

United States Government


Department of Energy

memorandum

Carlsbad Field Office
Carlsbad, New Mexico 88221

DATE: September 30, 2003

REPLY TO
ATTN OF: CBFO:QA:DSM:GS:03-2585:UFC 2300.00

SUBJECT: Audit (A-04-08) of Rocky Flats Environmental Technology Site TRU Waste
Characterization Activities

TO: John Schneider, Assistant Manager for Projects

Please be advised that a team of auditors and technical specialists from the Carlsbad Field Office (CBFO) will conduct an audit at Rocky Flats Environmental Technology Site (RFETS) on October 28-29, 2003. The audit will be conducted in accordance with the attached audit plan. The purpose of the audit is to determine whether additional TRU waste characterization activities should be certified by DOE/CBFO for the WIPP project. Representatives from DOE/CBFO, the New Mexico Environment Department (NMED), and the Environmental Evaluation Group (EEG) may be present to observe the audit process. Representatives of the US Environmental Protection Agency (EPA) may be present to perform an independent inspection.

Your representatives are requested to coordinate with the audit team to develop the necessary documentation for the audit team to gain access to RFETS facilities, conduct the audit, and have appropriate access to necessary documentation and records. Please provide meeting rooms (with overhead projector) to hold approximately 50 people for the entrance and exit meetings, working rooms for the audit team and the EPA inspectors, a full set of documentation applicable to RFETS work for the WIPP including the applicable procedures, two flip charts and marking pens for the audit team working room, and miscellaneous office supplies (e.g., pens, paper, copy machine, Post-It Notes, stapler, "scotch" tape, etc.) for each working room.

If you have any questions or comments concerning this audit, please contact me at (505) 234-7491.



Dennis S. Miehl
Quality Assurance Specialist

Attachment



030940



John Schneider

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September 30, 2003

cc: w/attachment
A. Holland, CBFO *ED
K. Watson, CBFO *ED
T. Harms, DOE-HQ *ED
M. Eagle, EPA *ED
E. Feltcorn, EPA *ED
R. Joglekar, EPA *ED
S. Zappe, NMED *ED
K. Krause, NMED *ED
S. Holmes, NMED *ED
B. Walker, EEG *ED
D. Winters, DNFSB *ED
L. Xuan, RFETS *ED
C. Ferrera, RFETS *ED
G. O'Leary, RFETS *ED
L. Greene, WRES *ED
M. Rojo, CTAC *ED
C. Riggs, CTAC *ED
WTS Operating Record
CBFO QA File
CBFO M&RC

CARLSBAD FIELD OFFICE AUDIT PLAN

Audit Number: CBFO A-04-08

Organization to Be Audited: Rocky Flats Environmental Technology Site (RFETS)

Organizations to Be Notified: Rocky Flats Environmental Technology Site
New Mexico Environment Department
Environmental Protection Agency
Environmental Evaluation Group
Defense Nuclear Facilities Safety Board

Date and Location: October 28-29, 2003
Golden, Colorado

Audit Team: Charlie Riggs Audit Team Leader, CTAC
William (BJ) Verret Technical Specialist, CTAC

Audit Scope:

This audit will evaluate the adequacy, implementation, and effectiveness of RFETS TRU waste activities as they relate to the WIPP Hazardous Waste Facility Permit (HWFP) for the methodology for removal of TRU soils from pre-selected areas within Inter-Modal containers as the waste is repacked into SWBs. The removed soil will be placed into small containers, i.e. vollrath cans, and sent to Building 440 for sampling. The audit will also evaluate the Building 440 Gas Generation Testing process for 85 gallon containers and the items listed below under 'Activities to be Audited.'

Governing Documents/Requirements:

Adequacy evaluations of new and revised RFETS 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, DOE/CBFO-94-1012

Hazardous Waste Facility Permit Waste Isolation Pilot Plant EPA No. NM4890139088 by the New Mexico Environment Department

Contact-Handled Transuranic Waste Acceptance Criteria for the Waste Isolation Pilot Project, DOE/WIPP-02-3122

Quality Assurance Program Plan for TRUPACT-II Gas Generation Test Plan, DOE/WIPP 01-3187

TRUPACT-II Authorized Methods for Payload Control (TRAMPAC), U.S. Nuclear
Regulatory Commission, Washington D.C., Office of Regulatory Procedure

Activities to be Audited:

The following technical activities will be evaluated:

Building 440 Gas Generation Testing for 85 gallon containers
Placement of TRU Soils into small containers during repackaging of Soils from
Inter-Modal Containers into SWBs

The following quality assurance activities will be evaluated as they relate to the above:

Quality Improvement
Personnel Qualification and Training
Documents and Records

Schedule of Audit Activities:

A pre-audit conference is scheduled for Tuesday, October 28, 2003, at 8:30 a.m.

An audit team caucus will be held at 4:30 p.m. Tuesday.

The audit team will meet with appropriate RFETS management at 7:45 a.m. Wednesday.

A post-audit conference is scheduled for Wednesday, October 29, 2003, at 4:00 p.m. All meetings will take place at the designated RFETS location in Golden, Colorado.

Prepared By: 
Charles L. Riggs, Audit Team Leader

Date: 9/25/03

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

Date: 9/30/03