

LONGENECKER and ASSOCIATES

EXPERIENCE SUMMARIES FOR KEY PERSONNEL

Sheri A. Nance

EXPERIENCE SUMMARY:

Ms. Nance has experience in implementing and coordinating quality programs, assessing contractor QA programs and management systems, preparing inspection and/or assessment reports, and identification of weaknesses or deficiencies. Ms. Nance has experience in implementing DOE Order 414.1, both NQA-1 and the OCRWM QARD DOE/RW-033.

DETAILED EXPERIENCE:

December 2006 – Present: Quality Assurance Auditor, Longenecker and Assoc., Yucca Mountain Project

- Prepare audit checklists to verify QA program implementation
- Perform audits and surveillances and identify deficiencies
- Prepare and issue audit and surveillance reports

July 2005 – Present: Acceptable Knowledge Expert, Central Characterization Project, Carlsbad, NM; Consultant

- Identify, locate, compile, document and evaluate required acceptable knowledge information.
- Delineate waste streams and assign waste stream numbers.
- Prepare and revise Acceptable Knowledge reports and summaries.
- Review and verify acceptable knowledge information.
- Prepares auditable file of acceptable knowledge information.

July 2006 – March 2007: Quality Assurance Engineer, CH2M Hill, Hanford; Consultant

- Review and revise procedures, as necessary.
- Perform audits and management assessments.
- Generated RCRA Part B Permit compliance matrix for analytical laboratory for Department of Ecology inspection.
- Assisted with streamlining effort of the CH2M Hill procurement process.

July 2003 – July 2005: Site Project Quality Assurance Officer, Central Characterization Project, Carlsbad, NM/ Lead Auditor, Consultant

- Perform data validation of NDE, NDA, VE, and HSG for the NTS, LLNL, LANL, and Hanford
- Perform programmatic and operational audits at NTS, LLNL, LANL and INEEL to verify QA program implementation
- Review and approve operations procedures for LANL
- Perform reviews and provide final signature concurrence for Nonconformance Reports at NTS
- Provide guidance on all aspects of WIPP Hazardous Waste Permit for NTS, LLNL, LANL and INL

February 2000 – July 2003: Quality Assurance Engineer, TRU Project, Fluor Daniel Hanford

- Provide quality assurance guidance on QA-related matters

- Review and approve procedures
- Assist in internal audits of all programmatic elements of the TRU Project
- Developed corrective action program and procedures.
- Track and manage corrective actions and associated evaluation processes to support Project quality assurance requirements
- Perform project level validation on NDE, NDA, VE and HSG batch reports

January 1999 – February 2000: Records Management Specialist, TRU Project, Fluor Daniel Hanford

- Developed and implemented records management system and procedures for the Hanford Site TRU Project.
- Tracked and managed corrective actions and associated evaluation processes to support Project quality assurance requirements.
- Developed, implemented and managed the processing database for TRU Project management for real time tracking of TRU wastes and process status.

July 1998 – January 1999: Records Management Specialist, Waste Management Hanford

- Developed and implemented records processes and developed and provided recommendations for improvement in project records management processes to facility management and senior management.
- Provided guidance to improve consistency in records processes for the Waste Management Project.

October 1997 – July 1998: Records Management Specialists, Waste Management Hanford

- Developed and implemented records processes for centralized Corrective Action Management, Assessment Management and Occurrence Report organizations.
- Participated in, and performed quality and management assessments and developed associated corrective actions.

July 1995 – October 1997: Secretary, Treatment Operations, Westinghouse Hanford Company/Waste Management Hanford

- Managed training and tracking system for Manager of Operations to ensure all personnel were qualified for work processes.
- Tracked and managed surveillance status and associated compliance records to ensure facility maintained compliance with regulatory and DOE requirements.
- Followed and statused container tracking systems and data bases to ensure wastes were managed to meet regulatory requirements.
- Assisted in management of grievance processes, responses, etc.

May 1993 – July 1995: Secretary, Solid Waste Management Engineering, Westinghouse Hanford Company

- Assisted with preparation of internal and external correspondence.
- Tracked actions assigned to engineering organization.
- Maintained USQ log and monitored status and progress for Engineering Manager.

EDUCATION:

Trend Community College, 1992, Administrative Certificate

Columbia Basin College, 1992 – 1996, General Studies, Major coursework towards B.S. in Business Administration – 90 Credits Accumulated

University of Phoenix – 2002 – 2003, General Studies

CERTIFICATES:

CAO Auditor/Lead Auditor Certification – 2000

RCRA Hazardous Waste Regulations – 2000

REFERENCES:

Leonard Ty Blackford, Director, Waste Services, CH2M Hill, 509-373-1713

James Maupin, Manager, Audits and Surveillances, Sandia National Laboratory Yucca Mountain Project Quality Assurance, 702-295-5030

Gary Grant, Director, Quality Assurance, CH2M Hill, 509-373-4136