



United States Government

Department of Energy

memorandum

Carlsbad Field Office
Carlsbad, New Mexico 88221DATE: MAR 17 2005
REPLY TO
ATTN OF: CBFO:QA:MPN:LC:05-0387:UFC:2300

SUBJECT: Schedule and Plan for Audit A-05-13 of the Idaho National Laboratory (INL) Transuranic Waste Characterization Program (TWCP)

TO: Edward Ziemianski, ID



Please be advised that the subject audit has been scheduled for May 3-5, 2005. The audit will be conducted in accordance with the attached audit plan. Representatives from Department of Energy (DOE)/Carlsbad Field Office (CBFO), the New Mexico Environment Department (NMED), and Washington TRU Solutions (WTS), may be present to observe or participate in the audit process. The U.S. Environmental Protection Agency (EPA) may perform an independent inspection.

Your representatives are requested to coordinate with the audit team to develop the necessary documentation for team access to INL 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 INL work for the WIPP including the applicable procedures, and access to miscellaneous office supplies (e.g., pens, paper, copy machine, post-it notes, stapler, adhesive tape, etc.) for the work rooms.

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

Martin P. Navarrete
Senior Quality Assurance Specialist

Attachment

050343



Edward Ziemianski

-2-

MAR 17 2005

cc: w/attachment
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CBFO QA File
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*ED denotes electronic distribution

CARLSBAD FIELD OFFICE AUDIT PLAN

Audit Number: A-05-13

Organization to be Audited: Idaho National Laboratory (INL) Transuranic Waste Characterization Program (TWCP)

Organizations to be notified: Idaho National Laboratory (INL)
Environmental Protection Agency (EPA)
New Mexico Environment Department (NMED)
Defense Nuclear Facilities Safety Board (DNFSB)
Washington TRU Solutions (WTS)

Date and Location: May 3-5, 2005
Idaho Falls, Idaho

Audit Team:

Martin Navarrete	CBFO QA Management Representative
Annabelle Axinn	Audit Team Leader
Earl Bradford	Auditor, CTAC
Dave Kimbro	Auditor, CTAC
Tammy Bowden	Auditor, CTAC
James Schuetz	Auditor, CTAC
Tommy Putnam	Auditor, CTAC
P.Y. Martinez	Auditor, CTAC
BJ Verret	Technical Specialist, CTAC
Wayne Ledford	Technical Specialist, CTAC

Audit Scope:

The audit will reevaluate the capability of the INL TWCP to perform as an independent visual examination (VE), sampling and analysis program. The audit will reevaluate the adequacy, implementation, and effectiveness of the INL TWCP quality assurance program activities and technical activities related to the VE, sampling and sample analysis operations. The audit will verify INL TWCP implementation of the CBFO QA Program elements required to develop and maintain proper implementation of the INL TWCP VE, sampling, and analytical laboratory processes. In addition, the audit will evaluate the capability of the INL to perform VE of debris waste.

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. In addition, programmatic and technical checklists will be developed from the active revision 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, New Mexico Environment Department

Contact handled Transuranic Waste Acceptance Criteria for the Waste Isolation
Pilot Plant (WAC), DOE/WIPP-02-3122

CBFO Statement of Work for the INL Transuranic Waste Characterization
Program, plus attachment

Analytical Laboratories Department Quality Assurance Plan for the TWCP, PLN-
600

Quality Program Plan for the INL TWCP, PLN-1258

QA Program Administrative Controls for the TWCP, 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
- Visual Examination of Debris
- Generation-level Data Verification and Validation

See attached table "Processes and Equipment to be Reviewed During Audit A-05-13 of INL" for additional details.

Schedule of Audit Activities:

A pre-audit conference is scheduled for Tuesday, May 3, at 8:00 a.m.

Audit team caucuses will be held at 4:30 p.m. Tuesday, May 3, and Wednesday, May 4.

The audit team will meet with the appropriate INL management at 8:30 a.m. Wednesday, May 4, and Thursday, May 5.

A post-audit conference is scheduled for Thursday, May 5, at 4:00 p.m. All INL meeting locations will be determined at a later date.

Prepared by: *A. Axinn*
Annabelle Axinn, CTAC
Audit Team Leader

Date: 3/16/05

Approved by: *Ava L. Holland*
Ava L. Holland, CBFO
Quality Assurance Manager

Date: 3/17/05

Processes and Equipment to be Reviewed During Audit A-05-13 of the INL

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				
NA	TWCP Visual Examination as specified in Procedure HFEF-OI-6890	DEBRIS (S5000)	No	No
PREVIOUSLY APPROVED PROCESSES OR EQUIPMENT				
12HE1	Environmental Chemistry Lab – Headspace gas volatile organic compounds specified in Procedure ACMM-9930 PDP ID = GC/MS-E (Cycle 17A [Identical] – 4/8/03) (Cycle 18A [Identical] – 3/29/04)	DEBRIS (S5000) SOILS/GRAVEL (S4000) HOMOGENEOUS SOLIDS (S3000)	Yes	N/A
12HE2	Environmental Chemistry Lab – Headspace gas volatile organic compounds specified in Procedure ACMM-9930 PDP ID = GC/MS-F (Cycle 17A [Identical] – 4/8/03) (Cycle 18A [Identical] – 3/29/04)	DEBRIS (S5000) SOILS/GRAVEL (S4000) HOMOGENEOUS SOLIDS (S3000)	Yes	N/A
12HE3	Environmental Chemistry Lab – Headspace gas volatile organic compounds specified in Procedure ACMM-9930 PDP ID = GC/MS-G (Cycle 17A [Participated] – 4/8/03) (Cycle 18A [Identical] – 3/29/04)	DEBRIS (S5000) SOILS/GRAVEL (S4000) HOMOGENEOUS SOLIDS (S3000)	Yes	N/A
12HE4	Environmental Chemistry Lab – Headspace gas volatile organic compounds specified in Procedure ACMM-9930 PDP ID = GC/MS-H (Cycle 17A [Identical] – 4/8/03) (Cycle 18A [Participated] – 3/29/04)	DEBRIS (S5000) SOILS/GRAVEL (S4000) HOMOGENEOUS SOLIDS (S3000)	Yes	N/A
12HE5	Environmental Chemistry Lab – Headspace gas volatile organic compounds specified in Procedure ACMM-9910 PDP ID = GC-1	DEBRIS (S5000) SOILS/GRAVEL (S4000)	Yes	N/A

Processes and Equipment to be Reviewed During Audit A-05-13 of the INL

WIPP #	Process/Equipment Description	Applicable to the Following Waste Streams/Groups of Waste Streams	Currently Approved by NMED	Currently Approved by EPA
	(Cycle 17A [Participated] – 4/8/03) (Cycle 18A [Identical] – 3/29/04)	HOMOGENEOUS SOLIDS (S3000)		
12HE6	Environmental Chemistry Lab – Headspace gas volatile organic compounds specified in Procedure ACMM-9910 PDP ID = GC-2 (Cycle 17A [Identical] – 4/8/03) (Cycle 18A [Participated] – 3/29/04)	DEBRIS (S5000) SOILS/GRAVEL (S4000) HOMOGENEOUS SOLIDS (S3000)	Yes	N/A
12HE7	Environmental Chemistry Lab – Headspace gas hydrogen and methane analysis specified in Procedure ACMM-9925 No PDP participation required for hydrogen/methane analysis	DEBRIS (S5000) SOILS/GRAVEL (S4000) HOMOGENEOUS SOLIDS (S3000)	Yes	N/A
12HE8	Environmental Chemistry Lab – Headspace gas hydrogen and methane analysis specified in Procedure ACMM-9925 No PDP participation required for hydrogen/methane analysis	DEBRIS (S5000) SOILS/GRAVEL (S4000) HOMOGENEOUS SOLIDS (S3000)	Yes	N/A
12HE9	Environmental Chemistry Lab – Headspace gas volatile organic compounds specified in Procedure ACMM-9910 PDP Cycle = GC-7 (Cycle 17A [Identical] – 4/8/03) (Cycle 18A [Participated] – 3/29/04)	DEBRIS (S5000) SOILS/GRAVEL (S4000) HOMOGENEOUS SOLIDS (S3000)	Yes	N/A
12HA1	INTEC Lab – Total purgable volatile organic compound analysis specified in Procedure ACMM-9260 Equipment – VOA-1	SOILS/GRAVEL (S4000) HOMOGENEOUS SOLIDS (S3000)	Yes	N/A
12HA8	INTEC Lab – Total purgable volatile organic compound analysis specified in Procedure ACMM-9260 Equipment – VOA-4	SOILS/GRAVEL (S4000) HOMOGENEOUS SOLIDS (S3000)	Yes	N/A

Processes and Equipment to be Reviewed During Audit A-05-13 of the INL

WIPP #	Process/Equipment Description	Applicable to the Following Waste Streams/Groups of Waste Streams	Currently Approved by NMED	Currently Approved by EPA
12HA3	INTEC Lab -Total nonhalogenated volatile organic compounds specified in ProcedureACMM-9441 Equipment –GC-1	SOILS/GRAVEL (S4000) HOMOGENEOUS SOLIDS (S3000)	Yes	N/A
12HA9	INTEC Lab – Total nonhalogenated volatile organic compounds specified in ProcedureACMM-9441 Equipment – GC-5	SOILS/GRAVEL (S4000) HOMOGENEOUS SOLIDS	Yes	N/A
12HA5	INTEC Lab – Total semivolatile organic compounds specified in ProcedureACMM-9441 Equipment – SV-2	SOILS/GRAVEL (S4000) HOMOGENEOUS SOLIDS (S3000)	Yes	N/A
12HA6	INTEC Lab – Total semivolatile organic compounds specified in ProcedureACMM-9441 Equipment – SV-3	SOILS/GRAVEL (S4000) HOMOGENEOUS SOLIDS (S3000)	Yes	N/A
12HA10	INTEC Lab – Total semivolatile organic compounds specified in ProcedureACMM-9441 Equipment – SV-6	SOILS/GRAVEL (S4000) HOMOGENEOUS SOLIDS (S3000)	Yes	N/A
12HA11	INTEC Lab – Total semivolatile organic compounds specified in ProcedureACMM-9441 Equipment – SV-7	SOILS/GRAVEL (S4000) HOMOGENEOUS SOLIDS (S3000)	Yes	N/A
12HM1	INTEC Lab – Total metals digestion specified in ProcedureACMM-8909 Equipment – ID 322554	SOILS/GRAVEL (S4000) HOMOGENEOUS SOLIDS (S3000)	Yes	N/A
12HM3	INTEC Lab – Total metals analysis specified in ProcedureACMM-2901 Equipment – ICP-4	SOILS/GRAVEL (S4000) HOMOGENEOUS SOLIDS (S3000)	Yes	N/A
12HM4	INTEC Lab – Total metals analysis specified in ProcedureACMM-2901 Equipment – ICP-5	SOILS/GRAVEL (S4000) HOMOGENEOUS SOLIDS	Yes	N/A

Processes and Equipment to be Reviewed During Audit A-05-13 of the INL

WIPP #	Process/Equipment Description	Applicable to the Following Waste Streams/Groups of Waste Streams	Currently Approved by NMED	Currently Approved by EPA
		(S3000)		
12HM7	INTEC Lab – Total metals (Hg) analysis specified in ProcedureACMM-2810 Equipment – CVHG-1	SOILS/GRAVEL (S4000) HOMOGENEOUS SOLIDS (S3000)	Yes	N/A
12HM8	INTEC Lab – Total metals (Hg) analysis specified in ProcedureACMM-2810 Equipment – CVHG-2	SOILS/GRAVEL (S4000) HOMOGENEOUS SOLIDS (S3000)	Yes	N/A
12HM9	INTEC Lab – Total metals digestion specified in ProcedureACMM-8909 Equipment – MW-3	SOILS/GRAVEL (S4000) HOMOGENEOUS SOLIDS (S3000)	Yes	N/A
12SS1	Materials and Fuel Complex (MFC)– Core sampling as specified in ProcedureHFEF-OI-6910 Equipment – W0096-0563-EC-00	SOILS/GRAVEL (S4000) HOMOGENEOUS SOLIDS (S3000)	Yes	N/A
N/A	TWCP Visual Examination as specified in ProcedureHFEF-OI-6890	HOMOGENEOUS SOLIDS (S3000)	Yes	Yes
N/A	Data Verification and Validation	DEBRIS (S5000) SOILS/GRAVEL (S4000) HOMOGENEOUS SOLIDS (S3000)	Yes	Yes
N/A	Sample Management as described in ProcedureMCP-2002	SOILS/GRAVEL (S4000) HOMOGENEOUS SOLIDS (S3000)	Yes	N/A
N/A	SUMMA Canister Cleaning for generator/storage sites HSG sample collection, as described in Procedure ACLP 4.45	DEBRIS (S5000) SOILS/GRAVEL (S4000) HOMOGENEOUS SOLIDS	Yes	N/A

Processes and Equipment to be Reviewed During Audit A-05-13 of the INL

WIPP #	Process/Equipment Description	Applicable to the Following Waste Streams/Groups of Waste Streams	Currently Approved by NMED	Currently Approved by EPA
		(S3000)		
N/A	Quality Assurance Program	N/A	N/A	Yes