



**Department of Energy**

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

November 10, 2008



ENTERED



Mr. D. K. Ploetz  
Washington TRU Solutions, LLC  
P.O. Box 2078  
Carlsbad, NM 88221

Subject: Notification of Audit A-09-06 of Central Characterization Project for Conducting Department of Energy Inter-Site Shipments of Contact-Handled Transuranic Waste

Dear Mr. Ploetz,

A team from the Carlsbad Field Office will conduct an audit of the Central Characterization Project (CCP) at the Skeen-Whitlock Building in Carlsbad, New Mexico, and the Nevada Test Site, December 1– 4, 2008, in accordance with the enclosed audit plan.

The audit team will evaluate the adequacy, implementation, and effectiveness of the CCP for conducting DOE inter-site shipments of contact-handled transuranic waste in accordance with the CCP Contact-Handled Transuranic Authorized Methods for Payload Control (CCP CH-TRAMPAC) for Inter-site Shipments.

If you have any questions or comments concerning the audit, please contact me at (575) 234-7483.

Sincerely,

Martin P. Navarrete  
Senior Quality Assurance Specialist

Enclosure



Mr. D. K. Ploetz

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November 10, 2008

cc: w/enclosure

A. Holland, CBFO

D. Miehl, CBFO

D. Gadbury, CBFO

M. Brown, CBFO

F. Fesmire, CBFO

G. Pyles, DOE/NTS

V. Cannon, WTS/CCP

J. Hoff, WTS

M. Mullins, WTS

M. Percy, WTS/CCP

S. Zappe, NMED

S. Holmes, NMED

M. Eagle, EPA

D. Winters, DNFSB

P. Gilbert, LANL-CO

P. Martinez, CTAC

RCRA Operating Record, MS: 452-09

CBFO QA File

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## CARLSBAD FIELD OFFICE AUDIT PLAN

**Audit Number:** A-09-06

**Organization to be Audited:** Washington TRU Solutions LLC (WTS) Central Characterization Project (CCP)

**Organizations to be Notified:** WTS/CCP  
Environmental Protection Agency (EPA)  
Defense Nuclear Facilities Safety Board (DNFSB)

**Date and Location:** December 1 - 4, 2008  
Carlsbad, New Mexico, and Nevada Test Site

**Audit Team:**

Porf Martinez	Audit Team Leader, CBFO Technical Assistance Contractor (CTAC)
Charlie Riggs	Auditor, CTAC
Jim Schuetz	Auditor, CTAC
Tommy Putnam	Technical Specialist, CTAC
Joe Willis	Technical Specialist, CTAC
Charleen Roberts	Technical Specialist, CTAC
Rhett Bradford	Technical Specialist, CTAC

### Audit Scope:

The audit team will evaluate the adequacy, implementation, and effectiveness of the CCP for conducting DOE inter-site shipments of contact-handled transuranic waste in accordance with the CCP Contact-Handled Transuranic Authorized Methods for Payload Control (CCP CH-TRAMPAC) for Inter-site Shipments. The audit will include a review of the WTS/CCP implementing procedures, evaluations of supporting documentation, and personnel interviews.

### Governing Documents/Requirements:

The overall program adequacy and effectiveness of the WTS/CCP inter-site shipment program will be based on the current revisions of the following documents:

- DOE/CBFO-94-1012, *Quality Assurance Program Document (QAPD)*
- CCP-PO-401, *CCP Contact-Handled Transuranic Authorized Methods for Payload control (CCP CH-TRAMPAC) for Inter-site Shipments*

Programmatic and technical checklists will be developed from the current revisions of related CCP QA and technical implementing procedures.

**Activities to be Audited:**

- Transportation
- Process Knowledge
- Nondestructive Examination
- Waste Certification/Shipping Module Data Entry

**Schedule of Audit Activities:**


A pre-audit conference is scheduled for Tuesday, December 2, 2008, at 8:00 a.m.

Audit team caucus meetings will be conducted daily at 4:30 p.m., December 2 – 4, 2008.

Management briefing meetings will be conducted Wednesday and Thursday, December 3 and 4, 2008, at 8:00 a.m.

A post-audit conference is scheduled for Thursday, December 4, 2008, at 4:00 p.m.

All meetings will take place at the designated locations in Carlsbad, New Mexico, and the Nevada Test site.

Prepared by:   
Port Martinez, CTAC  
Audit Team Leader

Date: 11/7/08

Concurrence:   
Dennis Miehl, CBFO  
Acting Quality Assurance Manager

Date: 11-10-08