

United States Government

Department of Energy

memorandum

Carlsbad Field Office  
Carlsbad, New Mexico 88521



DATE: October 27, 2011  
REPLY TO ATTN OF: CBFO:OQA:CGF:MAG:11-1960:UFC 2300.00  
SUBJECT: Surveillance S-12-10 of the Idaho National Laboratory Central Characterization Project Analytical Chemistry Laboratory  
TO: Jerry Wells, DOE-ID

Please be advised that a surveillance team from the Carlsbad Field Office will conduct the subject surveillance in Idaho Falls, Idaho on November 2, 2011. The surveillance will be conducted in accordance with the attached surveillance plan.

Your representatives are requested to coordinate with the surveillance team to provide cognizant personnel to support the surveillance, and access to the appropriate documentation and records.

If you have any questions concerning this notification, please contact me at (575) 234-7548.

*Courtland G. Fesmire*  
Courtland G. Fesmire, P.E.  
Quality Assurance Engineer

Attachment

cc: w/attachment

- |                        |     |                                     |    |
|------------------------|-----|-------------------------------------|----|
| R. Unger, CBFO         | *ED | E. Feltcorn, EPA                    | ED |
| J. R. Stroble, CBFO    | ED  | S. Ghose, EPA                       | ED |
| N. Castaneda, CBFO     | ED  | R. Lee, EPA                         | ED |
| H. Budweg, CBFO        | ED  | J. Kieling, NMED                    | ED |
| C. Fesmire, CBFO       | ED  | T. Hall, NMED                       | ED |
| D. Ploetz, WTS/CCP     | ED  | S. Holmes, NMED                     | ED |
| M. Sensibaugh, WTS/CCP | ED  | T. Kesterson, DOE OB WIPP NMED      | ED |
| V. Cannon, WTS/CCP     | ED  | D. Winters, DNFSB                   | ED |
| C. Turner, WTS/CCP     | ED  | P. Gilbert, LANL-CO                 | ED |
| A. J. Fisher, WTS/CCP  | ED  | G. Lyshik, LANL-CO                  | ED |
| M. Walker, WTS/CCP     | ED  | P. Y. Martinez, CTAC                | ED |
| Y. Salmon, WTS/CCP     | ED  | M. Mager, CTAC                      | ED |
| J. Carter, WTS/CCP     | ED  | WIPP Operating Record               | ED |
| W. Lattin, DOE-ID      | ED  | CBFO QA File                        |    |
| T. Peake, EPA          | ED  | CBFO M&RC                           |    |
| M. Eagle, EPA          | ED  | *ED denotes electronic distribution |    |



## CARLSBAD FIELD OFFICE SURVEILLANCE PLAN

**Surveillance**

**Number:** S-12-10

**Organization to be Surveilled:** Idaho National Laboratory  
Central Characterization Project (INL/CCP)

**Date:** November 2, 2011

**Location:** Analytical Chemistry Laboratory (ACL), Idaho Falls, ID

**Surveillance Team:**

Priscilla Y. Martinez	Surveillance Team Leader, Carlsbad Field Office Technical Assistance Contractor (CTAC)
B. J. Verret	Technical Specialist, CTAC

**Surveillance Scope:**

The surveillance team will verify the operability, implementation, and effectiveness of the high performance liquid chromatography instrument (HPLC-1) used for analysis of samples for hydrazine and formaldehyde at ACL, and the associated procedure to confirm the adequacy, implementation, and effectiveness of this process for Summary Category Groups S3000 solids and S4000 soils/gravel waste relative to the requirements of the Waste Isolation Pilot Plant Hazardous Waste Facility Permit.

**Activities/Tasks to be Observed:**

Implemented or planned changes related to INL/CCP ACL quality assurance and technical activities that could impact the following processes will be evaluated:

- Operability of HPLC-1
- Minimum detection limit performance
- Initial calibration performance
- Precision and accuracy performance
- Instrument installation and operability
- Analysis of samples as documented in a batch data report
- Maintenance and analysis of samples as documented in logbooks

**Governing Documents/Requirements:**

- *CBFO Quality Assurance Program Document (QAPD)*, DOE/CBFO-94-1012
- Waste Isolation Pilot Plant Hazardous Waste Facility Permit No. NM4890139088-TSDF

- *CCP Laboratory Logbooks, CCP-QP-011*
- *CCP Determination of Formaldehyde by High-Performance Liquid Chromatography (HPLC), CCP-TP-196*
- *CCP Determination of Hydrazine by High-Performance Liquid Chromatography (HPLC), CCP-TP-197*

**Schedule of Surveillance Activities:**

The surveillance will be held Wednesday, November 2, 2011, at the ACL in Idaho Falls, ID.

Prepared By: Priscilla Y. Martinez  
Priscilla Y. Martinez, Surveillance Team Leader

Date: 10-26-11

Approved By: Courtland G. Feshire  
Courtland G. Feshire, P.E., Quality Assurance Engineer

Date: 27 Oct 2011