

United States Government



Department of Energy

memorandum

Carlsbad Area Office
Carlsbad, New Mexico 88221

DATE: January 28, 1999

REPLY TO
ATTN OF: CAO:QA:MEB 99-0520 UFC 2300

SUBJECT: Audit (A-99-07) of Rocky Flats Environmental Technology Site (RFETS) Characterization, Certification, and Transportation Programs

TO: Joseph A. Legare, RFFO

Please be advised that a team of auditors and technical specialists from the Carlsbad Area Office (CAO) will conduct an audit at RFETS on March 1-5, 1999. The audit will be conducted in accordance with the attached audit plan. The purpose of the audit is to determine whether the original certification by DOE/CAO should be continued for the WIPP project.

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, support the audit, and provide the audit team with access to appropriate documentation and records. RFFO is expected to provide meeting rooms (with overhead projector) to hold approximately 50 people for the entrance and exit meetings, working rooms for the audit team and for the EPA inspectors and the EEG observers, full set of documentation applicable to RFFO work for the WIPP, including the applicable procedures, two flip charts and marking pens for the audit team working room, and miscellaneous office supplies (e.g., pens, paper, copy machine, Post-It Notes, stapler, "scotch" tape, etc.) for each working room.

If you have any questions or comments concerning this audit, please contact Beth Bennington at (505) 234-7482, or me at (505) 234-8484 .

Marc A. Italiano
Acting Quality Assurance Manager

Attachment



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Joseph Legare

cc w/original attachment:
L. Chism, CAO

cc w/attachment:
B. Bennington, CAO
B. Stroud, CAO
D. Winters, DNFSB
B. Walker, EEG
M. Eagle, EPA
S. Monroe, EPA
✓ S. Zappe, NMED
M. Castagneri, RFETS
G. O'Leary, RFETS
N. Frank, CTAC
C. Riggs, CTAC
Ed Hess, WID



2 -

January 28, 1999

CARLSBAD AREA OFFICE AUDIT PLAN

Audit Number: A-99-07

Organization: Rocky Flats Environmental Technology site (RFETS)

Date and March 1-5, 1999

Location: Golden, Colorado

Audit Team:

Beth Bennington	Audit Team Leader, CAO
Sam Vega	Auditor, CAO
Norman Frank	Lead Auditor, CTAC
Charles Riggs	Auditor, CTAC
Amy Arceo	Auditor, CTAC
Pete Rodriguez	Auditor, CTAC
Dee Scott	Auditor, CTAC
Steve Hans	Auditor, CTAC
Jack Walsh	Auditor, CTAC
Mark Doherty	Technical Specialist, CTAC
Al Williams	Technical Specialist, CTAC
Ken Coop	Technical Specialist, CTAC
William J. Verret	Observer, CTAC
William Weston	Technical Specialist, WID
Clint Kelly	Technical Specialist, WID

Audit Scope: The audit will evaluate the RFETS TRU Waste Characterization, Certification and Transportation activities. The scope will include the adequacy, implementation, and effectiveness of technical and quality assurance processes. Adequacy will be limited to new or revised implementing documents since the certification audit in February 1998.

Governing Documents/Requirements:

Adequacy evaluations of new and revised 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, Revision 0, and Interim changes dated February 1996 and November 15, 1996

Waste Acceptance Criteria for the Waste Isolation Pilot Plant, DOE/WIPP-069

Activities to be Audited:

The following *CAO Quality Assurance Program Document (QAPD)* activities will be evaluated:

- Organization
- QA Program Implementation
- Personnel Qualification and Training
- Corrective Action
- Quality Improvement
- Documents and Records
- Work Processes
- Procurement
- Measuring and Test Equipment
- Assessments
- Sample Control
- Data Documentation, Control, and Validation
- Software Requirements
- QA Grading

The following CAO characterization (QAPP) technical activities will be evaluated:

- Acceptable Knowledge
- Nondestructive Assay
- Sampling Analysis Plan
- Sampling - Head Space Gas
- Testing - NDA, RTR
- Visual Examination
- Analysis - Head Space Gas
- Data Validation, Usability, and Reporting
- Performance Demonstration Program (PDP)

The following CAO Transportation (TRAMPAC) technical activities will be evaluated:

- Inspection of Packaging
- Visual Examination
- Preparation and Loading
- Leak Check
- Shipping (Process and the WEMS Shipping Module)
- Package Maintenance
- Documentation and Records
- Payload and Drum Certification
- TRANSCOM

The following CAO Certification (WAC) technical activities will be evaluated:

Software (WIPP Waste Information System, analysis software, and others)

Continuing corrective actions and status of the following corrective action reports (CARs) from CAO audits A-98-04 and A-98-06 will be evaluated:

CARs 98-006, 98-017, 98-018, 98-019, 98-020, 98-021, and 98-022.

Technical and Quality assurance checklists will be developed from the current version of the following documents:

RFETS Quality assurance Project Plan (QAPjP) for the Transuranic Waste Characterization Program, 95-QAPjP-0050

RFETS transuranic Waste Management Manual, 3-MAN-008-WM-001

Related RFETS technical and quality assurance implementing procedures

Open CAO Corrective Action Reports and observations from Audits A-98-04, A-98-06, and A-98-26

Schedule of Audit Activities:

A preaudit conference is scheduled for Monday March 1, at 8:30 a.m.

An 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 (Tuesday through Friday).

A postaudit conference is scheduled for Friday, March 5, at 11:00 a.m. at the designated RFETS location in Golden, Colorado.

Prepared By: Mary E. Bennington Date: _____
Mary E. Bennington, audit Team Leader

Approved By: Marc A. Italiano Date: 1/28/99
Marc A. Italiano, CAO Acting QA Manager