memorandum

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
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: ___________________________ Date: 11/17/97
Sam Vega, Audit Team Leader

Approved By: ___________________________ Date: 11/20/97
Butch Stroud, CAO Waste Certification Manager

Approved By: ___________________________ Date: 11/25/97
R. Dennis Brown, CAO QA Manager
CARLSBAD AREA OFFICE AUDIT PLAN

Audit Number: A-98-06

Organization: Rocky Flats Environmental Technology Site (RFETS)

Date and Location: December 15-19, 1997, Golden, Colorado

Audit Team:
- 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:
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

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