



United States Government

Department of Energy

memorandum

Carlsbad Field Office
Carlsbad, New Mexico 88221

DATE: July 2, 2001

REPLY TO
ATTN OF: CBFO:QA:MLC:VW:01-1152:UFC:2300

SUBJECT: Audit (A-01-14) 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 Field Office (CBFO) will conduct an audit at Idaho National Engineering and Environmental Laboratory (INEEL) in Idaho Falls, Idaho, July 30 to August 3, 2001. The audit will be conducted in accordance with the attached audit plan. The EPA, 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

010702



CARLSBAD FIELD OFFICE AUDIT PLAN

Audit Number: A-01-14

Organization: Idaho National Engineering and Environmental Laboratory (INEEL)

Date and Location: July 30 to August 3, 2001
Idaho Falls, Idaho

Audit Team:

Steve Calvert	Audit Team Leader/CTAC
Earl Bradford	Auditor/CTAC
Steve Davis	Auditor/CTAC
Charles Riggs	Auditor/CTAC
Pete Rodriguez	Auditor/CTAC
Jack Walsh	Auditor/CTAC
Dee Scott	Auditor/CTAC
Wayne Ledford	Auditor/CTAC
Mario Chavez	Auditor/SNL
Karen Gaydosh	Technical Specialist/CTAC
Dick Blauvelt	Technical Specialist/CTAC
Patrick Kelly	Technical Specialist/CTAC
Dorothy Gill	Technical Specialist/CTAC
BJ Verret	Technical Specialist/CTAC
Tom Ward	Technical Specialist/WTS
Joe Willis	Technical Specialist/WTS

Audit Scope: The audit will evaluate the adequacy and implementation 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 CBFO 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 CBFO 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 CBFO Transportation technical elements will be evaluated:

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

The following CBFO 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

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

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

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, July 30, at 5:00 p.m. at the Engineering Research Office Building, room 159, 2525 Fremont Avenue in Idaho Falls, Idaho.

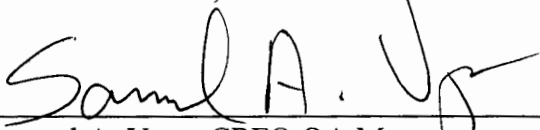
Audit team caucuses will be held at 5:00 p.m. Tuesday through Friday at the RWMC location.

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, August 3, at 4:00 p.m. at the RWMC location.

Approved By: 
Steven D. Calvert, Audit Team Leader

Date: 6/25/01

Approved By: 
Samuel A. Vega, CBFO QA Manager

Date: 7/2/01