Department of Energy
Carlsbad Area Office
P. O. Box 3090
Carlsbad, New Mexico 88221
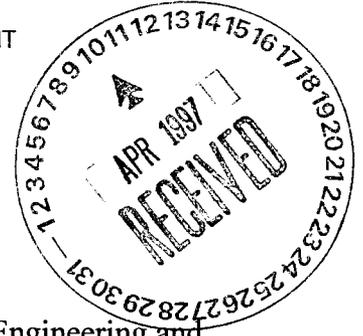
April 3, 1997

Mr. Ed Kelley, Director
Water and Waste Management Division
New Mexico Environment Department
P. O. Box 26110
Santa Fe, New Mexico 87502

Dear Mr. Kelley:

We welcome your staff observing our upcoming audit of the Idaho National Engineering and Environment Laboratory (INEEL) which is scheduled for April 21 - 24.

We currently have an observer orientation meeting scheduled for Sunday, April 20, 1997, in the conference room at the Shilo Inn in Idaho Falls, Idaho. We request that all observers attend this meeting as audit scope, schedule, and protocol will be discussed. This meeting will also be an opportunity for us to answer any questions the observers may have. The audit plan outlining the scope of this audit and schedule of audit activities is currently under development and will be completed by April 4, 1997. We will forward a copy to you once it is finalized. Enclosed is a facility access information form outlining the information required by INEEL to allow access to their facilities. We need this information for the two staff members who will be attending the audit faxed to Denny Brown (505) 887-0292 as soon as possible.

If you have any question, please call Butch Stroud of my staff at (505) 234 7483.

Sincerely,

E. Kent Hunter
Assistant Manager
Office of National TRU Waste Operations

Enclosure

970403

Ed Kelley   - 2 -   **April 3, 1997**

cc wo/enclosure:
P. Kilgore, CAO
Benito Garcia, NMED
John Parker, NMED
C&C File

INEEL AUDIT A-97-02
FACILITY ACCESS INFORMATION

1   FULL NAME: _____

2   ADDRESS: _____

    _____

3   CITIZENSHIP: _____

4   COMPANY: _____

5   ADDRESS: _____

    _____

6   SOC SEC NO: _____

7   DATE OF BIRTH: _____

8   CLEARANCE: _____