Mr. John Kieling, Hazardous Waste Permits Program Manager  
Hazardous & Radioactive Materials Bureau  
New Mexico Environment Department  
P.O. Box 26110  
Santa Fe, New Mexico 87502-6110  

Dear Mr. Kieling:

This letter transmits the audit plan for the Carlsbad Area Office (CAO) audit to be conducted at the Idaho National Engineering and Environmental Laboratory (INEEL) on April 24-28, 2000, as required by the WIPP Hazardous Waste Facility Permit, Section B4-3f. The audit plan also identifies the audit team members as required by Section B6-3 of the Permit.

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

Please contact the CAO Quality Assurance Manager, Sam Vega, at (505) 234-7423 should you have any questions concerning this notification.

[Signature]
Dr. Inés R. Triay, Manager  
Carlsbad Area Office

[Signature]
J. L. Epstein, Manager  
Westinghouse, Waste Isolation Division

Enclosure

cc w/enclosure:
S. Vega, CAO  
L. Chism, CAO  
C. Zvonar, CAO  
B. Kehrman, WID  
S. Kouba, WID

cc w/o enclosure:
L. Stevens, WID

CAO:QA:SAV:00-0260:UFC 2300
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.

[Signature]

Samuel A. Vega
Quality Assurance Manager

Attachment
Lori Fritz

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

March 22, 2000
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 (QAPP) 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: ________________________________ Date: __3/21/00__
Steven D. Calvert, Audit Team Leader

Approved By: ________________________________ Date: __3/22/00__
Samuel A. Vega, CAO QA Manager