



United States Government

Department of Energy

memorandum

Carlsbad Field Office
Carlsbad, New Mexico 88221

DATE: December 13, 2002

REPLY TO
ATTN OF: CBFO:QA:MPN:GS:02-1980:UFC 2300.00

SUBJECT: Surveillance S-03-01 of the Idaho National Engineering and Environmental Laboratory's 3100 m³ Project Closeout

TO: Edward Ziemianski, ID

Please be advised that a surveillance team from the Carlsbad Field Office will conduct a surveillance at the Idaho National Engineering and Environmental Laboratory (INEEL) in Idaho Falls, Idaho, January 28-30, 2003. The surveillance will be conducted in accordance with the attached surveillance plan. Observers from the Environmental Protection Agency, New Mexico Environmental Department, and other interested parties may also accompany the surveillance team.

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 surveillance, please contact me at (505) 234-7483.

Martin P. Navarrete
Martin P. Navarrete
Quality Assurance Specialist



Attachment

- cc: w/attachment
- A. Holland, CBFO *ED
- K. Watson, CBFO *ED
- R. Taft, ID *ED
- T. Monk, BBWI *ED
- M. Sherick, BBWI *ED
- A. Huot, BBWI *ED
- M. Eagle, EPA *ED
- E. Feltcorn, EPA *ED
- S. Zappe, NMED *ED
- B. Walker, EEG *ED
- D. Winter, DNFSB *ED
- J. May, CTAC *ED
- T. Bowden, CTAC *ED
- P. Roush, WTS
- CBFO QA File
- CBFO M&RC

021218



CARLSBAD FIELD OFFICE SURVEILLANCE PLAN

**Surveillance
Number:** S-03-01

Organization : Idaho National Engineering and Environmental Laboratory

**Organizations
to be Notified:** Idaho National Engineering and Environmental Laboratory (INEEL)

**Date and
Location:** January 28 - 30, 2003
Idaho Falls, Idaho

Surveillance Team:	Jeff May	Surveillance Team Leader, CTAC
	Wayne Ledford	Surveillance Team Member, CTAC
	Steve Calvert	Surveillance Team Member, CTAC
	Jim Schuetz	Surveillance Team Member, CTAC

Surveillance Scope: The surveillance will evaluate, but not be limited to, the continued adequacy , implementation and effectiveness of characterization and certification activities for the period between audit A02-27 conducted August 5 – 9, 2002 and the last shipment of TRU Waste to WIPP, 3100 m³ project records disposition and turnover activities including the preparation and turnover of applicable software programs for continued access and use and the disposition and turnover of acceptable knowledge records for waste that is to be transferred to the Advanced Mixed Waste Treatment Project.

Activities/Tasks to be Assessed:

Verification of the following INEEL activities will be performed:

- Project documentation closeout
- Acceptable knowledge documentation closeout
- TRIPS archival, electronic DATA storage & recoverability
- The continued adequacy , implementation and effectiveness of characterization and certification activities for the period between audit A-02-27 and the last shipment of TRU Waste to WIPP

Governing Documents/Requirements:

The surveillance will be based on the implementation of the following documents:

Transuranic Reporting, Inventory, and Processing System (TRIPS) Software Configuration Management Plan, PLN-582

TRUPACT-II Authorized Methods for Payload Control (TRAMPAC) Compliance Plan,
PLN-577

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

Quality Assurance Project Plan for the Transuranic Waste Certification Program (QAPjP)
PLN-190

Related INEEL implementing procedures

Schedule of Surveillance Activities:

The surveillance is scheduled to start Tuesday, January 28, 2003 at 8:00 A. M. at the EROB facility.

The surveillance is scheduled to conclude on Thursday, January 30, 2003 at 4:00 P. M. at the INEEL EROB facility.

Prepared By: 
Jeff May, Surveillance Team Leader

Date: 12/13/02

Approved By: 
Ava L. Holland, Quality Assurance Manager

Date: 12/13/02