United States Government

memorandum

DATE: July 1, 2004

REPLY TO ATTN OF: CBFO:QA:MPN:GS:04-1547:UFC 2300.00

SUBJECT: Audit A-04-22 of Idaho National Engineering and Environmental Laboratory, Advanced Mixed Waste Treatment Project

TO: Brian Edgerton, DOE-ID
Richard Cullison, DOE-ID

Please be advised that a team of auditors from the Carlsbad Field Office (CBFO) will conduct a re-certification audit of the Advanced Mixed Waste Treatment Project (AMWTP). The audit will be conducted during the period of August 16-20, 2004 in accordance with the attached audit plan. Representatives from DOE/CBFO, the New Mexico Environment Department (NMED), U.S. Environmental Protection Agency (EPA), Westinghouse TRU Solutions (WTS), and other interested parties may be present to observe or participate in the audit process.

Your representatives are requested to coordinate with the audit team to develop the necessary documentation for team access to AMWTP 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 (with overhead projector) for the entrance and exit meetings, working rooms for the audit team, a full set of documentation applicable to AMWTP work for the WIPP including the applicable procedures, and miscellaneous office supplies (e.g., pens, paper, copy machine, Post-It Notes, stapler, "scotch" tape, etc.) for each working room.

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

Martin P. Navarrete
Quality Assurance Specialist

Attachment
Edgerton/Cullison

cc: w/attachment
A. Holland, CBFO  *ED
D. Miehls, CBFO  *ED
M. Navarrete, CBFO  *ED
K. Watson, CBFO  *ED
R. Knerr, CBFO  *ED
A. Dobson, BNFL  *ED
D. Swale, BNFL  *ED
E. Dumas, BNFL  *ED
E. Schweinsberg, BNFL  *ED
M. Eagle, EPA  *ED
E. Feltcorn, EPA  *ED
R. Joglekar, EPA  *ED
B. Shroff, EPA  *ED
S. Zappe, NMED  *ED
S. Holmes, NMED  *ED
J. Bearzi, NMED  *ED
J. Kieling, NMED  *ED
G. Dixon, DOE-HQ  *ED
D. Winters, DNFSB  *ED
S. Warren, WTS  *ED
J. May, CTAC  *ED
S. Harrison, CTAC  *ED
L. Greene, WRES  *ED
WIPP Operating Record, MS 486-06
CBFO QA File
CBFO M&RC

*ED denotes electronic distribution

CBFO:QA:MPN:GS:04-1547/UFC 2300.00
CARLSBAD FIELD OFFICE CERTIFICATION AUDIT PLAN

Organization: Advanced Mixed Waste Treatment Project (AMWTP)

Organizations To Be notified:
- British Nuclear Fuel Limited Incorporated (BNFL, Inc.)
- New Mexico Environment Department
- Environmental Protection Agency
- Defense Nuclear Facilities Safety Board

Date and Location:
- August 16 to August 20, 2004
- Idaho Falls, Idaho

Evaluation Team:
- Jeff May: Audit Team Leader/CTAC
- Martin Navarrete: CBFO Management Representative
- Dennis Miehls: CBFO Management Representative
- S. Calvert: Auditor/CTAC
- P. Dugger: Auditor/CTAC
- C. Riggs: Auditor/CTAC
- P. Rodrigue: Auditor/CTAC
- P. Martinez: Auditor/CTAC
- W. Ledford: Auditor/CTAC
- J. Wilburn: Auditor/CTAC
- J. Schuetz: Auditor/CTAC
- BJ Verret: Technical Specialist/CTAC
- D. Blauvelt: Technical Specialist/CTAC
- P. Kelly: Technical Specialist/CTAC

Audit Scope:
This recertification audit will evaluate the continued adequacy, implementation, and effectiveness of technical and QA processes related to the AMWTP transuranic (TRU) waste characterization and certification activities as they relate to Waste Isolation Pilot Plant (WIPP) Hazardous Waste Facility Permit (HWFP) for Summary Category Group S3000 homogenous solids waste. The activities associated with Summary Category Group S5000, non-compacted debris waste, not previously audited will also be evaluated. The specific items to be audited are listed below under ‘Activities to be Audited.’

Activities to be audited:

The following CBFO quality assurance elements will be audited:

- Organization/QA Program Implementation
- Personnel Qualification and Training
- QA Grading
- Documents and Records
- Procurement
The following CBFO characterization technical elements will be audited for both S3000 and S5000 Summary Category Groups:

Sample Design
Nondestructive Assay (NDA)
Real Time Radioscopy (RTR)
Visual Examination (VE) for confirmation of RTR
VE Technique (VET) of newly generated waste or repackaged retrievably stored waste (S5000 only)
Headspace Gas (HSG) Sampling & Analysis
Solid Sampling
Data Generation Level & Project Level Verification & Validation (V&V)
Acceptable Knowledge
Performance Demonstration Program (PDP)
Gas Generation Testing
Waste Analysis Plan (WAP), Section B6

The following CBFO certification technical elements will be audited:

Waste Stream Profile Forms
WIPP Waste Information System (WWIS)

Governing Documents/Requirements:

Adequacy of AMWTP documents will be based on the current revisions of the following documents:

CBFO Quality Assurance Program Document (QAPD), CBFO-94-1012
Waste Analysis Plan (WAP), Attachment B6 of the WIPP Hazardous Waste Facility Permit (HWFP)
Contact Handled Transuranic Waste Acceptance Criteria (WAC) for the Waste Isolation Pilot Plant, DOE/WIPP-02-3122

Programmatic and technical checklists will be developed from the active revision of the following documents:
AMWTP Certification Plan for INEEL Contact-Handled Transuranic Waste, MP-TRUW-8.1

AMWTP Quality Assurance Project Plan (QAPjP), MP-TRUW-8.2

AMWTP QAPjP For Gas Generation Testing Program, MP-TRUW-8.4

Related AMWTP technical and quality assurance implementing procedures

Schedule of Audit Activities:

A pre-audit conference is scheduled for Monday, August 16, at 5:00 p.m. at the AMWTP.

Audit team caucuses will be held at 5:00 p.m. Tuesday through Thursday at the AMWTP location.

The audit team leader will meet with the appropriate AMWTP management at 8:30 a.m. Wednesday and Thursday at the AMWTP location.

A post-audit conference is scheduled for Friday, August 20 at 10:00 a.m. at the AMWTP location.

Approved By: Jeffrey D. May, Audit Team Leader

Approved By: Ava L. Holland
Quality Assurance Manager

Date: 7/1/04