

United States Government



memorandum

Carlsbad Field Office
Carlsbad, New Mexico 88221

DATE: March 18, 2002

**REPLY TO
ATTN OF:** CBFO:QA:MLC:GS:02-0697:UFC 2300.00

SUBJECT: Surveillance (S-02-11) of the Sandia National Laboratories Geological Core Storage Controls at the WIPP Site

TO: Paul Shoemaker, SNL

Please be advised that a team of surveillance personnel from the Carlsbad Field Office (CBFO) will conduct a surveillance at the WIPP site on March 19-20, 2002. The surveillance will be conducted in accordance with the attached surveillance plan.

Your representatives are requested to coordinate with the surveillance team to provide an escort of the Core Storage facilities at the WIPP site, provide cognizant personnel to support the surveillance, and provide the surveillance team with access to appropriate documentation and records.

If you have any questions or comments concerning the surveillance, please contact me at (505) 234-7442.

M. Lea Chism
Quality Assurance Specialist

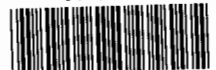


Attachment

cc w/attachment:

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**CARLSBAD FIELD OFFICE
SURVEILLANCE PLAN**

Surveillance

Number: S-02-11

Organization: Sandia National Laboratories (SNL)

Date and

Location of

Surveillance:

March 19-20, 2002

Sandia National Laboratories, Carlsbad, NM and the
Waste Isolation Pilot Plant, Carlsbad, NM

Surveillance Team: Steve Davis, Surveillance Team Leader, CTAC
Lea Chism, Surveillance Team Member, CBFO

Surveillance Scope:

The Surveillance will verify SNL implementation and effectiveness of the quality assurance requirements for control of SNL Geological Core Sample. This evaluation will include observing the physical location of Geological Core Samples at the WIPP in Q-Alcove.

Activities to be included in the Surveillance:

Implementation of the following quality procedures will be audited:

NP 13-1, Sample Control

SP 13-1, Chain of Custody

SP 13-2, Logging and Management of WIPP Core Samples

Governing Documents/Requirements:

The overall program adequacy of WTS specific documents will be based on the following documents:

CBFO Quality Assurance Program Document (QAPD), CAO-94-1012, Current Revision
Section 4 - Sample Control Requirements

Schedule of Audit Activities:

A pre-surveillance meeting is scheduled for Tuesday, March 19, at 8:30 a.m. at SNL, Carlsbad Office.

The surveillance will begin immediately after the meeting, and continue from

approximately 10:00 am to 3:00 pm. If the hours are not convenient to SNL, the surveillance team will adjust their starting and ending times appropriately.

Lunch breaks will be taken at the normal time of the SNL group break for lunch.

As necessary, a management briefing will be held Tuesday, March 19, at 8:30 a.m. at the SNL Office.

A post-Surveillance meeting will be held Wednesday, March 20, at 2:00 p.m. at the SNL Offices.

Prepared by: Steve Davis

Steve Davis, CTAC
Surveillance Team Leader

Date: 3/18/02

Concurrence: Lea Chism

Lea Chism, CBFO
Quality Assurance Specialist

Date: 3/18/02