Mr. Steve Zappe  
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 Los Alamos Nation Laboratory Re-certification Audit  

Dear Mr. Zappe:  

This letter transmits the audit plan for the CBFO audit to be conducted at the Los Alamos Nation Laboratory, on September 22-26, 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,  

[Signature]  
Dr. Inés R. Triay  
Manager  

Enclosure  

cc:  
A. Holland, CBFO  
L. Chism, CBFO  
K. Watson, CBFO  
S. Martin, NMED  
S. Holmes, NMED  
C. Walker, TechLaw  
W. Ledford, CTAC  
T. Bowden, CTAC  
L. Greene, WRES  
K. Dunbar, WRES  
CBFO QA File  
CBFO M&RC  

*ED denotes electronic distribution  
CBFO:QA:MLC:GS:03-2536:UFC 2300.00
CARLSBAD FIELD OFFICE AUDIT PLAN

Audit Number: CBFO A-03-27

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: September 22-26, 2003
Los Alamos, New Mexico

Audit Team:
Thomas Putnam Audit Team Leader, CTAC
Wayne Ledford Auditor, CTAC
Lea Chism Management Representative, CBFO
Norman Frank Auditor, CTAC
Porf Martinez Auditor, CTAC
J. Wilburn Auditor, CTAC
Chet Wright Auditor, CTAC
Dee Scott Auditor, CTAC
Dick Blauvelt Technical Specialist, CTAC
Dorothy Gill Technical Specialist, CTAC
Karen Gaydosh Technical Specialist, CTAC
P. Kelly Technical Specialist, CTAC
Joe Willis Technical Specialist, WTS
Todd Selmer Technical Specialist, WTS

Audit Scope: The audit will evaluate the continued adequacy, implementation, and effectiveness of the technical activities and associated quality assurance program requirements related to the LANL TRU waste characterization and certification programs for debris wastes. Compliance with the WIPP Hazardous Waste Permit Waste Analysis Plan, nondestructive assay (NDA) processes, and the LANL transportation program will also be evaluated. The audit team will also evaluate the results of previous audits, changes in programs or operations, new programs or activities being implemented, and changes in key personnel.
Activities to be Audited:

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

- Nondestructive Assay (NDA) – TGS, P-TGS, CTEN, HENC, PC/RANT/FRAM
- Headspace Gas Sampling and Analysis
- Real Time Radiography (RTR)
- Visual Examination
- Generation Level Data Verification & Validation
- Project Level Data Verification & Validation
- Acceptable Knowledge
- Waste Stream Profile Forms
- WIPP Waste Information System (WWIS)

The following LANL Transportation technical elements will be evaluated:

- Inspection of Packaging
- Payload Certification
- Preparation and Loading
- Shipping
- Packaging Maintenance

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

Contact Handled Waste Acceptance Criteria for the Waste Isolation Pilot Plant, DOE/WIPP-02-3122
Safety Analysis Report for TRUPACT-II Shipping Package, Appendix 1.3.7, TRAMPAC

TRUPACT-II Certification of Compliance, NRC 71-9281

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-02.3-001

LANL Transuranic Waste Certification Plan (includes TRAMPAC), TWCP-PLAN-02.4-001

Related LANL technical and quality assurance implementing procedures

Schedule of Audit Activities:

A preaudit conference is scheduled for 3:00 p.m. Monday, September 22, 2003, in the designated area at LANL.

A postaudit conference is scheduled for Friday, September 26, 2003, at 11:00 a.m. in the designated area at LANL.

Prepared By: Thomas Putnam, Audit Team Leader
Date: 8-14-03

Approved By: Ava L. Holland, Quality Assurance Manager
Date: 8-19-03