



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

AUG 16 2010



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

Subject: Notification and Revised Audit Plan for CBFO Audit A-10-18, WTS Waste Handling Operations

Dear Mr. Hoff:

Representatives of the Carlsbad Field Office (CBFO) will conduct Audit A-10-18 of the Washington TRU Solution (WTS) Waste Handling Operations on September 14-16, 2010. This audit will be conducted in accordance with the enclosed revised 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) 234-7483.

Sincerely,

Martin P. Navarrete
 Senior 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
L. Chism, CBFO	ED	S. Holmes, NMED	ED
F. Sharif, WTS	ED	D. Winters, DNFSB	ED
M. A. Mullins, WTS	ED	T. Kesterson, DOE OB WIPP NMED	ED
T. Peake, EPA	ED	P. Y. Martinez, CTAC	ED
M. Eagle, EPA	ED	WIPP Operating Record	ED
E. Feltcorn, EPA	ED	CBFO M&RC	
R. Joglekar, EPA	ED	CBFO QA File	

*ED denotes electronic distribution



REVISED 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: September 14 - 16, 2010
Carlsbad, New Mexico

Audit Team:

Priscilla Y. Martinez	Audit Team Leader, Carlsbad Field Office Technical Assistance Contractor (CTAC)
Martin Navarrete	Quality Assurance Management Representative, Carlsbad Field Office (CBFO)
Tammy Bowden	Auditor, CTAC
Paul Gomez	Auditor, CTAC
Berry Pace	Auditor, CTAC
Rick Castillo	Auditor, CTAC
Tommy Putman	Technical Specialist, CTAC
B. J. Verret	Technical Specialist, CTAC
Joe Willis	Technical Specialist, WTS
Robbie Morrison	Technical Specialist, WTS

Audit Scope:

Audit A-10-18 will evaluate the adequacy of the WTS Quality Assurance Program with respect to waste handling operations, for both contact-handled (CH) and remote-handled (RH) transuranic (TRU) waste containers at surface locations and in the underground. The audit will also evaluate and verify the implementation and effectiveness of requirements in the associated WTS implementing procedures.

Activities/Tasks to be Audited:

Evaluation of waste handling operations will include: waste receipt, container loading and unloading, container movement, container lid handling, container inspection, and container emplacement. Other processes to be evaluated include but are not limited to the following:

- crane operations
- forklift and trailer jockey operations
- underground transporter operations
- type "B" package processing, both TRUPACT-II and 72-B (loaded and empty)

- use and control of associated calibrated equipment and instruments
- training and qualifications of personnel performing these tasks

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*
- DOEWIPP-02-3183, *CH Packaging Program Guidance*
- DOEWIPP-02-3184, *CH Packaging Operations Manual*
- DOEWIPP-02-3283, *RH Packaging Program Guidance*
- DOEWIPP-02-3284, *RH Packaging Operations Manual*
- DOEWIPP-02-3214, *RH TRU Waste Characterization Program Implementation Plan*
- DOEWIPP-02-3122, *Waste Acceptance Criteria*
- DOEWIPP-09-3427, *Waste Data Systems User's Manual*
- WP 13-1, *Washington TRU Solutions, LLC, Quality Assurance Program Description*

Checklists will be developed using applicable criteria in the WTS QAPD and implementing procedures. These include:

- Work Processes
- Special Processes
- WWIS/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., Tuesday, September 14, 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, September 16, 2010, in the Support Building (Bldg. 451) second floor large conference room.

Prepared By: Priscilla Y. Martinez Date: 8-12-10
Priscilla Y. Martinez, CTAC
Audit Team Leader

Approved By: Ava L. Holland Date: 8/16/10
Ms. Ava L. Holland, Director
Office of Quality Assurance