



United States Government

Department of Energy

# memorandum

Carlsbad Field Office  
Carlsbad, New Mexico 88221

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DATE: August 21, 2014

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REPLY TO  
ATTN OF: CBFO:QAD:DSM:LEC:14-1289:UFC 2300.00

SUBJECT: Notification of Audit A-14-23, CBFO Performance Demonstration Program

TO: J.R. Stroble, CBFO TRU Sites and Transportation Division

NMED  
Hazardous Waste Bureau

Please be advised that an audit team from the Carlsbad Technical Assistance Contractor (CTAC), representing the Carlsbad Field Office (CBFO) Quality Assurance Division, will conduct the subject audit at the Skeen Whitlock Building in Carlsbad, New Mexico, September 22, 2014, and the Portage, Inc. office in Idaho Falls, Idaho, September 24-25, 2014. The audit will be conducted in accordance with the attached audit plan.

Please contact me at (575) 234-7491 if you have any questions concerning this audit.

Dennis S. Miehl  
Senior Quality Assurance Specialist

### Attachment

cc: w/attachment

- |                    |     |                                     |    |
|--------------------|-----|-------------------------------------|----|
| J. Franco, CBFO    | *ED | S. Holmes, NMED                     | ED |
| D. Bryson, CBFO    | ED  | R. Maestas, NMED                    | ED |
| M. Brown, CBFO     | ED  | C. Smith, NMED                      | ED |
| N. Castaneda, CBFO | ED  | Site Documents                      | ED |
| M. Navarrete, CBFO | ED  | V. Daub, CTAC                       | ED |
| M. Pinzel, CBFO    | ED  | R. Allen, CTAC                      | ED |
| T. Peake, EPA      | ED  | P. Martinez, CTAC                   | ED |
| L. Bender, EPA     | ED  | B. Pace, CTAC                       | ED |
| E. Feltcorn, EPA   | ED  | B. Oates, CTAC                      | ED |
| R. Joglekar, EPA   | ED  | P. Gomez, CTAC                      | ED |
| S. Ghose, EPA      | ED  | D. Harvill, CTAC                    | ED |
| R. Lee, EPA        | ED  | G. White, CTAC                      | ED |
| R. Gogliotti, EPA  | ED  | CBFO QA File                        |    |
| J. Kieling, NMED   | ED  | CBFO M&RC                           |    |
| T. Kliphuis, NMED  | ED  | *ED denotes electronic distribution |    |

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## CARLSBAD FIELD OFFICE AUDIT PLAN

**Audit Number:** A-14-23

**Organization:** Carlsbad Field Office Technical Assistance Contractor (CTAC)

**Contacts:** Berta Oates, Performance Demonstration Program (PDP) Manager, CTAC  
Michel Hall, PDP Specialist, CTAC

**Dates and Locations of Audit:** September 22, 2014  
Skeen-Whitlock Building  
4021 National Parks Highway  
Carlsbad, NM 88220

September 24 – 25, 2014  
Portage, Inc.  
1075 S. Utah Ave., Suite 200  
Idaho Falls, ID 83402

**Audit Team:** Dennis Miehls Management Representative, CBFO Quality Assurance Division  
Paul Gomez Audit Team Leader, CTAC  
Jim Oliver Audit Team Member, CTAC

### Audit Scope:

Audit A-14-23 will evaluate the technical and management elements of Nondestructive Assay (NDA) PDP Cycles 20A through 21A, and Primary Box Cycles B12A through B13A.

### Governing Documents/Requirements:

The audit will be based on the current revisions of the following documents:

- Statements of Work for NDA PDP Cycles 20A through 21A
- Statements of Work for NDA PDP Primary Box Cycles B12A through B13A

The following documents will guide the audit team:

- DOE/CBFO-01-3107, *Performance Demonstration Program Management Plan*
- DOE/CBFO-01-1005, *Performance Demonstration Program Plan for Nondestructive Assay of Drummed Wastes for the TRU Waste Characterization Program*

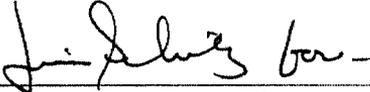
- DOE/CBFO-01-1006, *Performance Demonstration Program Plan for Nondestructive Assay of Boxed Wastes for the TRU Waste Characterization Program*
- DOE/CBFO-94-1012, *Quality Assurance Program Document*

**Activities to be Audited:**

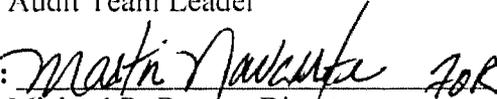
The audit team will evaluate the processes for traceability of standards, preparation of sources, training, adequacy of procedures, implementation of procedures, records management, identification and control of items, verifications, nonconformances, and shipping.

**Audit Schedule**

Pre-audit Meeting	Monday, September 22, 2014, 8:00 a.m. The audit will begin immediately after the meeting.
Audit Team Caucus	Monday, September 22, 2014, 3:30 p.m.
Audit Team Travel to Idaho	Tuesday, September 23, 2014
Audit Resumes	Wednesday, September 24, 2014, 10:00 a.m.
Audit Team Caucus	Wednesday, September 24, 2014, 3:00 p.m.
Audit Resumes	Thursday, September 25, 2014, 8:00 a.m.
Post-audit Meeting	Thursday, September 25, 2014, 10:30 a.m.

Prepared By:   
Paul C. Gomez, CTAC  
Audit Team Leader

Date: 8/21/14

Approved By:   
Michael R. Brown, Director  
CBFO Quality Assurance Division

Date: 8-21-14