

United States Government

# memorandum

 Carlsbad Field Office  
 Carlsbad, New Mexico 88221

DATE: July 19, 2002

REPLY TO  
ATTN OF: CBFO:QA:MLC:GS:02-1213:UFC 2300.00

SUBJECT: Audit (A-02-28) of Los Alamos National Laboratory (LANL) New Headspace Gas Unit

TO: James Nunz, LAAO

Please be advised that a team of auditors from the Carlsbad Field Office will conduct an audit at Los Alamos National Laboratory (LANL) on August 26-30, 2002. This audit will be conducted concurrently with the annual recertification audit, A-02-30. The audit will be conducted in accordance with the attached audit plan. Representatives from the New Mexico Environmental Department, the Environmental Protection Agency, the Environmental Evaluation Group, and other interested parties may be present during this audit.

Your representatives are requested to coordinate with the audit 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 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) 234-7442.

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



## Attachment

cc w/attachment:

T. Harms, DOE-HQ	*ED
K. Watson, CBFO	*ED
M. Eagle, EPA	*ED
E. Feltcorn, EPA	*ED
S. Zappe, NMED	*ED
B. Walker, EEG	*ED
D. Winters, DNFBSB	*ED
P. Rogers, LANL	*ED
M. Gavett, LANL	*ED
T. Bowden, CTAC	*ED
W. Ledford, CTAC	*ED
P. Roush, WTS	
CBFO QA Record File	

\*ED denotes electronic distribution



**CARLSBAD FIELD OFFICE AUDIT PLAN**

**Audit Number:** CBFO A-02-28

**Organization to Be Audited:** Los Alamos National Laboratory (LANL)

**Organizations to Be Notified:** Los Alamos National Laboratory (LANL)  
New Mexico Environment Department (NMED)  
Environmental Protection Agency (EPA-ORIA)  
Environmental Evaluation Group (EEG)  
Defense Nuclear Facilities Safety Board (DNSFB)

**Date and Location:** August 26 to 30, 2002  
Los Alamos, New Mexico

**Audit Team:**

Wayne Ledford	Audit Team Leader, CTAC
Lea Chism	Management Representative, CBFO
Steve Davis	Auditor, CTAC
Dorothy Gill	Technical Specialist, CTAC

**Audit Scope:** The audit will evaluate the adequacy, implementation, and effectiveness of the technical activities and associated quality assurance program requirements related to the new headspace gas (HSG) sampling and analysis unit installed at TA-54 at LANL. Compliance with the WIPP Hazardous Waste Permit Waste Analysis Plan and CBFO Quality Assurance Program Document will be evaluated.

**Activities to be Audited:**

The following LANL quality assurance elements as applied to the new HSG unit will be evaluated:

- Organization/QA Program Implementation
- Personnel Qualification and Training
- Documents and Records
- Procurement
- Control of Measuring and Test Equipment
- Audits/Assessments

The following LANL Characterization/Certification technical elements will be evaluated:

- Headspace Gas Sampling and Analysis

**Governing Documents/Requirements:**

Adequacy evaluations of new and revised LANL site and TRU Waste Certification Program (TWCP) specific documents will be based on the current revisions of the following documents:

CBFO Quality Assurance Program Document, CAO-94-1012

WIPP Hazardous Waste Facility Permit

Programmatic and technical checklists will be developed from the active revision of the following documents:

LANL Transuranic Waste Quality Assurance Project Plan (QAPjP), TWCP-PLAN-0.2.3-001

Related LANL technical and quality assurance implementing procedures

**Schedule of Audit Activities:**

A preaudit conference is scheduled for 8:30 a.m. Monday, August 26, 2002, in the designated area at LANL.

A postaudit conference is scheduled for Friday, August 30, 2002, at 11:00 a.m. in the designated area at LANL.

**Prepared By:** Wayne Ledford //signature on file//  
Wayne Ledford, Audit Team Leader

**Date:** 7/2/02

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

**Date:** 7/3/02