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

JUL 14 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-11-16, WTS Waste Handling Operations

Dear Mr. Hoff:

Please be advised that the Carlsbad Field Office will conduct Audit A-11-16 of the Washington TRU Solutions (WTS) Waste Handling Operations Program. The audit will be conducted August 30 through September 1, 2011 at the Waste Isolation Pilot Plant Support Building, 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 regarding this notification, please contact me at (575) 234-7442.

Sincerely,

M. Lea Chism
Quality Assurance Specialist

Enclosure

cc: w/enclosure

R. Unger, CBFO
D. Gadbury, CBFO
D. Miehls, CBFO
M. Navarrete, CBFO
F. Sharif, WTS
M. A. Mullins, WTS
T. Poake, EPA
M. Eagle, EPA
E. Feltcorn, EPA
R. Joglekar, EPA
S. Ghose, EPA
R. Lee, EPA
J. Kieling, NMED
T. Hall, NMED
S. Holmes, NMED
T. Kesterson, DOE OB WIPP NMED
D. Winters, DNFSB
P.Y. Martinez, CTAC
P. Hinojos, CTAC
G. White, CTAC
K.D. Martin, CTAC
WIPP Operating Record
CBFO QA File
CBFO M&RC
*ED denotes electronic distribution
CARLSBAD FIELD OFFICE AUDIT PLAN

Audit Number: A-11-16
Organization to be Audited: Washington TRU Solutions, LLC (WTS)

Organizations to be Notified:
- WTS
- New Mexico Environment Department
- U.S. Environmental Protection Agency
- Defense Nuclear Facilities Safety Board

Date and Location:
- August 30 – September 1, 2011
- Carlsbad, New Mexico

Audit Team:
- Lea Chism, Quality Assurance Management Representative, Carlsbad Field Office (CBFO)
- Priscilla Y. Martinez, Audit Team Leader, Carlsbad Field Office Technical Assistance Contractor (CTAC)
- Rick Castillo, Lead Auditor-in-Training, CTAC
- Cindi Castillo, Auditor, CTAC
- Jack Walsh, Auditor, CTAC
- Katie Martin, Auditor, CTAC
- Margie Martinez, Auditor, CTAC
- Tommy Putman, Technical Specialist, CTAC
- B. J. Verret, Technical Specialist, CTAC
- Joe Willis, Technical Specialist, WTS

Audit Scope:

Audit A-11-16 will evaluate adequacy of WTS procedures with respect to CBFO and WTS quality assurance requirements. Auditors will observe 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 at the Waste Isolation Pilot Plant (WIPP). 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, container loading and unloading, container movement, container lid handling, container inspection, and emplacement for both loaded and empty containers. Additional 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 container processing
• use and control of calibrated equipment and instruments
• training and qualifications of personnel performing these tasks
• emplacement

Governed 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, Remote-Handled TRU Waste Characterization Program Implementation Plan
- DOE/WIPP-02-3122, Transuranic Waste Acceptance Criteria for the Waste Isolation Pilot Plant
- WP 13-1, Washington TRU Solutions, LLC, Quality Assurance Program Description (QAPD)

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

- Work Processes
- Special Processes
- WIPP Waste Information System (WWIS)/Waste Data System (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, August 30, 2011, in the Support Building (Bldg. 451) second floor large conference room.

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

A post-audit conference is scheduled for 3:00 p.m., Thursday, September 1, 2011, in the Support Building (Bldg. 451) second floor large conference room.

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

Approved By: Randy Unger, Director,
Office of Quality Assurance