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SUBJECT: ACTION TRACKING UPDATE FOR MARCH 19, 1987

FROM: CARL NEWTON, RW-24

TO: DISTRIBUTION

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ORIGINATOR: CARL NEWTON, 6-5059

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CONCURRENCES:

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C. Newton, RW-24

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memorandum

DATE: MARCH 19, 1987

REPLY TO:
ATTN OF: RW-24

SUBJECT: ACTION TRACKING SYSTEM UPDATE FOR MARCH 19, 1987

TO: DISTRIBUTION

Attached is your copy of the OGR QA Action Assignment printout showing the status of action items assigned to you as of March 19, 1987. Our next meeting to review the status will be on Friday, March 20, 1987 at 8:30 am in the Weston offices.

Carl Newton

Carl Newton, RW-24

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Carl Newton, RW-24
Karl Sommer, RW-24
Lib Ibe, Weston
Gary Faust, Weston
Dave Brown, Weston
Bob Clark, Weston

OFFICE OF GEOLOGIC REPOSITORIES *** O A ACTION ASSIGNMENTS
FOR ENTIRE O A ORGANIZATION *** COPY FOR OGR O A FILES
WEEKLY REPORT

ITEM NBR	ASSIGNED TO	DATE DUE	NBR REV	DESCRIPTION OF ACTION
14	NEWTON	03/09/87	1	REPORT TO OCRM QA MANAGER ON PROGRESS IN CORRECTING PROBLEMS IDENTIFIED IN OCRM QA MANAGEMENT APPRAISAL.
20	CLARK	03/09/87	0	ISSUE QUARTERLY/ANNUAL QA REPORT TO KALE FOR OCT-DEC, 1986
28	CLARK	03/09/87	1	DEVELOP DRAFT OIP 18.5, "SURVEILLANCE OF HQ-OGR AND PROJECT OFFICE ACTIVITIES".
3	BROWN	03/11/87	1	COMPLETE OIP 2.2, ASSIGNMENT OF QUALITY LEVELS, AND RECORD OF COMMENT DISPOSITION AND REVISED LIST OF ACTIVITIES FOR OGR BRANCHES.
32	FAUST	03/11/87	0	REVIEW BWIP SAFETY PLAN FOR COMPLIANCE WITH OCRM SAFETY PLAN REQUIREMENTS DOCUMENT
21	NEWTON	03/12/87	1	DETERMINE NEEDED OGR ORGANIZATIONAL STRUCTURE & STAFFING LEVELS FOR QA & ADVISE OCRM QA MANAGER (MAY BE COMBINED WITH ACTION ITEM #14).
44	SOMMER	03/12/87	0	SHORT MEMO TRANSMITTING TONY ENG'S MEETING REPORT OF 2/26/87 TO OAGC MEMBERS
6	FAUST	03/13/87	0	ISSUE AGENDA FOR APRIL, 1987 OAGC MEETING
7	NEWTON	03/13/87	1	OGR QA FILES: (1) CONVERT TO DBASE III, (2) UPDATE RECORDS LISTING, (3) PRODUCE AND DISSEMINATE A MASTER LIST
9	NEWTON	03/13/87	0	DRAFT PROCEDURES FOR QA BRANCH: (1) PROCEDURES WRITING & DISSEMINATION, (2) ACTION TRACKING SYSTEM, (3) WEEKLY HIGHLIGHTS REPORTING, (4) WEEKLY STAFF MEETINGS, (5) MONTHLY REPORTS
17	FAUST	03/13/87	0	SET UP AUDIT TEAMS & PLAN & SCOPE FOR OGR AUDITS OF PROJECTS INCLUDING MEMO TO AUDITOR'S.
24	NEWTON	03/13/87	0	ISSUE FINAL OGR OIP 2.2, "ASSIGNMENT OF QUALITY LEVELS"
38	NEWTON	03/13/87	0	COMPLETE MINUTES OF MEETING WITH NRC ON MINI-AUDITS
49	NEWTON	03/13/87	0	ISSUE AGENDA FOR OAGC MEETING
11	CLARK	03/15/87	0	PROPOSED DISPOSITION OF NRC & STATE COMMENTS ON OGR QA PLAN FOR DOE MANAGEMENT REVIEW
25	NEWTON	03/15/87	0	ADVISE STEIN, KNIGHT, BREEEE OF NEED TO ASSIGN QUALITY LEVELS TO THEIR ACTIVITIES BY MARCH 30 (RESPONSE TO OCRM QA APPRAISAL)
26	BROWN	03/15/87	0	ISSUE OTHER 7 OGR OIP'S (OTHER THAN OIP 2.2)
43	NEWTON	03/16/87	0	RESPONSE TO LANGSTON'S PROPOSED QA MANAGEMENT APPRAISALS OF BWID AND SRPD
45	NEWTON	03/16/87	0	RESPOND TO STEVE KALE'S INQUIRY ABOUT STATUS OF OAGC MEETING ACTION ITEMS
39	NEWTON	03/20/87	0	UPDATE QA FILE NUMBERING SYSTEM AND DOCUMENT IT
40	NEWTON	03/20/87	0	REVISE CORRESPONDANCE REQUEST AND DISTRIBUTION FORM FOR USE BY QA ORGANIZATION. EXPLORE USE BY S, L, & QA DIVISION.
12	NEWTON	03/27/87	0	RECEIVE DOE MANAGER'S COMMENTS ON PROPOSED DISPOSITION OF NRC & STATE COMMENTS ON OGR QA PLAN. COMPLETE MEMO TO NRC, STATES & TRIBES ADVISING THEM OF INTENDED DISPOSITION. (SEE #11)
15	FAUST	03/27/87	0	PREPARE MEMO TO PROJECTS ANNOUNCING OGR QA AUDITS & ADVISING THEM TO COMPLETE Q-LISTS.
57	NEWTON	03/27/87	0	ISSUE ANNUAL REPORT TO KALE FOR YEAR ENDING DEC 1986
36	BROWN	03/30/87	0	UPDATE MASTER AUDIT SCHEDULE SHOWING OGR PARTICIPATION IN PROJECT AUDITS (NOTE: COLEMAN CANNOT PARTICIPATE UNTIL JULY).
42	SOMMER	03/31/87	0	REVIEW AND EVALUATE PROPOSALS RECEIVED ON OCRM QA SUPPORT CONTRACTOR
41	SOMMER	04/13/87	0	REVIEW AND RECOMMEND ACTION (APPROVE OR DISAPPROVE) ON BWID QA PLAN, REVISION 2
22	NEWTON	04/15/87	0	COMPLETE OGR TRAINING PLAN & SUBMIT AN INFORMATION COPY TO THE OCRM QA MANAGER. INCLUDE COMMON TRAINING NEEDS FOR PROJECTS.
55	SOMMER	04/20/87	0	REVIEW AND RECOMMEND ACTION (APPROVE-DISAPPROVE) ON LBL QA PLAN
56	NEWTON	04/21/87	0	MEMO TO PROJECTS DOCUMENTING OGR POLICY ON DOE-HQ ROLE VERSUS DOE-PROJECT OFFICE ROLE IN INTERACTIONS WITH NRC (REVIEW OF QA PLANS, INVOLVEMENT WITH AUDITS, ETC.)

OFFICE OF GEOLOGIC REPOSITORIES *** Q A ACTION ASSIGNMENTS
FOR ENTIRE QA ORGANIZATION *** COPY FOR OGR QA FILES
WEEKLY REPORT

ITEM NBR	ASSIGNED TO	DATE DUE	NBR REV	DESCRIPTION OF ACTION
47		/ /		0 DEVELOP OGR PROCEDURE FOR STOPPING WORK
48		/ /		0 DEVELOP A DRAFT MANAGEMENT OVERVIEW PLAN FOR OGR
50	NEWTON	/ /		0 COMPLETE EVALUATION OF FORD AMENDMENT STUDY FOR APPLICATION TO OGR
51		/ /		0 DEVELOP AND DOCUMENT A SYSTEM FOR TRACKING THE STATUS OF QA PROBLEMS AND STATUS OF OGR AND PROJECT QA PROGRAMS
52	NEWTON	/ /		0 RECEIVE FROM RALPH STEIN DOCUMENTATION OF HQ ROLE IN (1) READINESS REVIEWS AND (2) RESTARTING STOPPED WORK
53	NEWTON	/ /		0 RECEIVE FROM JIM BRESEE REPORT ON NEED FOR OGR TO HAVE A CENTRALIZED COMPUTER SYSTEM FOR OGR MILESTONES
54	NEWTON	/ /		0 MEMO TO PROJECTS ANSWERING QUESTION: WILL OPERATION OFFICE APPRAISALS SATISFY OGR QA PLAN REQUIREMENTS FOR MANAGEMENT APPRAISALS?