



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

JUN 3 2010



Mr. D. K. Ploetz, Manager
 Central Characterization Project
 Washington TRU Solutions, LLC
 P.O. Box 2078
 Carlsbad, NM 88221-2078

Subject: Notification of CBFO Audit A-10-05 of CCP for Conducting DOE Inter-Site Shipments of Contact-Handled Transuranic Waste

Dear Mr. Ploetz,

Please be advised that a team from the Carlsbad Field Office (CBFO) will conduct an audit of the Central Characterization Project (CCP) at the Skeen-Whitlock Building in Carlsbad, New Mexico, and the Lawrence Livermore Site, June 22-24, 2010, in accordance with the enclosed audit plan.

The audit team will evaluate the adequacy, implementation, and effectiveness of the Central Characterization Project for conducting Department of Energy (DOE) Inter-site shipments of contact-handled transuranic waste in accordance with the CCP Contact-Handled Transuranic Authorized Methods for Payload Control (CCP CH-TRAMPAC) for Inter-site Shipments.

If you have any questions or comments, please contact me at (575) 234-7483.

Sincerely,

Martin Navarrete
 Senior Quality Assurance Specialist

Enclosure

cc: w/enclosure

A. Holland, CBFO	* ED	S. Ghose, EPA	ED
D. Gadbury, CBFO	ED	R. Lee, EPA	ED
N. Castaneda, CBFO	ED	S. Zappe, NMED	ED
D. Haar, WTS/CCP	ED	S. Holmes, NMED	ED
V. Cannon, WTS/CCP	ED	T. Kesterson, DOE OB WIPP NMED	ED
A. J. Fisher, WTS/CCP	ED	C. Timm, PECOS	ED
M. Walker, WTS/CCP	ED	D. Winters, DNFSB	ED
Y. Salmon, WTS/CCP	ED	P. Gilbert, LANL-CO	ED
J. Davis, III, DOE-LS	ED	G. Lyshik, LANL-CO	ED
R. Kong, DOE-LS	ED	T. Putnam, CTAC	ED
T. Peake, EPA	ED	WIPP Operating Record	ED
M. Eagle, EPA	ED	CBFO QA File	
E. Feltcorn, EPA	ED	CBFO M&RC	
R. Joglekar, EPA	ED	*ED denotes electronic distribution	



CARLSBAD FIELD OFFICE AUDIT PLAN

Audit Number: A-10-05

Organization to be Audited: Washington TRU Solutions LLC (WTS) Central Characterization Project (CCP)

Organizations to be Notified: WTS/CCP
Lawrence Livermore National Laboratory (LLNL)
Environmental Protection Agency (EPA)
Defense Nuclear Facilities Safety Board (DNFSB)

Date and Location: June 22 - 24, 2010
Carlsbad, New Mexico, and LLNL

Audit Team:

Thomas Putnam	Audit Team Leader, CBFO Technical Assistance Contractor (CTAC)
B.J. Verret	Auditor, CTAC
Joe Willis	Technical Specialist, CTAC
D. Blauvelt	Technical Specialist, CTAC
Rhett Bradford	Technical Specialist, CTAC
Steve Calvert	Observer

Audit Scope:

The audit team will evaluate the adequacy, implementation, and effectiveness of the CCP for conducting DOE inter-site shipments of contact-handled transuranic waste in accordance with the CCP Contact-Handled Transuranic Authorized Methods for Payload Control (CCP CH-TRAMPAC) for Inter-site Shipments. The audit will include a review of the WTS/CCP implementing procedures, evaluations of supporting documentation, and personnel interviews.

Governing Documents/Requirements:

The overall program adequacy and effectiveness of the WTS/CCP inter-site shipment program will be based on the current revisions of the following documents:

- DOE/CBFO-94-1012, *Quality Assurance Program Document (QAPD)*
- CCP-PO-401, *CCP Contact-Handled Transuranic Authorized Methods for Payload Control (CCP CH-TRAMPAC) for Intersite Shipments*

Programmatic and technical checklists will be developed from the current revisions of related CCP QA and technical implementing procedures.

Activities to be Audited:

- Transportation (LLNL)
- Process Knowledge (Carlsbad)
- Nondestructive Examination (Carlsbad)
- Waste Certification/Shipping Module Data Entry (Carlsbad)
- Training and Qualification (Carlsbad)

Schedule of Audit Activities:

A pre-audit conference is scheduled for Tuesday, June 22, 2010, at 9:00 a.m. Skeen Whitlock Building Conference Room 112

Audit team caucus meetings will be conducted daily at 3:30 p.m., June 22 – 24, 2010.

Management briefing meetings will be conducted Wednesday and Thursday, June 23 and 24, 2010, at 8:00 a.m.

A post-audit conference is scheduled for Thursday, June 24, 2010, at 3:00 p.m. Room 112 Skeen Whitlock Building

All meetings will take place at the designated locations in Carlsbad, New Mexico, and the Lawrence Livermore site.

Prepared by: Thomas Putnam
Thomas Putnam, CTAC
Audit Team Leader

Date: 6-3-10

Concurrence: Martin Navarrete
Martin Navarrete, CBFO
Senior Quality Assurance Specialist

Date: 6-3-10