



Department of Energy
 Carlsbad Field Office
 P. O. Box 3090
 Carlsbad, New Mexico 88221
 September 17, 2010

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



Subject: Notification of Audit A-11-02, WTS Quality Assurance Program

Dear Mr. Hoff:

The Carlsbad Field Office (CBFO) will conduct Audit A-11-02 of the Washington TRU Solutions (WTS) Quality Assurance Program, October 5-7, 2010, at the Waste Isolation Pilot Plant near Carlsbad, New Mexico. 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.

Representatives from the U.S. Environmental Protection Agency (EPA) may be present during the audit.

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

Sincerely,



FOR

M. Lea Chism
 Quality Assurance Specialist

Enclosure

cc: w/enclosures
 A. Holland, CBFO
 H. Budweg, CBFO
 D. Gadbury, CBFO
 D. Miehls, CBFO
 M. Navarrete, CBFO
 F. Sharif, WTS
 M. A. Mullins, WTS
 T. Peake, EPA
 M. Eagle, EPA
 E. Feltcorn, EPA
 R. Joglekar, EPA

* ED	S. Ghose, EPA	ED
ED	R. Lee, EPA	ED
ED	S. Zappe, NMED	ED
ED	S. Holmes, NMED	ED
ED	T. Kesterson, DOE OB WIPP NMED	ED
ED	D. Winters, DNFSB	ED
ED	H. T. Washington, CTAC	ED
ED	B. Pace, CTAC	ED
ED	WIPP Operating Record	ED
ED	CBFO QA File	
ED	CBFO M&RC	

*ED denotes electronic distribution



CARLSBAD FIELD OFFICE AUDIT PLAN

Audit Number: A-11-02

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

Organizations to be Notified: WTS
New Mexico Environment Department (NMED)
U. S. Environmental Protection Agency (EPA)
Defense Nuclear Facilities Safety Board (DNFSB)

Date and Location: October 5 – 7, 2010
Waste Isolation Pilot Plant (WIPP) near Carlsbad, New Mexico

Audit Team:

Harold T. Washington	Audit Team Leader, CBFO Technical Assistance Contractor (CTAC)
Lea Chism	CBFO Management Representative
Berry Pace	Auditor, CTAC
Norm Frank	Auditor, CTAC
Rick Castillo	Auditor, CTAC
Jack Walsh	Auditor, CTAC

Audit Scope:

The audit will evaluate the adequacy, implementation, and effectiveness of the WTS Quality Assurance (QA) Program related to Criteria 10 through 18 of the *Quality Assurance Program Requirements for Nuclear Facilities (ASME NQA-1-1989 Edition)*.

Activities/Tasks/Areas to be Included in the Audit:

Implementation of the following quality elements will be evaluated:

- Inspection
- Test Control
- Control of Measuring and Test Equipment
- Handling, Storage, and Shipping
- Inspection, Test, and Operating Status
- Control of Nonconforming Items
- Corrective Action
- Quality Assurance Records
- Audits

Governing Documents/Requirements:

Adequacy, implementation, and effectiveness of the WTS QA Program will be based on current versions of the following documents:

- DOE/CBFO-94-1012, *CBFO Quality Assurance Program Document (QAPD)*
- WP 13-1, *Washington TRU Solutions LLC Quality Assurance Program Description*

Checklists will be developed from selected procedures implementing NQA-1 Criteria 10 through 18.

Schedule of Audit Activities:

A pre-audit conference is scheduled for 8:00 a.m. on Tuesday, October 5, 2010, in the Building 451 large conference room at the WIPP site.

Audit team caucus meetings will be held at 3:30 p.m. on Tuesday and Wednesday, October 5 – 6, 2010, and at 2:00 p.m. on Thursday, October 7, 2010, in the Building 451 small conference room at the WIPP site.

Daily management briefings will be held at 8:30 a.m. on Wednesday and Thursday, October 6 – 7, 2010, with appropriate WTS management personnel, in the Building 451 small conference room at the WIPP site.

A post-audit conference is scheduled for 3:00 p.m. on Thursday, October 7, 2010, in the Building 451 large conference room at the WIPP site.

Prepared by: Harold T. Washington
Harold T. Washington, CTAC
Audit Team Leader

Date: 9/9/10

Concurrence: Ava L. Holland
Ava L. Holland, CBFO
Quality Assurance Director

Date: 9/16/10