

**SAIC**  
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May 6, 1994  
1090-0109

Mr. Robert W. Clark, Director  
Headquarters QA Division  
United States Department of Energy  
1000 Independence Avenue, SW  
Washington, DC 20585

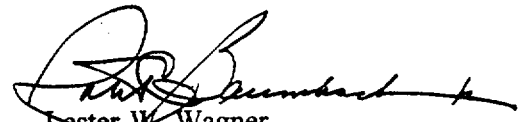
**SUBJECT: DOE CONTRACT NO. DE-AC01-93RW00250; DRAFT NOTIFICATION LETTER  
AND AUDIT PLAN FOR HEADQUARTERS AUDIT HQ-94-03 OF EM-323**

Dear Mr. Clark:

Enclosed is the draft notification letter and audit plan for the upcoming audit of the Office of Environmental Restoration and Waste Management (EM) Vitrification Projects Division (EM-323).

If you have any questions, please call Marlin Horseman at (703) 841-0043.

Sincerely,

  
Lester W. Wagner  
Headquarters QA Division Manager  
QA Technical Support Services

LWW/MLH/grw 1114

Enclosure: Draft Memo to EM-30

cc: C. Weber, DOE-HQ  
R. Murthy, DOE-HQ  
R. Keele, QATSS-LV (w/o enclosures)  
Central Records Facility

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OFFICE OF CIVILIAN RADIOACTIVE WASTE MANAGEMENT (OCRWM) QUALITY  
ASSURANCE (QA) AUDIT HQ-94-03 OF THE OFFICE OF ENVIRONMENTAL  
RESTORATION AND WASTE MANAGEMENT (EM) VITRIFICATION PROJECTS DIVISION  
(EM-323)

Director, Vitrification Projects Division (EM-323)

Please be advised that a team from OCRWM, Office of Quality Assurance (OQA), will conduct a QA audit of the EM-323 QA Program and implementation during the period June 27-July 1, 1994. Current plans are for the audit team to hold a preaudit meeting on Monday, June 27, 1994, beginning at 9:00 a.m., at your facilities in Germantown, MD. Please arrange for the appropriate personnel to attend the meeting. The postaudit meeting is tentatively scheduled for 2:30 p.m. on Friday, July 1, 1994.

Please make the necessary arrangements for the locations where the preaudit and postaudit meetings will be held and notify me. The audit team will also require a meeting/working room during the performance of the audit.

If you have any questions, please contact Bob Clark at 586-1238 or Marlin Horseman of QATSS (CER) at (703) 841-0043.

Donald G. Horton, Director  
Office of Quality Assurance

Attachment: Audit Plan HQ-94-03

cc:

D. Dreyfus, RW-1  
L. Barrett, RW-2  
R. Clark, RW-3.1  
R. Murthy, RW-3.1  
T. Johnson, RW-3.1  
R. Spence, RW-3.2  
J. Salzman, RW-4/RW-5  
S. Rousso, RW-10  
R. Nelson, RW-20  
S. Broccum, RW-22  
D. Shelor, RW-30  
R. Milner, RW-40  
T. Wood, RW-53  
R. Minning, RW-53  
S. Zimmerman, Carson City, NV  
R. Loux, Carson City, NV  
C. Schank, Churchill Co., NV  
J. Bingham, Clark Co., NV  
D. Betchel, Clark Co., NV  
E. von Teisenhausen, Clark Co., NV  
J. Hayes, Esmeralda Co., NV  
L. Fiorenzi, Eureka Co., NV  
B. Mettam, Inyo Co.  
G. Derby, Lander Co.  
J. Pitts, Lincoln Co.  
M. Baughman, Lincoln Co.  
V. Poe, Mineral Co.  
D. Foust, M&O, NV  
R. Morgan, M&O, Vienna  
R. Ruth, M&O, LV  
L. Bradshaw, Nye Co.  
P. Niedzielski-Eichner, Nye Co.  
W. Belke, NRC  
M. Horseman, QATSS-HQ  
H. Greene, QATSS-LV  
L. Wagner, QATSS-HQ  
F. Mariani, White Pine Co.  
J. Conway, EM-323

ATTACHMENT

Audit  
Plan

BINDER/VOLUME #:

ATTACHMENT

# DOE CONTRACT

## AUDIT PLAN FOR HEADQUARTERS

FILE FOLDER #102.7