

CTAC CAO Technical Assistance Contractor

FAX Cover Sheet ENTERED

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Date 8/14/97

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Chris Wentz - (505) 827-1150
Steve Zappe - (505) 827-1544

TRANSMITTED FROM FAX (505) 234-3195



Note: Observers & Inspectors

CAO AUDIT A-97-07

August 12, 1997/RDP

| TENTATIVE SCHEDULE OF CAO AUDIT A-97-07 OF LANL CHARACTERIZATION, CERTIFICATION 7 TRANSPORTATION PROGRAM ACTIVITIES | | | | |
|--|---|---|--|--|
| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
| <p>7:30 Observer, Inspector, Audit Team Meeting</p> <p>8:30 Pre-audit Meeting</p> <p>9:30 Start Audit</p> <p>DB - Management Assessment, Verify CAR 97-055</p> <p>SV - WWIS, QP-036</p> <p>BS - same</p> <p>RP - FRAM demonstration, DTP-029</p> <p>JB - same</p> <p>AH - Transportation: payload certification DTP-035 and DTP-034</p> <p>CK - same</p> <p>PR - Grading QP-029</p> <p>SC - Nonconformances, QP-007</p> <p>Verify CAR 97-056</p> <p>SA - Software, QP-006, Verify CAR 97-052</p> | <p>8:00 Start Audit</p> <p>DB - Acceptable Knowledge & Reconciliation of Information, QP-021 and QP-028, Verify CAR 97-050, and 97-058</p> <p>VB - same</p> <p>BS - same</p> <p>RP - FRAM/PAN interface, DTP-009</p> <p>JB - same</p> <p>AH - TRUPAC II Loading, DTP-030, 031</p> <p>CK - same</p> <p>PR - Procurement, QP-005</p> <p>Verify CAR 97-057</p> <p>SC - Trending, QP-026</p> <p>SA - Software, QP-006</p> | <p>8:00 Start Audit</p> <p>DB - Reporting Data to CAO, QP-024</p> <p>BS - same</p> <p>RP - Training</p> <p>SV - same</p> <p>AH - Waste Container Insp., Handling, and tracking QP-031, 032</p> <p>CK - same</p> <p>PR - Document Preparation and Review, QP-001 and QP-031, Verify CAR 97-054</p> <p>SC - Audits, QA-027</p> <p>SA - Software, QP-006</p> | <p>8:00 Start Audit</p> <p>AH - QA Elements of Trans., Insp., Testing, Shipping, Handling, Waste Cert Plan</p> <p>CK - same</p> <p>PR - Work Suspension, QP-030</p> <p>- Root Cause Analysis, QP-020</p> <p>- Verify CAR 97-056</p> <p>SC - Random Selection of Containers, DTP-014</p> <p>SA - Software, QP-006</p> | <p>8:00 Audit preparation for post-audit meeting</p> <p>11:00 Post-audit Meeting</p> |
| 12:00 LUNCH | 12:00 LUNCH | 12:00 LUNCH | 12:00 LUNCH | 12:00 Audit complete |

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| | | | | |
|--|--|--|---|--|
| <p>13:00 Resume Audit</p> <p>SV - WWMS BS - same</p> <p>RP - FRAM JB - same</p> <p>AH - Transportation: payload certification OTP-035 and DTP-034 CK - same</p> <p>PR - Data Validation, QP-010 Verify CAR 97-051</p> <p>SC - Corrective Action, QP-008</p> <p>SA - Software, QP-006</p> | <p>13:00 Resume Audit</p> <p>DB - Acceptable Knowledge & Reconciliation of Information, QP-021 and QP-028 VB - same BS - same</p> <p>RP - Training, QP-003, Verify CAR 97-053 SV - same</p> <p>AH - TRUPAC II Loading, DTP-030, 031 CK - same</p> <p>PR - Procurement, QP-005</p> <p>SC - HGAS Batch Data Report, DTP-018 and 025 Verify CAR 97-049 VB - same</p> <p>SA - Software, QP-006</p> | <p>13:00 Resume Audit</p> <p>RP - Training SV - same</p> <p>RP - RTR corrective action</p> <p>AH - Waste Container Insp., Handling, and tracking QP-031, 032 CK - same</p> <p>PR - Document Preparation and Review, QP-001 and QP-031.</p> <p>SC - Audits, QA-027</p> <p>SA - Software, QP-006</p> | <p>13:00 Resume Audit</p> <p>AH - QA Elements of Trans., Insp., Testing, Shipping, Handling, Waste Cert Plan CK - same</p> <p>PR - - Work Suspension, QP-030 - Root Cause Analysis, QP-020</p> <p>SA - Software, QP-006</p> | |
| 16:00 TEAM PLANNING MTG | 16:00 TEAM PLANNING MTG | 16:00 TEAM PLANNING MTG | 16:00 TEAM PLANING MTG | |

Audit Team Leader (ATL): Denny Brown, DB
Sam Vega (SV)
Robert Paedon (RP)
Steve Calvert (SC)
Pete Rodriguez (PR)
Ava Holland (AH)
Sid Ailes (SA)

Tech Specialists:
Clint Kelly (CK)
Vann Bynum (VB)
Butch Stroud (BS)
J. Bresson (JB)

**CAO TWCP AUDIT
OPENING AGENDA
August 18, 1997**

Location: TA-48, RC-29 Conference Room

| | | |
|-------------------------|---|-----------------------------------|
| 8:30 a.m. - 8:40 a.m. | CAO Opening Introduction | Denny Brown |
| 8:40 a.m. - 8:50 a.m. | Opening Remarks | Ken Hargis |
| 8:50 a.m. - 9:00 a.m. | LAAO Introduction | Bruce LeBrun |
| 9:00 a.m. - 9:10 a.m. | Organization/Overview/ Logistics | Ines Triay |
| 9:10 a.m. - 9:30 a.m. | Process Flow | Pam Rogers |
| 9:30 a.m. - 9:50 a.m. | Scope of Audit | Denny Brown |
| 9:50 a.m. - 10:00 a.m. | Facility/Safety Overview | Loren Abercrombie Derek Harris |
| 10:00 a.m. - 10:10 a.m. | Operations Schedule | Operations Ldrs. |
| 10:10 a.m. | Refreshments Distribution of TLD Badges to Audit Members & Observers | Derek Harris |

NOTE: Activities that will occur on a daily basis in addition to the audit schedule:

- **Time:** 8:30 - 9:30 **Dates:** August 19, 20, & 21, 1997
Location: TA-48, RC-29 LANL/DOE Management Briefing
- Two refreshment breaks will be provided daily at TA-48-RC 29 & TA-50-37 as follows:
 - 10:00 - will include continental breakfast
 - 2:45 - will include drinks and snacks

Telephone/fax numbers to various audit activity locations:

| | <u>TA-48-RC 29</u> | <u>TA-50-37</u> | <u>TA-50-84</u> |
|----------|--------------------|-----------------|-----------------|
| Phone #: | (505) 665-6033 | (505) 667-5699 | (505) 665-0325 |
| Fax #: | (505) 665-4355 | (505) 665-3750 | (505) 667-0136 |

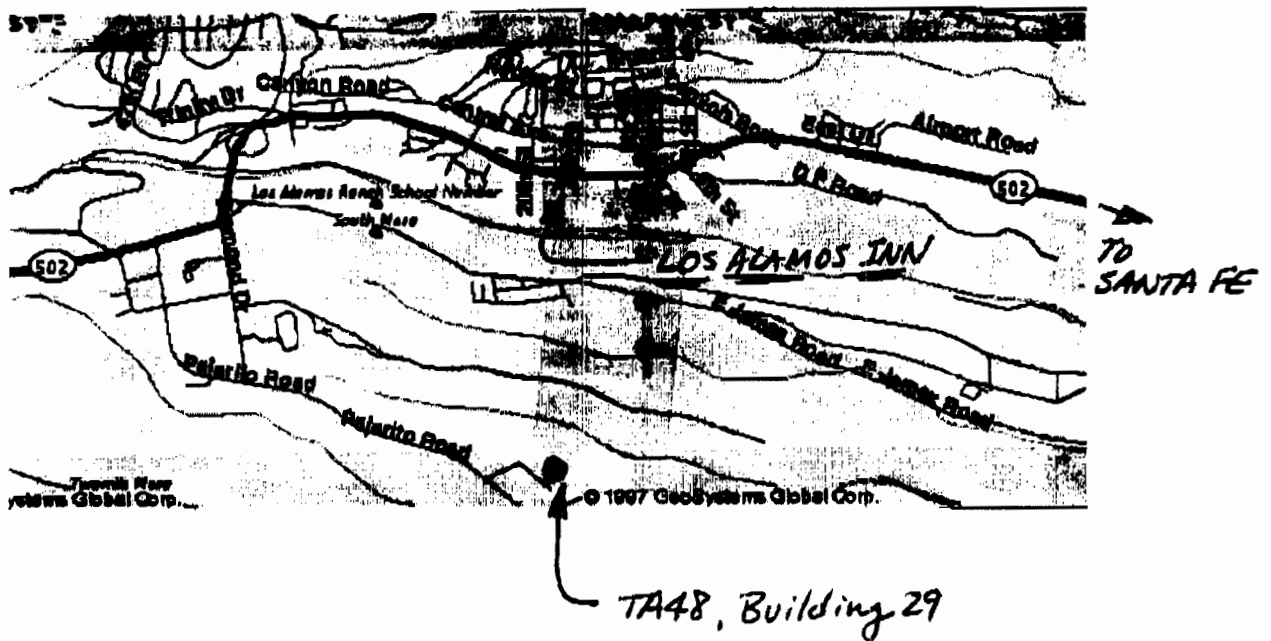
****ALL OF THE ABOVE LOCATIONS WILL BE OPEN FROM 8:00 A.M. TO 8:00 P.M.**

TELEPHONE NUMBER FOR MESSAGE CENTER: (505) 666-0652

CAO AUDIT MEMBERS AND OBSERVERS

Directions from Los Alamos Inn to TA-48, Building 29

Coming out of the driveway of the Los Alamos Inn you will take a left turn onto Trinity. Follow Trinity until you get to the intersection of Trinity and Diamond Drive (2nd stop light). At this intersection you will turn left onto Diamond Drive and proceed to the intersection of Diamond Drive and Pajarito Drive at this intersection you will once again turn left onto Pajarito Drive. You will proceed to the first stop light (no street name), at this light you will turn left into TA-48. Follow the street and on the left you will see a parking lot which is where you will park. The building you will need to go to is RC-29 which is the building in the very back corner of the parking lot (not behind the chain link fence its on the opposite side). There are wooden signs which will specify building numbers and each building is labeled accordingly. If you are lost in the parking lot, just ask anyone you see where the CST-DO Conference Room is and you will be saved.



CAO AUDIT A-97-07

AUDIT TEAM, OBSERVERS AND EPA INSPECTORS, AUGUST 13, 1997

AUDIT TEAM MEMBERS:

| | |
|----------------|-----------------|
| Denny Brown | CAO |
| Sid Ailes | CTAC |
| Jim Bresson | CTAC |
| Vann Bynum | SAIC |
| Steve Calvert | CTAC |
| Ava Holland | CTAC |
| Robert Paedon | CTAC |
| Pete Rodriguez | CTAC |
| Butch Stroud | CAO |
| Sam Vega | CAO |
| Clint Kelley | WID (need info) |

OBSERVERS:

| | |
|---------------------|--------------------------------|
| <u>Kent Hunter</u> | CAO |
| <u>Mike Simpson</u> | CTAC |
| <u>Tom Tarkin</u> | NMED |
| <u>Ben Walker</u> | EEG |
| <u>Chris Wentz</u> | State of New Mexico |
| Bill Weston | WID |
| Stephen Yanicak | NMED |
| <u>Steven Zappe</u> | NMED |

Danette -
we need to call and
get the Acronym for
Wentz. Then FAX
this package to the
circle.

EPA INSPECTION TEAM:

| | |
|--------------------|------------------------|
| <u>Mike Eagle</u> | USEPA |
| John Goode | A.T. Kearney, Inc. |
| Donald Hammer | ICF Kaiser |
| Paula Hugo | A.T. Kearney, Inc. |
| Angela Jones | A.T. Kearney, Inc. |
| <u>Kyle Rogers</u> | USEPA |
| Daniel Shain | ICF Kaiser (alternate) |
| Julie Shanahan | A.T. Kearney, Inc. |
| Ray Wood | A.T. Kearney, Inc. |