



**Department of Energy**  
 Carlsbad Field Office  
 P. O. Box 3090  
 Carlsbad, New Mexico 88221  
 May 13, 2004



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

Subject: Transmittal of Audit Plan and Notification of Assigned Auditors for the Hanford Site Audit A-04-19

Dear Mr. Zappe:

This letter transmits the audit plan for the CBFO audit to be conducted at the Hanford Site on June 15-18, 2004, 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,

R. Paul Detwiler  
 Acting Manager

Enclosure

cc:  
 L. Piper, CBFO \*ED  
 A. Holland, CBFO \*ED  
 D. Miehl, CBFO \*ED  
 M. Navarrete, CBFO \*ED  
 K. Watson, CBFO \*ED  
 J. Kielling, NMED \*ED  
 J. Bearzi, NMED \*ED  
 G. Lewis, NMED \*ED  
 S. Warren, WTS \*ED  
 K. Dunbar, WRES  
 CBFO QA File  
 CBFO M&RC



**CARLSBAD FIELD OFFICE AUDIT PLAN****Audit Number:** A-04-19**Organization  
to be Audited:** Hanford Site**Organizations  
to be Notified:** Hanford Site  
New Mexico Environment Department  
Environmental Protection Agency  
Defense Nuclear Facilities Safety Board**Date and  
Location:** June 14 - 18, 2004  
Richland, Washington

|                    |                |                                   |
|--------------------|----------------|-----------------------------------|
| <b>Audit Team:</b> | Pete Rodriguez | Audit Team Leader/CTAC            |
|                    | Earl Bradford  | Auditor/CTAC                      |
|                    | Steve Calvert  | Auditor/CTAC                      |
|                    | Norman Frank   | Auditor/CTAC                      |
|                    | John Gray      | Auditor/CTAC                      |
|                    | Wayne Ledford  | Auditor/Technical Specialist/CTAC |
|                    | Jeff May       | Auditor/CTAC                      |
|                    | Charlie Riggs  | Auditor/CTAC                      |
|                    | Jim Schuetz    | Auditor/CTAC                      |
|                    | Dee Scott      | Auditor/CTAC                      |
|                    | Dick Blauvelt  | Technical Specialist/CTAC         |
|                    | Patrick Kelly  | Technical Specialist/CTAC         |
|                    | BJ Verret      | Technical Specialist/CTAC         |
|                    | Todd Sellmer   | Technical Specialist/WTS          |
|                    | Joe Willis     | Technical Specialist/WTS          |

**Audit Scope:** This is the annual recertification audit of the Hanford Site. The audit will evaluate the adequacy, implementation, and effectiveness of the applicable technical and quality assurance activities related to Hanford transuranic waste characterization, certification, and transportation programs. The audit will assess Hanford waste characterization processes for retrievably stored and newly generated debris (S-5000), contact-handled waste at the Waste Receiving and Processing (WRAP) facility. The audit will also assess newly generated debris and homogeneous solids (S-3000 & S-5000), characterized at the Plutonium Finishing Plant (PFP), WRAP and

T-Plant, as applicable. In addition, the audit will evaluate the procedures and processes for assay and packaging of waste at the Plutonium Finishing Plant.

**Activities/Tasks to be Audited:**

The following CBFO quality assurance elements will be evaluated:

- Organization/QA Program Implementation
- Personnel Qualification and Training
- QA Grading
- Documents and Records
- Procurement
- Control of Measuring and Test Equipment
- Control of Nonconforming Items
- Corrective Action
- Audits/Assessments
- Sample Control
- Software Quality Assurance

The following CBFO Characterization technical elements will be evaluated:

- Sample Design
- Headspace Gas (HSG) Sampling at T- Plant
- HSG analysis using cryofocusing GS/MS for S3000 & S5000;
- HSG sampling including gas-tight seal option for POCs and drums and side port sampling (S3000 & S-5000) at T-plant and WRAP;
- Solid Sampling at PFP (S3000);
- Chain-of-custody process for HSG SUMMAs to be sent for analysis at the INEEL;
- Nondestructive Assay (NDA) – Two (2) GEA vaults at WRAP (S5000), SGSAS at PFP Rooms 170 and 172 (S3000 & S5000);
- Calorimeters at PFP (S3000 & S5000);
- IPAN – two (2) two systems at WRAP (S5000);
- NDE/Real Time Radiography (RTR) - (Two RTR Units at WRAP)
- Visual Examination at WRAP (S5000);
- Visual Examination Technique at PFP (S3000 & S5000);
- Visual Examination Technique at WRAP (S3000 & S5000);
- Performance Demonstration Program (NDA & HSG);
- Data Verification & Validation;
- Acceptable Knowledge;
- Packaging;
- Inspection of Packaging;
- Payload Certification;

Preparation and Loading;  
Shipping;  
Packaging Maintenance;  
Waste Stream Profile Forms;  
WIPP Waste Information System (WWIS)

**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 B6, of the RCRA Part B Permit

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

TRUPACT-II Safety Analysis Report, TRAMPAC, and the TRUPACT-II Certificate of Compliance, NRC-Docket 71-9218

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 (includes TRAMPAC), HNF-2600

Related Hanford technical and quality assurance implementing procedures

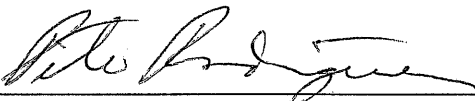
**Schedule of Audit Activities:**

A pre-audit conference is scheduled for Tuesday, June 15, at 8:00 a.m. in the 2420 Stevens Building conference room.


Audit team caucuses will be held at 4:30 p.m. Tuesday through Thursday in a Hanford 200 Area conference room.

The audit team will meet with the appropriate Hanford management at 8:30 a.m. Wednesday, Thursday, and Friday in a Hanford 200 Area conference room.

A post-audit conference is scheduled for Friday, June 18, at 2:00 p.m. in the 2420 Stevens Building conference room.

Prepared By:   
Pete Rodriguez, Audit Team Leader

Date: 5/10/04

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

Date: 5/13/04