



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

SEP 07 2011

ENTERED



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

Subject: Audit Notification for Audit A-11-24 of Central Characterization Project  
Transportation Activities (All Sites)

Dear Mr. Ploetz:

Please be advised that a team from the Carlsbad Field Office will conduct a transportation audit of the Central Characterization Project (CCP) in Carlsbad, New Mexico, during the period September 20 – 22, 2011, in accordance with the enclosed audit plan.

The audit team will review documentation and conduct personnel interviews to determine adequacy, implementation, and effectiveness of the technical and quality assurance processes related to the CCP shipping activities from all sites.

If you have any questions or comments concerning the audit, please contact me at (575) 234-7548.

Sincerely,

Courtland G. Fesmire, P.E.  
Quality Assurance Engineer

Enclosure

Mr. D.K. Ploetz

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SEP 07 2011

cc: w/enclosure

R. Unger, CBFO	*ED
J. R. Stroble, CBFO	ED
M. Navarrete, CBFO	ED
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V. Cannon, WTS/CCP	ED
A.J. Fisher, WTS/CCP	ED
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J. Carter, WTS/CCP	ED
J. Kieling, NMED	ED
S. Holmes, NMED	ED
T. Hall, NMED	ED
T. Kesterson, DOE OB WIPP NMED	ED
D. Winters, DNFSB	ED
P. Gilbert, LANL-CO	ED
G. Lyshik, LANL-CO	ED
B. J. Verret, CTAC	ED
M. Mager, CTAC	ED
WIPP Operating Record	ED
CBFO QA File	
CBFO M&RC	

\*ED denotes electronic distribution

## CARLSBAD FIELD OFFICE AUDIT PLAN

**Audit Number:** CBFO A-11-24

**Organization to Be Audited:** Washington TRU Solutions LLC (WTS)  
Central Characterization Project (CCP)

**Date:** September 20 – 22, 2011

**Location:** Carlsbad, New Mexico

**Audit Team:**

B.J. Verret	Audit Team Leader, Carlsbad Field Office Technical Assistance Contractor (CTAC)
Thomas Putnam	Audit Team Member, CTAC
Rick Castillo	Audit Team Member, CTAC
Norman Frank	Audit Team Member, CTAC

### **Audit Scope:**

Audit A-11-24 will evaluate the implementation and effectiveness of CCP plans and procedures related to waste transportation activities for shipment of contact-handled (CH) and remote-handled (RH) transuranic (TRU) waste to the Waste Isolation Pilot Plant (WIPP). The team will review documentation and conduct personnel interviews to determine the adequacy, implementation, and effectiveness of technical and quality assurance (QA) processes related to the shipment of TRU waste.

### **Activities to be Audited:**

- Packaging operations, waste certification, and shipping activities
- Approved procedures, including documentation of activities required by procedures
- Personnel qualification and training
- Records
- Document preparation, approval, and control
- Nonconformances and corrective actions
- Surveillance and assessment
- Procurement
- Materials and testing equipment
- Data analysis and trending
- Inspection control
- Conduct of operations

- Leak testing
- Quality assurance oversight
- WIPP Waste Data System (WDS)
- Gas generation testing
- Flammable gas analysis

**Governing Documents/Requirements:**

- *CBFO Quality Assurance Program Document (QAPD)*, DOE/CBFO-94-1012
- *TRUPACT-II Safety Analysis Report*, TRUPACT-II Authorized Methods for Payload Control (TRAMPAC), and the TRUPACT-II Certification of Compliance, NRC 71-9281
- *CH Packaging Program Guidance*, DOE/WIPP 02-3183
- *CH Packaging Operations Manual*, DOE/WIPP 02-3184
- *CH Packaging Maintenance Manual*, DOE/WIPP 02-3185
- *CH Packaging Operations for High Wattage Waste*, DOE/WIPP 02-3220
- *Standard Waste Box Handling and Operations Manual*, WP 08-PT.01
- *Ten-Drum Overpack Handling and Operations Manual*, WP 08-PT.02
- *CH Packaging Trailer O&M Manual*, WP 08-PT.04
- *RH Packaging Program Guidance*, DOE/WIPP 02-3283
- *RH Packaging Operations Manual*, DOE/WIPP 02-3284
- *RH Packaging Maintenance Manual*, DOE/WIPP-02-3285
- *RH TRU 72-B Cask Uprighting Trailer Operations and Maintenance Manual*, WP 08-PT.13
- *Waste Isolation Pilot Plant Flammable Gas Analysis*, DOE/WIPP 06-3345
- *Quality Assurance Program Plan for TRUPACT-II Gas Generation Test Program*, DOE/WIPP 01-3187
- CCP Implementing Procedures

Checklists will be developed from the active revisions of the listed documents and related CCP procedures.

**Schedule of Audit Activities:**

A pre-audit conference is scheduled for 8:00 a.m., Tuesday, September 20, 2011, in room T-289 in the Skeen-Whitlock Building.

Management briefings will be held daily at 8:00 a.m., Wednesday and Thursday, September 21 and September 22, 2011, as needed, in room T-289 in the Skeen-Whitlock Building.

A post-audit conference is scheduled for 3:30 p.m., Thursday, September 22, 2011, in room T-289 in the Skeen-Whitlock Building.

Audit activities will take place from 8:30 a.m. until 3:00 p.m., Tuesday through Thursday, September 20 – 22, 2011, in room T-289 in the Skeen-Whitlock Building.

Auditors will caucus at 3:00 p.m., Tuesday through Thursday, September 20 – September 22, 2011, in room T-289 in the Skeen-Whitlock Building.

Prepared by: B.J. Verret  
B.J. Verret, CTAC  
Audit Team Leader

Date: 8/31/11

Approved by: Randy Unger  
Randy Unger, CBFO  
Quality Assurance Director

Date: 7 Sep 11.