

Department of Energy

Carlsbad Field Office
P. O. Box 3090
Carlsbad, New Mexico 88221
April 21, 2004

ENTERED



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

Subject: Audit A-04-18 of Argonne National Laboratory-East, Sample Preparation Contractor for Headspace

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 8 and 9, 2004. 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) 234-7442.

Sincerely,

M. Lea Chism
Quality Assurance Specialist

Enclosure

cc: w/enclosure
A. Holland, CBFO *ED
K. Watson, CBFO *ED
M. Brown, CBFO *ED
M. Eagle, EPA *ED
S. Zappe, NMED *ED
B. Walker, EEG *ED
N. Frank, CTAC *ED
C. Watkins, CTAC *ED
D. Dunbar, WRES
CBFO QA File
CBFO M&RC



CARLSBAD FIELD OFFICE AUDIT PLAN

Audit Number: A-04-18

Organization : Argonne National Laboratory

Date and June 8-9, 2004

Location: Chicago, Illinois

Audit

Team: Norman Frank Audit Team Leader, CTAC
B. J. Verret 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 Argonne National Laboratory in their role as the sample preparation contractor for the Headspace Gas (HSG) Performance Demonstration Program (PDP). In addition, the audit team will evaluate the continued implementation of the corrective actions identified in CBFO audit A-03-18 performed in June 2003.

Activities/Tasks to be Assessed:

Verification of the following quality assurance elements will be evaluated:

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

Verification of 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 5
PDP Plan for Analysis of Simulated Headspace Gas, DOE/CAO-95-1076,
Revision 4

Related ANL implementing plans and procedures for HSG PDP

In addition, Corrective Action Reports (CARs) 03-065, 03-066, 03-067, and 03-068 from the previous audit (A-03-18) will be reviewed to ensure that the corrective action taken remains effective.

Checklists based on the Performance Demonstration Program Plan for Analysis of Simulated Headspace Gas, DOE/CAO-95-1076 and related ANL implementing plans and procedures for HSG PDP will be used to verify compliance during this Audit.

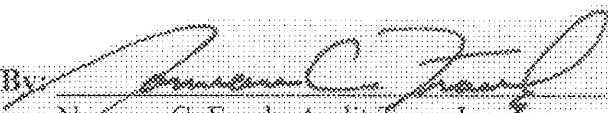
Schedule of Audit Activities:

A preaudit meeting is scheduled for Tuesday, June 8, 2004 at 8:00 a.m., at the designated location at the ANL-E facility.


Audit team caucus meeting will be held Tuesday, June 8, 2004, at 4:00 p.m., to evaluate audit progress, concerns, and logistics, at the designated location at the ANL-E facility.

Management briefing will be held Wednesday, June 9, 2004 at 8:00 a.m., at the designated location at the ANL-E facility.

A postaudit meeting will be held Wednesday, June 9, 2004, at 4:00 p.m., at the designated location at the ANL-E facility. This time may be moved up pending completion of the evaluations.

Prepared By: 
Norman C. Frank, Audit Team Leader

Date: 7/21/04

Approved By: 
Ava Holland, CBFO QA Manager

Date: 4/21/04