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

Dear Mr. Zappe:

This letter transmits the audit plan for the CBFO audit to be conducted at the Rocky Flats Environmental Technology Site on February 4-8, 2002, 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. Should you have any questions concerning this notification, please contact the CBFO Acting Quality Assurance Manager, Mr. Marc A. Italiano, at (505) 234-7311.

Sincerely,

[Signature]
Dr. Ines R. Triay
Manager

Enclosure

cc:
K. Watson, CBFO
M. Italiano, CBFO
J. Vandenraats, CBFO
J. Lee, WTS
M. Gerle, WTS
C. Riggs, CTAC
J. Kieling, NMED
J. Bearzi, NMED
R. Dinwiddie, NMED
G. Lewis, NMED
CARLSBAD FIELD OFFICE AUDIT PLAN

Audit Number: CBFO A-02-07

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: February 4-8, 2002, Golden, Colorado

Audit Team:
- Lea Chism, Audit Team Leader, CBFO
- Charlie Riggs, Auditor, CTAC
- Jack Walsh, Auditor, CTAC
- Steve Calvert, Auditor, CTAC
- Norm Frank, Auditor, CTAC
- John Gray, Auditor, CTAC
- Dee Scott, Auditor, CTAC
- Annabelle Axinn, Auditor, CTAC
- Patrick Kelly, Technical Specialist, CTAC
- Karen Gaydosh, Technical Specialist, CTAC
- BJ Verret, Technical Specialist, CTAC
- Joe Willis, Technical Specialist, WTS

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
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
- Nondestructive Assay (NDA)
- NDA, SuperHENC for Drums (New)
- RTR including POC Drums
- Visual Examination (VE)
- VE Technique
- Solid Sampling
- WWIS
- Performance Demonstration Program (PDP)
- Data Generation Level and Project Level Verification and Validation
- Transportation

The following quality assurance activities will be evaluated:

- QA Program
- Organization
- Quality Improvement
- Personnel Qualification and Training
- Documents and Records
- Software
- Inspection and Test Equipment
- Assessments
- Sample Control
- Work Processes
- Procurement
Schedule of Audit Activities:

A pre-audit conference is scheduled for Monday, February 4, 2002, 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 8:30 a.m. Tuesday through Thursday.

A post-audit conference is scheduled for Friday February 8, 2002, at 11:00 a.m. All meetings will take place at the designated RFETS location in Golden, Colorado.

Prepared By:  

Lea Chism, Audit Team Leader  

Date:  

Approved By:  

Mr. Marc A. Italiano, CBFO Acting QA Manager  

Date:  