

United States Government

Department of Energy

memorandum

Carlsbad Area Office
Carlsbad, New Mexico 88221

DATE: April 4, 1997

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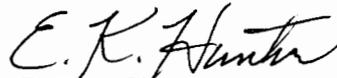
REPLY TO: CAO:NTP:DEW 97-0279 UFC 5822
ATTN OF:

SUBJECT: Audit (A-97-02) of Idaho National Engineering and Environmental Laboratories (INEEL)
Characterization, Transportation, and Certification Programs

TO: Joel Case, ID

Please be advised that a team of auditors from the Carlsbad Area Office will conduct an audit at INEEL in Idaho Falls, Idaho, on April 21-25, 1997. The audit will be conducted in accordance with the attached audit plan.

If you have any questions or comments concerning the audit, please contact Butch Stroud, NTP Waste Certification Manager, at (505) 234-7483, or Dennis Brown, QA Manager, at (505) 234-7484.



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



Attachment

cc:

G. Dials, CAO
D. Brown, CAO
K. Hunter, CAO
B. Stroud, CAO
D. Watkins, CAO
QA File, CAO
D. Winters, DNFSB
B. Walker, EEG
M. Eagle, EPA
S. Zappe, NMED
J. Wells, ID
T. Clements, INEEL/LMITCO
G. Hayes, INEEL/LMITCO
H. Lentz, CTAC
J. Ziemba, CTAC



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CARLSBAD AREA OFFICE AUDIT PLAN

Audit Number: A-97-02

Organization: Idaho National Engineering and Environmental Laboratories (INEEL)

Date and Location: April 21 - 25, 1997
Idaho Falls, Idaho

Audit Team:

R. Dennis Brown	CAO QA Manager, Audit Team Leader
Butch Stroud	CAO Certification Manager, Technical Specialist
Hugh Lentz	Auditor, Audit Coordinator/CTAC
Sam Vega	Auditor/CAO
Beth Bennington	Auditor/CAO
Bruce Langsteiner	Auditor/CTAC
Ava Holland	Auditor/CTAC
Pete Rodriguez	Auditor/CTAC
Steve Davis	Auditor/CTAC
Fred Dunhour	Auditor/CTAC
Sid Ailes	Auditor/Technical Specialist/CTAC
Clint Kelley	Technical Specialist/WID
Dave Baran	Technical Specialist/CTAC
Cindy Zvonar	Technical Specialist/CAO
Laurie Sparks	Technical Specialist/WID
Mark Doherty	Technical Specialist/CTAC
Mike Brown	Technical Specialist/CAO

Audit Scope: The audit will evaluate the adequacy and implementation of the technical and quality assurance activities as related to the INEEL Transuranic Waste Characterization, Transportation, and Certification Programs.

Activities/Tasks to be Audited:

The following CAO quality assurance (QAPD) elements will be evaluated:

- Organization/QA Program Implementation
- Personnel Qualification and Training
- Quality Improvement
- Documents & Records
- Work Processes
- Procurement
- Inspection and Testing
- Measuring and Test Equipment
- Assessments
- Sample Control
- Data Documentation, Control, and Validation
- Software Requirements

The following CAO Characterization (QAPP) technical elements will be evaluated:

- Acceptable Knowledge
- Sampling Process Design
- Sampling - Headspace Gas, Solids
- Testing - NDA, RTR
- Visual Examination
- Analysis - Headspace Gas, Solids
- Data Validation, Usability, and Reporting
- Performance Demonstration Program (PDP)

The following CAO Transportation technical elements will be evaluated:

- Inspection of Packaging
- Preparation and Loading
- Shipping
- Packaging Maintenance
- Documentation and Records

The following CAO certification (WAC) technical elements will be evaluated:

- Waste Stream Profile Forms
- WIPP Waste Information System

Governing Documents/Requirements:

The adequacy evaluations of INEEL TWCP documents will be based on the current revisions of the following documents:

CAO Quality Assurance Program Document, CAO-94-1012

Transuranic Waste Characterization Quality Assurance Program Plan,
CAO-94-1010

Waste Acceptance Criteria for the Waste Isolation Pilot Plant, DOE/WIPP-069

Safety Analysis Report for TRUPACT-II Shipping Package. Appendix 1.3.7,
TRAMPAC and the TRUPACT-II Certificate of Compliance, NRC 71-9281

The programmatic and technical checklists will be developed from the active revision of the following documents:

INEEL Site Project Office Quality Assurance Project Plan (QAPjP) for the
Transuranic Characterization Program, INEL-94/0085, including the subtier
facility QAPjPs

Program Plan for Certification of INEL Contact-Handled Stored Transuranic Waste, INEL-96/0345

RWMC Compliance Plan for TRUPACT-II Authorized Methods for Payload Control (TRAMPAC), WM-PD-88-012

Related INEEL and ANL-W technical and quality assurance implementing procedures

CAO Corrective Action Reports (CARs) and observations from Audit A-95-02

Schedule of Audit Activities:

A pre-audit conference is scheduled for Monday, April 21, at 7:30 a.m. at the INEEL RWMC location.

Audit team debriefings will be held at 6:30 p.m. Monday through Wednesday at the Shilo Inn, Idaho Falls, Idaho.

The audit team will meet with the appropriate INEEL management at 8:30 a.m. Tuesday and Wednesday at the RWMC location.

A post-audit conference is scheduled for Thursday, April 24, at 5:00 p.m. at the Technical Support Building in Idaho Falls, Idaho.

Prepared By: R Dennis Brown
R. Dennis Brown, Audit Team Leader

Date: 4/3/97

Approved By: Butch Stroud
Butch Stroud, CAO Certification Manager

Date: 4/2/97