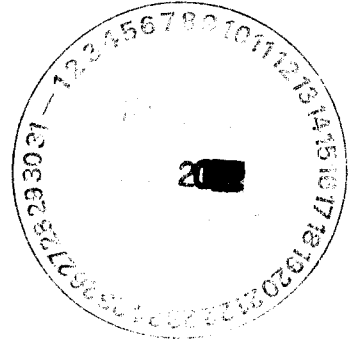




**Department of Energy**  
Carlsbad Field Office  
P. O. Box 3090  
Carlsbad, New Mexico 88221

July 1, 2002

ENTRAPPED



Mr. Steve Zappe, Project Leader  
Hazardous Waste Bureau  
New Mexico Environment Department  
2905 Rodeo Park Drive East, Building 1  
Santa Fe, New Mexico 87505-6303

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

Dear Mr. Zappe:

This letter transmits the audit plan for the Carlsbad Field Office audit to be conducted at the Idaho National Engineering and Environmental Laboratory on August 5-9, 2002, as required by the WIPP Hazardous Waste Facility Permit, Section B4-3f. The audit plan also identified the audit team members as required by Section B6-3 of the Permit.

Please contact the Quality Assurance Manager, Ava L. Holland, at (505) 234-7423 should you have any questions concerning this notification.

Sincerely,

Dr. Ines R. Triay  
Manager

Enclosure

cc:

J. Kieling, NMED  
J. Bearzi, NMED  
G. Lewis, NMED  
K. Watson, CBFO  
J. VandeKraats, CBFO  
M. Navarrete, CBFO  
A. Holland, CBFO  
J. Lee, WTS  
P. Roush, WTS  
J. May, CTAC  
T. Bowden, CTAC  
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 m<sup>3</sup> 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

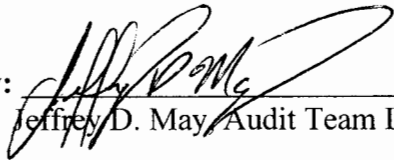
**Schedule of Audit Activities:**

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, Audit Team Leader

Date: 6/18/02

Approved By: D. J. Mick for Ava L. Holland  
Ava L. Holland  
Quality Assurance Manager

Date: 6-24-02