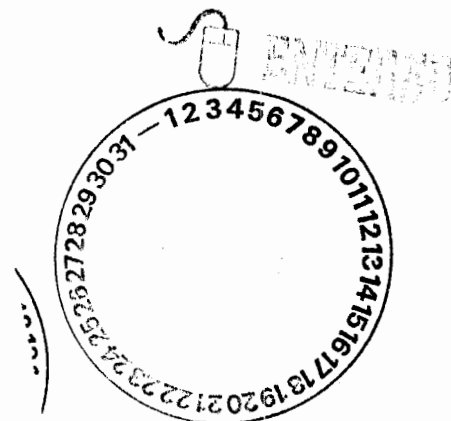




Department of Energy

Carlsbad Field Office
P. O. Box 3090
Carlsbad, New Mexico 88221
November 28, 2003



Mr. Steve Zappe, Project Leader
Hazardous Materials Bureau
New Mexico Environment Department
2905 E. Rodeo Park Drive, Bldg. 1
Santa Fe. NM 87502-6110

Subject: Carlsbad Field Office Monthly Assessment Schedule

Dear Mr. Zappe:

The purpose of this letter is to transmit the Carlsbad Field Office (CBFO) Assessment Schedule for the period of November 25, 2003 through December 25, 2003. The schedule is transmitted per the requirement contained in the WIPP Hazardous Waste Permit, Module II, *General Facility Conditions*, Paragraph II.C.2.b, *Observation of Audit*.

Please contact Ms. Ava L. Holland, QA Manager, at (505) 234-7423 if you have any questions or concerns.

Sincerely,

Dr. Ines R. Triay
Manager

Enclosure

cc: w/enclosure

A. Holland, CBFO *ED
J. Kieling, NMED *ED
S. Martin, NMED *ED



**CARLSBAD FIELD OFFICE
ASSESSMENT SCHEDULE
November 2003**

ORGANIZATION/SCOPE	CBFO TEAM	J A N	F E B	M A R	A P R	M A Y	J U N	J U L	A U G	S E P	O C T	N O V	D E C	REMARKS & SCHEDULE
RFETS Certification Audit	Assurance Team										C			Audit A-04-08, C. Riggs October 28 – 29, 2003
LANL Surveillance	Assurance Team										C			Surveillance S-04-05, J. Gray October 28 – 30, 2003
Hanford Certification Audit (Solids Follow-up) (in Carlsbad)	Assurance Team											C		Audit, A-04-06, P. Rodriguez November 4 - 6, 2003
Hanford/CCP Certification Audit – HSG Unit	Assurance Team											C		Audit, A-04-07, A. Axinn November 10-12, 2003
Sandia National Laboratory Audit Quality Assurance Program (in Carlsbad)	Assurance Team											C		Audit A-04-02, A. Arceo November 17-21, 2003
WTS Surveillance (Suspect & Counterfeit Parts) (at WIPP Site)	Assurance Team												P	Surveillance S-04-01, C. Wright December 8-11, 2003
LANL CCP Accelerated Process Line Certification Audit	Assurance Team	P												Audit A-04-05, E. Bradford January 26-30, 2004
LANL RH Certification Audit	Assurance Team	P												Audit A-04-XX, W. Ledford January 26-30, 2004
LANL-C/CEMRC Audit, Quality Assurance Program (in Carlsbad)	Assurance Team	P												Audit A-04-XX, A. Arceo January 12-16, 2004
AMWTP Transportation Recertification Audit	Assurance Team		P											Audit A-04-XX, D. Scott February 2004
LLNL/CCP Certification Audit	Assurance Team													Audit A-04-XX, A. Axinn TBD
WTS Transportation Surveillance	Assurance Team		P											Surveillance S-04-XX, D. Scott February 2004
RFETS Recertification Audit	Assurance Team			P										Audit, A-04-10, C. Riggs March 29 – April 2, 2004

C = COMPLETED
P = PLANNED

**CARLSBAD FIELD OFFICE
ASSESSMENT SCHEDULE
November 2003**

ORGANIZATION/SCOPE	CBFO TEAM	J	F	M	A	M	J	J	A	S	O	N	D	REMARKS & SCHEDULE
		A N	E B	A R	P R	A Y	U N	U L	U G	E P	C T	O V	E C	
CAST Transportation Surveillance	Assurance Team				P									Surveillance, S-04-XX, D. Scott April 2004
Tri-State Motor Transport Transportation Surveillance	Assurance Team				P									Surveillance, S-04-XX, D. Scott April 2004
INEEL Labs Recertification Audit	Assurance Team					P								Audit A-04-XX, E. Bradford May, 2004
Hanford Recertification Audit	Assurance Team						P							Audit A-04-XX, P. Rodriguez June, 2004
Hanford/CCP Recertification Audit	Assurance Team						P							Audit A-04-XX, A. Axinn June 2004
AMWTP Recertification Audit	Assurance Team								P					Audit A-04-XX, J. May August, 2004
LANL Recertification Audit	Assurance Team									P				Audit A-04-XX, E. Bradford September, 2004
SRS/CCP Recertification Audit	Assurance Team										P			Audit A-05-XX, C. Riggs October 2004

C = COMPLETED
P = PLANNED