Steve Zappe, Project Leader  
Hazardous Waste Bureau  
New Mexico Environment Department  
2044 Galesteo  
Santa Fe, New Mexico 87505  

December 19, 2000  

New Mexico Environment Department  
2044 Galesteo  
Santa Fe, New Mexico 87505  

Subject: Transmittal of Audit Plan and Notification of Assigned Auditors for the  
Rocky Flats Environmental Technology Site Recertification Audit  

Dear Mr. Zappe:  

The purpose of this letter is to transmit the audit plan for the CBFO audit to be conducted  
at the Rocky Flats Environmental Technology Site on January 29 – February 2, 2001, as  
required by the WIPP Hazardous Waste Facility Permit, Section B4-3f. The audit plan  
also identifies the audit team members as required by Section B6-3 of the Permit.  

I certify under penalty of law that this document and all attachments were prepared  
under my direction or supervision in accordance with a system designed to assure that  
qualified personnel properly gather and evaluate the information submitted. Based on  
my inquiry of the person or persons who manage the system, or those persons directly  
responsible for gathering the information, the information submitted is, to the best of my  
knowledge and belief, true, accurate, and complete. I am aware that there are significant  
penalties for submitting false information, including the possibility of fines and  
imprisonment for knowing violations.  

Please contact the CBFO Quality Assurance Manager, Sam Vega, at (505) 234-7423  
should you have any questions concerning this notification.  

Sincerely,  

Dr. Inés R. Triay  
Manager  

Enclosure  

CBFO:QA:LC:00-1365 UFC 2300.00
cc w/enclosure:
L. Chism, CBFO
K. Watson, CBFO
M. Gerle, WID Operating Record

cc w/o enclosure:
J. Kieling, NMD
J. Bearzi, NMED
R. Dinwiddie, NMED
G. Lewis, NMED
S. Vega, CBFO
J. Epstein, WID
J. Vandekraats, CBFO
I. Triay, CBFO
L. Stevens, WID Operating Record
CARLSBAD FIELD OFFICE AUDIT PLAN

Auditor Number: CBFO A-01-07

Organization to Be Audited: Rocky Flats Environmental Technology Site (RFETS)

Organizations to Be Notified: Rocky Flats Environmental Technology Site
New Mexico Environment Department
Environmental Protection Agency
Environmental Evaluation Group
Defense Nuclear Facilities Safety Board

Date and Location: January 29-February 2, 2001
Golden, Colorado

Audit Team: Sam Vega Quality Assurance Manager, CBFO
Charlie Riggs Audit Team Leader, CTAC
Jack Walsh Auditor, CTAC
Steve Calvert Auditor, CTAC
Wayne Ledford Auditor, CTAC
Steve Davis Auditor, CTAC
Dee Scott Auditor, CTAC
Earl Bradford Auditor, CTAC
Jim Schuetz Auditor, CTAC
Amy Arceo Auditor, CTAC
Pete Rodriguez Auditor, CTAC
Dick Blauvelt Technical Specialist, CTAC
Randy Fitzgerald Technical Specialist, CTAC
Trey Greenwood Technical Specialist, CTAC
Ken Coop Technical Specialist, CTAC
Patrick Kelly Technical Specialist, CTAC
Dorothy Gill Technical Specialist, CTAC
Tom Ward Technical Specialist, CTAC

Audit Scope: This recertification audit will evaluate the adequacy, implementation, and effectiveness of RFETS TRU waste activities as they relate to the WIPP Hazardous Waste Facility Permit (HWFP) and quality assurance elements. The specific items to be audited are listed below under ‘Activities to be Audited.’
Governing Documents/Requirements:

Adequacy evaluations of new and revised RFETS site and TRU Waste Certification Program (TWCP) specific documents will be based on the current revisions of the following documents:

- CAO Quality Assurance Program Document, CAO-94-1012
- Waste Acceptance Criteria for the Waste Isolation Pilot Plant, DOE/WIPP-069
- Hazardous Waste Facility Permit Waste Isolation Pilot Plant EPA No. NM4890139088 by the New Mexico Environment Department October 27, 1999
- Safety Analysis Report for TRUPACT-II Shipping Package, Appendix 1.3.7, Revision 18, TRAMPAC, Revision 18, and the TRUPACT-II Certification of Compliance, NRC 71-9281, Revision 11

Activities to be Audited:

The following general areas from section B6-3 of the HWFP:

- Results of previous audits
- Changes in programs or operations
- New programs or activities being implemented
- Changes in key personnel

The following technical activities will be evaluated:

- Acceptable Knowledge
- Headspace Gas (HSG) Sampling and Analysis
- HSG on-line unit (Building 991)
- NDA-Passive Active Drum Counter (Building 569)
- NDA-Cal Gamma
- NDA-Super HENC SWB Counter
- NDA-Drum TGS (Building 569)
- NDA-Canberra IQ3 and PNC
- NDA-SGS Drum (Building 371)
- RTR including POC Drums
- Visual Examination
- SWB Loading in TRUPACT II
- Fluorides Packing and Sampling
- SS&C Sampling
- Electronic Traveler (no electronic signature)
- Electronic signature
- Performance Demonstration Program (PDP)
- Data Generation Level and Project Level Verification and Validation
The following quality assurance activities will be evaluated:

QA Program
Organization
Quality Improvement
Personnel Qualification and Training
Documents and Records
Software (including WEMS)
Inspection and Test Equipment
Assessments
Sample Control
Work Processes
Procurement

Schedule of Audit Activities:

A pre-audit conference is scheduled for Monday, January 29, 2001, at 9:00 a.m.

An audit team caucus will be held at 4:45 p.m. Monday through Thursday.

The audit team will meet with appropriate RFETS management at 7:45 a.m. Tuesday through Thursday.

A post-audit conference is scheduled for Friday February 2, 2001, at 8:00 a.m. All meetings will take place at the designated RFETS location in Golden, Colorado.

Prepared By: [Signature]  Date: 12/8/00
Charles L. Riggs, Audit Team Leader

Approved By: [Signature]  Date: 12/18/00
Samuel A. Vega, CBFO Quality Assurance Manager