DATE: October 12, 2000

REPLY TO ATTN OF: CFO:QA:SAV: 00-1300 UFC 2300.00

SUBJECT: Audit (A-01-02) of Idaho National Engineering and Environmental Laboratory TRU Waste Characterization and Certification programs.

TO: Lori Fritz, ID

Please be advised that a team of auditors from the Carlsbad Field Office will conduct an audit at Idaho National Engineering and Environmental Laboratory (INEEL) in Idaho Falls, Idaho, December 5-8, 2000. The audit will be conducted in accordance with the attached audit plan. The Environmental Protection Agency (EPA), New Mexico Environment 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
K. Watson, CFO
L. Chism, CFO
J. Wells, DOE-ID
T. Preston, BBWI
T. Monk, BBWI
M. Eagle, EPA
S. Monroe, EPA
S. Zappe, NMED
B. Walker, EEG
S. Calvert, CTAC
T. Bowden, CTAC
M. Gerle, WID
D. Winter, DNFSB
CARLSBAD FIELD OFFICE AUDIT PLAN

Audit Number: A-01-02

Organization to Be audited: Idaho National Engineering and Environmental Laboratory (INEEL)

Organizations to Be Notified: Idaho National Engineering and Environmental Laboratory (INEEL)
New Mexico Environment Department (NMED)
Environmental Protection Agency (EPA-ORIA)

Date and Location: December 5-8, 2000
Idaho Falls, Idaho

Audit Team:
Sam Vega Quality Assurance Manager/Carlsbad Field Office
Steve Calvert Audit Team Leader/CTAC
Charlie Riggs Auditor/CTAC
Wayne Ledford Auditor/CTAC
Jeff May Auditor/CTAC
Pete Rodriguez Auditor/CTAC
Jim Schuetz Auditor/CTAC
Earl Bradford Auditor/CTAC
Patrick Kelly Technical Specialist/CTAC
Dorothy Gill Technical Specialist/CTAC
B. J. Verrett Technical Specialist/CTAC
Dick Blauvelt Technical Specialist/CTAC
Trey Greenwood Technical Specialist/CTAC
Randy Fitzgerald Technical Specialist/CTAC

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

Activities/Tasks to be Audited:

The following Carlsbad Field Office Quality Assurance Program Document (QAPD) elements will be evaluated:

Personnel Qualification and Training
Documents and Records
Control of Nonconforming Items
Sample Control
The following Carlsbad Field Office Characterization technical elements will be evaluated:

- Solids Sampling
- Nondestructive Assay (NDA)
- Total Metals Analysis
- Total Volatile Organic Compounds Analysis
- Total Semi-Volatile Organic Compounds Analysis
- Data Validation, Usability, and Reporting

**Governing Documents/Requirements:**

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

- CFO Quality Assurance Program Document (QAPD), CFO-94-1012, Revision 3
- Waste Analysis Plan (WAP), Attachment B through B6 of the WIPP Hazardous Waste Permit
- Waste Acceptance Criteria (WAC) for the Waste Isolation Pilot Plant, DOE/WIPP-069, Revision 7

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

**Schedule of Audit Activities:**

- A preaudit conference is scheduled for Tuesday, December 5, at 8:00 a.m. at the RWMC location.

- Audit team caucuses will be held at 5:00 p.m. Tuesday through Thursday 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, December 8, at 4:00 p.m. at the RWMC location.

Approved By: 

Steven D. Calvert, Audit Team Leader

Date: 10/6/00

Approved By: 

Samuel A. Vega, CFO QA Manager

Date: 10/12/00