

*VEM I don't think Dave
had this mtg. for*



Interoffice Communication

To : Distribution
From : Dave Mahler
Date : June 24, 1982
Subject : VCM STANDARD PROBLEMS MEETING

A meeting will be held on Tuesday, June 29 at 10:00 a.m. to discuss and resolve some of the problems which have recently surfaced relevant to the VCM Standard. In particular, I am preparing to address the problems of recordkeeping and HNU calibration; however, if other people are interested in discussing other problems, it will be their responsibility to prepare for those topics. I suggest that personnel affected by these areas of concern attend.

Dave Mahler

Dave Mahler

tap

Distribution: JF, CRM, RAF, PEM, JPW, CED, AHS

Attachment

PROPOSED RECORDKEEPING SCHEME

The following records must be kept for a minimum of two years, as required by the law.

- 1) Reactor Batch Sheets
- 2) Incinerator Logs
- 3) Leak Forms Generated by Vinyl
- 4) Leak Forms Generated by Safety
- 5) Leak Patrol Forms
- 6) Honeywell Continuous Monitor Reports
- 7) Honeywell Strip Charts
- 8) HNU Calibration Forms
- 9) Honeywell Calibration Forms
- 10) RVCN Reports
- 11) SV/RD Reports

In order to ensure that these records are generated, compiled and stored as required, the following procedures are being recommended:

- 1) A box will be placed in the vinyl control room for collection of any of the above forms which are generated in vinyl. The forms must be placed in the box immediately after supervision is through with them. These forms are not to leave the control room, except when picked up by process engineering for filing or in an emergency situation.
- 2) A box will be placed in the instrument shop for collection of any of the above forms which are generated by maintenance.
- 3) On a weekly basis process engineering will collect all of the paperwork contained in these two boxes and file these records in a central location.
- 4) Safety and the laboratory will continue to distribute their forms as currently done.
- 5) Records will not be allowed to be removed from the process engineering files without the knowledge of the process engineering department. If records must be taken out of these files for a significant period of time, copies should be made and the originals returned to file..
- 6) Process engineering will keep a log of all records received, filed and removed from the files. Missing forms will be noted in the log, and written messages will be sent to the respective department heads regarding the absence of those forms.
- 7) If forms which document inspections or calibrations are missing, it will be assumed that the respective inspections or calibrations were not performed. Likewise, any other forms which are missing will be assumed to have not been completed.

USE AND CALIBRATION OF HNUS

The following issues need to be discussed and resolved regarding the use and calibration of HNUS.

- 1) How many HNUS should we keep in the vinyl control room?
- 2) How often should we calibrate each of these HNUS?
- 3) If vinyl needs more HNUS than what is kept in the control room, how should this be arranged?
- 4) Who in vinyl will be responsible for keeping track of when HNUS need calibration, and exchange used HNUS for calibrated HNU's?
- 5) How will that person keep track of when HNUS need calibration?
- 6) Where should vinyl take HNUS that need calibration? Repair?
- 7) Where should maintenance put HNUS that have been calibrated?
- 8) Is it acceptable for safety to keep their own HNU?
- 9) How often should the HNU which is used on the leak patrol be calibrated?