

United States Government

Department of Energy

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

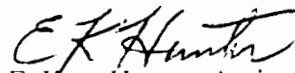
**DATE:** December 18, 1997  
**REPLY TO** CAO:NTP:RS 97-2627 [UFC 2300]  
**ATTN OF:**  
**SUBJECT:** Audit (A-98-07) of Idaho National Engineering and Environmental Laboratory's (INEEL)  
 Acceptable Knowledge Program.

**TO:** Lori Fritz, Waste Management Program Office, DOE-ID

Please be advised that a team of auditors from the Carlsbad Area Office will conduct a follow-up audit at Idaho National Engineering and Environmental Laboratories (INEEL) in Idaho Falls, Idaho, on January 12 to 15, 1998. The audit will be conducted in accordance with the attached audit plan. Observers from the Environmental Protection Agency and other interested parties may also accompany the audit team.

Your representatives are requested to coordinate with the audit team to develop the necessary documentation for the audit team to gain access to INEEL facilities, arrange for appropriate space to conduct meetings, provide cognizant personnel to support the audit, and provide the audit team with access to appropriate current documentation and records.

If you have any questions or comments concerning the audit, please contact Butch Stroud, NTP Waste Certification Manager, at (505) 234-7483, or Marc Italiano, CAO QA Engineer, at (505) 234-7491.

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

## Attachment

cc w/attachment:  
 D. Watkins, CAO  
 B. Stroud, CAO  
 D. Brown, CAO  
 M. Italiano, CAO  
 J. Wells, DOE-ID  
 G. Hayes, INEEL-LMITCO  
 T. Clements, INEEL-LMITCO  
 M. Eagle, EPA  
 K. Rogers, EPA  
 S. Zappe, NMED  
 B. Walker, EEG  
 N. Frank, CAO/CTAC  
 S. Calvert, CAO/CTAC  
 J. Stroble, WID  
 D. Winter, DNFSB  
 CAO & CTAC QA Files



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## CARLSBAD AREA OFFICE AUDIT PLAN

**Audit Number:** A-98-07

**Organization:** Idaho National Engineering and Environmental Laboratories (INEEL)

**Date and Location:** January 12 to 15, 1998  
Idaho Falls, Idaho

**Audit Team:**

Marc Italiano	CAO QA Specialist, Audit Team Leader
Butch Stroud	CAO Waste Certification Manager, Technical Specialist
Steve Calvert	Auditor/CTAC
Vann Bynum	Technical Specialist/CTAC
Richard Blauvelt	Technical Specialist/CTAC (auditor in training)
Laurie Sparks	Technical Specialist/WID

**Audit Scope:** The audit will evaluate the adequacy, implementation, and effectiveness of technical and quality assurance activities related to INEEL Acceptable Knowledge processes supporting the Transuranic Waste Characterization and Certification Programs.

### **Activities/Tasks to be Audited:**

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

Acceptable Knowledge

### **Governing Documents/Requirements:**

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

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, INEEL-94/0085, including the subtier facility QAPjPs

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

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

**Schedule of Audit Activities:**

A pre-audit conference is scheduled for Monday, January 12, at 8:00 a.m. at the Technical Support Building in Idaho Falls, Idaho.

Audit team caucuses will be held at 4:00 p.m. Monday through Wednesday at the Technical Support Building in Idaho Falls, Idaho.

The audit team will meet with the appropriate INEEL management at 8:30 a.m. Tuesday and Wednesday at the Technical Support Building in Idaho Falls, Idaho.

A post-audit conference is scheduled for Thursday, January 15, at 3:00 p.m. at the Technical Support Building in Idaho Falls, Idaho.

Prepared By: Marc Italiano  
Marc Italiano, Audit Team Leader

Date: 12/16/97

Approved By: Butch Stroud  
Butch Stroud, CAO Waste Certification Manager

Date: 12/16/97

Approved By: R. Dennis Brown  
R. Dennis Brown, CAO QA Manager

Date: 12/16/97