



Department of Energy

Washington, DC 20585

FEB 17 2010

MEMORANDUM FOR DISTRIBUTION

FROM: DR. STEVEN L. KRAHN
DEPUTY ASSISTANT SECRETARY FOR
SAFETY AND SECURITY PROGRAM
ENVIRONMENTAL MANAGEMENT

A handwritten signature in blue ink, appearing to read "SKrahn".

SUBJECT: Protocol for EM-HQ Review/Field Self-Assessment of Site
Specific Quality Assurance Plans Quality Assurance
Implementation Plans dated February 2010

The Office of Environmental Management (EM) issued its Corporate Quality Assurance Program (QAP), EM-QA-001, in November 2008. The EM Corporate QAP serves as the Quality Assurance (QA) roadmap to ensure that the EM mission is accomplished safely, correctly, and efficiently. Using a graded approach, Headquarters (HQ) and each Field organization is required to prepare a Quality Assurance Implementation Plan (QIP) identifying procedures and documents that directly implement the applicable requirements of the QAP.

This memorandum serves to transmit the Protocol for EM Review/Field Self-Assessment of Site-Specific QAP/QIP. The subject document is developed as part of continued efforts to ensure technical consistency, transparency, and clarity of QA requirements and expectations. The purpose of the document is to present the review protocol and lines of inquiry that were developed for use by EM-HQ to perform the technical review and approval of site-specific QAP/QIP. The review protocol and lines of inquiry are also designed to be used by EM Field Offices, sites, and projects to conduct internal self-assessment of effectiveness of their QAP/QIP development and implementation.

Each field office with a HQ Phase I approval or conditional approval of their QAP/QIP should now be engaged in the process of implementing the document. Once implementation is complete (including any corrections from the Phase I review), each field office should initiate Phase II of the approval process. Phase II requires the validation and verification of implementation via self assessments and HQ review. In order to facilitate this validation effort, an Office of Standards and Quality Assurance (EM-23) representative will participate in each field office self assessment. Please have your staff coordinate with Bob Toro, EM-23, to ensure a HQ representative participates in each of your implementation validation self assessments. Mr. Toro can be reached at 202-586-3359. Each site is also required to provide EM-23 a monthly update on the status of the implementation beginning in March 2010. These updates may be informal (e.g., phone, email) and should be provided to Kriss Grisham (EM-23) at (310)-903-8478 or at kriss.grisham@hq.doe.gov.



The Field led self-assessments coupled with QA assist visits by the EM-23, represent a critical element of the overall Fiscal Year 2010 corporate strategy to ensure QA is integrated in every aspect of the EM mission, including projects funded by the American Recovery and Reinvestment Act.

If you have any questions, please contact me at (202) 586-5151.

Attachment

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The referenced attachment can be found at on the Environmental Management website via the Standard Review Plan (Quality Assurance Section) at the following link:

<http://www.em.doe.gov/Pages/StandardReviewPlanModules.aspx>