

United States Government



memorandum

Carlsbad Field Office
Carlsbad, New Mexico 88221

DATE: March 10, 2005

REPLY TO
ATTN OF: CBFO:QA:MPN:LC:05-0373:UFC:2300

SUBJECT: Audit A-05-15 of INL, AMWTP, Headspace Gas Sampling Using Summa® Canisters and NucFil Self-Tapping Screw Sampling Device

TO: Jeff Snook, Director Advanced Mixed Waste Treatment Project

Please be advised that a team of auditors from the Carlsbad Field Office (CBFO) will conduct a certification audit of headspace gas sampling activities at the Advanced Mixed Waste Treatment Project (AMWTP). The audit will be conducted during the period of April 12-13, 2005 in accordance with the attached audit plan. Representatives from Department of Energy (DOE) Carlsbad Field Office (CBFO), the New Mexico Environment Department (NMED), Westinghouse TRU Solutions (WTS), and other interested parties may be present to observe 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 Waste Isolation Pilot Plant 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 questions concerning the audit, please contact me at (505) 234-7483.

Martin Navarrete
Senior Quality Assurance Specialist



Attachment

050321



Jeff Snook

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March 10, 2005

cc: w/attachment
A. Holland, CBFO *ED
D. Miehl, CBFO ED
K. Watson, CBFO ED
R. McCallister, CBFO ED
B. Edgerton, DOE-ID ED
R. Cullison, DOE-ID ED
J. Wells, DOE-ID ED
A. Dobson, BNFL ED
D. Swale, BNFL ED
E. Dumas, BNFL ED
E. Schweinsberg, BNFL ED
M. Eagle, EPA ED
E. Felts, EPA ED
R. Joglekar, EPA ED
B. Shroff, EPA ED
S. Zappe, NMED ED
S. Holmes, NMED ED
J. Bearzi, NMED ED
J. Kielling, NMED ED
G. Dixon, DOE HQ ED
D. Winters, DNFSB ED
R. Raaz, WTS ED
C. Riggs, CTAC ED
S. Tanner, CTAC ED
L. Greene, WRES ED
CBFO QA File
CBFO M&RC
WIPP Operating Record, MS 486-06

*ED denotes electronic distribution

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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: April 12 to April 13, 2005

Idaho Falls, Idaho

Evaluation Team: Charlie Riggs Audit Team Leader/CTAC
Wayne Ledford Auditor/Technical Specialist/CTAC

Audit Scope: This certification audit will evaluate the 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). 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:

Personnel Qualification and Training
Documents and Records
Control of Nonconforming Items
Sample Control

The following CBFO characterization technical elements will be audited:

Headspace Gas (HSG) Sampling using Summa canisters
NucFil self-tapping screw sampling device

See attached 'Process and Equipment to be Reviewed During Audit A-05-15 of AMWTP' for additional details.

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 B through B6 of the WIPP Hazardous Waste Facility Permit (HWFP)

Contact-Handled Transuranic Waste Acceptance Criteria (CH-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

Related AMWTP technical and quality assurance implementing procedures

Schedule of Audit Activities:

A pre-audit conference is scheduled for Tuesday, April 12, at 8:00 a.m. at the AMWTP.

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

The audit team leader will meet with the appropriate AMWTP management at 8:00 a.m. Wednesday at the AMWTP location.

A post-audit conference is scheduled for Wednesday, April 13 at 4:00 p.m. at the AMWTP location.

Approved By: 
Charles L. Riggs, Audit Team Leader, CTAC

Date: 3/9/05

Approved By: 
Ava L. Holland
Quality Assurance Manager

Date: 3/9/05

Process and Equipment to be Reviewed During Audit A-05-15 of the AMWTP

WIPP #	Process/Equipment Description	Applicable to the Following Waste Streams/Groups of Waste Streams	Currently Approved by NMED	Currently Approved by EPA
NEW PROCESSES OR EQUIPMENT				
N/A	Headspace Gas Procedure – INST-OI-53 Description – Headspace Sampling using Summa canisters	Solids (S3000) Soils (S4000) Debris (S5000)	NO	N/A
N/A	Headspace Gas Procedure – INST-OI-55 Description – NucFil Self-tapping screw sampling device	Solids (S3000) Soils (S4000) Debris (S5000)	NO	N/A
PREVIOUSLY APPROVED PROCESSES OR EQUIPMENT				
This audit is to certify AMWTP for Additional Headspace Gas Processes.				