



Department of Energy
 Carlsbad Field Office
 P. O. Box 3090
 Carlsbad, New Mexico 88221
 NOV 21 2012

 **ENTERED**



Mr. D. K. Ploetz, Manager
 Central Characterization Project
 Retrieval, Characterization, and Transportation
 Nuclear Waste Partnership, LLC
 P.O. Box 2078
 Carlsbad, NM 88221-2078

Subject: Audit Notification for Audit A-13-03, CCP Transportation Activities (All Sites)

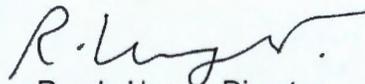
Dear Mr. Ploetz:

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 of December 4 – 6, 2012, in accordance with the enclosed audit plan.

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

If you have any questions, please contact me at (575) 234-7065.

Sincerely,



Randy Unger, Director
 Office of Quality Assurance

Enclosure

cc: w/enclosure

| | | | |
|------------------------|------|-------------------------------------|----|
| J. R. Stroble, CBFO | * ED | T. Kesterson, NMED/DOE OB | ED |
| C. Fesmire, CBFO | ED | J. Marple, NMED/DOE OB | ED |
| F. Sharif, NWP | ED | D. Winters, DNFSB | ED |
| T. Reynolds, NWP | ED | P. Gilbert, LANL-CO | ED |
| M. Sensibaugh, NWP/CCP | ED | G. Lyshik, LANL-CO | ED |
| V. Cannon, NWP/CCP | ED | B. J. Verret, CTAC | ED |
| A.J. Fisher, NWP/CCP | ED | M. Mager, CTAC | ED |
| M. Walker, NWP/CCP | ED | G. White, CTAC | ED |
| J. Carter, NWP/CCP | ED | WIPP Operating Record | ED |
| J. Kieling, NMED | ED | CBFO QA File | |
| T. Kliphuis, NMED | ED | CBFO M&RC | |
| S. Holmes, NMED | ED | *ED denotes electronic distribution | |
| R. Maestas, NMED | ED | | |



CARLSBAD FIELD OFFICE AUDIT PLAN

Audit Number: CBFO A-13-03

Organization to Be Audited: Nuclear Waste Partners LLC (NWP)
Central Characterization Project (CCP)

Date: December 4 – 6, 2012

Location: Skeen-Whitlock Building, Carlsbad, New Mexico

Audit

| | |
|----------------------|---------------------------------|
| B.J. Verret | Audit Team Leader, CTAC |
| Courtland G. Fesmire | Management Representative, CBFO |
| Norman Frank | Audit Team Member, CTAC |
| Kirk Kirkes | Auditor in Training, CTAC |

Audit Scope:

Audit A-13-03 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:

- *TRUPACT-III Authorized Methods for Payload Control (TRAMPAC)*
- *TRUPACT-III Program Guidance*
- DOE/WIPP 11-3451, *TRUPACT-III Operations Manual*
- WP 08-PT.02, *Ten-Drum Overpack Handling and Operations Manual*
- WP 08-PT.05, *TRUPACT-III Standard Large Box 2 Handling and Operation Manual*
- DOE/CBFO-94-1012, *CBFO Quality Assurance Program Document (QAPD)*
- *TRUPACT-II Safety Analysis Report*, *TRUPACT-II TRAMPAC*, and the *TRUPACT-II Certificate of Compliance*, NRC 71-9281
- DOE/WIPP 02-3183, *CH Packaging Program Guidance*
- DOE/WIPP 02-3184, *CH Packaging Operations Manual*
- DOE/WIPP 02-3185, *CH Packaging Maintenance Manual*
- DOE/WIPP 02-3220, *CH Packaging Operations for High Wattage Waste*
- WP 08-PT.01, *Standard Waste Box Handling and Operations Manual*
- WP 08-PT.02, *Ten-Drum Overpack Handling and Operations Manual*
- WP 08-PT.04, *CH Packaging Trailer Operation and Maintenance Manual*
- DOE/WIPP 02-3284, *RH Packaging Program Guidance*
- DOE/WIPP 02-3283, *RH Packaging Operations Manual*
- DOE/WIPP-02-3285 *RH Packaging Maintenance Manual*
- WP 08-PT.13, *RH TRU 72-B Cask Uprighting Trailer Operations and Maintenance Manual*
- DOE/WIPP 06-3345, *Waste Isolation Pilot Plant Flammable Gas Analysis*
- DOE/WIPP 01-3187, *Quality Assurance Program Plan for TRUPACT-II Gas Generation Test Program*
- 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, December 4, 2012, in room T-224 in the Skeen-Whitlock Building.

Management briefings will be held daily at 8:00 a.m., Wednesday and Thursday, December 5 and 6, 2012, as needed, in room T-224 in the Skeen-Whitlock Building.

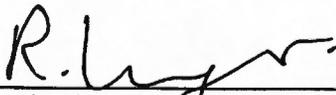
A post-audit conference is scheduled for 3:30 p.m., Thursday, December 6, 2012, in room T-224 in the Skeen-Whitlock Building.

Audit activities will take place from 8:30 a.m. until 3:00 p.m., Tuesday through Thursday, December 4 – 6, 2012, in room T-224 in the Skeen-Whitlock Building.

Auditors will caucus at 3:00 p.m., Tuesday through Thursday, December 4 – 6, 2012, in room T-224 in the Skeen-Whitlock Building.

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

Date: 11/19/12

Approved by: 
FOR Courtland G. Fesmire, P.E.
CBFO Quality Assurance Engineer
R. UNGER.

Date: 21 Nov 12