

# memorandum



DATE: October 12, 2000

REPLY TO  
ATTN OF: CFO:QA:SAV: 00-1300 UFC 2300.00


SUBJECT: Audit (A-01-02) of Idaho National Engineering and Environmental Laboratory TRU Waste Characterization and Certification programs.

TO: Lori Fritz, ID

Please be advised that a team of auditors from the Carlsbad Field Office will conduct an audit at Idaho National Engineering and Environmental Laboratory (INEEL) in Idaho Falls, Idaho, December 5-8, 2000. The audit will be conducted in accordance with the attached audit plan. The Environmental Protection Agency (EPA), New Mexico Environment Department (NMED) and other observers may be present during our audit.

Your representatives are requested to coordinate with the audit 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 audit, and provide the audit team with access to appropriate documentation and records.

If you have any questions or comments concerning the audit, please contact me at (505) 234-7423.

  
for Samuel A. Vega  
Quality Assurance Manager

Attachment

001014



Lori Fritz

-2-

- cc: w/attachment
- K. Watson, CFO
- L. Chism, CFO
- J. Wells, DOE-ID
- T. Preston, BBWI
- T. Monk, BBWI
- M. Eagle, EPA
- S. Monroe, EPA
- ✓ S. Zappe, NMED
- B. Walker, EEG
- S. Calvert, CTAC
- T. Bowden, CTAC
- M. Gerle, WID
- D. Winter, DNFSB



## CARLSBAD FIELD OFFICE AUDIT PLAN

**Audit Number:** A-01-02

**Organization to Be audited:** Idaho National Engineering and Environmental Laboratory (INEEL)

**Organizations to Be Notified:** Idaho National Engineering and Environmental Laboratory (INEEL)  
New Mexico Environment Department (NMED)  
Environmental Protection Agency (EPA-ORIA)

**Date and Location:** December 5-8, 2000  
Idaho Falls, Idaho

**Audit Team:**

Sam Vega	Quality Assurance Manager/Carlsbad Field Office
Steve Calvert	Audit Team Leader/CTAC
Charlie Riggs	Auditor/CTAC
Wayne Ledford	Auditor/CTAC
Jeff May	Auditor/CTAC
Pete Rodriguez	Auditor/CTAC
Jim Schuetz	Auditor/CTAC
Earl Bradford	Auditor/CTAC
Patrick Kelly	Technical Specialist/CTAC
Dorothy Gill	Technical Specialist/CTAC
B. J. Verrett	Technical Specialist/CTAC
Dick Blauvelt	Technical Specialist/CTAC
Trey Greenwood	Technical Specialist/CTAC
Randy Fitzgerald	Technical Specialist/CTAC

**Audit Scope:** The audit will evaluate the adequacy, implementation, and effectiveness of technical and quality assurance activities related to INEEL Transuranic Waste Characterization and Certification Programs related to solid waste.

### Activities/Tasks to be Audited:

The following Carlsbad Field Office Quality Assurance Program Document (QAPD) elements will be evaluated:

- Personnel Qualification and Training
- Documents and Records
- Control of Nonconforming Items
- Sample Control

The following Carlsbad Field Office Characterization technical elements will be evaluated:

Solids Sampling  
Nondestructive Assay (NDA)  
Total Metals Analysis  
Total Volatile Organic Compounds Analysis  
Total Semi-Volatile Organic Compounds Analysis  
Data Validation, Usability, and Reporting

**Governing Documents/Requirements:**

Adequacy evaluations of INEEL TWCP documents will be based on the current revisions of the following documents:

CFO Quality Assurance Program Document (QAPD), CFO-94-1012, Revision 3

Waste Analysis Plan (WAP), Attachment B through B6 of the WIPP Hazardous Waste Permit

Waste Acceptance Criteria (WAC) for the Waste Isolation Pilot Plant, DOE/WIPP-069, Revision 7

Programmatic and technical checklists will be developed from the active revision of the following documents:

INEEL Site Project Office Quality Assurance Project Plan (QAPjP) for the Transuranic Characterization Program, PLN-190

INEEL TRU Waste Characterization, Transportation, and Certification Quality Program Plan (QPP), PLN-182

Program Plan for Certification of INEEL Contact-Handled Stored Transuranic Waste, PLN-579

Related INEEL and ANL-W technical and quality assurance implementing procedures

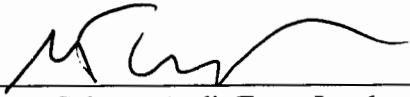
**Schedule of Audit Activities:**

A preaudit conference is scheduled for Tuesday, December 5, at 8:00 a.m. at the RWMC location.

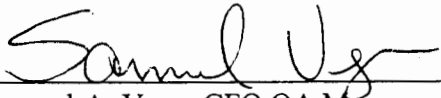
Audit team caucuses will be held at 5:00 p.m. Tuesday through Thursday at the RWMC location.

The audit team will meet with the appropriate INEEL management at 8:30 a.m. Wednesday, Thursday, and Friday at the RWMC location.

A postaudit conference is scheduled for Friday, December 8, at 4:00 p.m. at the RWMC location.

Approved By:   
Steven D. Calvert, Audit Team Leader

Date: 10/6/00

Approved By:   
Samuel A. Vega, CFO QA Manager

Date: 10/12/00