



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

November 7, 2008



CERTIFIED MAIL – RETURN RECEIPT

Mr. Steve Zappe, Project Leader
Hazardous Waste Bureau
New Mexico Environment Department
2905 Rodeo Park Drive East, Building 1
Santa Fe, NM 87505

Subject: Transmittal of the Audit Plan and Notification of Assigned Auditors for Audit A-09-08 of the Idaho National Laboratory Central Characterization Project Visual Examination Activities

Dear Mr. Zappe:

This letter transmits the audit plan for Carlsbad Field Office (CBFO) Audit A-09-08 of the Idaho National Laboratory Central Characterization Project (INL/CCP) Transuranic (TRU) waste visual examination activities. The audit is to be conducted as required by the Hazardous Waste Facility Permit (HWFP), Section B4-3f, and will be held at the CBFO Skeen-Whitlock Building, Carlsbad, New Mexico, December 9 - 11, 2008. The audit plan also identifies the audit team members, as required by Section B6-3 of the HWFP.

Please contact Mr. Dennis Miehl, Acting CBFO Quality Assurance Manager, at (575) 234-7491 should you have any questions concerning this notification.

Sincerely,

David C. Moody
Manager

Enclosure



Mr. Steve Zappe

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November 7, 2008

cc: w/enclosures

A. Holland, CBFO

*ED

D. Gadbury, CBFO

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M. Navarrete, CBFO

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D. Kimbro, CTAC

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RCRA Operating Record, MS: 452-09

CBFO QA File

CBFO M&RC

*ED denotes electronic distribution

CARLSBAD FIELD OFFICE AUDIT PLAN

Audit Number: A-09-08

Organization to be audited: Idaho National Laboratory (INL), Central Characterization Project (CCP)

Organizations to be notified: INL/CCP
Washington TRU Solutions LLC (WTS)
New Mexico Environment Department (NMED)
Defense Nuclear Facilities Safety Board (DNFSB)

Date and Location: December 9 - 11, 2008
Carlsbad, NM

Audit Team: L. David Kimbro Audit Team Leader, Carlsbad Technical Assistance Contractor (CTAC)
Rhett Bradford Auditor, CTAC

Audit Scope:

This audit will verify the adequacy, implementation, and effectiveness of the processes described in procedure CCP-TP-113, *CCP Standard Contact-Handled Waste Visual Examination* and CCP-TP-163, *CCP Standard Visual Examination of Records* as applied to waste characterized by INL/CCP.

Activities to be audited include the following.

The following technical elements will be evaluated:

- Visual Examination
- Project and data generation level data verification and validation

See the table, Process and Equipment to be Reviewed During Audit A-09-08 of INL/CCP, for additional details.

Governing Documents/Requirements

Adequacy of INL/CCP documents will be based on the current revisions of the following documents:

NM4890139088-TSDF, *Waste Isolation Pilot Plant Hazardous Waste Facility Permit*

DOE/CBFO-94-1012, *Quality Assurance Program Document (QAPD)*

DOE/WIPP-02-3122, *Transuranic Waste Acceptance Criteria for the Waste Isolation Pilot Plant (WAC)*

Programmatic and technical checklists will be developed from the active revisions of the following documents:

CCP-PO-001, *CCP Transuranic Waste Characterization Quality Assurance Project Plan QAPjP)*

CCP-PO-002, *CCP Transuranic Waste Certification Plan*

CCP-PO-024, *CCP/INL Interface Document*

Related INL/CCP QA and technical implementing procedures

Related WTS CCP QA and technical implementing procedures

Schedule of Audit Activities:

A pre-audit conference will be held Tuesday December 9, 2008, at 8:00 a.m.

Audit team caucus meetings will be held Tuesday and Wednesday at 4:00 p.m.

Management briefings will be held Wednesday and Thursday at 8:30 a.m.

A post-audit conference is scheduled for Thursday, December 11, 2008, at 3:00 p.m.

Prepared by: 

E. David Kimbro, CTAC
Audit Team Leader

Date: 11/7/2008

Concurrence: 

Dennis Miehl, CBFO
Acting Quality Assurance Manager

Date: 11-7-08

Processes and Equipment to be Reviewed During Audit A-09-08 of the INL/CCP

WIPP #	Process/Equipment Description	Applicable to the Following Waste Streams/Groups of Waste Streams	Currently Approved by NMED
N/A	Visual Examination (VE) Procedure – CCP-TP-113, CCP-TP-163 Description – Visual Examination	Debris (S5000)	No