

United States Government


DEPARTMENT OF ENERGY
 Department of Energy

memorandum

 Carlsbad Field Office
 Carlsbad, New Mexico 88221

DATE: July 1, 2002

REPLY TO
ATTN OF: CBFO:QA:MPN:GS:02-1099:UFC 2300.00

SUBJECT: Audit A-02-27 of Idaho National Engineering and Environmental Laboratory (INEEL)

TO: Edward Ziemianski, ID



Please be advised that a team of auditors from the Carlsbad Field Office (CBFO) will conduct a re-certification audit of INEEL. The audit will be conducted during the period of August 5-9, 2002 in accordance with the attached audit plan.

Representatives from DOE/CBFO, the US Environmental Protection Agency (EPA), the New Mexico Environment Department (NMED), the Environmental Evaluation Group (EEG), Westinghouse TRU Solutions (WTS), and Oak Ridge Site may be present to observe or participate the audit process.

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. Please provide meeting rooms (with overhead projector) to hold approximately 50 people for the entrance and exit meetings, working rooms for the audit team and the EPA inspectors, a full set of documentation applicable to INEEL work for the WIPP including the applicable procedures, and miscellaneous office supplies (e.g., pens, paper, copy machine, Post-It Notes, stapler, "scotch" tape, etc.) for each working room.

If you have any questions or comments concerning the audit, please contact me at (505) 234-7483.

Dennis S. Miehl for Martin P. Navarrete //signature on file//
 Martin P. Navarrete
 Quality Assurance Specialist

Attachment



Edward Ziemianski

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cc w/attachment:

K. Watson, CBFO *ED
A. Holland, CBFO *ED
R. Taft, DOE-ID *ED
J. Wells, DOE-ID *ED
T. Preston, BBWI *ED
T. Monk, BBWI *ED
M. Eagle, EPA *ED
E. Feltcorn, EPA *ED
S. Monroe, EPA *ED
R. Joglekar, EPA *ED
S. Zappe, NMED *ED
B. Walker, EEG *ED
D. Winter, DNFSB *ED
J. May, CTAC *ED
T. Bowden, CTAC
P. Roush, WTS
CBFO CAR File
CBFO M&RC

CARLSBAD FIELD OFFICE AUDIT PLAN

Audit Number: A-02-27

Organization: Idaho National Engineering and Environmental Laboratory (INEEL)

Date and Location: August 5 to August 9, 2002
Idaho Falls, Idaho

Audit Team:

Jeff May	Audit Team Leader/CTAC
Martin Navarrete	CBFO Management Representative
Steve Calvert	Auditor/CTAC
Annabelle Axinn	Auditor/CTAC
Steve Davis	Auditor/CTAC
Pete Rodriguez	Auditor/CTAC
Chet Wright	Auditor/CTAC
Amy Arceo	Auditor/CTAC
Dee Scott	Auditor/CTAC
Wayne Ledford	Auditor/CTAC
Jim Schuetz	Auditor/CTAC
Karen Gaydosh	Technical Specialist/CTAC
Dick Blauvelt	Technical Specialist/CTAC
Ken Coop	Technical Specialist/CTAC
BJ Verret	Technical Specialist/CTAC
Joe Willis	Technical Specialist/WTS
Todd Sellmer	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, including the following activities: Transportation, headspace gas sampling and analysis, visual examination, real-time radiography, nondestructive assay of CH-TRU debris and organic and inorganic homogeneous solids waste and blending activities associated with the SWBs. Solid sampling and analysis activities will be evaluated to verify that these activities have not been performed for the 3100 m³ project during the period from the last certification audit (August 2001) through July 2002 since these activities are not addressed in the current revision of the QAPjP.

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

Contact Handled Transuranic Waste Acceptance Criteria (WAC) for the Waste Isolation Pilot Plant, DOE/WIPP-02-3122

Safety Analysis Report for TRUPACT-II Shipping Package, and the TRUPACT-II Certification of Compliance, NRC 71-9218

TRUPACT-II Authorized Methods for Payload Control (TRAMPAC)

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, August 5, 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 9, at 4:00 p.m. at the RWMC location.

Approved By: Jeffrey D. May //signature on file// **Date:** 6/18/02
Jeffrey D. May, Audit Team Leader

Approved By: D. S. Miehs for Ava L. Holland //signature on file// **Date:** 6-24-02

Ava L. Holland
Quality Assurance Manager