Mr. Steve Zappe, Project Leader  
Hazardous Materials Bureau  
New Mexico Environment Department  
2905 E. Rodeo Park Drive, Bldg. 1  
Santa Fe, NM 87505-6110

RE: Transmittal of Audit Plan and Notification of Assigned Auditors for the Hanford Site Audit A-03-14

Dear Mr. Zapple:

This letter transmits the audit plan for the Carlsbad Field Office audit to be conducted at the Hanford Site on June 16-20, 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.

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

Sincerely,

[Signature]
Dr. Inês R. Triay  
Manager

Enclosure

cc: w/o enclosure  
J. Kieling, NMED *ED  
J. Bearzi, NMED *ED  
G. Lewis, NMED *ED  
A. Holland, CBFO *ED  
D. Miehls, CBFO *ED  
K. Watson, CBFO *ED  
S. Warren, WTS *ED  
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CBFO QA File  
CBFO M&RC

*ED denotes electronic distribution

CBFO:QA:DSM:GS:03-1187:UFC 2300.00
CARLSBAD FIELD OFFICE AUDIT PLAN

Audit Number: A-03-14

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 16 - 20, 2003
Richland, Washington

Audit Team: Ava Holland CBFO QA Manager
Pete Rodriguez Audit Team Leader/CTAC
Earl Bradford Auditor/CTAC
Steve Calvert Auditor/CTAC
Prissy Dugger Auditor In-Training/CTAC
Charlie Riggs Auditor/CTAC
Jim Schuetz Auditor/CTAC
Dee Scott Auditor/CTAC
Jack Walsh Auditor/CTAC
Dennis Miehls CBFO Representative
Karen Gaydosh Technical Specialist/CTAC
Dorothy Gill Technical Specialist/CTAC
Patrick Kelly Technical Specialist/CTAC
Dave Price Technical Specialist In-Training/CTAC
Todd Selmer Technical Specialist/WTS
BJ Verret Technical Specialist/CTAC
Joe Willis Technical Specialist/WTS

Audit Scope: This is the annual recertification audit of the Hanford Site. 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. The audit will assess Hanford waste characterization processes for retrievably stored and newly generated debris (S-5000), contact-handled waste at the
Waste Receiving and Processing (WRAP) facility. The audit will also
assess newly generated debris and homogeneous solids (S-3000 & S-
5000), characterized at the Plutonium Finishing Plant (PFP), WRAP and
T-Plant, as applicable. 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 (HSG) Sampling at T- Plant
HSG analysis using cryofocusing GS/MS for S3000 & S5000; (New)
Use of preliminary estimate samples to characterize S3000 waste; (New)
HSG sampling including gas-tight seal option for POCs and drums and
side port sampling (S3000 & S-5000) at T-plant and WRAP; (New)
Solid Sampling at PFP (S3000); (New)
Chain-of-custody process for HSG SUMMAs to be sent for analysis at the
INEEL; (New)
Nondestructive Assay (NDA) – Two (2) GEA vaults at WRAP (S5000),
and one (1) SGSAS at PFP Room 170 (S3000 & S5000);
One (1) SGSAS at PFP Room 172 (S3000 & S5000); (New)
Seven (7) Calorimeters at PFP (S3000 & S5000); (New)
IPAN – two (2) two systems at WRAP (S5000) (New)
NDE/Real Time Radioscopy (RTR) - (Two RTR Units at WRAP)
Visual Examination at WRAP (S5000)
Visual Examination Technique at PFP (S3000 & S5000)
Visual Examination Technique at WRAP (S3000 & S5000) (New)
Performance Demonstration Program (NDA & HSG)
Data Verification & Validation
Acceptable Knowledge
Packaging
Inspection of Packaging
Payload Certification
Preparation and Loading
Shipping
Packaging Maintenance
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:

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

Waste Analysis Plan (WAP), Attachment B6, of the RCRA Part B Permit

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

TRUPACT-II Safety Analysis Report, TRAMPAC, and the TRUPACT-II Certificate of Compliance, NRC-Docket 71-9218

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 16, at 4:30 p.m. in the 2420 Stevens Building conference room.

Audit team caucuses will be held at 4:30 p.m. Tuesday through Thursday 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 20, at 10:00 a.m. in the 2420 Stevens Building conference room.

Prepared By: 

Pete Rodriguez, Audit Team Leader  Date: 05-06-03

Approved By: 

Ms. Ava L. Holland, CBFO QA Manager  Date: 07/17/03