

Department of Energy
 Carlsbad Field Office
 P. O. Box 3090
 Carlsbad, New Mexico 88221
 August 14, 2003



Mr. Mike W. Lipscomb
 Washington TRU Solutions
 P.O. Box 2078
 Carlsbad, New Mexico 88221

RE: Audit (A-03-23) of the Washington TRU Solutions LLC, WIPP Safety and Health Organization QA Program Activities as Delineated in the CBFO QAPD

Dear Mr. Lipscomb:

Please be advised that a team of auditors from the Carlsbad Field Office will conduct the subject audit in Carlsbad, NM on September 8-10, 2003. The audit will be conducted in accordance with the attached audit plan and will evaluate compliance with applicable Sections of ASME/NQA-1, 1989 edition and the CBFO Quality Assurance Program Document. Observers from EEG and other interested parties may also accompany the audit team. The checklists for the audit will be transmitted to your representative prior to the audit.

You are requested to provide the resources necessary to coordinate with the audit team, provide cognizant personnel to support the audit, arrange for appropriate space to conduct meetings, and provide the audit team with access to appropriate documentation and records.

If you have any questions concerning the audit, please contact me at (505) 234-7442 or Norman Frank at (505) 234-7178.

Sincerely,

 M. Lea Chism
 Quality Assurance Specialist

Enclosure

- cc:
- A. Holland, CBFO *ED
 - L. Chism, CBFO *ED
 - M. Eagle, EPA *ED
 - B. Walker, EEG *ED
 - D. Winter, DNFSB *ED
 - S. Zappe, NMED *ED
 - S. Martin, NMED *ED
 - C. Jierree, WTS *ED
 - J. Hoff, WTS *ED
 - L. Will, WTS *ED
 - B. Brown, WTS *ED
 - N. Frank, CTAC *ED
 - T. Bowden, CTAC *ED
 - K. Dunbar, WRES
 - CBFO QA File
 - CBFO M&RC

*ED denotes electronic distribution
 CBFO:QA:MLC:GS:03-2531:UFC 2300.00



CARLSBAD FIELD OFFICE AUDIT PLAN

Audit Number: A-03-23

Organization to be Audited: Washington TRU Solutions LLC (WTS), Safety and Health

Organizations to be notified: WTS, Safety and Health
New Mexico Environment Department (NMED)
Environmental Evaluation Group (EEG)

Date and Location: September 8-10, 2003
Carlsbad, New Mexico (WIPP Site)

Audit Team:

Lea Chism	Management Representative, CBFO
Norman Frank	Audit Team Leader, CTAC
L. Dee Scott	Auditor, CTAC
Pete Rodriguez	Auditor, CTAC

Audit Scope:

The audit team will evaluate the adequacy, implementation, and effectiveness of WTS Safety and Health QA program. The audit will address selected portions of the following CBFO QAPD sections:

- 1.1 Organization and Quality Assurance Program
- 1.2 Personnel Qualification and Training
- 1.3 Quality Improvement
- 1.5 Records
- 2.1 Work Processes
- 2.4 Measuring and Test Equipment
- 3.0 Audits/Assessments
- 4.0 Sample Control
- 6.0 Software Requirements

Activities/Tasks/Areas to be Included in the Audit:

The following WTS Safety and Health groups will be included in the audit:

- 1) Industrial Safety & Hygiene
- 2) WIPP Laboratories, Radiochemistry
- 3) Radiation Safety and Emergency Management.

Governing Documents/Requirements:

Adequacy, implementation, and effectiveness of WTS Safety and Health QA program will be based on the following documents:

- ASME/NQA-1, 1989 edition
- CBFO Quality Assurance Program Document (QAPD), DOE-CBFO-94-1012, Revision 5

A generic checklist based on the CBFO QAPD will be developed and will form the basis of the audit. The procedures listed in Attachment A will be included, when necessary, as part of the audit, although separate checklists will not be prepared.

Schedule of Audit Activities:

A preaudit conference will be held Monday, September 8, 2003, at 8:30 a.m., at the WIPP Site (location to be determined).


Audit activities will begin immediately after the preaudit conference on Monday and at 7:00 am on Tuesday and Wednesday.

Audit team caucus meetings will be held Monday, September 8, through Wednesday, September 10, 2003, at 3:30 p.m. (location to be determined).

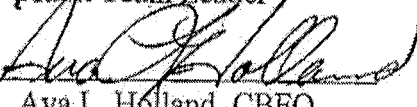
Daily management briefings will be held Tuesday, September 9 and 10, 2003 at 8:30 a.m. with the appropriate WTS Safety and Health management personnel.

A postaudit conference is scheduled for Wednesday, September 10, 2003, at 2:00 p.m. (location to be determined).

Prepared by:


Norman Frank, CTAC
Audit Team LeaderDate: 9/13/03

Concurrence:


Ava L. Holland, CBFO
Quality Assurance ManagerDate: 8/14/03

**Attachment 1
Procedures List****Industrial Safety And Hygiene Procedures****WIPP Procedures**

- 12-FP.01, R3, Fire Protection Program
- 12-FP3001, R2, Fire Protection Impairment
- 12-FP3002, R2, Hot Work Permits
- 12-FP3003, R0, Combustible Loading Controls For The Waste Handling Building
- 12-IH.01, R2, WIPP Chemical Hygiene Plan
- 12-IH.02, R7, WIPP Industrial Hygiene Program
- 12-IH.02-1, R0, WIPP IH Program – Hazard Assessment
- 12-IH.02-10, R0, WIPP IH Program – Inorganic Lead Management
- 12-IH.02-11, R0, WIPP IH Program – Polychlorinated Biphenyls (PCBS)
- 12-IH.02-2, R0, WIPP IH Program – Confined Spaces
- 12-IH.02-3, R0, WIPP IH Program – Hazardous Waste Operation
- 12-IH.02-4, R0, WIPP IH Program – Hazcom / HMMP
- 12-IH.02-5, R0, WIPP IH Program – Hearing Conservation
- 12-IH.02-6, R0, WIPP IH Program – Respiratory Protection
- 12-IH.02-7, R1, WIPP IH Program – Lasers, Lighting, Pest Control, Sanitation, and Temperature
- 12-IH.02-8, R0, WIPP IH Program – Office Ergonomics
- 12-IH.02-9, R0, WIPP IH Program – Beryllium Exposure Prevention Program
- 12-IH1004, R0, Noise Surveys
- 12-IH1006, R0, Airborne Contaminant Sampling
- 12-IH1007, R1, Personal Sampling Pump Calibration
- 12-IS.01, R7, Industrial Safety Program
- 12-IS1001, R2, Chlorine Sampling of WIPP Drinking Water
- 12-IS1002, R4, Coliform Sampling of WIPP Drinking Water
- 12-IS1005, R2, Self-Contained Breathing Apparatus and Respirator/Face Piece Cleaning and Inspection
- 12-IS1810, R3, Quantitative Fit Testing
- 12-IS1815, R1, Laboratory Fume Hood Annual Face Velocity Test
- 12-IS1818, R0, Sampling Air from Mako Compressor
- 12-IS1819, R0, Sampling from Haskel Pump
- 12-IS1831, R0, Welding Fume Hood Annual Face Velocity Test
- 12-IS1832, R2, Emergency Eye Wash and Shower Equipment
- 12-IS3001, R1, Voluntary Protection Program Assessments
- 12-SA3130, R1, Reporting Occupational Injuries and Illnesses
- 15-2, R6, Management Control System Program
- 15-HS.01, R3, OSHA Bloodborne Pathogens Exposure Control Plan
- 15-HS.02, WIPP Occupational Health Program
- 15-HS.04, WTS Workplace Substance Abuse Plan
- 15-HS.05, Health Services Hearing Conservation Program
- 15-HS.06, Automatic External Defibrillator Program

Radiochemistry Procedures

WP12-RL.01, R7, Radiochemistry QA Plan
WP12-RL1001, R4, Sample Tracking and Custody
WP12-RL1002, R0, Alpha Spectroscopy System
WP12-RL1008, R2, Alpha/Beta Self Absorption Curves
WP12-RL1009, R1, Gross Alpha/Beta Activity
WP12-RL1010, R2, Sample Preparation
WP12-RL1011, R7, Elemental Separation- Strontium 90
WP12-RL1012, R4, Elemental Separation-Transuranics
WP12-RL1013, R4, Sample Mounting
WP12-RL1014, R2, Routine Laboratory Operations
WP12-RL1015, R4, Canberra Alpha Analyst
WP12-RL1016, R2, Operation of the Oxford Series 5 GPC
WP12-RL1313, R2, Packard LSC 2750 TR
WP12-RL1330, R0, Gamma Spectral System
WP12-RL1331, R4, Procount 2000 Gamma
WP12-RL1332, R1, Genie 2000 Gamma Spectroscopy System
WP12-RL1335, R0, Operation of Eurisy Mini 20 Alpha Beta
WP12-RL1340, R4, Operation of the Tennelec LB4100
WP12-RL1400, R3, Laboratory Waste Management
WP12-RL1550, R3, Dilution of Radioactive Standards
WP12-RL1600, R2, Lab Fume Hood/Scrubber System
WP12-RL2600, R0, Lab Fume Hood/Abnormal Event
WP12-RL3002, R3, Data Validation and Verification
WP12-RL3003, R1, Data Reduction and Reporting
WP12-RL3004, R1, Analytical Variance Reporting

Radiation Safety Procedures

12-2, R9, WIPP ALARA Program Manual
12-3, R12, Dosimetry Program
12-4, R3, WIPP Radiological Assistance Plan
12-5, R9, Waste Isolation Pilot Plant Radiation Safety
12-9, R18, Waste Isolation Pilot Plant Emergency Management

12-HP1100, R6, Radiological Surveys
12-HP1200, R7, Instrumentation And Calibration
12-HP1215, R0, Calibration Of Portable Air Samplers
12-HP1220, R6, Portable Contamination Detection Instruments
12-HP1225, R3, Calibration Of Continuous Air Monitors
12-HP1230, R3, Dose Rate Instrumentation 12-HP1245, R2, Tennelec Series 5 XLB Low
Background Alpha/Beta Counting System Calibration, Operation, and Maintenance
12-HP1301, R0, Operation Of The 3220 Series Depth Moisture Gauge Am-Be
12-HP1302, R2, LPU-02 Neutron And Gamma Monitor
12-HP1303, R0, Calibration Check And Operation Of The Xetex

12-HP1305, R1, Fixed Air Monitoring Equipment
12-HP1306, R0, Portable Canberra Air Monitor
12-HP1307, R1, Portable Instrument And Portal Monitor Operability Checks
12-HP1308, R1, Portable Alpha-6 Continuous Air Monitors
12-HP1309, R2, Lcu-04/2 Gamma Monitor
12-HP1310, R2, Rados Ram 31 Functional Check
12-HP1311, R2, Rados Ram 31 Continuous Air Monitor
12-HP1312, R0, Ram 31 Remote Operations
12-HP1314, R1, Remote-Handled Waste Service Room
12-HP1315, R0, Ludlum Model 2350-1 Data Logger
12-HP1500, R5, Radiological Posting And Access Control
12-HP2001, R0, Abnormal Radiological Conditions
12-HP3000, R3, Radiological Control (RC) Administration
12-HP3125, R7, Instructions For Periodic Confirmatory Sampling Compliance Reporting
12-HP3200, R5, Radioactive Material Control
12-HP3300, R1, Radiation Exposure Control
12-HP3400, R4, Contamination Control
12-HP3500, R10, Airborne Radioactivity
12-HP3600, R10, Radiological Work Permits
12-HP3700, R2, Radiological Event Reporting
12-HP4000, R3, Emergency Radiological Control Responses

Emergency Management Procedures

12-RE3000, R9, Radiological Engineering Activities
12-RE3002, R0, Radiological Engineering Off-Site Air Sampling
12-RE3003, R1, Radiological Release Of Potentially Contaminated Materials, Wastes, and Items
12-RE3004, R0, Periodic Confirmatory Sampling, Reporting, And Compliance Activities