



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

APR 01 2004



Mr. Steve Zappe, Project Leader
 Hazardous Waste Bureau
 New Mexico Environment Department
 2905 Rodeo Park Drive East, Bldg. 1
 Santa Fe, New Mexico 87505

Subject: Transmittal of the Audit Plan and Identification of Assigned Auditors for the Idaho National Engineering and Environmental Laboratory (INEEL), Analytical Laboratory Operations, Re-certification Audit

Dear Mr. Zappe:

This letter transmits the audit plan for audit A-04-17 of the INEEL, Analytical Laboratory Operations. The audit is to be conducted as required by the WIPP Hazardous Waste Facility Permit, Section B4-3f at the INEEL facilities near Idaho Falls, Idaho, the week of May 24-28, 2004. The audit plan also identifies the audit team members as required by Section B6-3 of the Permit.

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

Sincerely,

R. Paul Detwiler,
 Acting Manager

Enclosure

cc: w/enclosure
 A. Holland, CBFO *ED
 M. Navarrete, CBFO *ED
 D. Miehl, CBFO *ED
 K. Watson, CBFO *ED
 S. Martin, NMED *ED
 S. Holmes, NMED *ED
 B. Walker, EEG *ED
 S. Webb, EEG *ED
 L. Greene, WRES *ED
 K. Dunbar, WRES
 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: *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*