



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 request 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. Miehl, CBFO
 M. Navarrete, CBFO
 F. Sharif, WTS
 M. A. Mullins, WTS
 T. Peake, EPA
 M. Eagle, EPA
 E. Feltcorn, EPA
 R. Joglekar, EPA
 S. Ghose, EPA
 R. Lee, EPA

* ED	J. Kieling, NMED	ED
ED	T. Hall, NMED	ED
ED	S. Holmes, NMED	ED
ED	T. Kesterson, DOE OB WIPP NMED	ED
ED	D. Winters, DNFSB	ED
ED	P.Y. Martinez, CTAC	ED
ED	P. Hinojos, CTAC	ED
ED	G. White, 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-11-16

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

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, *Remote-Handled TRU Waste Characterization Program Implementation Plan*
- DOEWIPP-02-3122, *Transuranic Waste Acceptance Criteria for the Waste Isolation Pilot Plant*
- DOEWIPP-09-3427, *Waste Data System User's Manual*
- 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 Date: 7-12-11
Priscilla Y. Martinez, CTAC
Audit Team Leader

Approved By: R. Unger Date: 14 Jul 11
Randy Unger, Director,
Office of Quality Assurance