Mr. Steve Zappe, Project Leader  
Hazardous Waste Bureau  
New Mexico Environment Department  
2905 Rodeo Park Drive East, Bldg. 1  
Santa Fe, New Mexico 87505

Dear Mr. Zappe:

This letter transmits the audit plan for the Carlsbad Field Office (CBFO) audit A-02-20 to be conducted at the Savannah River Site on March 13-14, 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.

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

Sincerely,

Dr. Inés R. Triay  
Manager

Enclosure

cc w/enclosure:
L. Chism, CBFO  
M. Gerle, WTS  
T. Bowden, CTAC  
K. Watson, CBFO  
C. Wu, CBFO  
J. Vandekraats, CBFO  
A. Holland, CBFO  
J. Kieling, NMED  
J. Bearzi, NMED  
G. Lewis, NMED  
D. Ormand, SR  
C. Riggs, CTAC  
CBFO Mailroom
CARLSBAD FIELD OFFICE AUDIT PLAN

Audit Number: CBFO A-02-20
Organization to Be Audited: Savannah River Site (SRS)
Organizations to Be Notified: Savannah River Site
New Mexico Environment Department
Environmental Protection Agency
Environmental Evaluation Group

Date and Location: March 13-14, 2002
Aiken, South Carolina

Audit Team: Charlie Riggs Auditor Team Leader, CTAC
William (BJ) Verrert Technical Specialist, CTAC

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

Governing Documents/Requirements:
Adequacy evaluations of new and revised SRS 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 August 31, 2001, including all applicable modifications.
Activities to be Audited:

The following technical activities will be evaluated:

- Headspace Gas (HSG) Compositing
- Building 305A HSG Compositing and Analysis
- New Canister Cleaning Station
- Drum Storage (Sea-Land Containers)
- NFT Darts (septum devices)

The following quality assurance activities will be evaluated:

- Quality Improvement
- Personnel Qualification and Training
- Documents and Records

Schedule of Audit Activities:

- A pre-audit conference is scheduled for Wednesday, March 13, 2002, at 9:00 a.m.
- An audit team caucus will be held at 4:45 p.m. on Wednesday.
- The audit team will meet with appropriate SRS management at 8:00 a.m. Thursday.
- A post-audit conference is scheduled for Thursday, March 14, 2002, at 4:00 p.m. All meetings will take place at the designated SRS location.

Prepared By: Charles L. Riggs, Audit Team Leader, CTAC  
Date: 2/12/02

Approved By: Ms. Ava L. Holland, Quality Assurance Manager  
Date: 2/12/02