



Department of Energy
Carlsbad Field Office
P. O. Box 3090
Carlsbad, New Mexico 88221
May 7, 2003

 ENTERED



Mr. Steve Zappe, Project Leader
Hazardous Materials Bureau
New Mexico Environment Department
2905 E. Rodeo Park Drive, Bldg. 1
Santa Fe, NM 87505-6110

RE: Transmittal of Audit Plan and Notification of Assigned Auditors for the Hanford Site Audit A-03-14

Dear Mr. Zappe:

This letter transmits the audit plan for the Carlsbad Field Office audit to be conducted at the Hanford Site on June 16-20, 2003, as required by the WIPP Hazardous Waste Facility Permit, Section B4-3f. The audit plan also identifies the audit team members as required by Section B6-3 of the Permit.

Should you have any questions concerning this notification, please contact the Quality Assurance Manager, Ava L. Holland, at (505) 234-7423.

Sincerely,

Dr. Inés R. Triay
Manager

Enclosure

cc: w/o enclosure
J. Kieling, NMED *ED
J. Bearzi, NMED *ED
G. Lewis, NMED *ED
A. Holland, CBFO *ED
D. Miehls, CBFO *ED
K. Watson, CBFO *ED
S. Warren, WTS *ED
K. Dunbar, WTS
CBFO QA File
CBFO M&RC



CARLSBAD FIELD OFFICE AUDIT PLAN**Audit Number:** A-03-14**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:** June 16 - 20, 2003
Richland, Washington

Audit Team:	Ava Holland	CBFO QA Manager
	Pete Rodriguez	Audit Team Leader/CTAC
	Earl Bradford	Auditor/CTAC
	Steve Calvert	Auditor/CTAC
	Prissy Dugger	Auditor In-Training/CTAC
	Charlie Riggs	Auditor/CTAC
	Jim Schuetz	Auditor/CTAC
	Dee Scott	Auditor/CTAC
	Jack Walsh	Auditor/CTAC
	Dennis Miehl	CBFO Representative
	Karen Gaydosh	Technical Specialist/CTAC
	Dorothy Gill	Technical Specialist/CTAC
	Patrick Kelly	Technical Specialist/CTAC
	Dave Price	Technical Specialist In-Training/CTAC
	Todd Selmer	Technical Specialist/WTS
	BJ Verret	Technical Specialist/CTAC
	Joe Willis	Technical Specialist/WTS

Audit Scope: This is the annual recertification audit of the Hanford Site. 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. The audit will assess Hanford waste characterization processes for retrievably stored and newly generated debris (S-5000), contact-handled waste at the

Waste Receiving and Processing (WRAP) facility. The audit will also assess newly generated debris and homogeneous solids (S-3000 & S-5000), characterized at the Plutonium Finishing Plant (PFP), WRAP and T-Plant, as applicable. In addition, the audit will evaluate the procedures and processes for assay and packaging of waste at the Plutonium Finishing Plant.

Activities/Tasks to be Audited:

The following CBFO 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 Quality Assurance

The following CBFO Characterization technical elements will be evaluated:

- Sample Design
- Headspace Gas (HSG) Sampling at T- Plant
- HSG analysis using cryofocusing GS/MS for S3000 & S5000; **(New)**
- Use of preliminary estimate samples to characterize S3000 waste; **(New)**
- HSG sampling including gas-tight seal option for POCs and drums and side port sampling (S3000 & S-5000) at T-plant and WRAP; **(New)**
- Solid Sampling at PFP (S3000); **(New)**
- Chain-of-custody process for HSG SUMMAs to be sent for analysis at the INEEL; **(New)**
- Nondestructive Assay (NDA) – Two (2) GEA vaults at WRAP (S5000), and one (1) SGSAS at PFP Room 170 (S3000 & S5000);
- One (1) SGSAS at PFP Room 172 (S3000 & S5000); **(New)**
- Seven (7) Calorimeters at PFP (S3000 & S5000); **(New)**
- IPAN – two (2) two systems at WRAP (S5000) **(New)**
- NDE/Real Time Radioscopy (RTR) - (Two RTR Units at WRAP)
- Visual Examination at WRAP (S5000)
- Visual Examination Technique at PFP (S3000 & S5000)
- Visual Examination Technique at WRAP (S3000 & S5000) **(New)**
- Performance Demonstration Program (NDA & HSG)
- Data Verification & Validation

Acceptable Knowledge
Packaging
Inspection of Packaging
Payload Certification
Preparation and Loading
Shipping
Packaging Maintenance
Waste Stream Profile Forms
WIPP Waste Information System (WWIS)

Governing Documents/Requirements:

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

CBFO Quality Assurance Program Document (QAPD), DOE-CBFO-94-1012

Waste Analysis Plan (WAP), Attachment B6, of the RCRA Part B Permit

Contact-Handled Waste Acceptance Criteria (CH-WAC) for the Waste Isolation Pilot Plant, DOE/WIPP-02-3122

TRUPACT-II Safety Analysis Report, TRAMPAC, and the TRUPACT-II Certificate of Compliance, NRC-Docket 71-9218

- 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, HNF-2599

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

Related Hanford technical and quality assurance implementing procedures

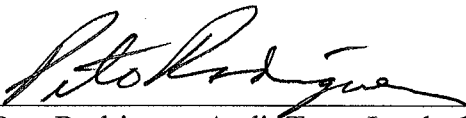
Schedule of Audit Activities:

A pre-audit conference is scheduled for Monday, June 16, at 4:30 p.m. in the 2420 Stevens Building conference room.


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

The audit team will meet with the appropriate Hanford management at 8:30 a.m. Wednesday, Thursday, and Friday in a Hanford 200 Area conference room.

A post-audit conference is scheduled for Friday, June 20, at 10:00 a.m. in the 2420 Stevens Building conference room.

Prepared By: 
Pete Rodriguez, Audit Team Leader

Date: 05-06-03

Approved By: 
Ms. Ava L. Holland, CBFO QA Manager

Date: 5/7/03