



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

JUL 14 2010



Mr. Jon E. Hoff, Manager  
 Quality Assurance  
 Washington TRU Solutions, LLC  
 P.O. Box 2078  
 Carlsbad, NM 88221 - 2078

Subject: Notification for WTS Waste Handling Operations Audit A-10-18

Dear Mr. Hoff:

The Carlsbad Field Office will conduct Audit A-10-18 of the Washington TRU Solution (WTS) Waste Handling Operations on August 9-12, 2010. The audit will be conducted in accordance with the enclosed audit plan.

Your representatives are requested to coordinate with the audit team to provide the team access to the WTS facilities, appropriate space to conduct meetings, cognizant personnel to support the audit, and access to the appropriate documentation and records.

If you have any questions concerning the audit, please contact me at (575) 234-7442.

Sincerely,

*M. Lea Chism*

M. Lea Chism  
 Quality Assurance Specialist

Enclosure

cc: w/enclosure

A. Holland, CBFO	*ED	S. Ghose, EPA	ED
H. Budweg, CBFO	ED	R. Lee, EPA	ED
D. Miehl, CBFO	ED	S. Zappe, NMED	ED
M. Navarrete, CBFO	ED	S. Holmes, NMED	ED
L. Chism, CBFO	ED	D. Winters, DNFSB	ED
F. Sharif, WTS	ED	T. Kesterson, DOE OB WIPP NMED	ED
M. A. Mullins, WTS	ED	P. Y. Martinez, CTAC	ED
T. Peake, EPA	ED	WIPP Operating Record	ED
M. Eagle, EPA	ED	CBFO M&RC	
E. Feltcorn, EPA	ED	CBFO QA File	
R. Joglekar, EPA	ED	*ED denotes electronic distribution	



## CARLSBAD FIELD OFFICE AUDIT PLAN

**Audit Number:** A-10-18

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

**Organizations to be Notified:** Washington TRU Solutions (WTS)  
New Mexico Environment Department (NMED)  
Environmental Protection Agency (EPA)  
Defense Nuclear Facilities Safety Board (DNFSB)

**Date and Location:** August 9 – 12, 2010  
Carlsbad, New Mexico

**Audit Team:**

Priscilla Y. Martinez	Audit Team Leader, Carlsbad Field Office Technical Assistance Contractor (CTAC) Quality Assurance Management Representative, Carlsbad Field Office (CBFO)
Lea Chism	
Tammy Bowden	Auditor, CTAC
Paul Gomez	Auditor, CTAC
Berry Pace	Auditor, CTAC
Rick Castillo	Auditor, CTAC
Jack Walsh	Auditor, CTAC
Tommy Putman	Technical Specialist, CTAC
B. J. Verret	Technical Specialist, CTAC

### Audit Scope:

Audit A-10-18 will evaluate adequacy of WTS procedures with respect to CBFO and WTS quality assurance requirements. Auditors will witness implementation and evaluate documentation of implementation of waste handling operations procedures, including handling of contact-handled (CH) and remote-handled (RH) transuranic (TRU) waste containers at surface locations and in the underground. Effectiveness of implementation and documentation of procedure work steps will also be evaluated.

### Activities/Tasks to be Audited:

Evaluation of waste handling operations will include waste receipt, unloading, container movement, container lid handling, container inspection, and emplacement for both loaded and empty containers. Processes to be evaluated include but are not limited to the following:

- crane operations
- forklift and trailer jockey operations
- underground transporter operations
- TRU waste receipt

- type "B" package processing (loaded and empty)
- 72-B RH processing
- use and control of calibrated equipment and instruments
- training and qualifications of personnel performing these tasks
- emplacement

**Governing Documents/Requirements:**

The overall program adequacy and effectiveness of WTS documents will be based on the current revisions of the following documents:

- DOE/CBFO-94-1012, *Quality Assurance Program Document*
- DOE/WIPP-02-3183, *CH Packaging Program Guidance*
- DOE/WIPP-02-3184, *CH Packaging Operations Manual*
- DOE/WIPP-02-3283, *RH Packaging Program Guidance*
- DOE/WIPP-02-3284, *RH Packaging Operations Manual*
- DOE/WIPP-02-3214, *RH TRU Waste Characterization Program Implementation Plan*
- DOE/WIPP-02-3122, *Waste Acceptance Criteria*
- DOE/WIPP-09-3427, *Waste Data Systems User's Manual*
- WP 13-1, *WEashington TRU Solutions, LLC, Quality Assurance Program Description*

Checklists will be developed using criteria and section topics found in the WTS QAPD and implementing procedures.

- Work Processes
- Special Processes
- WDS Entry (see note below)
- Nonconformances (see note below)
- Records (see note below)
- Personnel Qualification and Training (see note below)
- Measuring and Testing Equipment Identification and Control of Items (see note below)

**NOTE:** Evaluation will be performed in these criteria/sections only as related to issues identified and documented, or testing performed during waste handling operations.

**Schedule of Audit Activities:**

A pre-audit conference is scheduled for 8:30 a.m. Monday, August 9, 2010, in the Support Building (Bldg. 451) second floor large conference room.

Audit team caucus and Management briefings will be in a location to be determined.

A post-audit conference is scheduled for 3:00 p.m., Thursday, August 12, 2010, in the Support Building (Bldg. 451) second floor large conference room.

Prepared By: Priscilla Y. Martinez Date: 7-7-10  
Priscilla Y. Martinez, CTAC  
Audit Team Leader

Approved By: Ava L. Holland Date: 7/14/10  
Ms. Ava L. Holland, Director  
Office of Quality Assurance