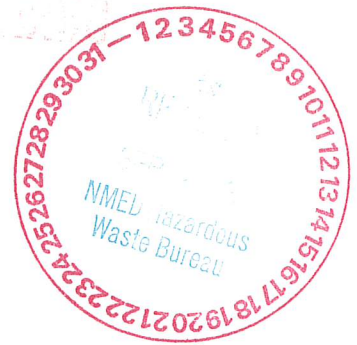




Department of Energy
 Carlsbad Field Office
 P. O. Box 3090
 Carlsbad, New Mexico 88221
 04 SEP 2003



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 (CBFO) audit A-04-04 of the Bechtel-Navada, Nevada Test Site (NTS), and TRU waste characterization activities utilizing the services of the Westinghouse TRU Solutions (WTS) Central Characterization Project (CCP). The audit is to be conducted as required by the WIPP Hazardous Waste Facility Permit, Section B4-3f at the CCP facilities in Carlsbad, New Mexico the week of October 6-10, 2003. The audit plan also identifies the audit team members as required by Section B6-3 of the Permit.

If you have any questions concerning this notification, please contact Ms. Ava L. Holland at (505) 234-7423.

Sincerely,

Dr. Inés R. Triay
 Manager

Enclosure

- cc: w/enclosure
- K. Watson, CBFO *ED
- C. Wu, CBFO *ED
- A. Holland, CBFO *ED
- D. Miehl, CBFO *ED
- S. Martin, NMED *ED
- J. Kieling, NMED *ED
- G. Lewis, NMED *ED
- D. Haar, WTS *ED
- T. Hedahl, WTS *ED
- F. Sharif, WTS *ED
- L. Greene, WRES
- K. Dunbar, WIPP Operating Record

*ED denotes Electronic Distribution



CARLSBAD FIELD OFFICE AUDIT PLAN

Audit Number: A-04-04

Organization to be Audited: Nevada Test Site (NTS), Bechtel Nevada, Washington TRU Solutions,
Central Characterization Project (CCP) Services

Organizations to be notified: Bechtel Nevada
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: October 6-10, 2003
Carlsbad, New Mexico

Audit Team:

Dennis Miehls	CBFO QA Specialist
Pete Rodriguez	Audit Team Leader, CTAC
Dick Blauvelt	Technical Specialist, CTAC
Prissy Dugger	Auditor, CTAC
Norm Frank	Auditor, CTAC
Karen Gaydosh	Technical Specialist
Patrick Kelly	Technical Specialist
Porf Martinez	Auditor, CTAC
BJ Verret	Technical Specialist
Chet Wright	Auditor, CTAC
Tammy Bowden	Auditor-in-Training, CTAC

Audit Scope:

This is the annual recertification audit of the NTS/CCP TRU program. The audit team will evaluate the adequacy, implementation, and effectiveness of the NTS/CCP TRU waste characterization program and processes used to characterize retrievably stored debris waste (S5000), in accordance with the requirements contained in the WIPP HWFP.

Governing Documents/Requirements:

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

Quality Assurance Program Document (QAPD), DOE-CBFO CAO-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/NTS Interface Document, CCP-PO-009

Contract between the Bechtel Nevada and WTS (Statement of Work)

Related CCP/NTS Quality Assurance and technical implementing procedures

Activities to be Audited:

Quality

- QA Program Interfaces
- Nonconformance/Corrective Action
- Personnel Qualification and Training
- Documents and Records
- Procurement of services
- Sample Control
- Measuring and Test Equipment (M&TE)
- Audits/Assessments
- Software QA

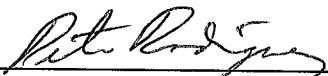
Technical

- Data validation and verification (V&V) (Generation and Project Levels)
- Acceptable Knowledge (AK)
- NDA
- NDE (RTR & VE)
- HSG Sampling and Analysis
- Sample design / reconciliation of DQOs
- Waste Analysis Plan (WAP), Section B6

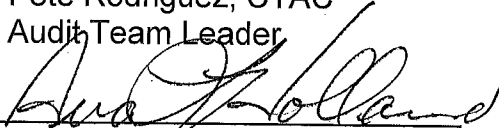
Schedule of Audit Activities:

A pre-audit conference is scheduled for Monday, October 6, 2003 at 8:00 a.m.

A post-audit conference is scheduled for Friday, October 10, 2003 at 1:00 p.m.
All meetings will take place in the WTS/CCP Office facilities at Carlsbad, NM.

Prepared by: 
Pete Rodriguez, CTAC
Audit Team Leader

Date: 9-4-03

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

Date: 9/4/03