



Department of Energy
 Carlsbad Field Office
 P. O. Box 3090
 Carlsbad, New Mexico 88221
 October 9, 2003



Mr. Steve Zappe, Project Leader
 Hazardous & Radioactive Materials Bureau
 New Mexico Environment Department
 2905 Rodeo Park Drive East, Bldg. 1
 Santa Fe, New Mexico 87505

RE: Notification and Audit Plan for Audit (A-04-07) of the Hanford Site TRU Waste Characterization Activities Utilizing the Services of the Washington TRU Solutions Central Characterization Project

Dear Mr. Zappe:

This letter transmits the audit plan for Audit A-04-07 of the Hanford Site TRU waste characterization activities associated with the Central Characterization Project (CCP) Single Sample Manifold Headspace Gas (HSG) Sampling and Analysis contracted by the Hanford Site for characterization and certification of retrievably stored debris waste (S5000) located at the Hanford Site. The audit will be conducted as required by the WIPP Hazardous Waste Facility Permit, Section B4-3f at the Hanford Site in Richland, Washington, on November 11-13, 2003. Additionally, the audit plan identifies the audit team members as required by Section B6-3 of the Permit.

Please contact the CBFO Quality Assurance Manager, Ava Holland, at (505) 234-7423 should you have any questions concerning this notification.

Sincerely,

Inés Triay
 Dr. Inés R. Triay
 Manager

Enclosure

- cc: w/enclosure
- A. Holland, CBFO *ED
- D. Miehs, CBFO *ED
- K. Watson, CBFO *ED
- J. Kieling, NMED *ED
- S. Martin, NMED *ED
- S. Warren, WTS *ED
- L. Greene, WRES *ED
- K. Dunbar, WRES

CBFO QA File
 CBFO M&RC

*ED denotes electronic distribution
 CBFO:QA:DSM:GS:03-2906:UFC 2300.00



CARLSBAD FIELD OFFICE AUDIT PLAN

Audit Number: CBFO A-04-07

Organization to be Audited: Hanford Site, Washington TRU Solutions,
Central Characterization Project (CCP) Services

Organizations to be notified: Hanford Site
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: November 11-13, 2003
Hanford Site
Richland, Washington

Audit Team: Chet Wright Audit Team Leader, CTAC
Dorothy Gill Technical Specialist, CTAC

Audit Scope:

The audit will evaluate the adequacy, implementation, and effectiveness of the Hanford/CCP TRU waste activities as they relate to the WIPP Hazardous Waste Facility Permit (HWFP). Specific items/activities/equipment to be audited are Sample Manifold Headspace Gas (HSG) Sampling and Analysis system and processes contracted by the Hanford Site for characterization and certification of retrievably stored debris waste (S5000). Implementation of the CCP quality program elements was verified during the initial CBFO Certification Audit (A-03-25) of CCP at the Hanford Site, September 8-12, 2003.

Governing Documents/Requirements:

The overall program adequacy and effectiveness of CCP/Fluor Hanford documents will be based on the current revisions of the following documents:

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

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

Programmatic and technical Checklists will be developed from the active revisions of the following documents:

CCP Transuranic Waste Quality Assurance Characterization Project Plan (QAPjP), CCP-PO-001

CCP Transuranic Waste Certification Plan, CCP-PO-002

CCP/Fluor Hanford Interface Document, CCP-PO-007

Contract between Fluor Hanford and Washington TRU Solutions (Statement of Work)

Related CCP Quality Assurance and technical implementing procedures

Activities to be Audited:

The following CCP quality assurance elements associated with the HSG sampling and analysis will be evaluated:

- Personnel Qualification and Training
- Quality Improvement
- Documents and Records

The following CCP Characterization/Certification technical elements associated with HSG will be evaluated:

- Headspace Gas Sampling and Analysis
- Project Level Data Verification and Validation

Schedule of Audit Activities:

A pre-audit conference is scheduled for Tuesday, November 11, 2003 at 4:00 p.m., at 2420 Stevens Center Drive, Room #153, in Richland, Washington.

An audit team caucus will be held at 4:00 p.m. Wednesday, at the Hanford Site, location TBD.

The audit team will meet with appropriate CCP and Fluor Hanford management personnel at 8:30 a.m. Thursday, at the Hanford Site, location TBD.

A post-audit conference is scheduled for Thursday, November 13, 2003 at 4:00 p.m., at 2420 Stevens Center Drive, Room #153, in Richland, Washington.

Prepared By: Chet Wright
Chet Wright, Audit Team Leader

Date: 10-09-03

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

Date: 10/9/03