



United States Government

Department of Energy

# memorandum

Carlsbad Field Office  
Carlsbad, New Mexico 88221

DATE: June 27, 2003

REPLY TO  
ATTN OF: CBFO:QA:DSM:GS:03-1557:UFC 2300.00

SUBJECT: Audit (A-03-25) of Hanford TRU Waste Characterization Activities Utilizing the Services of the Washington TRU Solutions LLC, Central Characterization Project

TO: Mark French, DOE-RL

Please be advised that a team of auditors from the Carlsbad Field Office (CBFO) will conduct an audit of the Hanford Site TRU waste characterization program utilizing the services of the Central Characterization Project (CCP) at Hanford on July 28-August 1, 2003. The audit will be conducted in accordance with the attached audit plan. Representatives from the New Mexico Environmental Department (NMED), and the Environmental Evaluation Group (EEG) may be present or participate in this audit. Representatives of the U.S. Environmental Protection Agency (EPA) may be present to perform an independent inspection.

Your representatives are requested to coordinate with the audit team to develop the necessary documentation for team access to the Hanford facilities, arrange for appropriate space to conduct meetings, provide cognizant personnel to support the audit, and provide the audit team with access to appropriate documentation and records.

If you have any questions or comments concerning the audit, please contact me at (505) 234-7491.

Dennis S. Miehl  
Quality Assurance Specialist



Attachment

030634



cc: w/attachment  
CBFO QA File  
A. Holland, CBFO  
M. Navarrete, CBFO  
K. Watson, CBFO  
R. Dunn, FH  
M. Horhota, FH  
M. Eagle, EPA  
E. Feltcorn, EPA  
R. Joglekar, EPA  
B. Shroff, EPA  
A. Axinn, CTAC  
T. Bowden, CTAC  
E. Bradford, CTAC  
K. Dunbar, WTS  
L. Greene, WRES  
B. Walker, EEG  
D. Winter, DNFSB  
S. Zappe, NMED

## CARLSBAD FIELD OFFICE AUDIT PLAN

**Audit Number:** A-03-25

**Organization to be Audited:** Hanford Site, Westinghouse TRU Solutions,  
Central Characterization Project (CCP) Services

**Organizations to be notified:** Hanford Site  
Washington TRU Solutions  
New Mexico Environment Department (NMED)  
Environmental Protection Agency (EPA)  
Environmental Evaluation Group (EEG)  
Defense Nuclear Facilities Safety Board (DNFSB)

**Date and Location:** July 28-August 1, 2003  
Hanford Site  
Richland, Washington

**Audit Team:**

Steve Calvert	QA Manager, CTAC
Annabelle Axinn	Team Leader, CTAC
Earl Bradford	Auditor, CTAC
Pete Rodriguez	Auditor, CTAC
Porf Martinez	Auditor, CTAC
Jim Schuetz	Auditor, CTAC
Jack Walsh	Auditor, CTAC
Jim Wilburn	Auditor, CTAC
Dick Blauvelt	AK Technical Specialist, CTAC
Karen Gaydosh	NDE (RTR) & VE Technical Specialist, CTAC
Patrick Kelly	NDA Technical Specialist, CTAC
BJ Verret	HSG Technical Specialist, CTAC

**Audit Scope:**

The audit team will evaluate the adequacy, implementation, and effectiveness of the CCP technical and quality assurance activities contracted by the Hanford Site for characterization and certification of retrievably stored debris waste (S5000).

**Governing Documents/Requirements:**

The overall program adequacy and effectiveness of CCP/Fluor Hanford documents will be based on the current revisions of the following documents:

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

*Hazardous Waste Facility Permit Waste Isolation Pilot Plant EPA No. NM4890139088-TSDF by the New Mexico Environment Department*

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

Programmatic and technical Checklists will be developed from the active revisions of the following documents:

*CCP Transuranic Waste Quality Assurance Characterization Project Plan (QAPJP), CCP-PO-001*

*CCP Transuranic Waste Certification Plan, CCP-PO-002*

*CCP/Fluor Hanford Interface Document, CCP-PO-007*

Contract between Fluor Hanford and Washington TRU Solutions (Statement of Work)

Related CCP Quality Assurance and technical implementing procedures

**Activities to be Audited:**

The following CBFO quality assurance elements will be evaluated:

- Organization and Quality Assurance Program (Program Interfaces and Statement of Work)
- Nonconformances and Corrective Action
- Personnel Qualification and Training
- Documents & Records
- Work Processes
- Procurement
- Inspection and Testing (Control of M&TE)
- Audits/Assessments
- Software QA

- Sample Control

The following CBFO Characterization technical elements will be evaluated:

- Data Validation & Verification
- Acceptable Knowledge (AK)
- Nondestructive Assay (NDA)
- NDE (RTR)
- Visual Examination (VE)
- Head Space Gas Sampling and Analysis (HSG)
- Waste Certification (e.g., Waste Stream Profile Form)
- WIPP Waste Information System (WWIS)
- Performance Demonstration Program (PDP)
- Waste Analysis Plan (WAP), Section B6  
Sample Design

**Schedule of Audit Activities:**

A pre-audit conference is scheduled for Monday, July 28, 2003 at 4:00 p.m.

An audit team caucus will be held at 4:30 p.m. Tuesday through Thursday.

The audit team will meet with appropriate Fluor Hanford and CCP management at 8:30 a.m. Wednesday through Friday.

A post-audit conference is scheduled for Friday, August 1, 2003 at 4:00 p.m. All meetings will take place at the designated Hanford Site location in Richland, Washington.

Prepared by: *A. Axinn*  
Annabelle Axinn, CTAC  
Audit Team Leader

Date: 6/26/03

Approved by: *Ava L. Holland*  
Ava L. Holland,  
Quality Assurance Manager

Date: 6/27/03