



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

FEB 3 2011



Mr. D. K. Ploetz, Manager  
 Central Characterization Project  
 Washington TRU Solutions, LLC  
 P.O. Box 2078  
 Carlsbad, NM 88221-2078

Subject: Notification of CBFO Audit A-11-06, CCP QA Program

Dear Mr. Ploetz:

Please be advised that an audit team from the Department of Energy Carlsbad Field Office (CBFO) will conduct Audit A-11-06 of the Central Characterization Project Quality Assurance (CCP QA) Program at the Skeen-Whitlock Building in Carlsbad, New Mexico on March 1-3, 2011. The audit will be conducted in accordance with the enclosed audit plan.

You are requested to provide the resources necessary to coordinate with the audit team, provide knowledgeable personnel to support the audit, arrange for appropriate space to conduct meetings, and provide the team with access to appropriate documentation and records.

If you have questions, please contact me at (575) 234-7491.

Sincerely,

Dennis S. Miehls  
 Acting Director of the Office of Quality Assurance

Enclosure

cc: w/enclosure

J. R. Stroble, CBFO	*ED	E. Feltcorn, EPA	ED
M. Navarrete, CBFO	ED	S. Ghose, EPA	ED
C. Fesmire, CBFO	ED	R. Lee, EPA	ED
N. Castaneda, CBFO	ED	S. Zappe, NMED	ED
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A. J. Fisher, WTS/CCP	ED	D. Winters, DNFSB	ED
M. Walker, WTS/CCP	ED	P. Gilbert, LANL-CO	ED
Y. Salmon, WTS/CCP	ED	G. Lyshik, LANL-CO	ED
J. Hoff, WTS	ED	P. Y. Martinez, CTAC	ED
M. A. Mullins, WTS	ED	K. Martin, CTAC	ED
T. Peake, EPA	ED	WIPP Operating Record	ED
M. Eagle, EPA	ED	CBFO QA File	
R. Joglekar, EPA	ED	CBFO M&RC	

\*ED denotes electronic distribution



## CARLSBAD FIELD OFFICE AUDIT PLAN

**Audit Number:** A-11-06

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

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

**Date and Location:** March 1 – 3, 2011  
Carlsbad, New Mexico

**Audit Team:**

Dennis Miehls	Audit Team Management Representative, Carlsbad Field Office (CBFO)
Priscilla Y. Martinez	Audit Team Leader, CBFO Technical Assistance Contractor (CTAC)
Tammy Bowden	Auditor, CTAC
H. Kirschenmann	Auditor, CTAC
Katie Martin	Auditor, CTAC
Greg Knox	Auditor, CTAC
B. J. Verret	Auditor, CTAC
Jack Walsh	Auditor, CTAC
Mario Chavez	Auditor, CTAC
Lea Chism	Auditor, CBFO

### Audit Scope:

The audit team will evaluate the degree of adequacy, implementation, and effectiveness of the CCP Quality Assurance (QA) Program, established for governing CCP quality-affecting activities at the project office in Carlsbad, NM, and TRU waste generator sites where CCP performs characterization services.

### Governing Documents:

Evaluation of adequacy of the CCP QA Program will be based on the current revision of DOE/CBFO-94-1012, *Quality Assurance Program Document (QAPD)*.

Evaluation of effective implementation of the CCP QA Program will be based on the applicable portions and current revisions of:

- CCP-PO-001, *CCP TRU Waste Characterization Quality Assurance Project Plan (QAPjP)*
- CCP-PO-002, *CCP Transuranic Waste Certification Plan*

- Applicable CCP QA implementing procedures

**Program Elements/Activities to be Audited:**

Quality Assurance:

- Program
- Organization
- Graded Approach
- Personnel Qualification and Training
- Quality Improvement
- Documents and Records
- Work Processes
- Procurement
- Inspection and Testing
- Assessments
- Software QA

**Schedule of Audit Activities:**

A pre-audit conference is scheduled for 8:45 a.m., Tuesday, March 1, 2011.

Audit team caucus meetings will be held at 3:00 p.m., Tuesday, March 1 and Wednesday, March 2, 2011. The audit team caucus meeting will be held at 1:30 p.m., Thursday, March 3, 2011.

Management briefing meetings will be conducted at 8:45 a.m., Wednesday March 2, and Thursday, March 3, 2011.

A post-audit conference is scheduled for 3:00 p.m., Thursday, March 3, 2011.

All audit activities will be conducted at the Skeen-Whitlock Building in Carlsbad, NM. Specific logistics will be determined at a later date.

Prepared by: Priscilla Y. Martinez  
Priscilla Y. Martinez, CTAC  
Audit Team Leader

Date: 2-3-2011

Concurrence: D. J. Miehls  
Dennis Miehls, CBFO  
Acting Director, Office of Quality Assurance

Date: 2-3-11