

**Department of Energy**  
 Carlsbad Field Office  
 P. O. Box 3090  
 Carlsbad, New Mexico 88221  
 May 26, 2004

 ENTERED



Mr. Steve Warren, General Manager  
 Washington TRU Solutions (WTS)  
 P.O. Box 2078  
 Carlsbad, NM 88221-2778

Subject: Transmittal of the Audit Plan for Audit A-04-28


Dear Mr. Warren:

Please be advised that a team of auditors from the Carlsbad Field Office (CBFO) will conduct the subject audit in Carlsbad, New Mexico on June 2-4, 2004. The audit will be conducted in accordance with the enclosed audit plan and will evaluate the adequacy and implementation of the WTS data processing activities as they relate to selected portions of the Environmental Monitoring Program. Upon completion, checklists developed for the audit will be transmitted to your representative prior to the audit.

You are requested to provide the necessary resources to coordinate with the audit team, to provide support personnel, arrange for meeting space, as appropriate, and provide the audit team with access to appropriate documentation and records to accomplish the audit objectives outlined in the audit plan.

If you have any questions concerning the audit, please contact me at (505) 234-7442 or Jeff May at (505) 234-7177.

Sincerely,

*for*   
 M. Lea Chism  
 Quality Assurance Specialist

Enclosure

- cc: w/enclosure
- A. Holland, CBFO \*ED
- G. Basabilvazo, CBFO \*ED
- S. Casey, CBFO \*ED
- M. Eagle, EPA \*ED
- B. Shroff, EPA \*ED
- S. Zappe, NMED \*ED
- D. Winter, DNFSB \*ED
- M. Lipscomb, WTS \*ED
- D. Reber, WTS \*ED
- L. Will, WTS \*ED
- J. May, CTAC \*ED
- S. Harrison, CTAC \*ED
- D. Bignell, WRES \*ED
- J. Siegel, WRES \*ED
- K. Dunbar, WRES

\*ED denotes electronic distribution  
 CBFO:QA:MLC:GS:04-1520:UFC 2300.00

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## CARLSBAD FIELD OFFICE AUDIT PLAN

**Audit Number:** A-04-28

**Organization Be Audited:** Washington TRU Solutions LLC (WTS)

**Organizations to Be Notified:** Washington TRU Solutions (WTS)  
New Mexico Environment Department (NMED)  
Environmental Protection Agency (EPA)  
Defense Nuclear Facilities Safety Board

**Date and Location:** June 2 - 4, 2004  
Carlsbad, New Mexico

**Audit Team:**

Jeff May	Audit Team Leader, CTAC
Jim Schuetz	Auditor, CTAC
Jim Kinney	Technical Specialist, CTAC
Lokesh Chaturvedi	Technical Specialist, CTAC

**Audit Scope:** The audit will verify the adequacy and implementation of WTS data processing activities over the last seven years as they relate to selected portions of the Environmental Monitoring program.

### Activities/Tasks to be Audited:

The specific activities to be audited will include:

- Delaware Basin Monitoring
- Groundwater Surveillance Program
- Geomechanical Monitoring Program
- Subsidence Monitoring
- WIPP Waste Information System (WWIS)

The data processing activities listed below will be audited for each of the above listed activities.

- Prepping methods to ensure data integrity  
Methods used to collect and qualify data  
Methods used to compile sets of data in a consistent manner; and use of properly qualified software  
Data analysis methods (V&V, statistical analysis, preparation of summary data, etc.)

- Methods used to transfer and report data in regulatory documents  
Electronic data preservation methods

**Governing Documents/Requirements:**

Regulatory based checklists will be developed from the following document:

Compliance Recertification Application (CRA), Section 7.2.3

**Schedule of Audit Activities:**

A pre-audit conference is scheduled for Wednesday, June 2, 2004, at 8:00 a.m. at the WIPP Site.


The audit team will caucus at 4:00 p.m. Wednesday and Thursday.

The audit team will brief appropriate WTS management at 8:30 a.m. Thursday.

A post-audit conference is scheduled for Friday, June 4, 2004 at 2:00 p.m. at the WIPP Site.

Prepared By:   
Jeffrey D. May, Audit Team Leader

Date: 5/25/04

Approved By:   
Ava L. Holland, QA Manager  
Carlsbad Field Office

Date: 5/26/04