

memorandum

DATE: February 8, 2000

REPLY TO
ATTN OF: CAO:QA:SAV:00- 0230 UFC 2300


SUBJECT: Audit (A-00-10) of Rocky Flats Environmental Technology Site (RFETS)
TRU Waste Characterization Program Audit Notification

TO: Joseph A. Legare, Assistant Manager for Environment and Compliance

Please be advised that a team of auditors and technical specialists from the Carlsbad Area Office (CAO) will conduct an audit at Rocky Flats Environmental Technology Site (RFETS) on March 6-8, 2000. The audit will be conducted in accordance with the attached audit plan. The purpose of the audit is to determine whether the subject processes should be re-certified by DOE/CAO for the WIPP project. The Environmental Protection Agency (EPA) will participate in the audit.

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, conduct the audit, and have appropriate 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 the EPA inspectors, a 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 me at (505) 234-7423.


for Samuel A. Vega
Quality Assurance Manager

Attachment

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J. Legare

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cc w/attachment

L. Chism, CAO

B. Stroud, CAO

J. Jefferies, RFFO

M. Eagle, EPA

S. Monroe, EPA

✓ S. Zappe, NMED

B. Walker, EEG

D. Winters, DNFSB

M. Castagneri, RFETS

J. O'Leary, RFETS

T. Bowden, CTAC

C. Riggs, CTAC

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CARLSBAD AREA OFFICE AUDIT PLAN

Audit Number: CAO A-00-10

Organization: Rocky Flats Environmental Technology Site (RFETS)

Date and Location: March 6-8, 2000
Golden, Colorado

Audit Team:

Sam Vega	Quality Assurance Manager, CAO
Charlie Riggs	Audit Team Leader, CTAC
Jack Walsh	Auditor, CTAC
Wayne Ledford	Auditor, CTAC
Ken Coop	Technical Specialist, CTAC

Audit Scope: The audit will evaluate the continuing adequacy, implementation, and effectiveness of critical elements of the RFETS QA program for the characterization and certification of TRU waste. The Canberra isotopic gamma scanner, passive neutron (PN), and segmented gamma scanner (SGS) will also be evaluated.

Governing Documents/Requirements:

Adequacy evaluations of new and revised RFETS site and TRU Waste Characterization Program (TWCP) specific documents will be based on the current revisions of the following documents:

CAO Quality Assurance Program Document (QAPD), CAO-94-1012

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

Activities to be Audited:

The following QA programmatic elements will be evaluated:

- Organization
- Grading
- Document Control
- Records
- Training
- Corrective Action

The following technical elements will be evaluated:

Nondestructive Assay
SGS
PN
Isotopic Gamma Scanner

Checklists will be developed from the active revisions of the following documents and associated implementing procedures:

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

Schedule of Audit Activities:

A pre-audit conference is scheduled for Monday, March 6, 2000, at 3:00 p.m.

Auditing activities will commence on Tuesday, March 7, 2000 at 7:45 a.m.

The audit team will meet with appropriate RFETS management at 7:45 a.m. Wednesday

A post-audit conference is scheduled for Wednesday, March 8, 2000, at 4:00 p.m. All meetings will take place at the designated RFETS location in Golden, Colorado.

Prepared By: Charles T. Riggs
Charles Riggs, Audit Team Leader

Date: 2/3/00

Approved By: Rea Chism
for Samuel A. Vega, CAO QA Manager

Date: 2/8/00