

United States Government


 Department of Energy

memorandum

 Carlsbad Field Office
 Carlsbad, New Mexico 88221

DATE: December 13, 2001

REPLY TO
ATTN OF: CBFO:QA:TJR:01-1844 UFC 2300

SUBJECT: Audit (A-02-11) of the Performance Demonstration Program

TO: Kerry Watson, Office of National TRU Program, Assistant Manager



Please be advised that a team of auditors and technical specialists from the Carlsbad Field Office (CBFO) will conduct an audit of the Performance Demonstration Program (PDP) on January 21-31. The following schedule has been coordinated with the affected parties:

January 21, 2002	PDP Headspace Gas (HSG) and PDP Nondestructive Assay Cliff Watkins and Kerry Martin Idaho Falls, ID
January 22, 2002	PDP RCRA Constituent Analysis Berta Oates Pleasant View, UT
January 23, 2002	PDP RCRA Constituent Analysis - Berta Oates Environmental Research Associates - Craig Huff Arvada, CO
January 24, 2002	PDP HSG - Cliff Watkins Argonne National Laboratory-East - Amrit Boparai Chicago, IL
January 29 -31,	PDP Program Overview Mike Brown and Cliff Watkins CBFO Carlsbad, NM

The audit will be conducted in accordance with the attached audit plan. CBFO requests that the affected personnel and organizations provide the audit team with the necessary support to gain access to their facilities, space to conduct meetings, cognizant personnel to support the audit, and access to documentation and records that support the PDP.

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Kerry Watson

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If you have any questions concerning the audit, please contact me at (505) 234-7311 or Amy I. Arceo, Audit Team Leader at (505) 234-7175.

/s/ signature on file
Thomas J. Reese
Acting Quality Assurance Manager

Attachment

cc w/attachment:

M. Brown, CBFO	
L. Chism, CBFO	
M. Eagle, EPA	*ED
S. Zappe, NMED	*ED
B. Walker, EEG	*ED
A. Boparai, ANL-E	*ED
C. Huff, ERA	*ED
A. Arceo, CTAC	*ED
C. Watkins, CTAC	*ED
B. Oates, CTAC	*ED
K. Martin, CTAC	*ED
M. Horseman, CTAC	*ED
T. Bowden, CTAC	

CARLSBAD FIELD OFFICE AUDIT PLAN**Audit Number:** CBFO A-02-11**Organization:** Program Overview at DOE/CBFO in Carlsbad, NM
Mike Brown, Transportation Packaging Manager

Performance Demonstration Program at the following locations:

Headspace Gas (HSG) at Idaho Falls, ID; Argonne National
Laboratory-East (ANL-E), Chicago, IL and CTAC, Carlsbad, NMCliff Watkins, CTAC, PDP Program Manager and HSG
Program Coordinator, Idaho Falls, IDAmrit S. Boparai, Argonne National Laboratory – East
(ANL-E), Standards Preparation Contractor

Nondestructive Assay at Idaho Falls, ID

Kerry Martin, CTAC, NDA Program Coordinator

RCRA Constituent Analysis at Pleasant View, UT and Arvada, CO
Berta Oates, CTAC RCRA Program Coordinator, Pleasant
View, UTCraig Huff, Environmental Resource Associates (ERA),
Arvada, CO, Standards Preparation Contractor**Scheduled Date and Location of Audit:**

January 21, 2002	Idaho Falls, ID PDP HSG and PDP NDA Cliff Watkins and Kerry Martin
January 22, 2002	Pleasant View, UT PDP RCRA - Berta Oates
January 23, 2002	Arvada, CO PDP RCRA ERA - Craig Huff and Berta Oates
January 24, 2002	Chicago, IL PDP HSG - Cliff Watkins ANL-E - Amrit Boparai

January 29 –31,
2002 CBFO in Carlsbad, NM
PDP Program Overview
Mike Brown and Cliff Watkins

Audit Team: A. I. Arceo Audit Team Leader, CBFO/CTAC
W. J. Verret Auditor/Technical Specialist, CBFO/CTAC
J. Schuetz Auditor/Technical Specialist, CBFO/CTAC

Audit Scope: The audit will evaluate the adequacy, implementation and effectiveness of the Performance Demonstration Program. Areas for evaluation will include Headspace Gases, RCRA Constituent Analysis (VOC, SVOC and Metals) and Nondestructive Assay. PDP Coordinator records of implementation for NDA, HSG and RCRA Constituents, and Standards Preparation Contractors' procedures for HSG and RCRA Constituents including traceability of standards, records and training.

Governing Documents/Requirements:

Evaluation of the Performance Demonstration Program will be based on the current revisions of the following documents:

DOE/CBFO-01-3107, "Performance Demonstration Program Management Plan"

DOE/CBFO-95-1076, "Performance Demonstration Program Plan for Analysis of Simulated Headspace Gases"

DOE/CBFO-95-1077, "Performance Demonstration Program Plan for RCRA Constituent Analysis of Solidified Wastes"

DOE/CBFO-01-1005, "Performance Demonstration Program Plan Nondestructive Assay of Drummed Wastes for The TRU Waste Characterization Program"

CTAC and Laboratory implementing procedures

Activities to be Audited:

This audit will cover work done by the DOE/CBFO and the Program Coordinators including development of Headspace Gas and RCRA constituent samples, distribution to various participants, receipt and scoring of the results, and records management.

The applicable portions of the PDP Plans for each PDP will form the basis of the audit.

Tentative Preaudit and Postaudit Conference Dates, Times and Locations:

	<u>Pre-audit</u>	<u>Post-audit</u>
Idaho Falls, ID	January 21, 2002, 8:00 a.m.	January 21, 2002, 4:00 p.m.
Pleasant View, UT	January 22, 2002, 8:00 a.m.	January 22, 2002, 2:00 p.m.
Arvada, CO	January 23, 2002, 8:00 a.m.	January 23, 2002, 3:00 p.m.
Chicago, IL	January 24, 2002, 8:00 a.m.	January 24, 2002, 4:00 p.m.
Carlsbad, NM	January 29, 2002, 8:00 a.m.	January 31, 2002, 4:00 p.m.

Auditing activities will commence immediately after the pre-audit conferences.

Prepared By: ___ /s/ *signature on file* **Date:** ___ 12-12-01 ___
A. I. Arceo, Audit Team Leader

Approved By: ___ /s/ *signature on file* **Date:** ___ 12-13-01 ___
Thomas J. Reese, CAO Quality Assurance Manager