United States Government

memorandum

DATE: January 21, 2003
REPLY TO ATTN OF: CBFO:QA:DSM:GS:03-0013:UFC 2300.00
SUBJECT: Audit A-03-08 of Idaho National Engineering and Environmental Laboratory, Advanced Mixed Waste Treatment Project

TO: Brian Edgerton, DOE-ID

Please be advised that a team of auditors from the Carlsbad conduct a transportation certification audit of the Advanced Project (AMWTP). The audit will be conducted during the period of February 24-28, 2003 in accordance with the attached audit plan. Representatives from DOE/CBFO, the US Environmental Protection Agency, the New Mexico Environment Department, the Environmental Evaluation Group, Westinghouse TRU Solutions and other interested parties may be present to observe or participate in the audit process.

Your representatives are requested to coordinate with the audit team to develop the necessary documentation for team access to AMWTP 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) for the entrance and exit meetings, working rooms for the audit team, a full set of documentation applicable to AMWTP 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.

[Signature]
Martin P. Navarrete
Quality Assurance Specialist

Attachment

cc: w/attachment
T. Harms, DOE-HQ *ED
A. Holland, CBFO *ED
R. Knerr, CBFO *ED
K. Watson, CBFO *ED
E. Dumas, BNFL *ED
E. Schweinsberg, BNFL *ED
R. Arbon, BNFL *ED
M. Eagle, EPA *ED
E. Feltcorn, EPA *ED
R. Joglekar, EPA *ED
S. Zappe, NMED *ED
B. Walker, EEG *ED
D. Winters, DNFSB *ED
J. May, CTAC *ED
T. Bowden, CTAC *ED
P. Roush, WTS *ED
CBFO QA File *ED
CBFO M&RC *ED
CARLSBAD FIELD OFFICE AUDIT PLAN

Audit Number: A-03-08

Organization: Advanced Mixed Waste Treatment Project (AMWTP)

Date and Location: February 24 to February 28, 2003, Idaho Falls, Idaho

Audit Team:
- Jeff May, Audit Team Leader/CTAC
- John Gray, Auditor/CTAC
- Tom Putnam, Auditor/CTAC
- Chet Wright, Auditor/CTAC
- Dee Scott, Auditor/CTAC
- Jim Schuetz, Auditor/CTAC
- Joe Willis, Technical Specialist/WTS
- Todd Sellmer, Technical Specialist/WTS

Audit Scope: The audit will evaluate the adequacy, implementation and effectiveness of technical and quality assurance activities related to the AMWTP Transuranic Waste Transportation Programs as they pertain to the shipment of previously certified waste to WIPP, including the following activities: waste retrieval, payload assembly and certification, TRUPACT-II loading, WWIS data entry and shipment to WIPP, including the AMWTP Quality Assurance Program.

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
- Software Requirements
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:

- 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:

- CBFO Quality Assurance Program Document (QAPD), CBFO-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:

- AMWTP Certification Plan for INEEL Contact-Handled Transuranic Waste, MP-TRUW-8.1
- AMWTP Quality Assurance Project Plan (QAPjP), MP-TRUW-8.2
- AMWTP TRUPACT-II Authorized Methods For Payload Control (TRAMPAC), MP-TRUW-8.3

Related AMWTP technical and quality assurance implementing procedures...
Schedule of Audit Activities:

A pre-audit conference is scheduled for Monday, February 24, at 5:00 p.m. at the AMWTP.

Audit team caucuses will be held at 5:00 p.m. Tuesday through Friday at the AMWTP location.

The audit team will meet with the appropriate AMWTP management at 8:30 a.m. Wednesday, Thursday, and Friday at the AMWTP location.

A post-audit conference is scheduled for Friday, February 28 at 4:00 p.m. at the AMWTP location.

Approved By: ___________________________  Date: 1/21/03
Jeffrey D. May, Audit Team Leader

Approved By: ___________________________  Date: 1/21/03
Ava L. Holland
Quality Assurance Manager