Mr. John E. Kieling, Chief
Hazardous Waste Bureau
New Mexico Environment Department
2905 Rodeo Park Drive East, Building 1
Santa Fe, New Mexico 87505-6303

Subject: Transmittal of Audit Plan and Notification of Assigned Auditors for Carlsbad Field Office Audit A-20-06 of the Idaho National Laboratory Central Characterization Program

Dear Mr. Kieling:

This letter transmits the audit plan for Carlsbad Field Office (CBFO) Recertification Audit A-20-06 of the Idaho National Laboratory (INL) Central Characterization Program (CCP). The audit will be conducted as required by the Waste Isolation Pilot Plant Hazardous Waste Facility Permit, and will be held at the Skeen-Whitlock Building in Carlsbad, New Mexico, and at the North Wind-Portage facilities in Idaho Falls, Idaho December 10 – 12, 2019. The audit plan identifies the audit team members, as required by the Permit.

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision according to a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Please contact the CBFO Office of Quality Assurance’s Senior Quality Assurance Specialist, Mr. Dennis Miehls, at (575) 234-7491, if you have any questions concerning this notification.

Sincerely,

Kirk D. Lachman, Acting Manager
Carlsbad Field Office

Enclosure
cc: w/enclosure
R. Murray, EM-3.113 *ED
M. Hall, CBFO ED
D. C. Gadbury, CBFO ED
M. Brown, CBFO ED
K. Princen, CBFO ED
D. Miehls, CBFO ED
A. Stone, CBFO ED
J. Lopez, CBFO ED
M. Stapleton, CBFO ED
C. Fesmire, CBFO ED
N. Castaneda, CBFO ED
H. Cruickshank, CBFO ED
T. Carver, CBFO ED
R. Maestas, NMED ED
D. Biswell, NMED ED
M. McLean, NMED ED
P. Theisen, SNL-CPG ED
T. Runyon, CTAC ED
P. Martinez, CTAC ED
R. Castillo, CTAC ED
C. Castillo, CTAC ED
D. Harvill, CTAC ED
G. White, CTAC ED
D. Stegman, CTAC ED
A. Urquidez, RES ED
J. Haschets, RES ED
R. Chavez, RES ED
CBFO QA File
CBFO M&RC
*ED denotes electronic distribution
CARLSBAD FIELD OFFICE
AUDIT PLAN

Audit Number: A-20-06
Organization to be Audited: Idaho National Laboratory (INL) Nuclear Waste Partnership LLC (NWP) Central Characterization Program (CCP)
Organizations to be Notified: NWP
New Mexico Environment Department (NMED)
U.S. Environmental Protection Agency (EPA)
Fluor Idaho
Date and Location: December 10-12, 2019
Idaho Falls, ID, and Carlsbad, NM
Audit Team: Dennis Miehls
Carlsbad Field Office (CBFO) Quality Assurance (QA) Management Representative
Dustin Stegman*
Audit Team Leader, CBFO Technical Assistance Contractor (CTAC), Auditor (Interface)
Bob Blyth*
Auditor-In-Training, CTAC (Interface)
B.J. Verret
Auditor/Technical Specialist, CTAC (Transportation, FGA, & GGT)
Dick Blauvelt*
Technical Specialist, CTAC (AK)
Randy Fitzgerald*
Auditor/Technical Specialist, CTAC (AK)
Nathan Denney
Auditor-In-Training, CTAC (AK)
Tim Boswell
Auditor, CTAC (C6 QA)*
*Indicates team member working via teleconference.

Audit Scope:
The audit team will evaluate the adequacy, implementation, and effectiveness of the INL-CCP waste characterization processes for contact-handled (CH) Summary Category Groups (SCGs) S3000 homogeneous solids waste, S4000 soils/gravel, and S5000 debris waste. Technical and QA requirements specific to the enhanced Acceptable Knowledge (AK) process in accordance with DOEmWIPP-02-3122, Transuranic Waste Acceptance Criteria for the Waste Isolation Pilot Plant (WAC) Appendix H and I will be evaluated. CH SCGs S3000, S4000 and S5000 will also be audited specifically for the processes listed on Attachment 1 of this plan. This audit will be conducted to recertify the INL-CCP CH waste program.
**Governing Documents/Requirements:**

Evaluation of the overall program adequacy, implementation, and effectiveness of INL-CCP documents will be based on the current revisions of the following documents:

- DOE/CBFO-94-1012, *Quality Assurance Program Document*
- Waste Isolation Pilot Plant Hazardous Waste Facility Permit NM4890139088-TSDF

Programmatic and technical checklists will be developed from the current revisions of the following documents:

- CCP-PO-001, *CCP Transuranic Waste Characterization Quality Assurance Project Plan*
- CCP-PO-002, *CCP Transuranic Waste Certification Plan*
- CCP-PO-003, *CCP Transuranic Authorized Methods for Payload Control (CCP CH-TRAMPAC)*
- CCP-PO-024, *CCP/INL Interface Document*
- Related INL-CCP QA and technical implementing procedures

**Activities to be Audited:**

**General**
- Results of Previous Audits
- Changes in Programs or Operations
- New Programs or Activities Being Implemented
- Changes in Key Personnel

**C6-1 through C6-4 and general QA program elements as applicable**
- Personnel Qualification and Training
- Records
- Quality Improvement/Nonconformances
Technical Activities
- Acceptable Knowledge (AK)
- Transportation, including Flammable Gas Analysis (FGA) and Gas Generation Testing (GGT)
- WIPP Waste Information System/Waste Data System (WWIS/WDS)

Schedule of Audit Activities:

A pre-audit conference is scheduled for 9:00 a.m. on Tuesday, December 10, 2019, at the Skeen-Whitlock Building, conference room T-224.

If needed, a management briefing with appropriate NWP CCP Management at 8:30 a.m. on Wednesday and Thursday, December 11 and 12, 2019, at the Skeen-Whitlock Building, conference room T-224.

A post-audit conference is scheduled for 2:00 p.m. on Thursday, December 12, 2019, at the Skeen-Whitlock Building, conference room T-224.

Audit activities will be conducted in Carlsbad, New Mexico and Idaho Falls, Idaho.

Approved By: Dustin Stegman, CTAC Audit Team Leader
Date: 10-31-19

Approved By: Donald C. Gadbury, Director CBFO Office of Quality Assurance
Date: 11-4-19
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