

**CARLSBAD FIELD OFFICE
AUDIT PLAN**

Audit Number: CBFO A-11-22

Organization to be Audited: U.S. Department of Energy (DOE) Carlsbad Field Office (CBFO)
Performance Demonstration Program (PDP)

Organizations to be Notified: CBFO

Date and Location:

September 19, 2011	Ogden, UT PDP Headspace Gas (HSG) and PDP Resource Conservation and Recovery Act (RCRA) Constituent Analysis
September 20, 2011	Idaho Falls, ID PDP Nondestructive Assay (NDA)
September 22, 2011	Carlsbad, NM PDP Program Overview with CBFO

Audit Team:

Martin Navarrete	Quality Assurance Representative, CBFO
Tamara D. Bowden	Audit Team Leader, CBFO Technical Assistance Contractor (CTAC)
Greg Knox	Auditor, CTAC
Paul Gomez	Auditor/Technical Specialist, CTAC
James Oliver	Technical Specialist, CTAC
Earl Bradford	Observer, CTAC

Audit Scope:

The audit will evaluate the adequacy, implementation, and effectiveness of the management controls for the PDP. Areas for evaluation will include HSG, RCRA constituent analysis (volatile organic compounds, semivolatile organic compounds, and metals), and NDA. Also included are the PDP Coordinator records of implementation for NDA, HSG, and RCRA constituents, including records, training, and traceability of standards.

Governing Documents/Requirements:

Evaluation of the PDP will be based on the current revisions of the following documents:

- DOE/CBFO-01-3107, *Performance Demonstration Program Management Plan*
- DOE/CBFO-95-1076, *Performance Demonstration Program Plan for Analysis of Simulated Headspace Gas*
- DOE/CBFO-95-1077, *Performance Demonstration Program Plan for RCRA Constituent Analysis of Solidified Wastes*
- DOE/CBFO-01-1005, *Performance Demonstration Program Plan for*

Nondestructive Assay of Drummed Wastes for the TRU Waste Characterization Program

- DOE/CBFO-01-1006, *Performance Demonstration Program Plan for Nondestructive Assay of Boxed Wastes for the TRU Waste Characterization Program*
- CTAC implementing procedures

Activities to be Audited:

This audit will cover work done by the DOE/CBFO and the PDP Program Manager and Program Coordinators, including development of HSG and RCRA constituent samples, distribution to various participants, receipt and scoring of the results, training, and records management.

The applicable portions of the PDP Plans for each PDP will form the basis of the audit.

Schedule of Audit Activities:

A pre-audit meeting is scheduled for 8:00 a.m., Tuesday, September 19, 2011, in Ogden, UT.

A post-audit meeting will be held at 2:00 p.m., Thursday, September 22, 2011, in Carlsbad, NM.

Prepared by: Tamara D. Bowden Date: 08/22/11
Tamara D. Bowden, CTAC
Audit Team Leader

Concurrence: R. Unger Date: 31 Aug 11
Randy Unger, CBFO
Quality Assurance Director