, NMSS

FROM: Richard L. Bangart, Director  
 Division of Low-Level Waste Management  
 and Decommissioning, NMSS

SUBJECT: QUALITY ASSURANCE IMPLEMENTATION

Our October 19, 1990, memorandum discussed the Division of Low-Level Waste Management and Decommissioning (LLWD) procedures for assuring the quality of our work and committed to develop a list of all activities that require quality assurance (QA) procedures. I have developed and enclosed a list that identifies all the activities that will require QA procedures for the Division's QA program. I anticipate that the list will be modified, once we begin developing the detailed procedures, as some activities may be combined under one procedure and additional procedures may be required for unanticipated activities. The detailed procedures should be completed by December 1991.

If you have any questions regarding the enclosed list of activities covered by our quality assurance plan, please call Clayton L. Pittiglio on X-23438.

(SIGNED) RICHARD L. BANGART

Richard L. Bangart, Director  
 Division of Low-Level Waste Management  
 and Decommissioning, NMSS

Enclosure: As stated

#90-211  
 Distribution: Central File# NMSS r/f LLRB r/f LLWM t/f  
 LPittiglio TCJohnson JAustin JGreeves RBangart  
 JSurmeier PLohaus JGilray  
 PDR YES  NO  Category: Proprietary  or CF Only   
 ACNW YES  NO   
 \*See previous concurrence

OFC :LLRB\* :LLRB\* :LLRB\* :LLWM :LLWM :  
 NAME:LPittiglio:TCJohnson:JAustin :JGreeves :RBangart :  
 DATE:01/15/91 :01/15/91 :01/15/91 :01/ /91 :01/28/91 :

OFFICIAL RECORD COPY

9102060254 910128  
 PDR WASTE PDR  
 WM-3

103.1  
 Wm-3  
 NL14

ACTIVITIES REQUIRING DETAILED QUALITY ASSURANCE (QA) PROCEDURES FOR  
DIVISION OF LOW-LEVEL WASTE MANAGEMENT AND DECOMMISSIONING (LLWD)

LLWD1 Control of Management/QA Procedures (Prepare, Review/Approve)

Safety and quality affecting activities are to be prescribed by, and controlled in accordance with management and QA procedures. This procedure will describe those provisions to ensure that procedures affecting quality and safety activities are prepared, revised, reviewed, approved, and issued in a prescribed and controlled manner.

LLWD2 Control of Purchased Services

This procedure will ensure that purchased services that pertain to quality and safety affecting activities are controlled in accordance with specified requirements and that all expenditures of public funds approved by LLWD are conducted in a fiscally responsible manner in accordance with NRC procedures. This procedure will address procurement planning, supplier selection, bid evaluation, supplier performance evaluation, supplier's QA controls, procurement change control and acceptance, and closeout of services.

LLWD3 Controlling and Correcting Conditions Adverse to Quality

Identification and control of nonconforming quality and safety affecting conditions and services are to be in accordance with this written procedure. This procedure will describe the method used to identify, document, track, segregate, review, disposition, and control nonconforming conditions and services including the identification of organizational positions for carrying out these functions.

LLWD4 Collecting, Processing, Storing, Retrieving, and Maintaining Control of LLWD Records.

This procedure describes the integrated set of activities for creating, identifying, collecting, controlling, processing, organizing, distributing, storing, preserving, retrieving, and disposing of LLWD records. This procedure will also identify responsibilities of the QA organization and other organizations for carrying out these functions.

In addition, the procedure will address record definition, record generation, receipt of records, record identification, and storage times.

LLWD5 Audits and Surveillances

This procedure will describe those provisions for conducting independent verification of the status, adequacy, compliance, and implementation effectiveness of the QA program and its elements through internal and external audits and surveillance.

This procedure will address the audit and surveillance schedule, reporting, post-report, and follow-up actions, including management's responsibilities in their periodic assessment of the QA program.

LLWD6 Personnel Selection, Indoctrination Training, and Qualification

This procedure will describe those provisions which will ensure that personnel performing quality and safety affecting activities will receive the appropriate and necessary indoctrination and training prior to performing work. This procedure will address personnel selection, indoctrination training and qualification requirements, and job evaluations and records.

LLWD7 Conduct of Technical Reviews Including Documented Review, Approval, and Resolution of Comments

This procedure will discuss the technical review and approval process of technical related documents. This procedure will address the documented, traceable review by qualified reviewers with demonstrated expertise in the area of review, the preparation of a review plan, the documented resolution of comments, and the documented basis for the approval.

LLWD8 Documenting, Dispositioning, and Controlling Allegations

This procedure is described in Part 0500, Health and Safety; Chapter 0517 - Management of Allegations.

LLWD9 LLWD Interactions with other Federal and State Organizations

This procedure will set forth the minimum controls and protocols to be followed when interfacing with other Federal and State organizations. This procedure will address organizational positions with lead interface responsibilities and the degree which interfaces and results of interfaces should be documented and distributed.

LLWD10 Inspections and QA Activities at Existing LLWD and UMTRAP Facilities

This procedure will address the QA program controls and inspections expected to be followed at LLWD and UMTRAP facilities. This procedure will derive and clarify those controls specified in existing NRC regulations, guides, and standard review plans. This procedure will outline the LLWD review process for reviewing QA programs submitted by outside facilities.

LLWD11 Procedures for Development and Review of Computer Codes, etc.

This procedure will discuss the controls for the development review, approval, and control of computer codes. It will also address the need for computer software development plans which would include software design requirements, application, verification and validation, configuration and use control, check out and technical reviews, discrepancy reporting, operation, and maintenance.

LLWD12 Control of Safety Issues

This procedure will identify the organizational positions for reporting, reviewing, and tracking safety issues pertinent to the LLWD. This procedure will provide a definition of safety issues and describe the controls for documenting, reporting, tracking, evaluating, decision making, and closing out safety issues.

LLWD13 Development of LLWD Rulemaking, Regulatory Guides, and Technical Positions

This procedure will identify the organizational positions responsible for development, reviewing, approving and releasing of LLWD rulemaking statements, regulatory guides and technical positions.

LLWD14 Review of Decommissioning Plans

This procedure will describe the organizational positions responsible for this type of review and discuss the actual review process which will include reference to existing pertinent regulations, guides, and standard review plans.

LLWD15 Licensing Reviews

This procedure will discuss the various roles of the LLWD in performing licensing reviews and will identify the organizational positions responsible for carrying out these reviews. This procedure will describe the licensing review process and include references to pertinent NRC regulations, guidelines, and standard review plans. This procedure will encompass licensing reviews for reactors transferred to NMSS and associated activities, the licensing reviews and supporting activities to support reviews for material license facilities requiring decommissioning, and licensing reviews and supporting activities to support licensing of a LLW disposal facility.