

United States Government

Department of Energy

# memorandum

Carlsbad Area Office  
Carlsbad, New Mexico 88221

DATE: October 20, 1998

REPLY TO  
ATTN OF: CAO:QAT:SAV 98-1557 UFC 2300

SUBJECT: Audit A-99-03 of MCS's Characterization and Certification Program

to: Eric Pennala, MCS Project Manager



Please be advised that a team of auditors and technical specialists from the Carlsbad Area Office will conduct an audit of MCS at the Nevada test Site (NTS) on November 2-6, 1998. The audit will be conducted in accordance with the attached audit plan.

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

If you have any questions or comments concerning this audit, please contact Marc Italiano at (505) 234-7491 or Butch Stroud at (505) 234-7483.

Michael H. McFadden  
Acting Manager

Attachment



printed on recycled paper



Eric Pennala

- 2 -

cc w/original attachment:

L. Chism, CAO

cc w/attachment:

S. Countiss, CAO

M. Italiano, CAO

B. Stroud, CAO

S. Vega, CAO

T. Bowden, CTAC

D. Winters, DNFSB

B. Walker, EEG

M. Eagle, EPA

✓ S. Zappe, NMED

M. Giblin, NVO

C. Karney, NVO

## CARLSBAD AREA OFFICE AUDIT PLAN

**Audit Number:** A-99-03

**Organization:** Mobile Characterization Services (MCS), LLC.

**Date and Location:** November 2-6, 1998  
Las Vegas, Nevada

<b>Audit Team:</b>	Marc Italiano	Audit Team Leader, CAO
	Butch Stroud	CAO Management Representative
	John Ptacek	Auditor, CTAC
	Chet Wright	Auditor, CTAC
	Larry Dell	Auditor, CTAC
	Steve Hans	Auditor, CTAC
	Jim Bresson	Technical Specialist, CTAC
	Bill Weston	Technical Specialist, WID

**Audit Scope:** The audit includes evaluation of the adequacy, implementation, and effectiveness of technical and quality assurance processes related to the MCS TRU Waste characterization and certification activities, including interface arrangements with the site generator.

The audit team will evaluate activities that were determined to be indeterminate or unacceptable during the previous CAO audit (A-98-09), and new activities that have been implemented since the last audit.

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

Adequacy evaluations of MCS-specific documents will be based on the current revisions of the following documents:

Quality Assurance Program Document (QAPD), CAO-94-1012

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

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

MCS Transuranic Waste Characterization Quality Assurance Project Plan (QAPjP), MCS-102

## **Activities to be Audited:**

The following quality assurance and technical activities concluded to be indeterminate or unacceptable during the last audit (A-98-09), will be evaluated.

### **Quality Assurance Activities:**

- Organization
- QA Program Implementation
- Interface Control
- Personnel Qualification and Training
- Nonconformances and Corrective Action
- Records
- Procedure Development
- Procurement
- Measuring and Test Equipment
- Audits and Surveillances
- Software Control
- Data Validation

### **Technical Activities:**

- Nondestructive Assay
- Level I and II Data Validation
- Headspace Gas Sampling and Analysis
- WIPP Waste Information System (WWIS)
- Sample Plans and Control

Technical and quality assurance checklists will be developed from the active revision of the following documents:

MCS Quality Assurance Project Plan, MCS-102

MCS Waste Certification QA Plan, MCS-101

Related MCS technical and quality assurance implementing procedures

## **Schedule of Audit Activities:**

A pre-audit conference is scheduled for Monday, November 2, at 2:00 p.m. at the designated location in Las Vegas, Nevada.

An daily audit team caucus meeting will be held at 4:00 p.m. Tuesday through Thursday in the designated team working room at the NTS site.

The audit team will meet daily with the appropriate MCS management at 8:30 a.m. Wednesday through Friday mornings at the designated NTS site location.

A post-audit conference is scheduled for Friday, November 6, 1998 at 2:00 p.m. at the designated location in Las Vegas, Nevada.

Prepared By: Marc Italiano  
Marc Italiano, Audit Team Leader

Date: 10/20/98

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

Date: 10/20/98

Approved By: Michael H. McFadden  
Michael H. McFadden, Acting Manager

Date: 10/20/98