



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

AUG 17 2010



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

Subject: Revised Surveillance Plan for CBFO Surveillance S-10-36, Waste Isolation Pilot Plant Records Management Services at the CBFO Records Holding Facility Program

Dear Mr. Hoff:

Pursuant to previous notification, the Carlsbad Field Office (CBFO) will perform the subject surveillance on September 7-9, 2010. Enclosed is the revised surveillance plan, which is limited to the change in the surveillance team lead responsibility.

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

Sincerely,

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. Miehl, CBFO	ED	D. Winters, DNFSB	ED
M. Navarrete, CBFO	ED	B. Pace, CTAC	ED
F. Sharif, WTS	ED	K. Martin, CTAC	ED
M. A. Mullins, WTS	ED	P. Hinojos, CTAC	ED
M. Eagle, EPA	ED	G. White, 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

September 7 – 9, 2010

Location:

Waste Isolation Pilot Plant (WIPP) Records Holding Facility (RHF),
Carlsbad, New Mexico

Surveillance

Team:

M. Lea Chism

Berry D. Pace

J. Walsh

K. Martin

CBFO Management Representative

Surveillance Team Leader, CBFO Technical
Assistance Contractor (CTAC)

Surveillance Team Member, CTAC

Observer, CTAC

Surveillance Scope:

The surveillance will evaluate the implementation and effectiveness of the WIPP Records Management Services (WRMS) process performed by the 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,
WP 15-RM3006,

WIPP Records Management Program
Records Inventory and Disposition Schedule Review and
Approval

- 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: *Berry D. Pace*
Berry D. Pace, CTAC
Surveillance Team Leader

Date: *8/16/10*

Approved by: *M. Lea Chism*
M. Lea Chism, CBFO
Quality Assurance Specialist

Date: *08-17-10*