



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

ENTERED

May 20, 2005

Mr. M. W. Lipscomb
Washington TRU Solutions, LLC
P.O. Box 2078
Carlsbad, NM 88221



Subject: Transmittal Of Audit Plan For CBFO Audit A 05-19

Dear Mr. Lipscomb:

Please be advised that a team of auditors from the Carlsbad Field Office (CBFO) will conduct the subject audit in Carlsbad, NM on June 6-9, 2005. The audit will be conducted in accordance with the enclosed audit plan and will evaluate the Washington TRU Solutions (WTS) Quality Assurance Program Description (QAPD) and implementing procedures for compliance with the applicable Sections of the CBFO QAPD. Observers or other interested parties may also accompany the audit team. 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 Earl Bradford at (505) 234-7161.

Sincerely,

M. Lea Chism
Quality Assurance Specialist

Enclosure

Mr. Mike Lipscomb

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May 20, 2005

cc: w/enclosure

A. Holland, CBFO *ED

M. Eagle, EPA ED

S. Zappe, EPA ED

D. Winters, DNFSB ED

R. Raaz, WTS ED

E. Ater, WTS ED

W. Allen, WTS ED

J. Hoff, WTS ED

M. Mullins, WTS ED

P. Rodriguez, CTAC ED

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CBFO QA File

CBFO M&RC

*ED denotes electronic distribution

CARLSBAD FIELD OFFICE AUDIT PLAN

Audit Number: A-05-19

Organization to be Audited: Washington TRU Solutions LLC (WTS)

Organizations to be notified: Washington TRU Solutions (WTS), Waste Operations
New Mexico Environment Department (NMED)
Environmental Protection Agency (EPA)
Defense Nuclear Facilities Safety Board

Date and Location: June 6-9, 2005
Carlsbad, New Mexico (WIPP Site)

Audit Team:

Lea Chism	Management Representative, CBFO
Earl Bradford	Audit Team Leader, CTAC
Dave Kimbro	Auditor, CTAC
Sandra Tanner	Auditor, CTAC
Pete Rodriguez	Auditor, CTAC

Audit Scope:

The audit will evaluate the adequacy of WTS Quality Assurance Program Description for compliance with the Carlsbad Field Office (CBFO) Quality Assurance Program Document (QAPD). Additionally, the audit will evaluate and verify the implementation and effectiveness of the WTS, implementing procedures, as applicable.

Activities/Tasks/Areas to be Included in the Audit:

Implementation of the following WTS quality elements will be evaluated:

- Organization
- Quality Assurance Program
- Procurement Document Control
- Document Control
- Control of Purchased Materials, equipment & Services
- Control of Nonconforming Material, Parts, and Components
- Corrective Action
- QA Records
- Audits

Governing Documents/Requirements:

Adequacy, implementation, and effectiveness of the WTS quality assurance program will be based on the following documents:

- CBFO Quality Assurance Program Document (QAPD), DOE-CBFO-94-1012, Current Revision
- Washington TRU Solutions LLC, Quality Assurance Program Description, WP 13-1, Current Revision.

Programmatic checklists will be developed from the following areas of the CBFO quality program:

- Organization
- Quality Assurance Program
- Procurement Document Control
- Document Control
- Control of Purchased Materials, Equipment & Services
- Control of Nonconforming Material, Parts, and Components
- Corrective Action
- QA Records
- Audits


Schedule of Audit Activities:

A preaudit conference will be held Monday, June 6, 2005, at 8:30 a.m., at the WIPP Site, in the Support Building, Large Conference Room, (second floor).

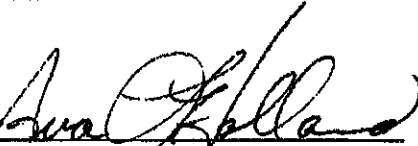
Audit team caucus meetings will be held Monday, June 6, through Wednesday, June 8, 2005, at 3:30 p.m., in the Support Building, Small Conference Room, (second floor).

Daily management briefings will be held Tuesday, June 7, through Thursday, June 9, 2005 at 8:30 a.m. with the appropriate WTS Waste management personnel, in the Support Building, Small Conference Room, (second floor).

A post audit conference is scheduled for Thursday, June 9, 2005, at 2:00 p.m., in the Support Building, Small Conference Room, (second floor).

Prepared by: 
Earl Bradford, CTAC
Audit Team Leader

Date: 5/17/05

Concurrence: 
Ava Holland, CBFO
Quality Assurance Manager

Date: 5/20/05