

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

October 5, 2010



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

Subject: Notification and Plan for Surveillance S-11-01 of the WIPP Waste Data System

Dear Mr. Hoff:

The Carlsbad Field Office (CBFO) will conduct Surveillance S-11-01 of software quality assurance (SQA) activities performed by Washington TRU Solutions (WTS) with respect to the Waste Isolation Pilot Plant (WIPP) Waste Data System (WDS) on October 19-21, 2010. The surveillance will be conducted in accordance with the enclosed surveillance plan.

Your representatives are requested to coordinate with the surveillance team to provide the team access to WTS facilities, provide appropriate space to conduct meetings, provide cognizant personnel to support the surveillance, and provide the surveillance team with access to the appropriate documentation and records.

If you have 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. Gadbury, CBFO	ED	S. Holmes, NMED	ED
F. Sharif, WTS	ED	T. Kesterson, DOE OB WIPP NMED	ED
M. A. Mullins, WTS	ED	D. Winters, DNFSB	ED
T. Peake, EPA	ED	N. Frank, CTAC	ED
M. Eagle, EPA	ED	K. Martin, 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-11-01

Organization: Washington TRU Solutions, LLC (WTS)

Date and October 19 – 21, 2010

Location: Skeen-Whitlock Building, Carlsbad, NM

Surveillance

Team: Norman Frank Surveillance Team Leader, CBFO Technical Assistance Contractor (CTAC)
Lea Chism Quality Assurance Management Representative, CBFO
Greg Knox Auditor, CTAC

Surveillance Scope:

The surveillance will address use and maintenance of the Waste Isolation Pilot Plant (WIPP) Waste Data System (WDS). The software life-cycle documentation, test reporting, configuration management, and configuration management status reporting for the WDS will also be reviewed.

NOTE: Surveillance S-10-13, performed November 10 – 12, 2009, addressed software quality assurance (SQA) activities performed by WTS with respect to the WIPP Waste Information System (WWIS), but did not review software life-cycle documentation, test reporting, configuration management, and configuration management status reporting for the WDS because the documentation was not available at the time of that surveillance.

Activities/Tasks to be Assessed:

The following areas will be evaluated:

- WDS use and maintenance
- WDS software life-cycle documentation
 1. test reporting
 2. configuration management and inventory
 3. configuration status reporting

Governing Documents/Requirements:

The overall program adequacy of WTS documents will be assessed based on DOE/CBFO-94-1012, Rev. 11, *CBFO Quality Assurance Program Document*.

Checklists will be developed from current revisions of the following WTS implementing procedures:

- DOE/WIPP 09-3427, *WDS User's Manual*
- WP 05-WH.02, *WIPP Waste Handling Operations WDS User's Manual*
- WP 08-NT.14, *WDS Contingency and Incident Response Plan*
- WP 08-NT.15, *WDS Maintenance of Administrative Reference Tables*
- WP 08-NT.01, *WDS Program and Data Management Plan*
- WP 08-NT.04, *WDS Configuration Management & SQA*
- WP 08-NT.05, *WDS Software Verification and Validation Plan*
- WP 08-NT.06, *WDS Software Requirements Specification*
- WP 08-NT.07, *WDS Software Design Description*

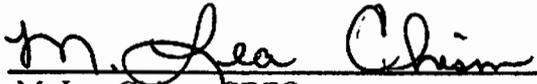
Schedule of Surveillance Activities:

A pre-surveillance conference is scheduled for Tuesday, October 19, 2010, at 8:00 am. in the QA conference room of the Skeen-Whitlock Building.

Interviews with WTS personnel will be conducted October 19 – 21, 2010. A management meeting will be held at 8:30 am on Wednesday and Thursday, October 21 and 22, 2010, in the QA conference room of the Skeen-Whitlock Building to discuss status and any issues identified during the surveillance.

A post-surveillance conference is scheduled for Thursday, October 21, 2010, at 4:00 pm. in the QA conference room of the Skeen-Whitlock Building.

Prepared By: 
Norman C. Frank, CTAC
Surveillance Team Leader
Date: 10/4/10

Approved By: 
M. Lea Chism, CBFO
Quality Assurance Specialist
Date: 10-04-10