



Department of Energy

Carlsbad Field Office
P. O. Box 3090
Carlsbad, New Mexico 88221

November 6, 2000



Steve Zappe, Project Leader
Hazardous Waste Bureau
New Mexico Environment Department
2044 Galisteo
Santa Fe, New Mexico 87505

Subject: Transmittal of Audit Plan and Notification of Assigned Auditors for the Idaho
National Engineering and Environmental Laboratory Audit

Dear Mr. Zappe:

The purpose of this letter is to transmit the audit plan for the CAO audit A-01-02 to be conducted at the Idaho National Engineering and Environmental Laboratory on December 5-8, 2000. This is 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.

Sincerely,

Dr. Inés R. Triay
Manager

Enclosure

c w/enclosure:
S. Vega, CAO
L. Chism, CAO
M. Gerle, WID

cc w/o enclosure:
K. Watson, CAO
C. Zvonar, CAO
J. Bearzi, NMED
S. Dinwiddie, NMED
J. Kieling, NMED
L. Steven, WID
S. Calvert, CTAC



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

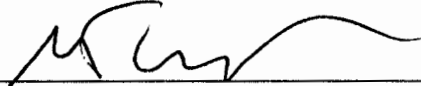
Schedule of Audit Activities:

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