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# memorandum

Carlsbad Area Office  
Carlsbad, New Mexico 88221

DATE: April 22, 1999

REPLY TO  
ATTN OF: CAO:QA:MAI:99-0804:UFC 2300.00

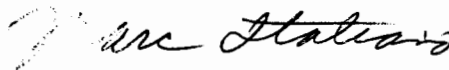
SUBJECT: Surveillance (S-99-10) of Idaho National Engineering and Environmental Laboratory (INEEL) Transuranic Reporting, Inventory, and Processing System (TRIPS)

TO: Lori Fritz, ID

Please be advised that a surveillance team from the Carlsbad Area Office (CAO) will conduct a surveillance at Idaho National Engineering and Environmental Laboratory (INEEL) in Idaho Falls, Idaho, May 3-4, 1999. The surveillance will be conducted in accordance with the enclosed surveillance plan. EPA and other observers may be present during the audit.

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

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



Marc A. Italiano  
Quality Assurance Manager

Attachment

cc w/attachment:  
L. Chism, CAO  
M. Bennington, CAO  
S. Vega, CAO  
J. Wells, DOE-ID  
G. Hayes, INEEL-LMITCO  
T. Clements, INEEL-LMITCO  
M. Eagle, EPA  
S. Monroe, EPA  
S. Zappe, NMED  
B. Walker, EEG  
S. Calvert, CTAC  
D. Winter, DNFSB  
T. Bowden, CTAC



990419



## CARLSBAD AREA OFFICE SURVEILLANCE PLAN

**Surveillance**

**Number:** S-99-10

**Organization:** Idaho National Engineering & Environmental Laboratory  
(INEEL)

**Date:** May 3-4, 1999

**Location:** Idaho Falls, Idaho

**Surveillance Team:** Sam Vega, Management Representative, CAO  
Steven Calvert, Surveillance Team Leader, CTAC  
Stephen Hans, Software QA Auditor, CTAC  
Sid Ailes, Software QA Auditor, CTAC  
Mike Brown, Software Technical Specialist, CAO

**Surveillance Scope:**

This surveillance will assess activities associated with the development of and software for the Transuranic Reporting, Inventory, and Processing System (TRIPS). The surveillance will be conducted in Idaho Falls, Idaho. The INEEL TRIPS will be reviewed for adequacy, implementation, operation, and effectiveness. The surveillance will also include a verification of corrective actions taken by INEEL related to software issues identified in Corrective Action Report (CAR) 98-070.

**Activities to be Assessed:**

The following software quality assurance program elements will be evaluated during the surveillance:

- TRIPS Software Quality Assurance
- TRIPS Software Development
- TRIPS Software Testing
- TRIPS Software Verification and Validation
- TRIPS Software Configuration Management
- TRIPS Operation

**Governing Documents/Requirements:**

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

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


Related INEEL technical and quality assurance implementing procedure

**Pre-Surveillance Conference:**

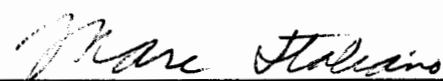
Monday May 3, 1999 at 8:00 a.m. in the Engineering Research Office Building (EROB) Conference Room located at 2525 Fremont Avenue in Idaho Falls, Idaho.

**Post-Surveillance Conference:**

Tuesday May 4, 1999 at 1:00 p.m. in the EROB Conference Room Located at 2525 Fremont Avenue in Idaho Falls, Idaho.

Prepared by:   
Steven D. Calvert, CTAC  
Surveillance Team Leader

Date: 4/15/99

Concurrence:   
Marc Italiano, CAO  
Quality Assurance Manager

Date: 4/22/99