



Department of Energy
Carlsbad Area Office
P. O. Box 3090
Carlsbad, New Mexico 88221



January 15, 1999

Mr. Gerry Streier
TRUtech
501 W. Broadway, Suite 300
Idaho Falls, ID 83402

Subject: Audit A-99-10 of TRUtech's TRU Waste Characterization Program

Dear Mr. Streier:

Please be advised that a team of auditors and technical specialists from the Carlsbad Area Office will conduct an audit of TRUtech at the Nevada Test Site (NTS) on January 25-29, 1999. 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 Beth Bennington, Certification Manager, at (505) 234-7482.

Marc A. Italiano
Acting QA Manager

Attachment

cc w/attachment:
CAO QA File
B. Bennington, CAO
M. Italiano, CAO
S. Countiss, CAO
C. Karney, NVO
M. Giblin, NVO
Tom Krause, TRUtech
M. Eagle, EPA
B. Walker, EEG
D. Winters, DNFSB
S. Zappe, NMED
J. Ptacek, CTAC



CARLSBAD AREA OFFICE AUDIT PLAN

Audit Number: A-99-10

Organization: TRUtech, Inc.

Date and Location: January 25-29, 1999
Las Vegas, Nevada

Audit Team: Beth Bennington Audit Team Leader, CAO

Audit team members to be identified

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.

The audit team will evaluate activities that were determined to be indeterminate or unacceptable during the previous CAO audit (A-99-02), including verification of corrective actions for CARs 98-045 through 98-050 and 99-022 through 99-026.

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, Revision 0 with Interim Change

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-99-02), 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) – APNEA
Level I and II 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, January 25, 1999 at 9:00 a.m. in a conference room (TBD) in the DOE Nevada Support Building (NSF), Losee Road Complex, in Las Vegas, Nevada.

Auditing activities will commence at 1:00 p.m. on Monday, January 25, 1999 at the TRUtech facility in NTS Area 5.

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 9:00 a.m. Tuesday through Friday at the NTS location.

A post-audit conference is scheduled for Friday, January 29, 1999 at 3:00 p.m. in a conference room (TBD) in the DOE Nevada Support Building (NSF), Losee Road Complex, in Las Vegas, Nevada.

Prepared By: Beth Bennington
Beth Bennington, Audit Team Leader

Date: 1/13/99

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

Date: 1/13/99⁹⁹

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)