



Department of Energy
Carlsbad Field Office
P.O. Box 3090
Carlsbad, New Mexico 88221
August 1, 2008



Mr. David H. Haar
Washington TRU Solutions, LLC
P.O. Box 2078
Carlsbad, NM 88221

Subject: Notification and Plan for Audit A-08-25 of Central Characterization Project
Waste Transportation Activities

Dear Mr. Haar,

A team from the Carlsbad Field Office will conduct a transportation audit of the Central Characterization Project (CCP) in Carlsbad, New Mexico, during the period August 11-15, 2008, in accordance with the enclosed Audit Plan.

The audit team will review documentation to determine adequacy, implementation, and effectiveness of the technical and quality assurance processes related to the CCP shipping activities.

If you have any questions or comments concerning the audit, please contact me at (575) 234-7491.

Sincerely,

Dennis S. Miehls
Senior Quality Assurance Specialist

Enclosure



Mr. David Haar

-2-

August 1, 2008

cc:

A. Holland, CBFO	*ED
D. Miehlis, CBFO	ED
M. Navarrete, CBFO	ED
D. Gadbury, CBFO	ED
N. Castaneda, CBFO	ED
M. Italiano, CBFO	ED
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D. Ploetz, WTS/CCP	ED
V. Cannon, WTS/CCP	ED
S. Zappe, NMED	ED
S. Holmes, NMED	ED
T. Kesterson, DOE OB WIPP NMED	ED
D. Winters, DNFSB	ED
P. Gilbert, LANL-CO	ED

WIPP Operating Record, MS: 452-09

CBFO QA File

CBFO M&RC

*ED denotes electronic distribution

CARLSBAD FIELD OFFICE AUDIT PLAN

Audit Number: CBFO A-08-25

Organization to Be Audited: Central Characterization Project (CCP)

Date: August 11 – 15, 2008

Location: Carlsbad, New Mexico

Audit Team:

B.J. Verret	Audit Team Leader, Carlsbad Field Office Technical Assistance Contractor (CTAC)
Thomas Putnam	Audit Team Member, CTAC
George Gula	Audit Team Member, CTAC
Paul Gomez	Audit Team Member, CTAC
Joe Willis	Audit Team Member, Washington TRU Solutions LLC (WTS)

Audit Scope:

Audit A-08-25 will evaluate the implementation and effectiveness of CCP plans and procedures related to waste transportation activities for shipment of transuranic (TRU) waste to the Waste Isolation Pilot Plant (WIPP). The team will review documentation and conduct personnel interviews to determine adequacy, implementation, and effectiveness of technical and quality assurance (QA) processes related to the shipment of TRU waste.

Activities to be Audited:

- Packaging operations, waste certification, and shipping activities
 - Approved procedures, including documentation of activities required by procedures
 - Personnel qualification and training
 - Records
 - Document preparation, approval, and control
 - Nonconformances and corrective actions
 - Surveillance and assessment
 - Procurement
 - Materials and testing equipment
 - Data analysis and trending
 - Lessons learned
 - Inspection control
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- Test control
- Conduct of operations
- Leak testing
- Payload loading
- Corrective actions
- Quality Assurance oversight
- Shipping papers
- WWIS data entry
- Gas generation testing
- Flammable gas analysis

Governing Documents/Requirements:

- *CBFO Quality Assurance Program Document (QAPD), DOE/CBFO-94-1012*
 - *TRUPACT-II Safety Analysis Report, TRUPACT-II Authorized Methods for Payload Control (TRAMPAC), and the TRUPACT-II Certification of Compliance, NRC 71-9281*
 - *CH Packaging Program Guidance, DOE/WIPP 02-3183*
 - *CH Packaging Operations Manual, DOE/WIPP 02-3184*
 - *CH Packaging Maintenance Manual, DOE/WIPP 02-3185*
 - *CH Packaging Operations for High Wattage Waste, DOE/WIPP 02-3220*
 - *Standard Waste Box Handling and Operations Manual, WP 08-PT.01*
 - *Ten-Drum Overpack Handling and Operations Manual, WP 08-PT.02*
 - *CH Packaging Trailer O&M Manual, WP 08-PT.04*
 - *RH Packaging Program Guidance, DOE/WIPP 02-3283*
 - *RH Packaging Operations Manual, DOE/WIPP 02-3284*
 - *RH Packaging Maintenance Manual, DOE/WIPP-02-3285*
 - *RH TRU 72-B Cask Uprighting Trailer Operations and Maintenance Manual, WP 08-PT.13*
 - *Waste Isolation Pilot Plant Flammable Gas Analysis, DOE/WIPP 06-3345*
 - *Quality Assurance Program Plan for TRUPACT-II Gas Generation Test Program, DOE/WIPP 01-3187*
 - *CCP Implementing Procedures*
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Checklists will be developed from the active revisions of the listed documents and related CCP procedures.

Schedule of Audit Activities:

A pre-audit conference is scheduled for 8:00 a.m., Monday, August 11, 2008.

Management meetings will be held each morning at 8:00 a.m.

A post-audit conference is scheduled for 4:00 p.m., Friday, August 15, 2008.

Audit activities will take place from 8:30 a.m. until 3:00 p.m., Monday through Friday.

Auditors will caucus at 3:00 p.m., Monday through Friday.

Prepared by: B. Verret
B.F. Verret, CTAC
Audit Team Leader

Date: 7/30/08

Approved by: Ava Holland
Ava Holland, CBFO
Quality Assurance Manager

Date: 8/1/08