



## Department of Energy

Washington, DC 20585

May 13, 2005

MEMORANDUM FOR ELIZABETH SELLERS  
MANAGER  
IDAHO OPERATIONS OFFICE

FROM:

CHARLES E. ANDERSON *Charles E. Anderson*  
PRINCIPAL DEPUTY ASSISTANT SECRETARY  
FOR ENVIRONMENTAL MANAGEMENT

SUBJECT:

Issuance of Audit Plan No. 05-DOE-AU-004 for the  
Department of Energy Idaho Operations Office Spent  
Nuclear Fuel Program

The purpose of this memorandum is to issue Audit Plan No. 05-DOE-AU-004 for the Department of Energy (DOE) Idaho Operations Office (ID) Spent Nuclear Fuel (SNF) Program and to notify you of the upcoming compliance-based audit. Representatives from the DOE Office of Environmental Management (EM) and the Office of Civilian Radioactive Waste Management (RW) will conduct Audit No. 05-DOE-AU-004 of the ID SNF Program on June 13–17, 2005. The audit team will evaluate specific ID SNF activities that impact waste isolation with a specific focus on activities that provide input to the Repository License Application. Also, the team will evaluate the adequacy and effectiveness of the Clean/Close Idaho Nuclear Technology and Engineering Center Quality Assurance Program implementation for waste isolation process activities and compliance to the requirements of DOE/RW-0333P, Revision 16, *Quality Assurance Requirements and Description*.

The audit will be conducted in accordance with approved procedure, AP-18.4Q, dated December 19, 2003, *DOE Office of Environmental Management (EM)/Office of Civilian Radioactive Waste Management (RW) Oversight Procedure*. According to the procedure, I am responsible for issuing the Audit Plan and this audit notification letter. The attached Audit Plan identifies the audit scope and schedule, requirements and activities to be evaluated and audited, and audit team members. This audit has been coordinated with Mr. Robert Blyth of your staff.

Please arrange for the audit team to have access to the necessary documents, records, escorts for facility/operation observations, and personnel to facilitate the evaluation of the selected areas/activities listed in the Audit Plan. Also, please provide and ensure the following:

- Workspace to review documentation and conduct interviews;
- Facilities to conduct the pre- and post-audit meetings, audit team meetings/discussions;



- Notify appropriate management and staff personnel of the audit for they may be asked to participate as well as attend the pre- and post-audit meetings; and
- Telephone, fax and copy machines - Possibly 2-3 IBM computers with standard Microsoft software to record and type up results.

If you have any further questions, please call me at (202) 586-7709 or Dr. Robert Goldsmith, Acting Deputy Assistant Secretary for Integrated Safety Management and Operations Oversight, at (202) 903-7174.

Attachment

QA:QA

**U.S. DEPARTMENT OF ENERGY  
OFFICE OF ENVIRONMENTAL MANAGEMENT  
&  
OFFICE OF CIVILIAN RADIOACTIVE WASTE MANAGEMENT**

**AUDIT PLAN No. 05-DOE-AU-004**

**FOR THE**

**IDAHO OPERATIONS OFFICE  
SPENT NUCLEAR FUEL PROGRAM  
IDAHO FALLS, IDAHO**

**June 13-17, 2005**

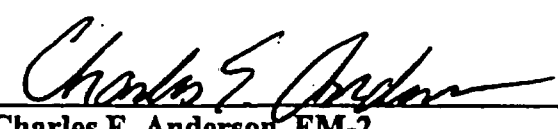
Prepared by:

  
Larry D. Vaughan, EM-32  
Audit Team Leader

Date: 5-10-05

Office of Integrated Safety Management/Operations Oversight

Approved by:

  
Charles E. Anderson, EM-2  
Principal Deputy Assistant Secretary for  
Environmental Management

Date: 5-13-05

## 1.0 SCOPE

Representatives from the U.S. Department of Energy (DOE) Office of Environmental Management (EM) and the Office of Civilian Radioactive Waste Management (OCRWM or RW) will conduct a compliance-based audit of the Idaho (ID) Operations Office Spent Nuclear Fuel (SNF) Program on June 13-17, 2005, in Idaho Falls, Idaho. The audit team will evaluate SNF activities that impact waste isolation with a specific focus on activities that provide input to the Repository License Application. The team will also evaluate the adequacy and effectiveness of the Clean/Close Idaho Nuclear Technology and Engineering Center (CCI) Quality Assurance (QA) Program implementation for waste isolation process activities in compliance with the requirements of DOE/RW-0333P, Revision 16, *Quality Assurance Requirements and Description* (QARD). In addition, this audit will verify completion and effective implementation of corrective actions for conditions adverse to quality identified in the EM/OCRWM Audit No. 04-DOE-AU-004.

The QARD programmatic sections to be evaluated and associated specific SNF activities are identified in Section 4.0 of this audit plan.

## 2.0 AUDIT SCHEDULE

Pre-Audit Team/Observer Conference	8:00 a.m. to 8:30 a.m., June 13, 2005
Pre-Audit Conference	8:30 a.m. to 9:00 a.m., June 13, 2005
Audit Activities	9:00 a.m. to 4:00 p.m., June 13, 2005
	8:00 a.m. to 4:00 p.m., June 14-17, 2005
Post-Audit Conference	4:00 p.m. to 4:30 p.m., June 17, 2005

There will be daily Audit Team Members/Observer meetings at 4:00 p.m. to review audit results, progress, and activities to be completed. Beginning on Tuesday, June 14, 2005, at 8:00 a.m. there will be daily Audit Team Leader/DOE Management and CCI management meetings to communicate audit progress and discuss issues, conditions, and changes in schedule. All meetings will be held at locations provided by the CCI.

### 3.0 REQUIREMENTS TO BE EVALUATED AND APPLICABLE REFERENCES

The requirements to be evaluated during this audit will be contained in a programmatic checklist. The checklists will be developed from the following documents:

- DOE/RW-0333P, *Quality Assurance Requirements and Description (QARD)*, Revision 16
- CCI Quality Assurance Program Plan (PLN 533), Revision 13
- CCI Implementing Procedures

The OCRWM Program documents (latest revision) listed below will guide the conduct of the audit:

- Administrative Procedure (AP) 18.4Q, *DOE EM/RW Oversight Process*
- LP-16.2Q-OCRWM, *Management of Conditions Adverse to Quality for External Organizations*

### 4.0 ACTIVITIES TO BE AUDITED

The team will evaluate the adequacy and effectiveness of the CCI activities as follows:

- Configuration Management of Fuels and Maintenance of Data Packages
- Storage and Management of Legacy Fuel Characterization Records
- Review of Technical Reports Provided to National SNF Program
- Follow-up on EM/OCRWM Audit No. 04-DOE-AU-004
- Other Activities, Data Information Generated and Used to Support the License Application

The audit team will evaluate the adequacy and effectiveness of implementation for the following programmatic sections as defined by the CCI QARD Requirements Matrix:

#### QARD

Section 1.0	Organization
Section 2.0	Quality Assurance Program
Section 3.0	Design Control
Section 4.0	Procurement Document Control
Section 5.0	Implementing Documents
Section 6.0	Document Control
Section 7.0	Control of Purchased Items and Services
Section 8.0	Identification and Control of Items
Section 9.0	Control of Special Processes
Section 10.0	Inspection
Section 11.0	Test Control
Section 12.0	Control of Measuring and Test Equipment

Section 13.0	Handling, Storage, and Shipping
Section 14.0	Inspection, Test and Operating Status
Section 15.0	Nonconformances
Section 16.0	Corrective Action
Section 17.0	Quality Assurance Records
Section 18.0	Audits
Supplement I	Software
Supplement II	Sample Control
Supplement III	Scientific Investigation
Supplement V	Control of the Electronic Management of Data

The following QA Programmatic sections were considered during the development of this audit plan and determined to be not applicable to the work performed by the CCI:

Supplement IV	Field Surveying
Appendix A	High-Level Waste Production
Appendix B	Storage and Transportation
Appendix C	Monitored Geologic Repository

If the team identifies a need to verify additional programmatic areas during the audit, these areas will be added to the audit scope and evaluated accordingly.

## **5.0 AUDIT TEAM MEMBERS**

Larry D. Vaughan, EM-3.2, Audit Team Leader  
Elver Robbins, DOE RW-3/OQA, Auditor  
John Scolah, EM-10, Auditor  
Phil Neuscheler, EM-10, Auditor  
Joseph Payer, EM-21, Prospective Auditor  
Neal Mackay, ID, Prospective Auditor