



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

ENCLOSED

JAN 31 2012



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: Notification and Plan for Carlsbad Field Office Audit A-12-09, CCP QA Program

Dear Mr. Ploetz:

Please be advised that an audit team from the Department of Energy Carlsbad Field Office will conduct Audit A-12-09 of the Central Characterization Project Quality Assurance (CCP QA) Program at the Skeen-Whitlock Building in Carlsbad, New Mexico, March 6 – 8, 2012. The audit will be conducted in accordance with the enclosed audit plan.

You are requested to provide the resources necessary to coordinate with the audit team, provide knowledgeable personnel to support the audit, arrange for appropriate space to conduct meetings, and provide the team with access to appropriate documentation and records.

If you have any questions 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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cc: w/enclosure

R. Unger, CBFO	*ED
J.R. Stroble, CBFO	ED
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M. Pinzel, CBFO	ED
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V. Cannon, WTS/CCP	ED
A. J. Fisher, WTS/CCP	ED
I. Quintana, WTS/CCP	ED
Y. Salmon, WTS/CCP	ED
J. Carter, WTS/CCP	ED
M. Walker, WTS/CCP	ED
M. Eagle, EPA	ED
T. Peake, EPA	ED
R. Joglekar, EPA	ED
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S. Ghose, EPA	ED
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T. Kliphuis, NMED	ED
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T. Kesterson, NMED/DOE OB	ED
J. Marple, NMED/DOE OB	ED
D. Winters, DNFSB	ED
G. Lyshik, LANL-CO	ED
P. Gilbert, LANL-CO	ED
M. Mager, CTAC	ED
T. Bowden, CTAC	ED
WIPP Operating Record	ED
CBFO QA File	
CBFO M&RC	

*ED denotes electronic distribution

CARLSBAD FIELD OFFICE AUDIT PLAN

Audit Number: A-12-09

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

Organizations to be Notified: WTS/CCP
New Mexico Environment Department (NMED)
Environmental Protection Agency (EPA)
Defense Nuclear Facilities Safety Board (DNFSB)

Date and Location: March 6 – 8, 2012
Carlsbad, New Mexico

Audit Team:

Courtland Fesmire	Management Representative, Carlsbad Field Office (CBFO)
Tamara Bowden	Audit Team Leader, CBFO Technical Assistance Contractor (CTAC)
Charlie Riggs	Auditor, CTAC
Jack Walsh	Auditor, CTAC
Katie Martin	Auditor, CTAC
Greg Knox	Auditor, CTAC
Cindi Castillo	Auditor, CTAC
Earl Bradford	Auditor, CTAC
Rick Castillo	Auditor, CTAC
Norman Frank	Auditor/Technical Specialist, CTAC

Audit Scope:

The audit team will evaluate the degree of adequacy, implementation, and effectiveness of the CCP Quality Assurance (QA) Program, established for governing CCP quality-affecting activities at the project office in Carlsbad, NM, and TRU waste generator sites where CCP performs characterization services.

Governing Documents:

Evaluation of adequacy of the CCP QA Program will be based on the current revision of DOE/CBFO-94-1012, *Quality Assurance Program Document (QAPD)*.

Evaluation of effective implementation of the CCP QA Program will be based on the applicable portions and current revisions of:

- CCP-PO-001, *CCP TRU Waste Characterization Quality Assurance Project Plan (QAPjP)*
- CCP-PO-002, *CCP Transuranic Waste Certification Plan*
- Applicable CCP QA implementing procedures

Program Elements/Activities to be Audited:

Quality Assurance:

- Organization and Quality Assurance Program
- Graded Approach
- Personnel Qualification and Training
- Quality Improvement
- Document Control
- Records
- Work Processes
- Procurement
- Inspection and Testing
- Assessments
- Software QA

Schedule of Audit Activities:

All audit activities will be conducted in Carlsbad, NM.

A pre-audit conference is scheduled for 8:45 a.m., Tuesday, March 6, 2012.

Audit team caucus meetings will be held at 3:00 p.m., Tuesday, March 6 and Wednesday, March 7, 2012. The audit team caucus meeting will be held at 1:30 p.m., Thursday, March 8, 2012.

Management briefing meetings will be conducted at 8:45 a.m., Wednesday March 7, and Thursday, March 8, 2012.

A post-audit conference is scheduled for 3:00 p.m., Thursday, March 8, 2012.

Prepared by: Tamara D. Bowden
Tamara D. Bowden, CTAC
Audit Team Leader

Date: 01/23/12

Concurrence: R. Unger
Randy Unger, CBFO
Director, Office of Quality Assurance

Date: 27 Jan 12