Mr. Steve Zappe, Project Leader  
Hazardous Waste Bureau  
New Mexico Environment Department  
2044 Galisteo Street  
Santa Fe, New Mexico 87502

Subject: Transmittal of Audit Plan and Notification of Assigned Auditors for the Savannah River Site Audit

Dear Mr. Zappe:

The purpose of this letter is to transmit the audit plan for the Carlsbad Field Office audit to be conducted at the Idaho National Engineering and Environmental Laboratory December 5-8, 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 Carlsbad Field Office Quality Assurance Manager, Sam Vega, at (505) 234-7423 should you have any questions concerning this notification.

Sincerely,

[Signature]
Dr. Inés R. Triay  
Manager

Attachment
CFO:QA:LC 00-1301  UFC 2300.00
cc w/o attachment:
J. Bearzi, NMED
J. Kieling, NMED
S. Dinwiddie, NMED
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: [Signature]  
Steven D. Calvert, Audit Team Leader  
Date: 10/6/00

Approved By: [Signature]  
Samuel A. Vega, CFO QA Manager  
Date: 10/12/00