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 audit A-03-24 to be conducted at the Los Alamos National Laboratory on July 8-10, 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. The scope of the audit covers manual headspace gas sampling and analysis utilizing the new LANL Entech/Agilent Headspace Gas System.

Please contact the CBFO 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: w/enclosure  
A. Holland, CBFO  
L. Chism, CBFO  
K. Watson, CBFO  
J. Bearzi, NMED  
J. Kieling, NMED  
C. Walker, TechLaw*ED  
W. Ledford, CTAC  
K. Dunbar, WRES  
CBFO QA File  
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*ED denotes electronic distribution
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CARLSBAD FIELD OFFICE AUDIT PLAN

Audit Number:  CBFO A-03-24

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:  July 8 to 10, 2003
Los Alamos, New Mexico

Audit Team:  Thomas Putnam  Audit Team Leader, CTAC
Wayne Ledford  Auditor, CTAC
Dorothy Gill  Technical Specialist, CTAC

Audit Scope:

The audit will evaluate the adequacy, implementation, and effectiveness of manual headspace gas (HSG) sampling and analysis utilizing the LANL Entech/Agilent Headspace Gas System. 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 HSG sampling and analysis will be evaluated:

- Personnel Qualification and Training
- Measuring and Test Equipment
- Sample Control

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

- Headspace Gas Sampling and Analysis
- Project Level Data Verification and Validation
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 9:00 a.m. Tuesday, July 08, 2003, in the designated area at LANL.

A postaudit conference is scheduled for Thursday, July 10, 2003, at 4:00 p.m. in the designated area at LANL.

Prepared By: Thomas Putnam, Audit Team Leader

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

Date: 6-02-03

Date: 6/14/03