



Department of Energy
 Carlsbad Field Office
 P. O. Box 3090
 Carlsbad, New Mexico 88221
 October 1, 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 Hanford Site Audit A-04-06

Dear Mr. Zappe:

This letter transmits the audit plan for the audit to be conducted at the Carlsbad Field Office facility on November 4 - 6, 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,

Ines Triay
 Manager

Enclosure

cc: w/enclosure
 Holland, CBFO *ED
 D. Miehl, CBFO *ED
 M. Navarrete, CBFO *ED
 K. Watson, CBFO *ED
 J. Kieling, NMED *ED
 J. Bearzi, NMED *ED
 G. Lewis, NMED *ED
 P. Rodriguez, CTAC *ED
 S. Warren, WTS *ED
 L. Greene, WRES *ED
 K. Dunbar, WRES
 CBFO QA File
 CBFO M&RC



CARLSBAD FIELD OFFICE AUDIT PLAN

Audit Number: A-04-06

**Organization
to be Audited:** Hanford Site

**Organizations
to be Notified:** Hanford Site
New Mexico Environment Department
Environmental Protection Agency
Environmental Evaluation Group
Defense Nuclear Facilities Safety Board

**Date and
Location:** November 4 - 6, 2003
Carlsbad, New Mexico

Audit Team:	Pete Rodriguez	Audit Team Leader/CTAC
	Prissy Dugger	Auditor /CTAC
	Dick Blauvelt	Technical Specialist/CTAC
	Martin Navarrete	CBFO Representative
	Dave Price	Technical Specialist/CTAC
	BJ Verret	Technical Specialist/CTAC

Audit Scope: This is the follow-up certification audit of the Hanford Site and will supplement previous audit A-03-14 performed June 16 - 20, 2003. The audit will complete the evaluation of the adequacy, implementation, and effectiveness of the applicable technical and quality assurance activities related to Hanford transuranic waste characterization and certification programs for S3000 homogeneous solids, i.e., solid sample analysis, project level data validation and verification, confirmatory activities and requisite waste stream profile forms. (Note: previous characterization activities of S3000 solids have included HSG sampling and analysis, NDA, VE, VE Technique at the Plutonium Finishing Plant (PFP), WRAP and T-Plant, as applicable.

Activities/Tasks to be audited:

The following CBFO quality assurance elements will be evaluated:

- QA program interfaces
- Procurement of services
- Sample control

The following CBFO Characterization technical elements will be evaluated:

- Project-level data verification and validation
- Sample design / reconciliation of DQOs
- Acceptable knowledge (AK) confirmation
- Waste Analysis Plan (WAP), Section B6

Governing Documents/Requirements:

Adequacy evaluations of Hanford TWCP documents will be based on the current revisions of the following documents:

CBFO Quality Assurance Program Document (QAPD), DOE-CBFO-94-1012

Waste Analysis Plan (WAP), Attachment B-6, of the RCRA Part B Permit

Contact-Handled Waste Acceptance Criteria (CH-WAC) for the Waste Isolation Pilot Plant, DOE/WIPP-02-3122

Programmatic and technical checklists will be developed from the active revision of the following documents:

Hanford Quality Assurance Project Plan (QAPjP) for the Transuranic Waste Certification Program, HNF-2599

Hanford Site Transuranic Waste Certification Plan, HNF-2600

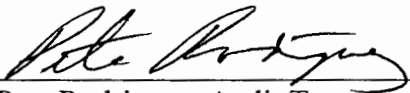
Related Hanford technical and quality assurance implementing procedures

Schedule of Audit Activities:


A pre-audit conference is scheduled for Tuesday, November 4, at 8:00 a.m. in the CBFO / Skeen-Whitlock Building conference room T-237.

Audit team caucuses will be held at 4:30 p.m. Tuesday and Wednesday in conference room T-237.

A post-audit conference is scheduled for Thursday, November 6, at 1:00 p.m. in the conference room T-237.

Prepared By: 
Pete Rodriguez, Audit Team Leader

Date: 9/30/03

Approved By: 
Ms. Ava L. Holland, CBFO QA Manager

Date: 10/1/03