

*Steve F*

United States Government

Department of Energy

**memorandum**Carlsbad Area Office  
Carlsbad, New Mexico 88221

DATE: AUG 17 1995

REPLY TO  
ATTN OF: CAO:AT:RDB: 95-1958

SUBJECT: Audit Notification



TO: Jerry Wells, Waste Management Program Office, MS#1118, INEL

The Carlsbad Area Office (CAO) will be performing an audit of the TRU Waste Characterization activities at the Idaho National Engineering Laboratories (INEL) during the period August 28, 1995, through September 1, 1995. The Audit Team Leader will be Richard Hicks. Also in attendance as Observers will be representatives of the Environmental Evaluation Group (EEG) and the Environmental Protection Agency (EPA) Office of Radiation and Indoor Air (ORIA). Additionally, members of the CAO management will attend. This audit scope will also include records management activities at INEL.

The audit team will review activities and objective evidence to determine implementation of an effective system that meets the requirements and commitments imposed by the Department of Energy CAO TRU Waste Characterization Quality Assurance Program Plan (QAPjP). The INEL QAPjPs and implementing procedures will be used as the basis for evaluation.

Attached is the audit plan to be followed during the conduct of the audit. If you have any questions or comments concerning this audit, please contact me at (505) 234-7484.

*R. Dennis Brown*R. Dennis Brown, Manager  
Quality Assurance

Attachment

cc w/attachment:  
K. Hunter, CAO  
M. Matthews, CAO  
R. Bisping, CAO  
D. Watkins, CAO  
J. Mewhinney, CAO  
J. Benetti, EPA-ORIA/NV  
R. Rosnick, EPA-OSW/HQ  
B. Walker, EEG/Carlsbad

*Did not attend.**SOB*

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SCANNED

Jerry Wells

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cc w/attachment (continued):

S. Zappe, NMED

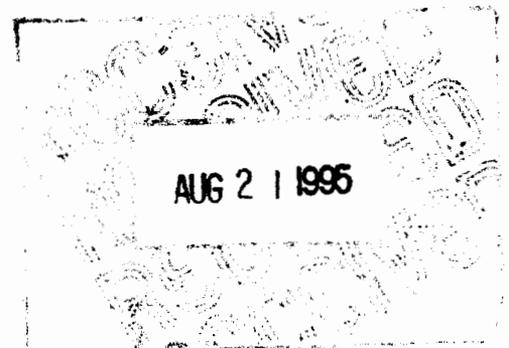
D. Pown, INEL

G. Hayes, INEL/Lockheed

M. Connolly, INEL

R. Hicks, DOE/CAO/WTAC

D. Chapman, DOE/CAO/WTAC



## CARLSBAD AREA OFFICE AUDIT PLAN A-95-02

### 1.0 SCOPE

The audit team, will evaluate the Idaho National Engineering Laboratories (INEL) WIPP Waste Characterization Program to determine whether the requirements and commitments imposed by the Department of Energy CAO TRU Waste Characterization Quality Assurance Program Plan are being implemented. In addition, CAO will evaluate the traceability of the data which goes into the WTW Baseline Inventory Report. This will be accomplished by verifying implementation and effectiveness of the systems in place, as well as verifying compliance with requirements.

### 2.0 AUDIT SCHEDULE

Pre-Audit Team/Observer Meeting	8:00 a.m., August 28, 1995 Idaho Falls, Idaho
Pre-Audit Conference	9:00 a.m., August 28, 1995 Idaho Falls, Idaho
Audit Activities	9:30 a.m. to 4:00 p.m. August 28, 1995 Idaho Falls, Idaho
	8:00 a.m. to 4:00 p.m. August 29 - 31, 1995
	8:00 a.m. to 11:30 a.m. September 1, 1995
Post Audit Conference	1:00 p.m., September 1, 1995 Idaho Falls, Idaho

There will be daily Audit Team Leader/Observer/INEL meetings at 8:15 a.m. to discuss the previous days audit activities, and a daily Audit Team/Observer meeting starting at 4:00 p.m. to discuss preliminary results and establish needed liaison. Both daily meetings will be held at locations provided by INEL.

### 3.0 REQUIREMENTS TO BE AUDITED AND APPLICABLE REFERENCES

Checklists will be developed from the applicable revision of the following documents:

- CAO-94-1010 TRU Waste Characterization Quality Assurance Program Plan
- EGG-WM-10667 Quality Assurance Project Plan for the INEL WIPP Waste Characterization Program
- INEL 94/0085 SPO QAPjP and implementing procedures
- INEL 94/0086 QAPjP and implementing procedures
- RWMC/SWEPP QAPjP and implementing procedures
- ANL-W 0096-0042-ES-03 QAPjP and implementing procedure
- Applicable INEL administrative procedures

### 4.0 ACTIVITIES TO BE AUDITED

The audit team will review and evaluate the QA controls applied to the processes used for waste characterization. These processes include:

- Headspace Gas Sampling
- Sampling of Process Residues and Soils
- Nondestructive Assay
- Radiography
- Gas Analysis
- Acceptable Knowledge
- Measurement and Data Acquisition
- Sample Process Design
- Sample Handling and Custody
- Data Validation

Additional program elements and technical areas may be identified during the audit and will be added to the audit scope and verified accordingly.

### 5.0 AUDIT TEAM MEMBERS

Richard Hicks	Audit Team Leader	DOE/CAO/WTAC
Bob Paedon	Auditor	DOE/CAO/WTAC
Paul Bryant	Auditor	DOE/CAO/WTAC
Steve Davis	Sub Team Leader	DOE/CAO/WTAC
Sandra Wander	Sub Team Leader	DOE/CAO/WTAC
Fred Dunhour	Sub Team Leader	DOE/CAO/WTAC
Ken Harrison	Auditor	DOE/CAO/WTAC
Ken Mikus	Technical Specialist	WID
James Lloyd	Technical Specialist	WID
Paul Hale	Technical Specialist	DOE/CAO/WTAC

John Devaney	Technical Specialist	DOE/CAO/WTAC
B.J. Jennings	Technical Specialist	DOE/CAO/WTAC

6.0 AUDIT OBSERVERS

James Benetti	EPA	Las Vegas, NV
Patrick Kelly	EPA	St. Louis, MO
Lynn Weinrib	EPA	Boston, MA
Ben Walker	EEG	Carlsbad, NM
Steve Zappe	NMED	Santa Fe, NM
Bob Stoneking	DOE	Washington, DC

R. Hicks 8/17/95  
Richard Hicks  
Audit Team Leader

R. Dennis Brown 9/17/95  
R. Dennis Brown  
CAO QA Manager