



United States Government

Department of Energy

# memorandum

 Carlsbad Field Office  
 Carlsbad, New Mexico 88221


DATE: AUG 11 2011

REPLY TO  
ATTN OF: CBFO:OQA:MPN:MAG:11-0671:UFC 2300.00

SUBJECT: Notification of Audit A-11-22 of the Performance Demonstration Program

TO: J.R. Stroble, Director, Office of the National TRU Program

Please be advised that a team of quality assurance auditors and technical specialists from the Carlsbad Field Office (CBFO) will conduct an audit of the Performance Demonstration Program (PDP) on August 30, 2011 through September 1, 2011. The following schedule has been coordinated with the affected parties:

August 30, 2011:	PDP Nondestructive Assay Kerry Martin, Portage, Inc., Idaho Falls, ID
August 31, 2011:	PDP Program Management, PDP Headspace Gas, and PDP Resource Conservation and Recovery Act Constituent Analysis Berta Oats, Portage, Inc., Ogden, UT
September 1, 2011:	PDP Program Overview Mike Brown, CBFO, Carlsbad, NM

The audit will be conducted in accordance with the attached audit plan. The CBFO requests that the affected personnel and organizations provide the audit team with the necessary support to gain access to their facilities, space to conduct meetings, cognizant personnel to support the audit, and access to documentation and records that support the PDP.

If you have any questions concerning this notification, please contact me at (575) 234-7065.

Randy Unger  
Director, Office of Quality Assurance

## Attachment

cc: w/attachment

M. Brown, CBFO	*ED	B. Oates, CTAC	ED
M. Navarrete, CBFO	ED	T. Bowden, CTAC	ED
M. Eagle, EPA	ED	J. Oliver, CTAC	ED
J. Kieling, NMED	ED	P. Gomez, CTAC	ED
S. Holmes, NMED	ED	M. Mager, CTAC	ED
T. Hall, NMED	ED	WIPP Operating Record	ED
T. Kesterson, DOE OB WIPP NMEDED		CBFO QA File	
D. Winters, DNFSB	ED	CBFO M&RC	
K. Martin, CTAC	ED	*ED denotes electronic distribution	



**CARLSBAD FIELD OFFICE  
AUDIT PLAN**

**Audit Number:** CBFO A-11-22

**Organization to be Audited:** U.S. Department of Energy (DOE) Carlsbad Field Office (CBFO) Performance Demonstration Program (PDP)

**Organizations to be Notified:** CBFO

**Date and Location:**

August 30, 2011	Idaho Falls, ID PDP Nondestructive Assay (NDA)
August 31, 2011	Ogden, UT PDP Headspace Gas (HSG) and PDP Resource Conservation and Recovery Act (RCRA) Constituent Analysis
September 1, 2011	Carlsbad, NM PDP Program Overview with CBFO

**Audit Team:**

Martin Navarrete	Quality Assurance Representative, CBFO
Tamara D. Bowden	Audit Team Leader, CBFO Technical Assistance Contractor (CTAC)
Paul Gomez	Auditor/Technical Specialist, CTAC
James Oliver	Technical Specialist, CTAC

**Audit Scope:**

The audit will evaluate the adequacy, implementation, and effectiveness of the management controls for the PDP. Areas for evaluation will include HSG, RCRA constituent analysis (volatile organic compounds, semivolatile organic compounds, and metals), and NDA. Also included are the PDP Coordinator records of implementation for NDA, HSG, and RCRA constituents, including records, training, and traceability of standards.

**Governing Documents/Requirements:**

Evaluation of the PDP will be based on the current revisions of the following documents:

- DOE/CBFO-01-3107, *Performance Demonstration Program Management Plan*
- DOE/CBFO-95-1076, *Performance Demonstration Program Plan for Analysis of Simulated Headspace Gas*
- DOE/CBFO-95-1077, *Performance Demonstration Program Plan for RCRA Constituent Analysis of Solidified Wastes*
- DOE/CBFO-01-1005, *Performance Demonstration Program Plan for Nondestructive Assay of Drummed Wastes for the TRU Waste Characterization Program*

- DOE/CBFO-01-1006, *Performance Demonstration Program Plan for Nondestructive Assay of Boxed Wastes for the TRU Waste Characterization Program*
- CTAC implementing procedures

**Activities to be Audited:**

This audit will cover work done by the DOE/CBFO and the PDP Program Manager and Program Coordinators, including development of HSG and RCRA constituent samples, distribution to various participants, receipt and scoring of the results, training, and records management.

The applicable portions of the PDP Plans for each PDP will form the basis of the audit.

**Schedule of Audit Activities:**

A pre-audit meeting is scheduled for 8:00 a.m., Tuesday, August 30, 2011, in Idaho Falls, ID.

A post-audit meeting will be held at 2:00 p.m., Thursday, September 1, 2011, in Carlsbad, NM.

Prepared by: Tamara D. Bowden  
Tamara D. Bowden, CTAC  
Audit Team Leader

Date: 08/03/11

Concurrence: Randy Ungef  
Randy Ungef, CBFO  
Quality Assurance Director

Date: 11 Aug 11