

**Department of Energy**  
 Carlsbad Field Office  
 P. O. Box 3090  
 Carlsbad, New Mexico 88221  
 April 8, 2003

 ENTERED



Mr. Steve Zappe, Project Leader  
 Hazardous Materials Bureau  
 New Mexico Environment Department  
 2905 E. Rodeo Park Drive, Bldg. 1  
 Santa Fe, NM 87505-6110

RE: Transmittal of the Revised 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 revised audit plan for the Carlsbad Field Office audit that reflects the new schedule. The audit is now to be conducted at the Idaho National Engineering and Environmental Laboratory on May 19-22, 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.

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

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  
 P. Roush, WTS  
 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:** May 19-22, 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:

- Organization and Quality Assurance Program (Program Interfaces and Statement of Work)
- Nonconformances and Corrective Action
- Personnel Qualification and Training
- Documents & Records
- Work Processes
- Procurement
- Inspection and Testing
- Control of measuring and test equipment used for characterization
- Audits/Assessments
- Sample control
- Software QA

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


**Schedule of Audit Activities:**

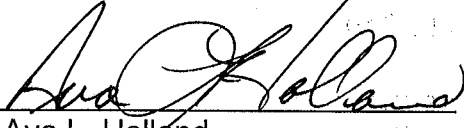
A pre-audit conference is scheduled for Monday, May 19, at 9:00 a.m.

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

The audit team will meet with the appropriate INEEL management at 8:00 a.m. Tuesday, Wednesday and Thursday.

A post-audit conference is scheduled for Thursday, May 22, at 4:00 p.m. All INEEL meeting locations will be determined at a later date.

Prepared by:  Date: 4/4/03  
Earl Bradford, CTAC  
Audit Team Leader

Approved by:  Date: 4/9/03  
Ava L. Holland,  
Quality Assurance Manager