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-02-28 to be conducted at the Los Alamos National Laboratory (LANL) on August 26-30, 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. This audit will be conducted concurrently with the annual recertification audit of LANL.

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

Sincerely,

Dr. Ines. R. Triay  
Manager

Enclosure

c w/enclosure:  
P. Roush, WTS  
C. Walker, Techlaw  
CBFO QA Record File  
CBFO M&RC

c w/o enclosure:  
T. Harms, DOE-HQ  
K. Watson, CBFO  
A. Holland, CBFO  
J. Bearzi, NMED  
J. Kieling, NMED  
W. Ledford, CTAC  
J. Lee, WTS  
L. Steven, WTS

*ED denotes electronic distribution  
CBFO/QA/DSM/GS 02-1214/UFC 2300.00
CARLSBAD FIELD OFFICE AUDIT PLAN

Audit Number: CBFO A-02-28

Organization to Be Audited: Los Alamos National Laboratory (LANL)

Organizations to Be Notified: Los Alamos National Laboratory (LANL)  
New Mexico Environment Department (NMED)  
Environmental Protection Agency (EPA-ORIA)  
Environmental Evaluation Group (EEG)  
Defense Nuclear Facilities Safety Board (DNSFB)

Date and Location: August 26 to 30, 2002  
Los Alamos, New Mexico

Audit Team: Wayne Ledford  
Audit Team Leader, CTAC  
Lea Chism  
Management Representative, CBFO  
Steve Davis  
Auditor, CTAC  
Dorothy Gill  
Technical Specialist, CTAC

Audit Scope: The audit will evaluate the adequacy, implementation, and effectiveness of the technical activities and associated quality assurance program requirements related to the new headspace gas (HSG) sampling and analysis unit installed at TA-54 at LANL. Compliance with the WIPP Hazardous Waste Permit Waste Analysis Plan and CBFO Quality Assurance Program Document will be evaluated.

Activities to be Audited:

The following LANL quality assurance elements as applied to the new HSG unit will be evaluated:

- Organization/QA Program Implementation  
- Personnel Qualification and Training  
- Documents and Records  
- Procurement  
- Control of Measuring and Test Equipment  
- Audits/Assessments

The following LANL Characterization/Certification technical elements will be evaluated:

- Headspace Gas Sampling and Analysis
Governing Documents/Requirements:

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

CBFO Quality Assurance Program Document, CAO-94-1012

WIPP Hazardous Waste Facility Permit

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

LANL Transuranic Waste Quality Assurance Project Plan (QAPjP), TWCP-PLAN-0.2.3-001

Related LANL technical and quality assurance implementing procedures

Schedule of Audit Activities:

A preaudit conference is scheduled for 8:30 a.m. Monday, August 26, 2002, in the designated area at LANL.

A postaudit conference is scheduled for Friday, August 30, 2002, at 11:00 a.m. in the designated area at LANL.

Prepared By: Wayne Ledford, Audit Team Leader

Approved By: Ava L. Holland, CBFO Quality Assurance Manager

Date: 7/2/02

Date: 7/3/02