



United States Government

Department of Energy

# memorandum

Carlsbad Field Office  
Carlsbad, New Mexico 88221

DATE: July 17, 2002

REPLY TO  
ATTN OF: CBFO:QA:MLC:GS:02-1232:UFC 2300.00

SUBJECT: Surveillance S-02-25 of Los Alamos National Laboratory Quality Assurance Program

TO: Ned Z. Elkins, Carlsbad Operations Manager

Please be advised that a surveillance team from the Carlsbad Field Office will conduct a surveillance at the Los Alamos National Laboratory (LANL), Carlsbad, New Mexico on July 22, 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 LANL facilities, arrange for appropriate space to conduct meetings, provide cognizant personnel to support the surveillance, and provide the surveillance team with the access to appropriate documentation and records.

If you have any questions or comments concerning the surveillance, please contact me at (505) 234-7442.

*M. Lea Chism* //signature on file//  
M. Lea Chism  
Quality Assurance Specialist



## Attachment

cc w/attachment:

A Holland, CBFO	*ED
M. Eagle, EPA	*ED
R. Joglekar, EPA	*ED
E. Feltcorn, EPA	*ED
S. Monroe, EPA	*ED
S. Zappe, NMED	*ED
B. Walker, EEG	*ED
D. Winter, DNFSB	*ED
A. Arceo, CTAC	*ED
T. Bowden, CTAC	*ED
P. Roush, WTS Operating Record	
CBFO QA Record File	
CBFO M&RC	

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## CARLSBAD FIELD OFFICE SURVEILLANCE PLAN

**Surveillance**

**Number:** S-02-25

**Organization :** Los Alamos National Laboratory (LANL)

**Organizations  
to be Notified:**

LANL

**Date and** July 22, 2002

**Location:** Carlsbad, NM

**Surveillance**

**Team:** Amelia I. Arceo Surveillance Team Leader, CTAC  
Lea Chism Surveillance Team Member, CBFO

**Surveillance Scope:** The surveillance will evaluate LANL's Quality Assurance Program for Quality Affecting Activities.

**Activities/Tasks to be Assessed:**

Review of QA affecting work including but not limited to the following:

Actinide Chemistry

Baseline Inventory

**Governing Documents/Requirements:**

The surveillance will be based on the following documents:

DOE/CAO-94-1012, Revision 3, *Quality Assurance Program Document*

EES12-QAP1-001/0, *Los Alamos National Laboratory Carlsbad Operations  
Quality Assurance Plan*

**Schedule of Surveillance Activities:**

The surveillance is scheduled to start Monday, July 22, 2002 at 8:00 a.m. at the LANL Carlsbad facility.

The surveillance is scheduled to conclude on Monday, July 22, 2002 at 4:00 p.m. at the LANL Carlsbad facility.

**Prepared By:** Amelia I. Arceo //signature on file//  
Amelia I. Arceo, Surveillance Team Leader

**Date:** 7-16-02

**Approved By:** Ava L. Holland //signature on file//  
Ava L. Holland, CBFO QA Manager

**Date:** 7/17/02