



Department of Energy
 Carlsbad Field Office
 P. O. Box 3090
 Carlsbad, New Mexico 88221
 March 20, 2002



Mr. Cliff Watkins, PDP Manager
 Portage Environmental, Inc.
 591 Park Avenue, Suite 201
 Idaho Falls, ID 83402

Subject: Audit A-02-22 of Nondestructive Assay Performance Demonstration Program

Dear Mr. Watkins:

Please be advised that a team of auditors from the Carlsbad Field Office (CBFO) will conduct an audit of Nondestructive Assay Performance Demonstration Program.

The audit will be conducted on April 12, 2002 in accordance with the enclosed audit plan. Representatives from the Environmental Protection Agency (EPA), and the Environmental Evaluation Group (EEG) may be present or participate in this audit.

Your representatives are requested to coordinate with the audit team to develop the necessary documentation for team access to the Portage facility, 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.

Sincerely,

Ava L. Holland
 Quality Assurance Manager

Enclosure

cc w/enclosure:
 K. Watson, CBFO *ED
 M. Brown, CBFO *ED
 M. Eagle, EPA *ED
 E. Feltcorn, EPA *ED
 S. Zappe, NMED *ED
 B. Walker, EEG *ED
 K. Martin, CTAC *ED
 A. Arceo, CTAC *ED
 T. Bowden, CTAC
 L. Chism, CBFO
 CBFO Mailroom



CARLSBAD FIELD OFFICE AUDIT PLAN

Audit Number: CBFO A-02-22

Organization to Be Audited: CTAC/PORTAGE Environmental, Inc.

Date and Location: April 12, 2002
Idaho Falls, Idaho

Audit Team: Amelia I. Arceo Audit Team Leader, CBFO/CTAC
Patrick Kelly Technical Specialist, CBFO/CTAC

Audit Scope: The audit will evaluate the adequacy, implementation and effectiveness of the Nondestructive Assay (NDA) Performance Demonstration Program (PDP).

Governing Documents/Requirements:

Evaluation of the Performance Demonstration Program will be based on the following documents:

DOE/CBFO-01-3107, Revision 1, "Performance Demonstration Program Management Plan"

DOE/CBFO-01-1005, Revision 0, "Performance Demonstration Program Plan Nondestructive Assay of Drummed Wastes for The TRU Waste Characterization Program"

DOE/CAO-01-1006, Revision 0, "Performance Demonstration Program Plan Nondestructive Assay (NDA) of Boxed Wastes for the TRU Waste Characterization Program," Revision 0

CTAC MP 2.7, Revision 0, Conduct of the Nondestructive Assay Performance Demonstration Programs

Activities to be Audited:

This audit will cover work done by the NDA Program Coordinator including preparation, control and distribution of PDP standards, matrix surrogates and containers; receipt and scoring of the results; software control; training and records management.

The applicable portions of the PDP Plans will form the basis of the audit.

Schedule of Audit Activities:

A preaudit conference is scheduled for Friday, April 12, 2002, at 8:30 a.m.

A postaudit conference is scheduled for Friday, April 12, 2002, at 1:30 p.m.

Prepared By: _____
A. I. Arceo, Audit Team Leader

Date: _____

Approved By: _____
Ava L. Holland, CBFO Quality Assurance Manager

Date: _____