



Department of Energy  
 Carlsbad Field Office  
 P. O. Box 3090  
 Carlsbad, New Mexico 88221  
 September 26, 2003



Mr. Steve Zappe, Project Leader  
 Hazardous Materials Bureau  
 New Mexico Environment Department  
 2905 E. Rodeo Park Drive, Bldg. 1  
 Santa Fe, NM 87505-6110

RE: Carlsbad Field Office Monthly Nonconformance Summarization Report and Plan and Procedure Change Report

Dear Mr. Zappe:

The purpose of this letter is to submit the Carlsbad Field Office (CBFO) Monthly NCR Summarization Report. The NCR Summarization Report lists site-generated Nonconformance Reports (NCRs) received at CBFO during the period of August 24, 2003 through September 23, 2003. This summary is transmitted per the requirement contained in the WIPP Hazardous Waste Facility Permit, Section B3-1, *Nonconformance to Data Quality Objectives (DQOs)*.

Also enclosed is the CBFO Plan and Procedure Change Report. The Plan and Procedure Change Report lists document changes that affect performance criteria or data quality and were approved by CBFO during the period of August 1, 2003 through August 31, 2003. This report is transmitted per the requirements contained in the WIPP Hazardous Waste Facility Permit, Section B3-15, *Changes to WAP-Related Plans or Procedures*, and Section B5-2, *Document Review, Approval, and Control*.

If you have any questions or concerns, please contact Ms. Ava L. Holland of CBFO at (505) 234-7423.

Sincerely,

Dr. Inés R. Triay  
 Manager

Enclosure

cc: w/o enclosure  
 J. Kieling, NMED \*ED  
 J. Bearzi, NMED \*ED  
 A. Holland, CBFO \*ED



**MONTHLY SUMMARIZATION REPORT**  
**FOR**  
**SITE-GENERATED NONCONFORMANCE REPORTS**  
**August 24, 2003 – September 23, 2003**

This summary is submitted in compliance with the requirements of the WIPP Hazardous Waste Facility Permit, Section B3-1, Nonconformance to Data Quality Objectives (DQOs).

During the period of August 24, 2003 through September 23, 2003, there were no Nonconformance Reports (NCRs) identified by the TRU waste generator sites.

## PLAN AND PROCEDURE CHANGE REPORT

**August 1, 2003 – August 31, 2003**

This report is submitted in compliance with the requirements of the WIPP Hazardous Waste Facility Permit, Section B3-15, Changes to WAP-Related Plans or Procedures, and Section B5-2, Document Review, Approval, and Control.

During the period of August 1, 2003 through August 31, 2003, there were nine reportable document changes that affected performance criteria or data quality. These document changes were submitted for CBFO review and approval by the *Central Characterization Project (CCP)*, the *Los Alamos National Laboratory (LANL)*, and the *Rocky Flats Environmental Technology Site (RFETS)*. The changes were approved by CBFO during August 2003.

# Plan and Procedure Change Report

Start Date: 8/1/2003

End Date: 8/31/2003



Tracking #	CBFO Approval Date	Document Title	Change Description
03-2656	8/4/2003	CCP-QP-016, R7, Draft I, CCP Control of Measuring, Testing, and Data Collection Equipment	Defined role of CCP in ensuring that measuring, testing, and data collection equipment is properly calibrated.
03-3028	8/26/2003	CCP-QP-005, R9, Draft B, CCP TRU Nonconforming Item Reporting and Control & Forms A1 & A2	Clarified NCR process, flow down, traceability, & disposition.
03-3046	8/28/2003	CCP-TP-001, R10, Draft B, CCP Project Level Data Validation and Verification and Forms A13, A16, A17, & A18	Clarified requirements for analytical BDR.



Tracking #	CBFO Approval Date	Document Title	Change Description
03-3011	8/19/2003	QP-00-024, R. 1, Reporting Waste Stream Summaries to CBFO	Clarified the DQO reconciliation process, characterization on a waste stream lot basis, & waste stream assignments.

# Plan and Procedure Change Report

Start Date: 8/1/2003  
End Date: 8/31/2003

03-3012	8/19/2003	QP-00-006, R0, Software Management	Defined the controls for evaluating changes to software used in the TRU program characterization and data management activities.
03-3014	8/19/2003	DTP-00-064, R0, Waste Characterization Data Reconciliation with Acceptable Knowledge and Acceptable Knowledge Accuracy Reporting	Added steps to improve the AK confirmation and reporting processes.
03-3034	8/27/2003	QP-00-021, R0, Acceptable Knowledge Documentation (formerly TWCP-QP-1.1-021, R,6/IC3)	Added AK summary preparation process & steps to ensure proper waste stream assignment.
03-3031	8/27/2003	DTP-00-001, R0, Waste Visual Examination and Packaging (formerly TWCP-DTP-1.2-001, R12/IC4)	Clarified activities for characterizing repackaged waste.



Tracking #	CBFO Approval Date	Document Title	Change Description
03-3018	8/21/2003	4-W30-NDT-00664, R6, Real-Time Radiography Testing of Transuranic and Low-Level Waste in Building 664	Added clarification to ensure the vent filter is unobstructed, weight estimates are accurate, & no free liquids are present.