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 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: [Signature]  Date: 6/18/02

Ava L. Holland
Quality Assurance Manager

Approved By: [Signature]  Date: 6/24/02

Jeffrey D. May, Audit Team Leader