

United States Government



Department of Energy

memorandum

Carlsbad Area Office
Carlsbad, New Mexico 88221**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



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Joseph Legare

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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



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

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 (QAPD) activities specific to the Salt Residue Stabilization and LECO Crucibles Repackaging processes will be evaluated:

Organization
Personnel Qualification and Training
Documents and Records
Procurement
Control of Processes

Control of Nonconforming Items
Corrective Action
Measuring and Test Equipment
Assessments
Sample Control
Software

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:

CARs 98-077, 98-078, 98-079, 98-080, 98-081, 98-082, 98-083, 98-084 and 98-085.

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: *Chas. L. Riggs*
Charles L. Riggs, Audit Team Leader

Date: *3/19/99*

Approved By: *Mary E. Bennington*
Mary E. Bennington, CAO Waste Certification Manager

Date: *3/18/99*

Approved By: *M. Italiano*
Marc Italiano, Acting CAO QA Manager

Date: *3/22/99*