



Department of Energy  
Carlsbad Field Office  
P. O. Box 3090  
Carlsbad, New Mexico 88221  
March 20, 2003



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



Re: Transmittal of the Audit Plan and Notification of Assigned Auditors for the Idaho National Engineering and Environmental Laboratory, Analytical Laboratory Operations, Certification Audit

Dear Mr. Zappe:

This letter transmits the audit plan for the Carlsbad Field Office (CBFO) audit to be conducted at the Idaho National Engineering and Environmental Laboratory on April 21-25, 2003, as required by the WIPP Hazardous Waste Facility Permit, Section B4-3f. The audit plan also identifies the audit team members as required by Section B6-3 of the Permit.

Should you have any questions concerning this notification, please contact the CBFO Quality Assurance Manager, Ava L. Holland, at (505) 234-7423.

Sincerely,

Dr. Inés R. Triay  
Manager

Enclosure

cc:

A. Holland, CBFO	*ED
M. Navarrete, CBFO	*ED
K. Watson, CBFO	*ED
J. Kieling, NMED	*ED
J. Bearzi, NMED	*ED
G. Lewis, NMED	*ED
E. Bradford, CTAC	*ED
T. Bowden, CTAC	*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:  Date: 3/20/03  
Earl Bradford, CTAC  
Audit Team Leader

Approved by:  Date: 3/20/03  
Ava L. Holland,  
Quality Assurance Manager