



Department of Energy
 Carlsbad Field Office
 P. O. Box 3090
 Carlsbad, New Mexico 88221
 May 9, 2005



Ms. Vivian Sullivan
 Analytical Chemistry Laboratory
 Argonne National Laboratory-East
 9700 South Cass Avenue
 Argonne, IL 60439-4837

Subject: Request for Applicable Procedures for Audit A-05-11 of ANL-E

Dear Ms. Sullivan:

The 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 14 -15, 2005. To allow the CBFO audit team to adequately prepare for the audit, I am requesting that you provide copies (paper or electronic) of the appropriate procedures used to conduct the work developing, preparing, and distributing the headspace gas samples for the Performance Demonstration Program (PDP) managed by Dr. Cliff Watkins of Portage Environmental, Inc.

The procedures needed include procedures for training, procurement, sample and item control, document and procedure control, receipt inspection, confirmation testing, calibration, shipping, control of nonconformities, and assessments as well as specific procedures for mixing, sample preparation, identification, and distribution.

You will receive a copy of the audit plan about one month before the audit, and a copy of the audit checklists about one week before the audit.

If you have questions concerning the audit, please call me at (505) 234-7442.

Sincerely,

M. Lea Chism
 Quality Assurance Specialist

cc:
 A. Holland, CBFO *ED
 K. Watson, CBFO ED
 M. Brown, CBFO ED
 S. Zappe, NMED ED
 N. Frank, CTAC ED
 C. Watkins, CTAC ED
 CBFO QA Files
 CBFO M&RC
 WIPP Operating Records, MS 486-06

*ED denotes electronic distribution

