U. S. Department of Energy

Consolidated Audit Program

Module 10

Laboratory Closure Module

Revision 1.1
January 18, 2006

Audit ID:

Audit ID: _____Auditor:

ITEM	Line of Inquiry	Status	Summary of Observations/Objective Evidence Reviewed/Audit Notes
10.1	**Quality Assurance Documents**		
10.1.1	The laboratory has developed a Laboratory Closure Plan.		
10.1.2	The closure plan defines the laboratory plans for waste management.		
10.1.3	The Closure Plan defines laboratory plans for record archival.		
10.1.4	The Closure Plan defines laboratory plans for Database Archival.		

Status Key: A = Acceptable, U = Unacceptable, NA = Not Applicable, F = Finding, O = Observation

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10.1.5	The Closure Plan defines laboratory organizational responsibilities for closure.		
10.2	**Documents and Records**		
10.2.1	The laboratory has a written policy for disposition records.		
10.2.2	Documents will be retained for a minimum of five years.		
10.2.3	All revision of Standard Operating Procedures will be archived.		

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10.2.4	The laboratory has a plan to handle all applicable documents including: logbooks, COC records, sample work sheets, bench sheets, SOPs, and other documents relating to the sample or sample analyses, procurement of services, and generation of electronic deliverables.		
10.2.5	The laboratory has a plan to submit all due final data reports to clients.		
10.3	**Waste Management**		
10.3.1	All containerized waste has been itemized.		
10.3.2	The laboratory has reached agreement with the NRC, EPA, and/or state regulators on the steps required to D&D and close the facility.		

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10.3.2	All liquid waste has been itemized.		
10.3.3	The Disposal Plan and Schedule is defined.		
10.3.4	All samples have been itemized and the disposal path has been identified.		
10.3.5	Define the sample disposal plan.		
10.3.7	Inspect RCRA Units		

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10.3.8	Laboratory radiological materials inventory data has been reconciled to demonstrate that all samples and waste contained in the inventory have been dispositioned. All inventory discrepancies must be identified.		
10.3.9	Review waste manifests for all disposed sample.		
10.3.10	Building security will be maintained until all records are archived and all waste has been disposed.		
10.4	**Software Documentation**		
10.4.1	Files of all versions of software programs exist and include dates that software was placed into and removed from production. Files for previously used software, LIMS manuals, and user maintenance manuals exist. All software records will be retained according to GALP.		

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