

United States Government

Department of Energy

memorandum

Carlsbad Area Office
Carlsbad, New Mexico 88221

DATE: March 22, 2000

REPLY TO
ATTN OF: CAO:QA:SAV:00-0264 UFC 2300

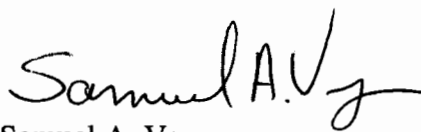
SUBJECT: Audit (A-00-06) Of Idaho National Engineering and Environmental Laboratory (INEEL)
TRU Waste Characterization and Certification Programs

TO: Lori Fritz, ID

Please be advised that a team of auditors from the Carlsbad Area Office (CAO) will conduct an audit at Idaho National Engineering and Environmental Laboratory (INEEL) in Idaho Falls, Idaho, April 24-28, 2000. The audit will be conducted in accordance with the attached audit plan. The Environmental Protection Agency (EPA), New Mexico Environmental Department (NMED) and other observers may be present during our audit.

Your representatives are requested to coordinate with the audit team to develop the necessary documentation for team access to INEEL facilities, arrange for appropriate space to conduct meetings, provide cognizant personnel to support the audit, and provide the audit team with access to appropriate documentation and records.

If you have any questions or comments concerning the audit, please contact me at (505) 234-7423.



Samuel A. Vega
Quality Assurance Manager

Attachment

000330



Lori Fritz

-2-

March 22, 2000

cc w/attachment:

R. Stroud, CAO

L. Chism, CAO

J. Wells, DOE-ID

T. Preston, INEEL

T. Monk, INEEL

M. Eagle, EPA

S. Monroe, EPA

✓ S. Zappe, NMED

B. Walker, EEG

S. Calvert, CTAC

T. Bowden, CTAC

S. Kouba, WID

D. Winter, DNFSB



CARLSBAD AREA OFFICE AUDIT PLAN

Audit Number: A-00-06

Organization: Idaho National Engineering and Environmental Laboratory (INEEL)

Date and Location: April 24-28, 2000
Idaho Falls, Idaho

Audit Team:

Sam Vega	CAO Quality Assurance Manager
Steve Calvert	Audit Team Leader/CTAC
Chet Wright	Auditor/CTAC
Steve Davis	Auditor/CTAC
Dave Kimbro	Auditor/CTAC
Pete Rodriguez	Auditor/CTAC
Jack Walsh	Auditor/CTAC
Mario Chavez	Auditor/CTAC
Karen Day	Technical Specialist/CTAC
Dick Blauvelt	Technical Specialist/CTAC
Jim Bresson	Technical Specialist/CTAC
Mark Doherty	Technical Specialist/CTAC
William Verret	Technical Specialist/CTAC
Trey Greenwood	Technical Specialist/CTAC
Tom Ward	Technical Specialist/WID

Audit Scope: The audit will evaluate the adequacy, implementation, and effectiveness of technical and quality assurance activities related to INEEL Transuranic Waste Characterization, Certification, and Transportation Programs for retrievably stored debris waste.

Activities/Tasks to be Audited:

The following CAO quality assurance elements will be evaluated:

- Organization/QA Program Implementation
- Personnel Qualification and Training
- QA Grading
- Documents and Records
- Procurement
- Control of Measuring and Test Equipment
- Control of Nonconforming Items
- Corrective Action
- Audits/Assessments
- Sample Control
- Software Requirements

The following CAO Characterization technical elements will be evaluated:

- Sample Design
- Headspace Gas Sampling
- Nondestructive Assay (NDA)
- Real Time Radioscopy (RTR)
- Visual Examination
- Gas Analysis
- Data Verification & Validation
- Acceptable Knowledge
- Waste Analysis Plan

The following CAO Transportation technical elements will be evaluated:

- Inspection of Packaging
- Payload Certification
- Preparation and Loading
- Shipping
- Packaging Maintenance

The following CAO Certification technical elements will be evaluated:

- Waste Stream Profile Forms
- WIPP Waste Information System (WWIS)

Governing Documents/Requirements:

Adequacy evaluations of INEEL TWCP documents will be based on the current revisions of the following documents:

CAO Quality Assurance Program Document (QAPD), CAO-94-1012, Revision 3

Waste Analysis Plan (WAP), Attachment B6 of the WIPP Hazardous Waste Permit

Waste Acceptance Criteria (WAC) for the Waste Isolation Pilot Plant, DOE/WIPP-069, Revision 7

Safety Analysis Report for TRUPACT-II Shipping Package, Appendix 1.3.7, Revision 18, TRAMPAC, Revision 18, and the TRUPACT-II Certification of Compliance, NRC 71-9281, Revision 11

Programmatic and technical checklists will be developed from the active revision of the following documents:

INEEL Site Project Office Quality Assurance Project Plan (QAPjP) for the Transuranic Characterization Program, PLN-190

INEEL TRU Waste Characterization, Transportation, and Certification Quality Program Plan (QPP), PLN-182

Program Plan for Certification of INEEL Contact-Handled Stored Transuranic Waste, PLN-579

RWMC Compliance Plan for TRUPACT-II Authorized Methods for Payload Control (TRAMPAC), PLN-577

Related INEEL and ANL-W technical and quality assurance implementing procedures


Schedule of Audit Activities:

A preaudit conference is scheduled for Monday, April 24, at 3:00 p.m. at the Engineering Research Office Building, room 159, 2525 Fremont Avenue in Idaho Falls, Idaho.


Audit team caucuses will be held at 5:00 p.m. Tuesday through Friday at the RWMC location

The audit team will meet with the appropriate INEEL management at 8:30 a.m. Wednesday, Thursday, and Friday at the RWMC location.

A postaudit conference is scheduled for Friday, April 28, at 4:00 p.m. at the RWMC location.

Approved By: 
Steven D. Calvert, Audit Team Leader

Date: 3/21/00

Approved By: 
Samuel A. Vega, CAO QA Manager

Date: 3/22/00