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 Baillieu

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
CARLSBAD AREA OFFICE AUDIT PLAN

Audit Number: A-99-15

Organization: Battelle Columbus Laboratories Decommissioning Project (BCLDP)

Date and Location: May 6 - 7, 1999

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, Building JN-1 Hot Cell Laboratory Acceptable Knowledge Document

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.