

# memorandum

DATE: FEB 10 1992

REPLY TO  
ATTN OF:

RW-3

SUBJECT:

Office of Civilian Radioactive Waste Management (OCRWM)  
Quality Assurance (QA) Audit HQ-92-02 of the Oak Ridge  
National Laboratory (ORNL) OCRWM Programs Group

TO:

Manager, Office of Civilian Radioactive Waste Programs, ORNL  
(MMES)

Please be advised that a team from OCRWM, Office of Quality Assurance (OQA), will conduct a QA audit of the OCRWM Programs QA Program implementation during the period February 24-27, 1992. Current plans are for the audit team to hold a preaudit meeting on Monday, February 24, 1992, beginning at 8:30 a.m., at 105 Mitchell Road. Please arrange for the appropriate personnel to attend the meeting. The postaudit meeting is tentatively scheduled for 9:00 a.m. on Thursday, February 27, 1992.

A portion of this audit will be conducted at the offices of ER Johnson in Oakton, Va. on February 21, 1992, to assess implementation and effectiveness of the activities concerning the Waste Stream Analysis Model.

Refer to attached Audit Plan for details regarding audit scope.

The audit of implementation and effectiveness will be primarily based upon the current revisions of your implementing procedures and/or the procedures that were in effect when the reviewed activities were performed.

Observers representing the State of Nevada, U.S. Nuclear Regulatory Commission, and other interested parties may also be accompanying the team. You will be notified of these observers prior to the audit.

If you have any questions, please contact Bob Clark of my staff at (202) 586-5969 or Denny Brown of CER at (703) 276-9300.

*R.W. Clark*

Donald G. Horton, Director  
Office of Quality Assurance

Attachment

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PDR WASTE PDR  
WM-11

ADD: Ken Hooks  
Ltr. Encl.  
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102-7  
WM-11  
NH03

**AUDIT PLAN**  
**AUDIT NUMBER: HQ-92-02**  
**AUDIT OF OAK RIDGE NATIONAL LABORATORY (ORNL)**

An audit of ORNL will be conducted the week of February 24-27, 1992 at Oak Ridge National Laboratory. A portion of this audit will be conducted at the offices of ER Johnson in Oakton, Va. on February 21, 1992, to assess implementation and effectiveness of the activities concerning the Waste Stream Analysis Model.

The audit will be conducted by:

R. Dennis Brown	CER Corp., Arlington, VA	Audit Team Leader
Fred Bearham	CER Corp., Arlington, VA	Auditor
Rodney Schaffer	Weston, Washington, DC	Auditor
Robert Clark	DOE, HQ	Observer
		(Audit Manager)
Tien Nguyen	DOE, HQ	Observer (Project Coordinator)

Observers from the State of Nevada, the NRC, the Edison Electric Institute (EEI), and other interested parties will be invited to participate.

**AUDIT SCOPE**

The audit scope will include the activities of the ORNL OCRWM Project Group's activities concerning the Waste Stream Analysis Model and the Waste Characteristics Data Base.

**QA PROGRAM ELEMENTS**

The implementation of the following criteria will be evaluated during the audit:

- 1 - Organization
- 2 - Quality Assurance Program
- 3 - Design Control (limited)
- 4 - Procurement Document Control
- 5 - Instructions, Procedures, and Drawings
- 6 - Document Control
- 7 - Control of Purchased Items and Services
- 17 - Quality Assurance Records
- 19 - Computer Software

The auditable requirements will be drawn from the DOE/RW-0214, Quality Assurance Requirements Document (QARD); QAP-X-91-WMRD-045, (ORNL) Quality Assurance Program Description; the Peer Review Plan and applicable ORNL Quality Assurance Procedures.

**TECHNICAL AREAS**

Technical specialists will not accompany the audit team.

Technical areas will be looked at for implementation and effectiveness of application of appropriate QA controls.

Qualification of technical personnel will be assessed.

If the audit team identifies a need to verify additional programmatic or technical areas during the audit, they will be added to the audit checklist(s) and verified accordingly.

PRELIMINARY AUDIT SCHEDULE

Audit Team Briefing	February 24th	8:00 am
Preaudit Meeting	February 24th	8:30 am
Conduct of Audit	February 24th	9:00 am - 4:00pm
	February 25 & 26th	8:30 am - 4:00pm
Post Audit Meeting	February 27th	9:00 am
Daily Audit Team Debriefing		4:00 pm
Daily Summary to ORNL		8:30 am

CHECKLIST/MARKED-UP PROCEDURES

The audit will be conducted using Audit Checklist HQ-92-02.

Prepared by: JE Rodgers for  
R. Dennis Brown, CER Corporation  
Audit Team Leader

Date: 2/10/92

Approved by: R.W. Clark  
For Donald G. Horton, Director  
Office of Quality Assurance

Date: 2/10/92

## cc:

R. Spence, YMPO  
T. Nguyen, DOE-HQ  
G. Cowart, ORNL  
R. Loux, State of Nevada  
S. W. Zimmerman, NWPO, Carson City, NV  
K. Whipple, Lincoln County, NV  
M. Gaughman, Lincoln County, NV  
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D. Betchel, Clark County, NV  
Englebrecht von Tiesenhasuen, Clark County, Las Vegas, NV  
S. Bradhurst, Nye County, NV  
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R. Campbell, Inyo County, CA  
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G. Derby, Lander County, NV  
P. Goicoechea, Eureka, NV  
C. Schank, Churchill County, NV  
C. Jackson, Mineral County, NV  
F. Sperry, White Pine County, NV  
L. Vaughn, Esmeralda County, NV  
K. Hooks, NRC, Washington, D.C. ✓  
W. Belke, NRC, Washington, D.C.  
F. Peters, HQ, (RW-2) FORS  
D. E. Shelor, HQ, (RW-30) FORS  
R. J. Brackett, TRW  
W. Booth, Weston