



United States Government

Department of Energy

memorandum

Carlsbad Field Office
Carlsbad, New Mexico 88221

DATE: April 8, 2003

REPLY TO
ATTN OF: CBFO:QA:MPN:GS:03-1123:UFC 2300.00

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

TO: Edward Ziemianski, ID



Please be advised that the subject audit has been rescheduled for the week of May 19-22, 2003. The audit will be conducted 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 the 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

030418



Edward Ziemianski

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April 8, 2003

cc: w/attachment
A. Holland, CBFO *ED
K. Watson, CBFO *ED
J. Wells, DOE-ID *ED
S. Sailer, INEEL *ED
E. Felton, EPA *ED
S. Zappe, NMED *ED
B. Walker, EEG *ED
D. Winter, DNFSB *ED
P. Lindahl, LANL *ED
C. Ferrara, RFETS *ED
A. Fisher, WTS/CCP *ED
M. Mason, SRS *ED
J. Maupin, Hanford *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: *Earl Bradford* Date: 4/4/03
Earl Bradford, CTAC
Audit Team Leader

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