

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

MAR 23 2011



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

Subject: Notification of Audit A-11-09, WTS Quality Assurance Program, NQA-1, Criteria 1-9

Dear Mr. Hoff:

The Carlsbad Field Office (CBFO) will conduct Audit A-11-09 of the Washington TRU Solutions (WTS) Quality Assurance Program, Criteria 1-9 of the *Quality Assurance Program Requirements for Nuclear Facilities* (ASME NQA-1-1989 Edition) on April 12-14, 2011 at the Waste Isolation Pilot Plan 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.

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

Sincerely,

M. Lea Chism
 Quality Assurance Specialist

Enclosure

cc: w/enclosure
 D. Gadbury, CBFO
 M. Navarrete, CBFO
 D. Miehl, CBFO
 F. Sharif, WTS
 M. A. Mullins, WTS
 T. Peake, EPA
 M. Eagle, EPA
 E. Feltcorn, EPA
 R. Joglekar, EPA
 S. Ghose, EPA

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ED	S. Zappe, NMED	ED
ED	S. Holmes, NMED	ED
ED	T. Kesterson, DOE ON WIPP NMED	ED
ED	D. Winters, DNFSB	ED
ED	H. T. Washington, CTAC	ED
ED	K. D. Martin, 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-11-09

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: April 12 – 14, 2011
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 QA Management Representative
Harley Kirschenmann	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 1 through 9 of the *Quality Assurance Program Requirements for Nuclear Facilities (ASME NQA-1-1989 Edition)* and the corresponding sections of the *CBFO Quality Assurance Program Document (QAPD)*.

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

Implementation of the following quality elements will be evaluated:

- Organization
- Quality Assurance Program
- Design Control
- Procurement Document Control
- Instructions, Procedures, and Drawings
- Document Control
- Control of Purchased Items and Services
- Identification and Control of Items
- Control of Processes

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*
- WTS implementing procedures

Checklists will be developed from selected procedures implementing NQA-1 Criteria 1 through 9.

Schedule of Audit Activities:

A pre-audit conference is scheduled for 8:00 a.m. on Tuesday, April 12, 2011, in the Building 451 large conference room at the WIPP site.

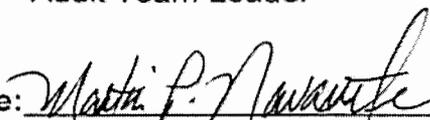
Audit team caucus meetings will be held at 3:30 p.m. on Tuesday and Wednesday, April 12 – 13, 2011, and at 2:00 p.m. on Thursday, April 14, 2011, in the Building 451 small conference room at the WIPP site.

Daily management briefings will be held at 8:30 a.m. on Wednesday and Thursday, April 13 – 14, 2011, with appropriate WTS management personnel at a location to be determined.

A post-audit conference is scheduled for 3:00 p.m. on Thursday, April 14, 2011, in the Building 451 large conference room at the WIPP site.

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

Date: 3/23/11

Concurrence: 
Martin P. Navarrete, CBFO
Acting Quality Assurance Director

Date: 3-23-11