

DOE F 1325.8

ENTERED

United States Government

Department of Energy

# memorandum

Carlsbad Area Office  
Carlsbad, New Mexico 88221

DATE: November 20, 1997  
REPLY TO: CAO:QA:RDB 97-1567 (UFC 2300.00)  
ATTN OF:

SUBJECT: Audit (A-98-06) of the Rocky Flats Environmental Technology Site (RFETS) Acceptable Knowledge Program

TO: Keith Kline, Waste Management Program Office, DOE-RFFO

Please be advised that a team of auditors from the Carlsbad Area Office will conduct a follow-up audit of the RFETS Acceptable Knowledge Program on December 15-19, 1997. The audit will be conducted in accordance with the enclosed audit plan. Inspectors from the Environmental Protection Agency and other interested parties may also accompany the audit team.

Your representatives are requested to coordinate with the audit team to develop the necessary documentation for the audit team to gain access to RFETS facilities, arrange for appropriate space to conduct meetings, provide cognizant personnel to support the audit, and provide the audit team with access to appropriate current documentation and records.

In addition, (not as part of the audit), two CAO representatives will conduct follow-up verification of several of the CAO CARs initiated during CAO audit A-97-03.

If you have any questions or comments concerning this audit, please contact Butch Stroud, NTP Waste Certification Manager, at (505) 234-7483, or R. Dennis Brown, CAO QA Manager, at (505) 234-7484.

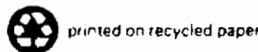
E. Kent Hunter  
Office of TRU Waste Operations

### Attachments

- cc: w/attachments
- CAO QA File
- D. Watkins, CAO
- B. Stroud, CAO
- D. Brown, CAO
- S. Vega, CAO
- J. Legare, DOE-RFFO

Post-It™ brand fax transmittal memo 7671 # of pages 4

To: S. Zappe	From: R. Dennis Brown
Co. NMEED	Co.
Dept.	Phone #
Fax # 505-827-1544	Fax # 505-234-7024



printed on recycled paper



971118

4-H19-WSRIC-001, Revision 1, *WSRIC Characterization and Reverification*

4-D15-BBPE-001, Revision 1, *WSRIC Building Book Preparation and Editing*

1-134-WO-1103-NRWOL, Revision 1, *Non-Routine Waste Origination Log Instructions*

RF/RMRS-97-018, Revision 1, *RFETS TRU Waste Acceptable Knowledge Supplemental Information*

WIPP-003, Revision 1, *Collection, Review, and Confirmation of Acceptable Knowledge Documentation*

**Related RFETS technical and quality assurance implementing procedures including:**

4-A07-WP-4720 (WIPP-009), Revision 0, *RCRA Characterization of TRU Waste to be Disposed of at WIPP*

1-PRO-079-WGI-001, Revision 0, *Waste Characterization, Generation and Packaging*

1-C80-WO-1102-WRT, Revision 0, *Waste/Residue Traveler*

**Schedule of Audit Activities:**

A pre-audit conference is scheduled for Monday, December 15, at 3:00 pm. at the designated RFETS location.

Audit team caucus will be held at 4:00 p.m. Tuesday through Thursday.

The audit team will meet with the appropriate RFETS management at 8:30 a.m. each morning (Wednesday, Thursday, and Friday).

A post-audit conference is scheduled for Friday, December 19, at 8:00 a.m. at the designated RFETS location in Golden, Colorado.

Prepared By: Samuel Vega  
Sam Vega, Audit Team Leader

Date: 11/19/97

Approved By: Butch Stroud  
Butch Stroud, CAO Waste Certification Manager

Date: 11/20/97

Approved By: R. Dennis Brown  
R. Dennis Brown, CAO QA Manager

Date: 11/25/97

**CARLSBAD AREA OFFICE AUDIT PLAN****Audit Number:** A-98-06**Organization:** Rocky Flats Environmental Technology Site (RFETS)**Date and** December 15-19, 1997**Location:** Golden, Colorado

<b>Audit Team:</b>	Sam Vega	CAO QA Specialist, Audit Team Leader
	Butch Stroud	CAO Management Representative
	Marlin Horseman	Auditor, CTAC
	Vann Bynum	Technical Specialist, SNL
	Cynthia Zvonar	Observer, CAO
	Al Williams	Technical Specialist (in training), CTAC
	William Weston	Technical Specialist, WID

**Audit Scope:** The audit will evaluate the adequacy, implementation, and effectiveness of technical and quality assurance processes related to the RFETS Acceptable Knowledge activities supporting the Transuranic Waste Characterization and Certification Programs.

**Activities/Tasks to be Audited:**

The following CAO Characterization (QAPP) technical elements will be evaluated:

Acceptable Knowledge

**Governing Documents/Requirements:**

Adequacy evaluations of RFETS site and TWCP specific documents will be based on the current revisions of the following documents:

CAO Quality Assurance Program Document, CAO-94-1012

Transuranic Waste Characterization Quality Assurance Program Plan,  
CAO-94-1010

Programmatic and technical checklists will be developed from the active revision of the following documents:

4-H19-WSRIC-001, Revision 1, *WSRIC Characterization and Reverification*

4-D15-BBPE-001, Revision 1, *WSRIC Building Book Preparation and Editing*

1-134-WO-1103-NRWOL, Revision 1, *Non-Routine Waste Origination Log Instructions*

RF/RMRS-97-018, Revision 1, *RFETS TRU Waste Acceptable Knowledge Supplemental Information*

WIPP-003, Revision 1, *Collection, Review, and Confirmation of Acceptable Knowledge Documentation*

Related RFETS technical and quality assurance implementing procedures including:

4-A07-WP-4720 (WIPP-009), Revision 0, *RCRA Characterization of TRU Waste to be Disposed of at WIPP*

1-PRO-079-WGI-001, Revision 0, *Waste Characterization, Generation and Packaging*

1-C80-WO-1102-WRT, *Revision 0, Waste/Residue Traveler*

**Schedule of Audit Activities:**

A pre-audit conference is scheduled for Monday, December 15, at 3:00 pm. at the designated RFETS location.

Audit team caucus will be held at 4:00 p.m. Tuesday through Thursday.

The audit team will meet with the appropriate RFETS management at 8:30 a.m. each morning (Wednesday, Thursday, and Friday).

A post-audit conference is scheduled for Friday, December 19, at 8:00 a.m. at the designated RFETS location in Golden, Colorado.

Prepared By: Samuel Vega  
Sam Vega, Audit Team Leader

Date: 11/19/97

Approved By: Butch Stroud  
Butch Stroud, CAO Waste Certification Manager

Date: 11/20/97

Approved By: \_\_\_\_\_  
R. Dennis Brown, CAO QA Manager

Date: \_\_\_\_\_