



Department of Energy
National Nuclear Security Administration
Nevada Field Office
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APR 13 2015

Donna L. Hruska, Chair
Nevada Site Specific Advisory Board
232 Energy Way
North Las Vegas, NV 89030

RESPONSE TO THE NEVADA SITE SPECIFIC ADVISORY BOARD (NSSAB)
RECOMMENDATION FOR ASSESSMENT OF THE UNDERGROUND TEST AREA
(UGTA) QUALITY ASSURANCE PLAN (QAP) – WORK PLAN ITEM #8

The Nevada Field Office appreciates the recommendations that the NSSAB provided for the assessment of the UGTA QAP. The following are responses to NSSAB recommendations for improvements to the assessment process:

Item	Issue	Recommendation	Response
Position Hand-off	New assessor on the team.	A better hand-off by the Department of Energy to the new assessor could lead to better continuity in the assessment process.	A pre-audit team meeting will be held to ensure the previous auditor conveys all applicable information to the new auditor. If time allows, the previous auditor may participate in the next audit until the new auditor is comfortable with the procedures.
Org Chart	Upon arriving, it was unclear who was giving direction. This created confusion among the different organizations.	<ul style="list-style-type: none">• An Oversight Assessment (OA) Lead should be established prior to OA.• Briefing should be held to establish expectations, areas of responsibility, etc.	When applicable, an in-briefing agenda will be developed and reviewed during auditor pre-audit meeting. (see example, enclosure 1)
Work Distribution	Assessors' workload was unevenly distributed.	N/A	Criteria and Review Approach Documents (CRADs) 1, 3, and 4 were combined into two CRADs and re-distributed between two auditors. There are now three evenly distributed CRADs.

Item	Issue	Recommendation	Response
Personnel Availability	Not all the Subject Matter Experts (SME) were present for questions.	Advanced notice could have been given to SME. Desert Research Institute (DRI) indicated they had no prior notice.	On a site-by-site basis, a schedule will be developed and sent to the Site with the 30-day audit notification letter. (See example, enclosure 2).
Material Availability	Some labels/equipment was not accessible by the personnel available for questions.	Assessors could indicate these needs prior/DRI could pre-read assessment checklist and pull out in preparation.	On a site-by-site basis, a schedule will be developed and sent to the Site with the 30-day audit notification letter. (See example enclosure 2).

I want to especially thank the two NSSAB members who took the time to observe and report back to the Full Board regarding the Oversight Assessment of Desert Research Institute. Your input on ways to improve the assessment process for the UGTA QAP is valued, and I look forward to future interactions with the NSSAB.

If you have questions or comments regarding this response, please contact Kelly K. Snyder at (702) 295-2836.



Robert F. Boehlecke, Manager
Environmental Management Operations

EMOS:11191.KKS

Enclosures:
As stated

cc w/encls. via e-mail:
K. G. Ellis, DOE/HQ (EM-3.2)
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B. K. Ulmer, Navarro
NSSAB Members and Liaisons
K. J. Cabbie, NFO
C. G. Lockwood, NFO
K. K. Snyder, NFO
S. A. Wade, NFO
NFO Read File

Enclosure 1

In-Brief Agenda

1. Introductions and functional responsibility
2. Audit scope
3. Audit process
 - a. CRADs
 - b. Checklist
 - c. Observations
 - d. Interviews
4. Daily Schedule
5. Establish points-of-contact
6. Schedule interviews

Enclosure 2

Daily Audit Schedule OA-AMEM-XX-YYYY Facility			
Function:	CRAD 1 Name	CRAD 2 Name/Lead	CRAD 3 Name
Tuesday	8:30 a.m. Entrance Meeting		
	Management Qualifications and Training	Quality Objectives and Criteria	Information/Data Management Computer Software and Codes
	11:30 a.m. – 12:30 p.m. Lunch		
	Document Control	Data Quality Indicators Field Operation documentation	Groundwater Flow and Transport Model
	3:30 p.m. – 4:00 p.m. Team Meeting 4:00 p.m. Daily out briefing		
Wednesday	Records	Laboratory Analyses Sample Storage	Model Evaluation
	11:30 a.m. – 12:30 p.m. Lunch		
	Procurement	PEPs	Configuration Control
	3:30 p.m. – 4:00 p.m. Team Meeting 4:00 p.m. Daily out briefing		
Thursday	Measuring and Test Equipment	Analytical methods	Assessment and Oversight
	11:30 a.m. – 12:30 p.m. Lunch		
	Identification and Control of Items	Analytical Data	Corrective Action
	3:30 p.m. – 4:00 p.m. Team Meeting 4:00 p.m. Exit Meeting		