

United States Government

Department of Energy

memorandumCarlsbad Area Office
Carlsbad, New Mexico 88221

DATE: February 4, 1998

REPLY TO
ATTN OF: CAO:NTP:RS 98-0609 [UFC 2300]


SUBJECT: Lori Fritz, Waste Management Program Office, DOE-ID

TO: Audit (A-98-05) of Idaho National Engineering and Environmental Laboratory (INEEL) TRU
Waste Characterization, Certification, and Transportation Programs

Please be advised that a team of auditors from the Carlsbad Area Office will conduct an annual certification and follow-up audit at Idaho National Engineering and Environmental Laboratory (INEEL) in Idaho Falls, Idaho on February 23 to 26, 1998. The audit will be conducted in accordance with the enclosed 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 Certification Manager, at (505) 234-7483, or Dennis Brown, CAO QA Manager, at (505) 234-7484.


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

Attachments

cc w/attachments:

D. Watkins, CAO
B. Stroud, CAO
D. Brown, CAO
L. Chism, CAO
J. Wells, DOE-ID
G. Hayes, INEEL-LMITCO
T. Clements, INEEL-LMITCO
M. Eagle, EPA



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L. Fritz

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- K. Rogers, EPA
- ✓ S. Zappe, NMED
- B. Walker, EEG
- N. Frank, CTAC
- S. Calvert, CTAC
- J. Stroble, WID
- D. Winter, DNFSB
- CAO & CTAC QA Files

FEB 1998

CARLSBAD AREA OFFICE AUDIT PLAN

Audit Number: A-98-05

Organization: Idaho National Engineering and Environmental Laboratory (INEEL)

Date and Location: February 23 to 26, 1998
Idaho Falls, Idaho

Audit Team:

Butch Stroud	CAO Certification Manager, Audit Manager
Steve Calvert	Audit Team Leader/CTAC
Steve Davis	Auditor/CTAC
Larry Dell	Auditor/CTAC
Jeff May	Auditor/CTAC
Bruce Langsteiner	Auditor/CTAC
Pete Rodriguez	Auditor/CTAC
Cooper Wayman	Auditor/CAO
Beth Bennington	Auditor/CAO
Fred Dunhour	Auditor/CTAC
Ken Coop	Technical Specialist/CTAC
Mark Doherty	Technical Specialist/CTAC
Ron Levis	Technical Specialist/CTAC
Vann Bynum	Technical Specialist/SNL
Mike Brown	Technical Specialist/CAO
Laurie Sparks	Technical Specialist/WID
Clint Kelly	Technical Specialist/WID
Denny Brown	CAO Management Representative, QA Manager

Audit Scope: The audit will evaluate the adequacy and implementation of technical and quality assurance activities related to INEEL Transuranic Waste Characterization, Certification, and Transportation 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
- QA Grading
- Documents and Records
- Work Processes
- Procurement
- Inspection and Testing
- Control of Measuring and Test Equipment
- Control of Nonconforming Items
- Corrective Action

Assessments
Sample Control
Data Documentation, Control, and Validation
Software Requirements

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

Sampling Process Design
Sampling - Headspace Gas, Solids
Nondestructive Assay (NDA)
Real Time Radioscopy (RTR)
Visual Examination
Analysis - On Line, Headspace Gas, Solids
Data Validation, Usability, and Reporting
Performance Demonstration Program (PDP)

The following CAO Transportation technical elements will be evaluated:

Inspection of Packaging
Payload Certification
Preparation and Loading
Shipping
Packaging Maintenance

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

Waste Stream Profile Forms
WIPP Waste Information System (WWIS)

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

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

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, PLN-190, including the subtier Facility Implementation Plans

INEEL TRU Waste Characterization, Transportation, and Certification Quality Program Plan (QPP), PLN-182

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

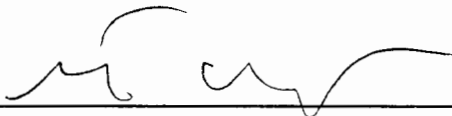
Schedule of Audit Activities:

A pre-audit conference is scheduled for Monday, February 23, at 8:00 a.m. at the INEEL RWMC location.

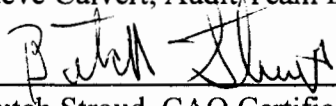
Audit team caucuses will be held at 6:30 p.m. Monday through Wednesday at the Shilo Inn, in Idaho Falls.

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

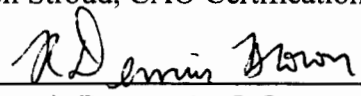
A post-audit conference is scheduled for Thursday, February 26, at 4:00 p.m. at the RWMC location.

Prepared By: 
Steve Calvert, Audit Team Leader

Date: 2/3/98

Approved By: 
Butch Stroud, CAO Certification Manager

Date: 2/3/98

Approved By: 
R. Dennis Brown, CAO QA Manager

Date: 2/3/99