



Department of Energy
Carlsbad Field Office
P. O. Box 3090
Carlsbad, New Mexico 88221
June 6, 2005

ENTERED



Mr. Mike Lipscomb, WTS QA Manager
Washington TRU Solutions
P.O. Box 2078
Carlsbad, NM 88221-2778

Subject: Transmittal of The Revised Audit Plan For CBFO Audit A 05-19

Dear Mr. Lipscomb:

Please be advised that the subject audit has been postponed until the week of July 5-8, 2005. The audit was rescheduled due to conflicts with other ongoing Carlsbad Field Office (CBFO) audits. A team of auditors from the CBFO will conduct the subject audit at the Waste Isolation Pilot Plant (WIPP) site on July 5-8, 2005. The audit will be conducted in accordance with the attached 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 Quality Assurance Program Document (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



Mr. Mike Lipscomb

-2-

June 6, 2005

cc: w/enclosure

A. Holland, CBFO *ED

P. Rodriguez, CTAC ED

D. Kimbro, CTAC ED

M. Eagle, EPA ED

S. Zappe, EPA ED

D. Raaz, WTS ED

W. Allen, WTS ED

J. Hoff, WTS ED

E. Ater, WTS ED

M. Mullins, WTS ED

E. Bradford, CTAC ED

S. Tanner, CTAC ED

CBFO QA File

CBFO M&RC

*ED denote 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: July 5-8, 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 Tuesday, July 5, 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 Tuesday, July 5, through Thursday, July 7, 2005, at 3:30 p.m., in the Support Building, Small Conference Room, (second floor).

Daily management briefings will be held Wednesday, July 6, and Thursday, July 7, 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 Friday, July 8, 2005, at 2:00 p.m., in the Support Building, Small Conference Room, (second floor).

Prepared by: Earl Bradford Date: 5/31/05
Earl Bradford, CTAC
Audit Team Leader

Concurrence: D. J. Mills FOR Date: 6-6-05
Ava Holland, CBFO
Quality Assurance Manager



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Sincerely,

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M. Lea Chism
Quality Assurance Specialist

Mr. Mike Lipscomb

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Prepared by: *A. Earl Bradford*
Earl Bradford, CTAC
Audit Team Leader

Date: *5/31/05*

Concurrence: *D. J. Mink FOR*
Ava Holland, CBFO
Quality Assurance Manager

Date: *6-6-05*