

Department of Energy
 Carlsbad Field Office
 P. O. Box 3090
 Carlsbad, New Mexico 88221
 January 21, 2003



Mr. Steve Zappe, Project Leader
 Hazardous Waste Bureau
 New Mexico Environment Department
 2905 Rodeo Park Drive East, Building 1
 Santa Fe, New Mexico 87505-6303

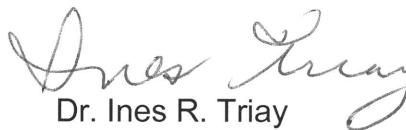
RE: Transmittal of the Audit Plan and Notification of Assigned Auditors for the Idaho National Engineering and Environmental Laboratory, Advanced Mixed Waste Treatment Project Transportation Certification Audit

Dear Mr. Zappe:

This letter transmits the audit plan for the Carlsbad Field Office audit to be conducted at the Idaho National Engineering and Environmental Laboratory, Advanced Mixed Waste Treatment Project on February 24-28, 2003, 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 Quality Assurance Manager, Ava L. Holland, at (505) 234-7423 should you have any questions concerning this notification.

Sincerely,


 Dr. Ines R. Triay
 Manager

Enclosure

CC:
 T. Harms, DOE-HQ *ED
 A. Holland, CBFO *ED
 M. Navarrete, CBFO *ED
 R. Knerr, CBFO *ED
 K. Watson, CBFO *ED
 J. Kieling, NMED *ED
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 G. Lewis, NMED *ED
 J. May, CTAC *ED
 T. Bowden, CTAC *ED
 C. Walker, TechLaw
 P. Roush, WTS
 CBFO QA File
 CBFO M&RC



CARLSBAD FIELD OFFICE AUDIT PLAN

Audit Number: A-03-08

Organization: Advanced Mixed Waste Treatment Project (AMWTP)

Date and Location: February 24 to February 28, 2003
Idaho Falls, Idaho

Audit Team:

Jeff May	Audit Team Leader/CTAC
John Gray	Auditor/CTAC
Tom Putnam	Auditor/CTAC
Chet Wright	Auditor/CTAC
Dee Scott	Auditor/CTAC
Jim Schuetz	Auditor/CTAC
Joe Willis	Technical Specialist/WTS
Todd Sellmer	Technical Specialist/WTS

Audit Scope: The audit will evaluate the adequacy, implementation and effectiveness of technical and quality assurance activities related to the AMWTP Transuranic Waste Transportation Programs as they pertain to the shipment of previously certified waste to WIPP, including the following activities: waste retrieval, payload assembly and certification, TRUPACT-II loading, WWIS data entry and shipment to WIPP, including the AMWTP Quality Assurance Program.

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
- Software Requirements

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:

- WIPP Waste Information System (WWIS)

Governing Documents/Requirements:

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

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

- Waste Analysis Plan (WAP), Attachment B6 of the WIPP Hazardous Waste Permit

- Contact Handled Transuranic Waste Acceptance Criteria (WAC) for the Waste Isolation Pilot Plant, DOE/WIPP-02-3122

- Safety Analysis Report for TRUPACT-II Shipping Package, and the TRUPACT-II Certification of Compliance, NRC 71-9218

- TRUPACT-II Authorized Methods for Payload Control (TRAMPAC)

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

- AMWTP Certification Plan for INEEL Contact-Handled Transuranic Waste, MP-TRUW-8.1

- AMWTP Quality Assurance Project Plan (QAPjP), MP-TRUW-8.2

- AMWTP TRUPACT-II Authorized Methods For Payload Control (TRAMPAC), MP-TRUW-8.3

- Related AMWTP technical and quality assurance implementing procedures

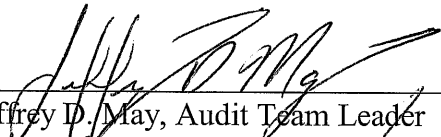
Schedule of Audit Activities:

A pre-audit conference is scheduled for Monday, February 24, at 5:00 p.m. at the AMWTP.

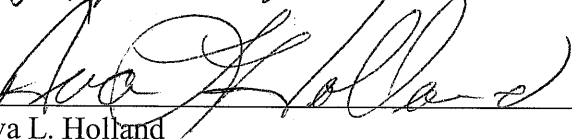
Audit team caucuses will be held at 5:00 p.m. Tuesday through Friday at the AMWTP location.

The audit team will meet with the appropriate AMWTP management at 8:30 a.m. Wednesday, Thursday, and Friday at the AMWTP location.

A post-audit conference is scheduled for Friday, February 28 at 4:00 p.m. at the AMWTP location.

Approved By: 
Jeffrey D. May, Audit Team Leader

Date: 1/21/03

Approved By: 
Ava L. Holland
Quality Assurance Manager

Date: 1/21/03