

United States Government

Department of Energy

memorandumCarlsbad Area Office
Carlsbad, New Mexico 88221

DATE: November 25, 1998

REPLY TO
ATTN OF: CAO:QA:MAI 98-1589 UFC 2300

SUBJECT: Audit A-99-02 of the TRU Waste Characterization Program of TRUtech

TO: Tom Krause, TRUtech Project Manager

Please be advised that a team of auditors and technical specialists from the Carlsbad Area Office (CAO) will conduct an audit of TRUtech at the Nevada Test Site (NTS) on December 7-11, 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 team to gain access to 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. Please refer to Attachment 1 for the specific administrative support requirements.

If you have any questions or comments concerning this audit, please contact me at (505) 234-7484.

Marc A. Italiano
Acting Quality Assurance Manager

Attachments

cc w/original attachment:
L. Chism, CAO

cc w/attachment:
S. Countiss, CAO
D. Winters, DNFSB
B. Walker, EEG
M. Eagle, EPA
S. Zappe, NMED
M. Griffen, NTS
M. Giblin, NVO
J. Streier, TRUtech
J. Ptacek, CTAC



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AUDIT SUPPORT REQUIREMENTS

- Documents:** A complete set of the organization's TWCP documents (QAPjP, Waste Certification Plan, TRAMPAC, plus all QA and technical procedures that are being evaluated during the audit). These must be the most current versions, but they may be "information only." The documents will need to be in, or close to, the Caucus Room.
- Kick-Off & Out Brief Rooms:** A conference room (or equivalent facility) with a capacity of 30-40 persons that is conveniently located for the audited organization and interested DOE field office personnel. The room needs to be equipped with an overhead projector. Use will be limited to one hour for the Kick-Off Brief and one hour for the Close-Out Brief.
- Caucus Room:** A conference room (or equivalent facility) with a capacity of 15-20 persons that is near the auditing site(s) and which will be available for use full-time for the duration of the audit. The room needs to have at least one telephone and a dry-erase board. This room could also be used as the Managers Brief Room, if desired.
- Managers Brief Room:** A conference room (or equivalent facility) with a capacity of 5-10 persons that is near the offices of the cognizant managers of the audited organization and which will be available for use from 9:00 to 10:00 a.m. on each morning that a Management Brief is scheduled. The Caucus Room could serve this function.
- Administrative Support:** A clerk or secretary, identified by name to the audit team, that will be available during normal working hours to provide typing, copying, and clerical support to the audit team for any emergent priority requirements during the audit. Audit team access to a fax, photocopier and an IBM compatible PC (with M/S Word and a printer) would help limit use of the clerk/secretary.
- Office Supplies:** The following office supplies are necessary for the audit conduct. All unused materials will be returned to the provider:
- Copy/printer paper (approx. 2 reams)
 - Copy/printer transparency material (approx. 25 sheets)
 - Dry Erase Markers (1@ Black, Blue, Red, and Green)
 - Felt Eraser
 - Tape (Scotch and packing types)
 - Stapler and staples
 - 3" x 3" Post-it Notes (2 pads)
 - Yellow Hi-Lighters (3)
 - Writing tablets (3)

CARLSBAD AREA OFFICE AUDIT PLAN

Audit Number: A-99-02

Organization: TRUtech, Inc.

Date and Location: December 7-11, 1998
Las Vegas, Nevada

Audit Team:

Sam Vega	Audit Team Leader, CAO
Beth Bennington	Auditor, CAO
John Ptacek	Auditor, CTAC
Chet Wright	Auditor, CTAC
Steve Calvert	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 TRUtech 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-98-20) and new activities and corrective actions that have been implemented since the last audit.

Governing Documents/Requirements:

Adequacy evaluations of TRUtech-specific documents will be based on 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

TRUtech Transuranic Waste Characterization Quality Assurance Project Plan (QAPjP), TT-DOC-001

Activities to be Audited:

The following quality assurance and technical activities, concluded to be indeterminate or unacceptable during the last audit (A-98-20), will be evaluated:

Quality Assurance Activities:

- Organization
- QA Program Implementation
- Interface Control
- Procurement
- Measuring and Test Equipment
- Audits and Assessments
- Software Control

Technical Activities:

- Nondestructive Assay (NDA) – WITCO & APNEA
- Nondestructive Examination (NDE)
- Level I Data Validation
- Headspace Gas Sampling and Analysis

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

TRUtech Quality Assurance Project Plan, TT-DOC-001

TRUtech Team Mobile Systems Program Transuranic Waste Certification Plan, TT-DOC-002

Related TRUtech technical and quality assurance implementing procedures

Schedule of Audit Activities:

A pre-audit conference is scheduled for Monday, December 7, 1998 at 1 p.m. at the designated location in Las Vegas, Nevada.

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

The audit team will meet daily with the appropriate TRUtech management at 10:00 a.m. Tuesday through Thursday at the NTS location.

A post-audit conference is scheduled for Friday, December 11, 1998 at 10:00 a.m. at the designated location in Las Vegas, Nevada.

Prepared By: Samuel Vega
Sam Vega, Audit Team Leader

Date: 11/24/98

Approved By: Marc Italiano
Marc Italiano, Acting CAO QA Manager

Date: 11/24/98