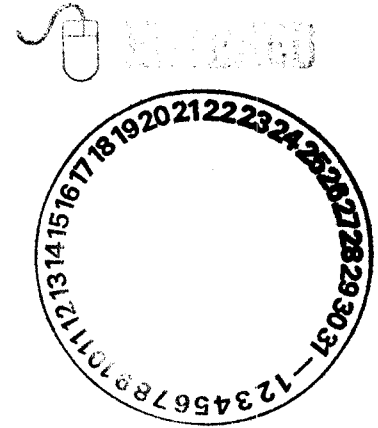




Department of Energy  
 Carlsbad Field Office  
 P. O. Box 3090  
 Carlsbad, New Mexico 88221  
 March 18, 2004



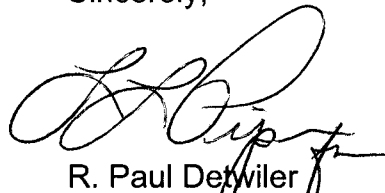
Mr. Steve Zappe, Project Leader  
 Hazardous Waste Bureau  
 New Mexico Environment Department  
 2905 Rodeo Park Drive East, Bldg. 1  
 Santa Fe, New Mexico 87505

Dear Mr. Zappe:

This letter transmits the audit plan for CBFO audit A-04-25 of the Lawrence Livermore National Laboratory (LLNL), TRU waste characterization activities utilizing the services of the Washington TRU Solutions (WTS) Central Characterization Project (CCP). The audit is to be conducted as required by the WIPP Hazardous Waste Facility Permit, Section B4-3f at the LLNL facilities in Livermore, California, May 3-7, 2004. The audit plan also identifies the audit team members as required by Section B6-3 of the Permit.

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

Sincerely,

  
 R. Paul Detwiler  
 Acting Manager

Enclosure

cc: w/enclosure  
 L. Piper, CBFO \*ED  
 A. Holland, CBFO \*ED  
 D. Miehl, CBFO \*ED  
 K. Watson, CBFO \*ED  
 S. Martin, NMED \*ED  
 S. Holmes, NMED \*ED  
 B. Walker, EEG \*ED  
 S. Webb, EEG \*ED  
 L. Greene, WRES \*ED  
 K. Dunbar, WRES  
 CBFO QA File  
 CBFO M&RC



## CARLSBAD FIELD OFFICE AUDIT PLAN

**Audit Number:** A-04-25

**Organization to be Audited:** Lawrence Livermore National Laboratory, Washington TRU Solutions, Central Characterization Project (CCP) Services

**Organizations to be notified:** Lawrence Livermore National Laboratory  
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:** May 3-7, 2004  
Lawrence Livermore National Laboratory  
Livermore, California

**Audit Team:**

Dennis Miehls	CBFO QA Representative
Steve Calvert	CTAC QA Manager
Thomas Putnam	Team Leader, CTAC
Annabelle Axinn	Auditor, CTAC
Priscilla Dugger	Auditor, CTAC
Charlie Riggs	Auditor, CTAC
Pete Rodriguez	Auditor, CTAC
Porf Martinez	Auditor, CTAC
Jim Schuetz	Auditor, CTAC
Dick Blauvelt	AK Technical Specialist, CTAC
Patrick Kelly	NDA Technical Specialist, CTAC
BJ Verret	HSG Technical Specialist, CTAC
Wayne Ledford	NDE (RTR) & VE Technical Specialist, CTAC

**Audit Scope:**

The audit team will evaluate the adequacy, implementation, and effectiveness of the CCP technical and quality assurance activities contracted by Lawrence Livermore National Laboratory (LLNL), for characterization and certification of debris waste (S5000).

**Governing Documents/Requirements:**

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

*Quality Assurance Program Document (QAPD), CAO-94-1012*

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

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

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/LLNL Interface Document, CCP-PO-014*

Contract between Lawrence Livermore National Laboratory (LLNL) (University of California) and WTS (Statement of Work)

Related CCP Quality Assurance and technical implementing procedures

**Activities to be Audited:**

The following CBFO quality assurance elements will be evaluated:

- Organization and Quality Assurance Program (Program Interfaces and Statement of Work)
- Nonconformances and Corrective Action
- Personnel Qualification and Training
- Documents & Records
- Work Processes
- Procurement
- Inspection and Testing
- Control of M&TE
- Audits/Assessments
- Software QA

The following CBFO Characterization technical elements will be evaluated:

- Data Validation & Verification
- Acceptable Knowledge (AK)
- Nondestructive Assay (NDA)
- Real Time Radiography (RTR)
- Visual Examination (VE)
- Head Space Gas Sampling and Analysis
- Waste Stream Profile Form (WSPF)
- WIPP Waste Information System (WWIS)
- Performance Demonstration Program (PDP)
- Waste Analysis Plan (WAP), Section B6

**Schedule of Audit Activities:**

A pre-audit conference is scheduled for Tuesday, May 4, 2004 at 8:00 a.m.

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

The audit team will meet with appropriate LLNL and CCP management at 8:00 a.m. Wednesday through Friday to discuss the progress of the audit.

A post-audit conference is scheduled for Friday, May 7, 2004 at 4:00 p.m. All meetings will take place at the designated LLNL locations in Livermore, California.

Prepared by: Thomas Putnam  
Thomas Putnam, CTAC  
Audit Team Leader

Date: 3-17-04

Approved by: Ava L. Holland  
Ava L. Holland,  
Quality Assurance Manager

Date: 3/17/04