DATE: December 15, 1999

REPLY TO ATTN OF: CAO:QA:SAV 99-1501 UFC 2300

SUBJECT: Audit (A-00-05) of the Hanford TRU Waste Characterization, Certification, and Transportation Programs.

TO: Mark French, RL

Please be advised that a team of auditors from the Carlsbad Area Office (CAO) will conduct an audit at the Hanford Site January 17-21, 2000. The audit will be conducted in accordance with the attached audit plan. Observers from the Environmental Protection Agency (EPA) 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 team access to Hanford facilities, arrange for appropriate space to conduct meetings, provide cognizant personnel to support the audit, and provide the audit team with access to appropriate documentation and records.

If you have any questions or comments concerning the audit, please contact me at (505) 234-7423.

[Signature]

Samuel A. Vega
Quality Assurance Manager

Attachment
Mark French

cc w/original attachment:
L. Chism, CAO

cc w/attachment:
B. Bennington, CAO
B. Stroud, CAO
D. Winter, DNFSB
B. Walker, EEG
M. Eagle, EPA
S. Monroe, EPA
S. Zappe, NMED
P. Crane, WMH
J. Maupin, WMH
T. Bowden, CTAC
S. Calvert, CTAC
S. Kouba, WID

December 15, 1999
CARLSBAD AREA OFFICE AUDIT PLAN

Audit Number: A-00-05

Organization to be Audited: Hanford Site

Organizations to be Notified: Hanford Site
New Mexico Environment Department
Environmental Protection Agency
Environmental Evaluation Group
Defense Nuclear Facilities Safety Board

Date and Location: January 17-21, 2000 Richland, Washington

Audit Team:

Steve Calvert Audit Team Leader/CTAC
Lea Chism Auditor/CAO
John Ptacek Auditor/CTAC
Chet Wright Auditor/CTAC
Dave Kimbro Auditor/CTAC
Mario Chavez Auditor/CTAC
Pete Rodriguez Auditor/CTAC
Dee Scott Auditor/CTAC
Kerry Watson Technical Specialist/CTAC
Karen Gaydosh Technical Specialist/CTAC
BJ Verret Technical Specialist/CTAC
Ken Coop Technical Specialist/CTAC
Al Williams Technical Specialist/CTAC
Tom Ward Technical Specialist/WID

Audit Scope:
The audit will evaluate the adequacy, implementation, and effectiveness of the applicable technical and quality assurance activities related to Hanford Transuranic Waste Characterization, Certification, and Transportation Programs.

Activities/Tasks to be Audited:

The following CAO quality assurance elements will be evaluated:

Organization/QA Program Implementation
Personnel Qualification and Training
QA Grading
Documents and Records
Procurement
Control of Measuring and Test Equipment
Control of Nonconforming Items
Corrective Action
Audits/Assessments
Sample Control
Software Requirements

The following CAO Characterization technical elements will be evaluated:

Sample Design
Headspace Gas Sampling
Nondestructive Assay (NDA)
Real Time Radioscopy (RTR)
Visual Examination
Gas Analysis
Data Verification & Validation
Acceptable Knowledge
Waste Analysis Plan

The following CAO Transportation technical elements will be evaluated:

Inspection of Packaging
Payload Certification
Preparation and Loading
Shipping
Packaging Maintenance

The following CAO Certification technical elements will be evaluated:

Waste Stream Profile Forms
WIPP Waste Information System (WWIS)

Governance Documents/Requirements:

Adequacy evaluations of Hanford TWCP documents will be based on the following documents:

CAO Quality Assurance Program Document (QAPD), CAO-94-1012, Revision 3
Waste Analysis Plan (WAP), Attachment B6, of the RCRA Part B Permit
Waste Acceptance Criteria (WAC) for the Waste Isolation Pilot Plant, DOE/WIPP-069, Revision 7
Safety Analysis Report for TRUPACT-II Shipping Package, Appendix 1.3.7, Revision 17, TRAMPAC, Revision 17, and the TRUPACT-II Certification of Compliance, NRC 71-9281, Revision 9

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

Hanford Quality Assurance Project Plan (QAPjP) for the Transuranic Waste Certification Program, Revision 2

Hanford Site Transuranic Waste Certification Plan (includes TRAMPAC), HNF-2600, Revision 2

Related Hanford technical and quality assurance implementing procedures

Schedule of Audit Activities:

A pre-audit conference is scheduled for Monday, January 17, at 8:30 a.m. in a Hanford 200 Area conference room.

Audit team caucuses will be held at 4:30 p.m. Monday through Thursday in a Hanford 200 Area conference room.

The audit team will meet with the appropriate Hanford management at 8:30 a.m. Tuesday, Wednesday, and Thursday in the 2704-HV conference room.

A post-audit conference is scheduled for Friday, January 21, at 9:00 a.m. in the 2420 Stevens Building conference room.

Prepared By: Steven D. Calvert, Audit Team Leader

Date: 12/14/99

Approved By: Samuel A. Vega, CAO QA Manager

Date: 12/15/99