DATE: March 22, 1999

REPLY TO ATTN OF: CAO:QA:MEB 99-0570 UFC 2300

SUBJECT: Audit (A-99-09) of Rocky Flats Environmental Technology Site (RFETS) TRU Waste Characterization of Salt Stabilization and LECO Crucible Repackaging Activities

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 April 12-16, 1999. The audit will be conducted in accordance with the attached audit plan. The purpose of the audit is to determine whether the processes should be certified by DOE/CAO 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 and 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, Waste Certification Manager, at (505) 234-7482.

Marc A. Italiano

Acting Quality Assurance Manager

Attachment
Joseph Legare

cc w/original attachment:
L. Chism, CAO

cc: w/attachment
B. Bennington, CAO
M. Italiano, CAO
B. Stroud, CAO
C. Riggs, CTAC
D. Winters, DNFSB
B. Walker, EEG
M. Eagle, EPA
S. Monroe, EPA
M. Castagneri, RFETS
G. O’Leary, RFETS
S. Zappe, NMED

March 22, 1999
CARLSBAD AREA OFFICE AUDIT PLAN

Audit Number: CAO A-99-09

Organization: Rocky Flats Environmental Technology Site (RFETS)

Date and Location: April 12-16, 1999 Golden, Colorado

Audit Team:
- Beth Bennington: Audit Manager, CAO
- Sam Vega: Observer, CAO
- Charlie Riggs: Audit Team Leader, CTAC
- Earl Bradford: Auditor, CTAC
- Steve Hans: Auditor, CTAC
- Dee Scott: Auditor, CTAC
- Wayne Ledford: Auditor, CTAC
- Mark Doherty: Technical Specialist, CTAC
- Richard Blauvelt: Technical Specialist, CTAC
- Vann Bynum: Technical Specialist, LANL
- William Weston: Technical Specialist, WID
- William Verret: Technical Specialist, CTAC

Audit Scope: The audit will evaluate the adequacy, implementation, and effectiveness of technical and quality assurance processes related to RFETS TRU Waste characterization and certification activities. These activities include those associated with Salt Residue Stabilization and LECO Crucibles Repackaging processes. Adequacy will be limited to new or revised implementing documents developed since the last audit in September 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
- Waste Acceptance Criteria for the Waste Isolation Pilot Plant, DOE/WIPP-069

Activities to be Audited:

The following CAO Quality Assurance (QAPD) activities specific to the Salt Residue Stabilization and LECO Crucibles Repackaging processes will be evaluated:
The following technical activities will be evaluated:

- Sampling Analysis Plan
- Calorimetry
- Waste Treatment
- Pipe Overpacks
- Testing - NDA
- Visual Examination
- Acceptable Knowledge

Corrective actions and status of the following corrective action reports (CARs) from CAO Audit A-98-29 will be evaluated:


Technical and quality assurance checklists will be developed from the active revision of the following documents:

- RFETS Quality Assurance Project Plan (QAPjP) for the Transuranic Waste Characterization Program, 95-QAPjP-0050
- RFETS Salt Residue Stabilization, Building 707 Process Control/Qualification Plan RS-020-006
- 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 Audit A-98-29

**Schedule of Audit Activities:**

A preaudit conference is scheduled for Monday, April 12, 1999, at 8:30 a.m.

An Audit team caucus will be held at 4:00 p.m. Monday 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, April 16, 1999, at 9:00 a.m. at the designated RFETS location in Golden, Colorado.

Prepared By: ________________________________ Date: 3/19/99
Charles L. Riggs, Audit Team Leader

Approved By: ________________________________ Date: 3/18/99
Mary E. Bennington, CAO Waste Certification Manager

Approved By: ________________________________ Date: 3/22/99
Marc Italiano, Acting CAO QA Manager