

United States Government

Department of Energy

**memorandum**Carlsbad Field Office  
Carlsbad, New Mexico 88221

DATE: March 20, 2002

REPLY TO  
ATTN OF: CBFO:QA:ALH:GS:02-1005:UFC 2300.00

SUBJECT: Surveillance S-02-12 of the Idaho National Engineering and Environmental laboratory  
Payload Assembly Processes

to: Edwad Ziemianski, ID

Please be advised that a surveillance team from the Carlsbad Field Office (CBFO) will conduct a surveillance at the Idaho National Engineering and Environmental Laboratory (INEEL) in Idaho Falls, Idaho, April 1-5, 2002. The surveillance will be conducted in accordance with the attached surveillance plan. Observers from the Environmental Protection Agency, New Mexico Environmental Department, and other interested parties may also accompany the surveillance team.

Your representatives are requested to coordinate with the surveillance 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 surveillance, and provide the surveillance team with access to appropriate documentation and records.

If you have any questions or comments concerning the surveillance, please contact me at (505) 234-7423.

*Ava L. Holland Isl*  
Ava L. Holland  
Quality Assurance Manager



## Attachment

cc w/attachment:

K. Watson, CBFO	*ED
R. Taft, ID	*ED
T. Monk, BBWI	*ED
T. Preston, BBWI	*ED
M. Eagle, EPA	*ED
S. Monroe, EPA	*ED
S. Zappe, NMED	*ED
B. Walker, EEG	*ED
D. Winter, DNFSB	*ED
W. Ledford, CTAC	*ED
T. Bowden, CTAC	
P. Roush, WTS	
L. Chism, CBFO	



## CARLSBAD FIELD OFFICE SURVEILLANCE PLAN

**Surveillance**

**Number:** S-02-12

**Organization :** Idaho National Engineering and Environmental Laboratory

**Organizations  
to be Notified:**

Idaho National Engineering and Environmental Laboratory (INEEL)  
New Mexico Environment Department  
Environmental Protection Agency  
Environmental Evaluation Group  
Defense Nuclear Facilities Safety Board

**Date and  
Location:** April 1 - 5, 2002  
Idaho Falls, Idaho

**Surveillance  
Team:**

Wayne Ledford	Surveillance Team Leader, CTAC
Kerry Watson	Management Representative, CBFO
Casey Gadbury	Surveillance Team Member, CBFO
Steve Calvert	Surveillance Team Member, CTAC
Kim Jackson	Surveillance Team Member, WTS
Marlin Horseman	Surveillance Team Member, CTAC
Jim Clark	Surveillance Team Member, CTAC
Wade Weyerman	Surveillance Team Member, LANL
Mario Chavez	Surveillance Team Member, SNL

**Surveillance Scope:** The surveillance will evaluate the implementation and effectiveness conduct of operations and quality assurance as applied to the payload assembly, certification, and loading process.

**Activities/Tasks to be Assessed:**

Verification of the following INEEL activities will be evaluated:

- Payload Assembly
- Payload Certification
- Payload Loading
- Preparation of Payload Documentation
- Approval of Payload Documentation
- Independent Verification
- Corrective Action
- TRIPS/WWIS Interface
- Management Oversight
- Quality Assurance Oversight

**Governing Documents/Requirements:**

The surveillance will be based on the implementation of the following documents:

Quality Assurance Project Plan for the Transuranic Waste Certification Program (QAPjP) PLN-190

INEEL TRU Waste Characterization, Certification, and Transportation Quality Program Plan, PLN-182

DOE O 5480.19, Conduct of Operations Requirements for DOE Facilities

Related INEEL implementing procedures

**Schedule of Surveillance Activities:**

The surveillance is scheduled to start Monday, April 1, 2002 at 4:00 p.m. at a designated INEEL facility.

The surveillance is scheduled to conclude on Friday, April 5, 2002 at 4:00 p.m. at the INEEL RWMC facility.

**Prepared By:** Wayne Ledford /s/  
Wayne Ledford, Surveillance Team Leader

**Date:** 3/20/02

**Approved By:** Ava L. Holland /s/  
Ava L. Holland, Quality Assurance Manager

**Date:** 3/20/02