

United States Government

Department of Energy

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

DATE: April 22, 1999

REPLY TO  
ATTN OF: CAO:QA:MAI:99-0805:UFC 2300.00

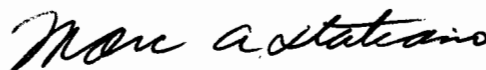
SUBJECT: Audit (A-99-15) of Battelle Columbus Laboratories Decommissioning Project (BCLDP)  
Acceptable Knowledge Process

TO: Tom Baillieul

Please be advised that a team of auditors and technical specialists from the Carlsbad Area Office will conduct an audit at Battelle Columbus Laboratories Decommissioning Project (BCLDP) on May 6-7, 1999. The audit will be conducted in accordance with the attached audit plan. The purpose of the audit is to determine if the Acceptable Knowledge (AK) process is functioning in accordance with the DOE/CAO WIPP requirements.

Your representatives are requested to coordinate with the audit team to develop the necessary documentation for the audit team to gain access to BCLDP facilities, 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 Sam Vega, NTP Certification Manager, at (505) 234-7423, or Marc Italiano, QA Manager, at (505) 234-7484.



Marc A. Italiano  
Quality Assurance Manager

Attachment

cc w/attachment:  
CAO QA File  
B. Stroud, CAO  
L. Chism, CAO  
S. Vega, CAO  
M. Eagle, EPA  
S. Monroe, EPA  
S. Zappe, NMED  
B. Walker, EEG  
D. Winters, DNFSB  
J. Eide, BCLDP  
N. Frank, CTAC



990418



## CARLSBAD AREA OFFICE AUDIT PLAN

**Audit Number:** A-99-15

**Organization:** Battelle Columbus Laboratories Decommissioning Project (BCLDP)

**Date and Location:** May 6 - 7, 1999  
Columbus, Ohio

**Audit Team:**

Sam Vega	Certification Manager, CAO
Stephen Hans	Audit Team Leader, CTAC
Steven Calvert	Auditor, CTAC
Mark Doherty	Technical Specialist, CTAC
Richard Blauvelt	Technical Specialist, CTAC

EPA No observers identified  
EEG No observers identified  
NMED No observers identified

**Audit Scope:** The audit will evaluate the BCLDP TRU Waste Characterization activities associated with the Acceptable Knowledge (AK) Process. The scope will include the implementation and effectiveness of technical and quality assurance processes associated with the performance of AK documentation.

### Governing Documents/Requirements:

Adequacy, implementation, and effectiveness evaluations of BCLDP site and Transuranic Waste Certification Program (TWCP) specific documents will be based on the current revisions of the following documents:

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

*Transuranic Waste Characterization Quality Assurance Program Plan (QAPP), CAO-94-1010, Revision 0, and Interim changes dated February 1996 and November 15, 1996*

*Waste Acceptance Criteria for the Waste Isolation Pilot Plant, DOE/WIPP-069*

### Activities to be Audited:

The following CAO QAPD activities will be evaluated as they relate to AK only:

Document control  
Training Plan for the BCLDP TWCP

Training Program Plan  
Records

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

Acceptable Knowledge

Technical and Quality Assurance checklists will be developed from the active revision of the following documents:

BCLDP Quality Assurance Project Plan (QAPjP) for the Transuranic Waste Characterization Program, TCP-98-01.2.1 Rev. 0

Related BCLDP technical and quality assurance implementing procedures as they relate to AK:

- QD-AP-05.1, Preparation of Procedures
- QD-AP-05.2, Work Instruction
- QD-AP-06.1, Document Control
- TC-AP-01.1, TRU Waste Data Package Generation
- PR-PA-17.1, Operation of the Project Records Management System
- TCP-98-05, Training Plan for the BCLDP TRU WCP
- DD-93-04, DDO Training Program Plan
- TD-AP-01.1, The Personnel Training and Qualification Records System
- TCP-98-03.1.1, Technical Basis Document Acceptable Knowledge Process Description Repackaging of JN-1 Transfer/Storage Pool Filter Change-Out Waste
- TCP-98-03, Building JN-1 Hot Cell Laboratory Acceptable Knowledge Document
- TC-AP-03.1, Transuranic (TRU) Waste Certification Program Waste Management Operations Administrative Procedure Collection, Review, and Management of Acceptable Knowledge Documentation

**Schedule of Audit Activities:**

A preaudit conference is scheduled for Thursday May 6, at 8:00 a.m.

An Audit team caucus will be held at 4:00 p.m. Thursday.

The audit team will meet with the appropriate BCLDP management at 8:30 a.m. Friday morning.

A postaudit conference is scheduled for Friday, May 7, at 2:00 p.m.

Prepared By: *Stephen Hans* Date: 4.18.99  
Stephen Hans, Audit Team Leader

Concurred By: *Samuel Vega* Date: 4/22/99  
*sa* Samuel Vega, CAO Certification Manager

Approved By: *Marc A. Italiano* Date: 4/22/99  
Marc A. Italiano, CAO QA Manager