



**Department of Energy**  
Carlsbad Field Office  
P. O. Box 3090  
Carlsbad, New Mexico 88221  
January 27, 2004

ENTERED

Mr. Steve Warren  
General Manager  
Washington TRU Solution, LLC  
PO Box 2078  
Carlsbad, NM 88221



**Subject:** Transmittal of the Audit Plan for CBFO Audit A-04-13

Dear Mr. Warren:

Please be advised that a team of auditors from the Carlsbad Field Office (CBFO) will conduct the subject audit in Carlsbad, NM on February 23-26, 2004. The audit will be conducted in accordance with the enclosed audit plan and will evaluate the Washington TRU Solutions (WTS) Quality Assurance Program Description (QAPD) and implementing procedures for compliance with the applicable Sections of the CBFO Quality Assurance Program Document (QAPD). Observers from EEG and other interested parties may also accompany the audit team. Upon completion, checklists developed for the audit will be transmitted to your representative prior to the audit.

You are requested to provide the necessary resources to coordinate with the audit team, to provide support personnel, arrange for meeting space, as appropriate, and provide the audit team with access to appropriate documentation and records to accomplish the audit objectives outlined in the audit plan.

If you have any questions concerning this audit, please contact me at 234-7442 or Mr. Jeff May at 234-7177.

Sincerely,

M. Lea Chism  
Quality Assurance Specialist

Enclosure



Mr. Steve Warren

-2-

January 27, 2004

cc: w/enclosure

A. Holland, CBFO \*ED

M. Eagle, EPA \*ED

S. Zappe, NMED \*ED

B. Walker, EEG \*ED

D. Winters, DNFSB \*ED

M. Lipscomb, WTS \*ED

S. Youngerman, WTS \*ED

H. Bellows, WTS \*ED

J. Hoff, WTS \*ED

L. Will, WTS \*ED

J. Gray, CTAC \*ED

J. May, CTAC \*ED

K. Dunbar, WRES

CBFO QA File

CBFO M&RC

## CARLSBAD FIELD OFFICE AUDIT PLAN

**Audit Number:** A-04-13

**Organization to be Audited:** Washington TRU Solutions LLC (WTS)

**Organizations to be notified:** Washington TRU Solutions (WTS), Waste Operations  
New Mexico Environment Department (NMED)  
Environmental Protection Agency (EPA)  
Defense Nuclear Facilities Safety Board  
Environmental Evaluation Group (EEG)

**Date and Location:** February 23-26, 2004  
Carlsbad, New Mexico (WIPP Site)

**Audit Team:**

Lea Chism	Management Representative, CBFO
Jeff May	Audit Team Leader, CTAC
Tammy Bowden	Auditor, CTAC
John Gray	Auditor, CTAC

### **Audit Scope:**

The audit will evaluate the adequacy of WTS Quality Assurance Program Description for compliance with the Carlsbad Field Office (CBFO) Quality Assurance Program Document (QAPD). Additionally, the audit will evaluate and verify the implementation and effectiveness of the WTS, implementing procedures, as applicable.

### **Activities/Tasks/Areas to be Included in the Audit:**

Implementation of the following WTS quality elements will be evaluated:

- Organization
- Quality Assurance Program
- Design Control
- Document Control
- Control of Nonconforming Items
- Corrective Action
- QA Records
- Audits

### **Governing Documents/Requirements:**

Adequacy, implementation, and effectiveness of the WTS quality assurance program will be based on the following documents:

- CBFO Quality Assurance Program Document (QAPD), DOE-CBFO-94-1012, Current Revision
- Washington TRU Solutions LLC, Quality Assurance Program Description, WP 13-1, Current Revision.

Programmatic checklists will be developed from the following areas of the CBFO quality program:

- Organization
- Quality assurance Program
- Design Control
- Document Control
- Control of Nonconforming Items
- Corrective Action
- QA Records
- Audits

**Schedule of Audit Activities:**


A preaudit conference will be held Monday, February 23, 2004, at 8:30 a.m., at the WIPP Site, Support Building, Large Conference Room, (second floor).

Audit team caucus meetings will be held Monday, February 23, through Wednesday, February 25, 2004, at 3:30 p.m., Support Building, Small Conference Room, (second floor).

Daily management briefings will be held Tuesday, February 24, through Wednesday, February 25, 2004 at 8:30 a.m. with the appropriate WTS Waste management personnel, Support Building, Small Conference Room, (second floor).

A post audit conference is scheduled for Thursday, February 26, 2004, at 2:00 p.m., Support Building, Small Conference Room, (second floor).

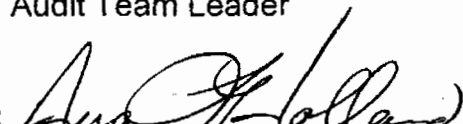
Prepared by:

  
Jeff May, CTAC  
Audit Team Leader

Date:

1/26/04

Concurrence:

  
Ava Holland, CBFO  
Quality Assurance Manager

Date:

1/27/04