



United States Government

Department of Energy

memorandum

 Carlsbad Field Office
 Carlsbad, New Mexico 38221

DATE: March 20, 2003

 REPLY TO
 ATTN OF: CBFO:QA:MPN:GS:03-0097:UFC 2300.00

SUBJECT: Audit A-03-15 of Idaho National Engineering and Environmental Laboratory, Independent Analytical Laboratory Operations

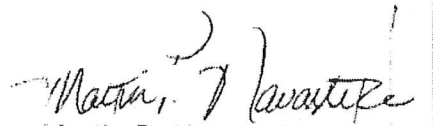
TO: Edward Ziemianski, ID

Please be advised that a team of auditors from the Carlsbad Field Office (CBFO) will conduct a certification audit of the INEEL Analytical Laboratories. The audit will be conducted during the week of April 21-25, 2003 in accordance with the attached audit plan. Representatives from DOE/CBFO, the US Environmental Protection Agency (EPA), the New Mexico Environment Department (NMED), the Environmental Evaluation Group (EEG), Washington TRU Solutions (WTS), Rocky Flats Environmental Technology Site (RFETS), Los Alamos National Laboratory (LANL), Hanford Site, and Westinghouse Savannah River Company (WSRC) may be present to observe or participate the audit process.

Your representatives are requested to coordinate with audit team to develop the necessary documentation for team access to INEEL 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) to hold approximately 50 people, for the entrance and exit meetings, working rooms for the audit team and the EPA inspectors, a full set of documentation applicable to INEEL 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.



Martin P. Navarrete
 Quality Assurance Specialist

Attachment



030330



Edward Ziemianski

-2-

March 20, 2003

cc: w/attachment
A. Holland, CBFO *ED
K. Watson, CBFO *ED
J. Wells, DOE-ID *ED
C. Ferrara, RFETS *ED
M. Mason, SRS *ED
J. Maupin, Hanford *ED
S. Sailer, INEEL *ED
P. Lindahl, LANL *ED
E. Feltcorn, EPA *ED
S. Zappe, NMED *ED
B. Walker, EEG *ED
D. Winter, DNFSB *ED
T. Bowden, CTAC *ED
Fisher, WTS/CCP *ED
WTS Operating Record
CBFO QA File
CBFO M&RC

CARLSBAD FIELD OFFICE AUDIT PLAN

Audit Number: A-03-15

Organization to be Audited: Idaho National Engineering and Environmental Laboratory (INEEL)

Organizations to be notified: Idaho National Engineering and Environmental Laboratory (INEEL)
Environmental Protection Agency (EPA)
Environmental Evaluation Group (EEG)
Defense Nuclear Facilities Safety Board (DNFSB)
Los Alamos National Laboratory (LANL)
Rocky Flats Environmental Technology Site (RFETS)
Hanford Site
Savannah River Site (SRS)
Washington TRU Solutions (WTS), Central Characterization Project (CCP)

Date and Location: April 21-25, 2003
Idaho National Engineering and Environmental Laboratory (INEEL)
Idaho Falls, Idaho

Audit Team:

Martin Navarrete	CBFO QA Management Representative
Earl Bradford	Audit Team Leader
Jack Walsh	Auditor, CTAC
Annabelle Axinn	Auditor, CTAC
Porf Martinez	Auditor, CTAC
Jim Schuetz	Auditor, CTAC
Prissy Dugger	Auditor In training, CTAC
Dorothy Gill	Technical Specialist, CTAC
BJ Verret	Technical Specialist, CTAC
Wayne Ledford	Technical Specialist, CTAC
Karen Gaydosh	Technical Specialist, CTAC

Audit Scope:

The audit will evaluate the capability of the INEEL laboratories to perform as an independent sampling and analysis laboratory. The audit will evaluate the adequacy, implementation, and effectiveness of the INEEL QA program activities and technical activities related to the sampling and sample analysis operations. The audit will verify INEEL implementation of the CBFO QA Program elements required to develop and maintain proper implementation of the INEEL analytical laboratory processes.

Governing Documents/Requirements:

The determination of the adequacy, implementation, and effectiveness for the selected laboratory activities will be based on the current revisions of the following documents:

Quality Assurance Program Document (QAPD), DOE-CBFO-94-1012

Hazardous Waste Facility Permit Waste Isolation Pilot Plant EPA No. NM4890139088-TSDF by the New Mexico Environment Department

Contact – Handled Transuranic Waste Acceptance Criteria for the Waste Isolation Pilot Plant (WAC), DOE/WIPP-02-3122

Quality Plan for the INEEL TRU Waste Characterization Program, PLN-1258

QA Program Administrative Controls for the TRU Waste Program, MCP-2610

Analytical Laboratories Department Quality Assurance Plan for the Transuranic Waste Characterization Program, PLN-600

Contract between CBFO and Bechtel BWXT Idaho and the attached statement of work (SOW)

Related quality assurance and technical implementing procedures

Activities to be Audited:

The following CBFO quality assurance elements will be evaluated:

- QA program and organization
- Non-conformances and corrective action
- Personnel training and qualification
- Documents and records
- Sample control
- Control of measuring and test equipment used for characterization

The following CBFO characterization technical elements will be evaluated:

- Solids analysis
- HSG analysis
- Solids coring
- Visual Examination of solids
- Generation level data verification and validation
- Sample control

Schedule of Audit Activities:

A pre-audit conference is scheduled for Monday, April 21, at 4:00 p.m.

Audit team caucuses will be held at 5:00 p.m. Tuesday through Thursday.

The audit team will meet with the appropriate INEEL management at 8:30 a.m.

Wednesday and Thursday.

A post-audit conference is scheduled for Friday, April 25, at 4:00 p.m. All INEEL meeting locations will be determined at a later date.

Prepared by: *A. Carl Bradford*
Earl Bradford, CTAC
Audit Team Leader

Date: 3/20/03

Approved by: *Ava L. Holland*
Ava L. Holland,
Quality Assurance Manager

Date: 3/20/03