



United States Government

Department of Energy

memorandum

Carlsbad Field Office
Carlsbad, New Mexico 88221

DATE: 04 SEP 2003

REPLY TO
ATTN OF: CBFO:QA:DSM:VW:03-2555:UFC:2300

SUBJECT: Audit (A-04-03) of ANL-E TRU Waste Characterization Activities Utilizing the Services of the WTS/CCP

TO: Angela Harvey, DOE ANL-E



Please be advised that a team of auditors from the Carlsbad Field Office (CBFO) will conduct the annual recertification audit of the Argonne National Laboratory-East (ANL-E, TRU waste characterization program utilizing the services of the Washington TRU Solutions LLC (WTS) Central Characterization Project (CCP) CCP at ANL-E the week of October 6-10, 2003. The audit will be conducted in the WTS/CCP Offices in Carlsbad, NM in accordance with the attached audit plan. Representatives from the US Environmental Protection Agency (EPA), New Mexico Environmental Department (NMED), and the Environmental Evaluation Group (EEG) may be present or participate in this audit.

Your representatives are requested to coordinate with the audit team to provide team access to the CCP facilities in Carlsbad, as well as, provide the appropriate space to conduct meetings, provide cognizant personnel to support the audit, and provide the audit team with access to appropriate documentation and records.

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

Dennis Miehl
Quality Assurance Specialist

Attachment



Angela Harvey

-2-

04 SEP 2003

cc: w/attachment
T. Harms, DOE-HQ *ED
K. Joshi, DOE-CH *ED
A. Gabel, DOE-CH *ED
A. Holland, CBFO *ED
K. Watson, CBFO *ED
C. Rock, ANL-E *ED
M. Eagle, EPA *ED
E. Feltcorn, EPA *ED
R. Joglekar, EPA *ED
B. Walker, EEG *ED
S. Zappe, NMED *ED
D. Winters, DNFSB *ED
D. Haar, WTS *ED
T. Hedahl, WTS *ED
F. Sharif, WTS *ED
A. Fisher, WTS *ED
L. Greene, WRES
K. Dunbar, WRES
S. Harrison, CTAC
E. Bradford, CTAC *ED
CBFO QA File

*ED denotes electronic distribution

CARLSBAD FIELD OFFICE AUDIT PLAN

Audit Number: A-04-03

Organization to be Audited: Argonne National Laboratory-East (ANL-E) Washington TRU Solutions, Central Characterization Project (CCP) Services

Organizations to be notified: Argonne National Laboratory-East
Washington TRU Solutions
New Mexico Environment Department (NMED)
Environmental Protection Agency (EPA)
Environmental Evaluation Group (EEG)
Defense Nuclear Facilities Safety Board (DNFSB)

Date and Location: October 6-10, 2003
Carlsbad, New Mexico

Audit Team:

Dennis Miehl	CBFO QA Specialist
Pete Rodriguez	Audit Team Leader, CTAC
Dick Blauvelt	Technical Specialist, CTAC
Prissy Dugger	Auditor, CTAC
Norm Frank	Auditor, CTAC
Karen Gaydosh	Technical Specialist
Patrick Kelly	Technical Specialist
Porf Martinez	Auditor, CTAC
BJ Verret	Technical Specialist
Chet Wright	Auditor, CTAC
Tammy Bowden	Auditor-in-Training, CTAC

Audit Scope:

This is the annual recertification audit of the ANL-E/CCP TRU program. The audit team will evaluate the adequacy, implementation, and effectiveness of the ANL-E/CCP TRU waste characterization program and processes used to characterize retrievably stored debris waste and homogeneous solids (S5000 and S3000), in accordance with the requirements contained in the WIPP HWFP.

Governing Documents/Requirements:

The overall program adequacy and effectiveness of CCP/ANL-E documents will be based on the current revisions of the following documents:

Quality Assurance Program Document (QAPD), DOE-CBFO CAO-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

Programmatic and technical Checklists will be developed from the active revisions of the following documents:

CCP Transuranic Waste Quality Assurance Characterization Project Plan (QAPjP), CCP-PO-001

CCP Transuranic Waste Certification Plan, CCP-PO-002

CCP/ANL-E Interface Document, CCP-PO-007

Contract between the University of Chicago (ANL-E) and WTS (Statement of Work)

Related CCP Quality Assurance and technical implementing procedures

Activities to be Audited:

Quality

- QA Program Interfaces
- Nonconformance/Corrective Action
- Personnel Qualification and Training Documents and Records
- Procurement of services
- Measuring and Test Equipment (M&TE)
- Audits/Assessments
 - Software QA
 - Sample Control


Technical

- Data validation and verification (V&V) (Generation and Project Levels)
- Acceptable Knowledge (AK)
- NDA
- NDE (RTR & VE)
- HSG Sampling and Analysis
- Sample design / reconciliation of DQOs
- Waste Analysis Plan (WAP), Section B6


Schedule of Audit Activities:

A pre-audit conference is scheduled for Monday, October 6, 2003 at 8:00 a.m.

A post-audit conference is scheduled for Friday, October 10, 2003 at 1:00 p.m.
All meetings will take place in the WTS/CCP Office facilities at Carlsbad, NM.

Prepared by: 
Pete Rodriguez, CTAC
Audit Team Leader

Date: 9-4-03

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

Date: 9/4/03