



Department of Energy
Carlsbad Field Office
P. O. Box 3090
Carlsbad, New Mexico 88221
May 15, 2003

ENTERED



Dr. Amrit S. Boparai
Analytical Chemistry Laboratory
Argonne National Laboratory-East
9700 South Cass Avenue
Argonne, IL 60439-4837

RE: Audit A-03-18 of Argonne National Laboratory-East, Sample Preparation Contractor for Headspace Gas Performance Demonstration Program

Dear Dr. Boparai:

Please be advised that an audit team from the Carlsbad Field Office (CBFO) will conduct an audit at the Argonne National Laboratory-East (ANL-E) in Chicago, Illinois, on June 24 - 25, 2003. The audit will be conducted in accordance with the enclosed audit plan. Observers from the Environmental Protection Agency, New Mexico Environmental Department, Environmental Evaluation Group, and other interested parties may also accompany the audit team.

Your representatives are requested to coordinate with the audit team to develop the necessary documentation for team access to ANL-E 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 the necessary meeting/working rooms for the audit team and the observers, and a full set of applicable ANL procedures.

If you have any questions or comments concerning the audit, please contact me at (505) 234-7423.

Sincerely,

For

M. Lea Chism
Quality Assurance Specialist

Enclosure



Dr. Smrit S. Boparai

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May 15, 2003

cc: w/enclosure

A. Holland, CBFO *ED
L. Chism, CBFO *ED
K. Watson, CBFO *ED
M. Brown, CBFO *ED
K. Joshi, DOE-CH *ED
A. Gable, DOE-CH *ED
M. Eagle, EPA *ED
S. Zappe, NMED *ED
B. Walker, EEG *ED
A. Arceo, CTAC *ED
C. Watkins, CTAC *ED
D. Gill, CTAC *ED
T. Bowden, CTAC *ED
K. Dunbar, WTS
CBFO QA File
CBFO M&RC

CARLSBAD FIELD OFFICE AUDIT PLAN

Audit Number: A-03-18

Organization : Argonne National Laboratory – East (ANL – E)

Date and June 24-25, 2003

Location: Chicago, Illinois

Audit

Team: Amelia I. Arceo Audit Team Leader, CTAC
Dorothy Gill Technical Specialist, CTAC
Cliff Watkins Technical Specialist, CTAC

Audit Scope: The audit will evaluate the adequacy, implementation, and effectiveness of the quality assurance program elements and technical elements related to the procedures and processes used by ANL – E in its role as the sample preparation contractor for the Headspace Gas Performance Demonstration Program (HSG PDP).

Activities/Tasks to be Assessed:

The following quality assurance elements will be evaluated:

- Training/Qualification
- Document Control
- Procurement
- Calibration
- Corrective Action
- QA Records

The following characterization technical elements will be evaluated:

- Preparation of PDP samples for the analysis of simulated HSG
- Cleaning of used HSG PDP sample containers
- Verification analyses conducted on newly prepared HSG PDP samples
- Control of filled containers prior to distribution

Governing Documents/Requirements:

Adequacy evaluations of Argonne National Laboratory documents will be based on the following documents:

CBFO Quality Assurance Program Document, CAO-94-1012, Revision 4

PDP Plan for Analysis of Simulated Headspace Gas, DOE/CAO-95-1076,
Revision 4

Related ANL implementing procedures for HSG PDP

A checklist based on the PDP Plan for Analysis of Simulated Headspace Gas, DOE/CAO-95-1076, and related ANL implementing procedures for HSG PDP will be used to verify compliance during this audit.

Schedule of Audit Activities:

A pre-audit meeting is scheduled for 9:00 a.m. on Tuesday, June 24, 2003, at the designated location at the ANL - E facility.

An audit team caucus meeting will be held at 4:00 p.m. on Tuesday, June 24, 2003, to evaluate audit progress, concerns, and logistics, at the designated location at the ANL-E facility.

A management briefing will be held at 8:00 a.m. on Wednesday, June 25, 2003, at the designated location at the ANL-E facility.

A post-audit meeting will be held at 4:00 p.m. on Wednesday, June 25, 2003, at the designated location at the ANL-E facility.

Prepared by: Amelia I. Arceo
Amelia I. Arceo, Audit Team Leader

Date: 5/14/03

Approved by: Ava Holland
Ava Holland, CBFO QA Manager

Date: 5/15/03