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-Nevada, 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  
C. Wu, CBFO  
A. Holland, CBFO  
D. Miehls, CBFO  
S. Martin, NMED  
J. Kieling, NMED  
G. Lewis, NMED  
D. Haar, WTS  
T. Hedahl, WTS  
F. Sharif, WTS  
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 (QAPP), 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