



Department of Energy
 Carlsbad Field Office
 P. O. Box 3090
 Carlsbad, New Mexico 88221
 September 30, 2003



Mr. Steve Zappe, Project Leader
 Hazardous Waste Bureau
 New Mexico Environment Department
 2905 Rodeo Park Drive East, Building 1
 Santa Fe, New Mexico 87505-6303

Re: Transmittal of Audit Plan and Notification of Assigned Auditors for the Rocky Flats Environmental Technology Site Audit A-04-08

Dear Mr. Zappe:

This letter transmits the audit plan for the Carlsbad Field Office audit to be conducted at the Rocky Flats Environmental Technology Site on October 28-29, 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,

Dr. Inés R. Triay
 Manager

Enclosure

cc:
 A. Holland, CBFO *ED
 D. Miehl, CBFO *ED
 K. Watson, CBFO *ED
 J. Kieling, NMED *ED
 S. Martin, NMED *ED
 S. Warren, WTS *ED
 L. Greene, WRES *ED
 WTS Operating Record
 CBFO QA Record 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

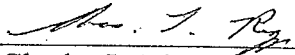
Schedule of Audit Activities:

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