



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



August 2, 2011

Mr. D. K. Ploetz, Manager
 Central Characterization Project
 Retrieval, Characterization and Transportation
 Washington TRU Solutions
 P.O. Box 2078
 Carlsbad, New Mexico 88221-2078

Subject: Notification of Audit A-11-19, CCP Conducting DOE Intersite Shipments of Contact-Handled Transuranic Waste

Dear Mr. Ploetz:

Please be advised that a team from the Carlsbad Field Office will conduct the subject audit on August 23-25, 2011 at the Skeen-Whitlock Building in Carlsbad, New Mexico.

The audit team will evaluate the adequacy, implementation, and effectiveness of the Central Characterization Project (CCP) conducting Department of Energy (DOE) intersite shipments of contact-handled transuranic waste in accordance with the *CCP Contact-Handled Transuranic Authorized Methods for Payload Control (CCP CH-TRAMPAC) for Intersite Shipments*.

If you have any questions concerning this notification, please contact me at (575) 234-7483.

Sincerely,

Martin P. Navarrete
 Senior Quality Assurance Specialist

Enclosure

cc: w/enclosure

R. Unger, CBFO	*ED	R. Joglekar, EPA	ED
J.R. Stroble, CBFO	ED	S. Ghose, EPA	ED
D. Miehl, CBFO	ED	R. Lee, EPA	ED
F. Sharif, WTS	ED	J. Kieling, NMED	ED
J. Hoff, WTS	ED	S. Holmes, NMED	ED
M.A. Mullins, WTS	ED	T. Kesterson, DOE OB WIPP NMED	ED
V. Cannon, WTS/CCP	ED	D. Winters, DNFSB	ED
A.J. Fisher, WTS/CCP	ED	K.D. Martin, CTAC	ED
M. Walker, WTS/CCP	ED	M. Mager, CTAC	ED
Y. Salmon, WTS/CCP	ED	T. Putnam, CTAC	ED
J. Carter, WTS/CCP	ED	WIPP Operating Record	
T. Peake, EPA	ED	CBFO QA File	
M. Eagle, EPA	ED	CBFO M&RC	
E. Feltcorn, EPA	ED	*ED denotes electronic distribution	



CARLSBAD FIELD OFFICE AUDIT PLAN

Audit Number: A-11-19

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

Organizations to be Notified: WTS/CCP
U.S. Environmental Protection Agency (EPA)
Defense Nuclear Facilities Safety Board (DNFSB)

Date and Location: August 23 – 25, 2011
Carlsbad, New Mexico

Audit Team:

Thomas Putnam	Audit Team Leader, CBFO Technical Assistance Contractor (CTAC)
B.J. Verret	Auditor, CTAC
D. Blauvelt	Technical Specialist, CTAC
Rhett Bradford	Technical Specialist, CTAC

Audit Scope:

The audit team will evaluate the adequacy, implementation, and effectiveness of CCP in conducting DOE intersite shipments of contact-handled transuranic waste in accordance with the *CCP Contact-Handled Transuranic Authorized Methods for Payload Control (CCP CH-TRAMPAC) for Intersite Shipments*. The audit will include review of the WTS/CCP implementing procedures, evaluation of supporting documentation, and personnel interviews.

Governing Documents/Requirements:

The overall program adequacy and effectiveness of the WTS/CCP intersite shipment program will be based on the current revisions of the following documents:

- DOE/CBFO-94-1012, *Quality Assurance Program Document (QAPD)*
- CCP-PO-401, *CCP Contact-Handled Transuranic Authorized Methods for Payload Control (CCP CH-TRAMPAC) for Intersite Shipments*

Programmatic and technical checklists will be developed from the current revisions of related CCP quality assurance (QA) and technical implementing procedures.

Activities to be Audited:

- Transportation (Shipping Papers)
- Process Knowledge
- Nondestructive Examination
- Waste Certification/Shipping Module Data Entry
- Training and Qualification

Schedule of Audit Activities:

A pre-audit conference is scheduled for Tuesday, August 23, 2011, at 8:00 a.m., in the Skeen-Whitlock T224 conference room.

Audit team caucus meetings will be conducted Tuesday and Wednesday, August 23 and 25, 2011, at 3:30 p.m.

Management briefing meetings will be conducted Wednesday and Thursday, August 24 and 25, 2011, at 8:00 a.m.

A post-audit conference is scheduled for Thursday, August 25, 2011, at 3:00 p.m., in the Skeen-Whitlock T224 conference room.

All meetings will take place at the designated locations in Carlsbad, New Mexico.

Prepared by: Thomas Putnam
Thomas Putnam, CTAC
Audit Team Leader

Date: 8-2-11

Concurrence: Martin Navarrete
Martin Navarrete, CBFO
Senior Quality Assurance Specialist

Date: 8-2-11