Mr. Steve Zappe, Project Leader  
Hazardous Materials Bureau  
New Mexico Environment Department  
2905 E. Rodeo Park Drive, Bldg. E  
Santa Fe, New Mexico 87505  

RE: Hanford Site Audit Notification  

Dear Mr. Zappe:  

This letter transmits the audit plans for the CBFO audit to be conducted at the Hanford Site on June 11—15, 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.  

If you have any questions concerning this notification, please contact Sam Vega, at (505) 234-7423.  

Sincerely,  

[Signature]  
Dr. Inés R. Triay  
Manager  

Enclosure  

CBFO:QA:MLC:VW:01-1118:UFC:2300
Mr. Steve Zappe

cc: w/enclosure
T. Harms, DOE-HQ
L. Chism, CBFO
J. Kieling, NMED
J. Bearzi, NMED
R. Dinwiddie, NMED
J. Maupin, FH
P. Crane, FH
M. Gerle, WTS (Operating Record)

cc: w/o enclosure
K. Watson, CBFO
S. Vega, CBFO
M. French, DOE-RL

May 17, 2001
CARLSBAD FIELD OFFICE AUDIT PLAN

Audit Number: A-01-16

Organization to be Audited: Hanford Site

Organizations to be Notified: Hanford Site
New Mexico Environment Department
Environmental Protection Agency
Environmental Evaluation Group
Defense Nuclear Facilities Safety Board

Date and Location: June 11-15, 2001
Richland, Washington

Audit Team: Steve Calvert Audit Team Leader/CTAC
Wayne Ledford Auditor/CTAC
Patrick Kelly Technical Specialist/CTAC

Audit Scope: The audit will evaluate the adequacy, implementation, and effectiveness of the applicable technical and quality assurance activities related to Hanford Transuranic Waste Characterization and Certification Programs, procedures, and processes for assay and packaging of waste at the Plutonium Finishing Plant.

Activities/Tasks to be Audited:

The following CBFO quality assurance elements will be evaluated:

QA Program Implementation
Personnel Qualification and Training
Documents and Records
Control of Measuring and Test Equipment
Control of Nonconforming Items
Audits/Assessments
Software Quality Assurance

The following CBFO Characterization technical elements will be evaluated:

Nondestructive Assay (NDA)
Visual Examination Technique
Acceptable Knowledge
Packaging
Governing Documents/Requirements:

Adequacy evaluations of Hanford TWCP documents will be based on the current revisions of the following documents:

- CAO Quality Assurance Program Document (QAPD), CAO-94-1012
- Waste Analysis Plan (WAP), Attachment B6, of the RCRA Part B Permit
- Waste Acceptance Criteria (WAC) for the Waste Isolation Pilot Plant, DOE/WIPP-069

Programmatic and technical checklists will be developed from the active revision of the following documents:

- Hanford Quality Assurance Project Plan (QAPjP) for the Transuranic Waste Certification Program, HNF-2599
- Hanford Site Transuranic Waste Certification Plan, HNF-2600
- Related Hanford technical and quality assurance implementing procedures

Schedule of Audit Activities:

A pre-audit conference is scheduled for Monday, June 11, at 3:30 p.m. in the 2420 Stevens Building conference room.

Audit team caucuses will be held at 4:30 p.m. Tuesday through Friday in a Hanford 200 Area conference room.

The audit team will meet with the appropriate Hanford management at 8:30 a.m. Wednesday, Thursday, and Friday in a Hanford 200 Area conference room.

A post-audit conference is scheduled for Friday, June 15, at 9:00 a.m. in the 2420 Stevens Building conference room.

Prepared By: ___________________________  Date: 5/10/01

Steven D. Calvert, Audit Team Leader

Approved By: ___________________________  Date: 5/15/01

Samuel A. Vega, CBFO QA Manager
CARLSBAD FIELD OFFICE AUDIT PLAN

Audit Number: A-01-03

Organization to be Audited: Hanford Site

Organizations to be Notified:
- Hanford Site
- New Mexico Environment Department
- Environmental Protection Agency
- Environmental Evaluation Group
- Defense Nuclear Facilities Safety Board

Date and Location:
- June 11-15, 2001
- Richland, Washington

Audit Team:
- Steve Calvert: Audit Team Leader/CTAC
- Wayne Ledford: Auditor/CTAC
- Dee Scott: Auditor/CTAC
- Amy Arceo: Auditor/CTAC
- Charlie Riggs: Auditor/CTAC
- Jim Schuetz: Auditor/CTAC
- Pete Rodriguez: Auditor/CTAC
- Steve Davis: Auditor/CTAC
- Patrick Kelly: Technical Specialist/CTAC
- BJ Verret: Technical Specialist/CTAC
- Ken Coop: Technical Specialist/CTAC
- Dick Blauvelt: Technical Specialist/CTAC
- Tom Ward: Technical Specialist/WTS
- Berta Oates: Observer, CTAC

Audit Scope: This is the annual recertification audit of the Hanford Site for debris waste. The audit will evaluate the adequacy, implementation, and effectiveness of the applicable technical and quality assurance activities related to Hanford Transuranic Waste Characterization, Certification, and Transportation Programs. In addition, the audit will evaluate the procedures and processes for assay and packaging of waste at the Plutonium Finishing Plant.

Activities/Tasks to be Audited:

The following CBFO quality assurance elements will be evaluated:

- Organization/QA Program Implementation
Personnel Qualification and Training
QA Grading
Documents and Records
Procurement
Control of Measuring and Test Equipment
Control of Nonconforming Items
Corrective Action
Audits/Assessments
Sample Control
Software Quality Assurance

The following CBFO Characterization technical elements will be evaluated:

Sample Design
Headspace Gas Sampling
Nondestructive Assay (NDA)
Real Time Radioscopy (RTR)
Visual Examination
Gas Analysis
Data Verification & Validation
Acceptable Knowledge
Packaging

The following CBFO Transportation technical elements will be evaluated:

Inspection of Packaging
Payload Certification
Preparation and Loading
Shipping
Packaging Maintenance

The following CBFO Certification technical elements will be evaluated:

Waste Stream Profile Forms
WIPP Waste Information System (WWIS)

**Governing Documents/Requirements:**

Adequacy evaluations of Hanford TWCP documents will be based on the current revisions of the following documents:

CAO Quality Assurance Program Document (QAPD), CAO-94-1012

Waste Analysis Plan (WAP), Attachment B6, of the RCRA Part B Permit
Programmatic and technical checklists will be developed from the active revision of the following documents:

- Hanford Quality Assurance Project Plan (QAPjP) for the Transuranic Waste Certification Program, HNF-2599
- Hanford Site Transuranic Waste Certification Plan (includes TRAMPAC), HNF-2600
- Related Hanford technical and quality assurance implementing procedures

Schedule of Audit Activities:

A pre-audit conference is scheduled for Monday, June 11, at 3:30 p.m. in the 2420 Stevens Building conference room.

Audit team caucuses will be held at 4:30 p.m. Tuesday through Friday in a Hanford 200 Area conference room.

The audit team will meet with the appropriate Hanford management at 8:30 a.m. Wednesday, Thursday, and Friday in a Hanford 200 Area conference room.

A post-audit conference is scheduled for Friday, June 15, at 9:00 a.m. in the 2420 Stevens Building conference room.

Prepared By: Steven D. Calvert, Audit Team Leader

Approved By: Samuel A. Vega, CBFO QA Manager

Date: 4/26/01
Date: 05/04/01