



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

July 29, 2010



Mr. Jon E. Hoff, Manager
 Quality Assurance
 Washington TRU Solutions LLC
 P.O. Box 2078
 Carlsbad, NM 88221-2078

Subject: Rescheduled CBFO Surveillance S-10-36, CBFO Records Holding Facility Program

Dear Mr. Hoff:

Please be advised that the Carlsbad Field Office (CBFO) has rescheduled the subject surveillance. The new dates for performance of the surveillance are September 7-9, 2010. The surveillance will be conducted in accordance with the enclosed surveillance plan.

You are requested to provide the resources necessary to coordinate with the surveillance team, provide knowledgeable personnel to support the surveillance, arrange for appropriate space to conduct meetings, and provide the surveillance team with access to appropriate documentation and records.

If you have questions, please contact me at (575) 234-7442.

Sincerely,



for M. Lea Chism
 Quality Assurance Specialist

Enclosure

cc: w/enclosure

A. Holland, CBFO	* ED	S. Zappe, NMED	ED
D. Garcia, CBFO	ED	S. Holmes, NMED	ED
M. Milligan, CBFO	ED	T. Kesterson, DOE OB WIPP NMED	ED
D. Miehis, CBFO	ED	D. Winters, DNFSB	ED
M. Navarrete, CBFO	ED	J. Schuetz, CTAC	ED
F. Sharif, WTS	ED	A. Pangle, CTAC	ED
M. A. Mullins, WTS	ED	R. Garcia, CTAC	ED
M. Eagle, EPA	ED	T. Bowden, CTAC	ED
E. Feltcorn, EPA	ED	WIPP Operating Record	ED
R. Joglekar, EPA	ED	CBFO QA File	
S. Ghose, EPA	ED	CBFO M&RC	
R. Lee, EPA	ED	*ED denotes electronic distribution	



CARLSBAD FIELD OFFICE SURVEILLANCE PLAN

Surveillance

Number: S-10-36

Organization to Be Surveilled:

Washington TRU Solutions LLC (WTS)/S.M. Stoller Corporation

Date and Location:

September 7 – 9, 2010
Waste Isolation Pilot Plant (WIPP) Records Holding Facility (RHF),
Carlsbad, New Mexico

Surveillance

Team:

M. Lea Chism	CBFO Management Representative
James R. Schuetz	Surveillance Team Leader, CBFO Technical Assistance Contractor (CTAC)
J. Walsh	Surveillance Team Member, CTAC
K. Martin	Observer, CTAC

Surveillance Scope:

The surveillance will evaluate the implementation and effectiveness of the WIPP Records Management Services (WRMS) process performed by S.M. Stoller Corporation for WTS.

The surveillance will also evaluate the implementation and effectiveness of WRMS implementing procedures.

Activities to be Surveilled:

The following elements will be evaluated:

- Records Inventory and Disposition Schedules (RIDS)
- Receipt of Records Boxes/Folders into the CBFO RHF
- Processing Records
- Processing Aperture Cards
- Process for Retrieving Records from the RHF
- Microfilm Processing, Inspection, and Verification
- Disposal of Nonpermanent Records

Governing Documents / Requirements:

WP 15-RM,	<i>WIPP Records Management Program</i>
WP 15-RM3006,	<i>Records Inventory and Disposition Schedule Review and Approval</i>

- WP 15-RM3007, *Receipt of Records Boxes/Folders into the Carlsbad Field Office Records Holding Facility*
- WP 15-RM3008, *Processing Records for Microfilming and/or Storage*
- WP 15-RM3009, *Verification of Microfilm*
- WP 15-RM3010, *Processing of Aperture Cards at the Carlsbad Field Office Records Holding Facility*
- WP 15-RM3011, *Retrieving Records from the Carlsbad Field Office Records Holding Facility*
- WP 15-RM3012, *Microfilm Inspection*
- WP 15-RM3013, *Destruction of Nonpermanent Records*

Checklists will be developed (as appropriate) from active versions of these implementing procedures.

Schedule of Surveillance Activities:

A pre-surveillance meeting is scheduled for 8:30 a.m. Tuesday, September 7, 2010, in the conference room at the WIPP Records Archive (WRA), 2101A South Canal, Carlsbad, NM.

Surveillance activities will begin at 9:00 a.m. Tuesday, September 7, 2010, and at 8:00 a.m. Wednesday and Thursday, September 8 and 9, 2010, or as arranged between the surveillance team member and the surveillee.

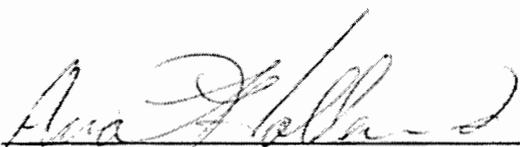
Management briefings will be held at 8:30 a.m. Wednesday and Thursday, September 8 and 9, 2010, in the WRA conference room.

Daily surveillance team caucus meetings will be held at 4:00 p.m. Tuesday and Wednesday, September 7 and 8, 2010, in the WRA conference room, to evaluate surveillance progress, concerns, and logistics.

A post-surveillance meeting is scheduled for 2:00 p.m. Thursday, September 9, 2010, in the WRA conference room.

Prepared by: 
James R. Schuetz
CTAC Surveillance Team Leader

Date: 07/28/10

Approved by: 
for M. Lea Chism
CBFO Quality Assurance Specialist

Date: 7/29/10