

United States Government

Carlsbad Field Office
Carlsbad, New Mexico 88221

memorandum



DATE: March 29, 2004

REPLY TO
ATTN OF: CBFO:QA:MN:GS:04-0081:UFC 2300.00

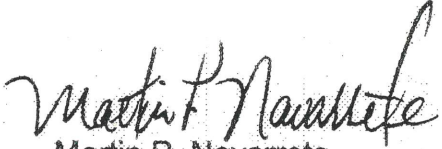
SUBJECT: Schedule and Audit Plan for Audit A-04-17 of the Idaho National Engineering and Environmental Laboratory (INEEL), Independent Analytical Laboratory Operations

TO: Edward Ziemianski, ID

Please be advised that the subject audit has been scheduled for the week of May 24-28, 2004. 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), and Hanford Site 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 for the entrance and exit meetings and working space for the audit team, EPA inspectors, and observers. In addition, please provide a full set of documentation applicable to INEEL work for the WIPP including the applicable procedures, and access to miscellaneous office supplies (e.g., pens, paper, copy machine, Post-It-Notes, stapler, "scotch" tape, etc.) for the working rooms.

If you have any questions or comments concerning the audit, please contact me at (505) 234-7483.


Martin P. Navarrete
Quality Assurance Specialist

Attachment

040361



Edward Ziemianski

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March 29, 2004

cc: w/attachment

A. Holland, CBFO *ED

D. Miehls, CBFO *ED

K. Watson, CBFO *ED

J. Wells, DOE-ID *ED

S. Sailer, INEEL *ED

E. Feltcorn, EPA *ED

S. Zappe, NMED *ED

S. Webb, EEG *ED

B. Walker, EEG *ED

D. Winter, DNFSB *ED

C. Ferrara, RFETS *ED

A. J. Fisher, WTS *ED

R. Bisping, Hanford *ED

S. Harrison, CTAC *ED

K. Dunbar, WRES *ED

CBFO QA File

CBFO M&RC

CARLSBAD FIELD OFFICE AUDIT PLAN

Audit Number: A-04-17

Organization to be Audited: Idaho National Engineering and Environmental Laboratory (INEEL), Analytical Laboratory Department (ALD), Independent Analytical Laboratory Operations

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)
Rocky Flats Environmental Technology Site (RFETS)
Savannah River Site (SRS)
Washington TRU Solutions (WTS)

Date and Location: May 24-28, 2004
Idaho Falls, Idaho

Audit Team:

Martin Navarrete	CBFO QA Management Representative
Earl Bradford	Audit Team Leader
Steve Calvert	Auditor, CTAC
Tammy Bowden	Auditor, CTAC
Jim Schuetz	Auditor, CTAC
Porf Martinez	Auditor, CTAC
BJ Verret	Technical Specialist, CTAC
Wayne Ledford	Technical Specialist, CTAC

Audit Scope:

The audit will reevaluate the capability of the INEEL laboratories to perform as an independent sampling and analysis laboratory. The audit will reevaluate 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

Contract between CBFO and Bechtel BWXT Idaho and the attached statement of work (SOW)

Analytical Laboratories Department Quality Assurance Plan for the Transuranic Waste Characterization Program, PLN-600

Quality Plan for the INEEL TRU Waste Characterization Program, PLN-1258

QA Program Administrative Controls for the TRU Waste Program, MCP-2610

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)
- Personnel Qualification and Training
- Nonconformances and Corrective Action
- 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 24, at 8:00 a.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 8:00 a.m. Tuesday, Wednesday and Thursday.

A post-audit conference is scheduled for Friday, May 28, at 4:00 p.m. All INEEL meeting locations will be determined at a later date.

Prepared by: *E. Earl Bradford*
Earl Bradford, CTAC
Audit Team Leader

Date: *March 25, 2004*

Approved by: *D. J. Mills FOR*
Ava L. Holland,
Quality Assurance Manager

Date: *3-30-04*