Subject: Notification and Plan for Surveillance S-11-02 of the WIPP Job Hazard Analysis Program

Dear Mr. Hoff:

The Carlsbad Field Office will conduct Surveillance S-11-02 of the WIPP Job Hazard Analysis Program implemented by Washington TRU Solutions (WTS) beginning on December 14, 2010 through the annual maintenance outage end date. 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 any questions concerning the surveillance, please contact me at (575) 234-7442.

Sincerely,

M. Lea Chism
Quality Assurance Specialist

Enclosure

cc: w/enclosure
D. Gadbury, CBFO * ED
D. Miehls, CBFO ED
F. Sharif, WTS ED
M. Mullins, WTS ED
T. Peake, EPA ED
M. Eagle, EPA ED
E. Felthorn, EPA ED
R. Joglekar, EPA ED
S. Ghose, EPA ED
R. Lee, EPA ED

S. Zappe, NMED ED
S. Holmes, NMED ED
T. Kesterson, DOE OB WIPP NMED ED
D. Winters, DNFSB ED
K. Martin, CTAC ED
N. Frank, CTAC ED
WIPP Operating Record ED
CBFO QA File ED
CBFO M&RC ED

*ED denotes electronic distribution
CARLSBAD FIELD OFFICE SURVEILLANCE PLAN

Surveillance Number: S-11-02

Organization: Washington TRU Solutions LLC (WTS)

Date and Location: December 14, 2010 – Annual Maintenance Outage end date (TBD)

Surveillance Team: Norman Frank

Surveillance Team Leader, CBFO Technical Assistance Contractor (CTAC)

M. Lea Chism

Quality Assurance Management Representative, CBFO

Tamara Bowden

Auditor, CTAC

Surveillance Scope:
The surveillance will address the Job Hazard Analysis (JHA) program including generation, review, approval, and update of JHAs in both surface and underground operations. Actual work being performed for the “maintenance outage” will be observed and associated documentation reviewed. The new JHA process implemented in June 2010 will be the focus.

Activities/Tasks to be Assessed:
The following areas will be evaluated:

- Program Administration (JHA review, approval, and update)
- JHA Communication
- Routine JHA Job Analysis
- Non-Routine JHA Job Analysis
- JHA Implementation at WTS (underground and surface)

Governing Documents/Requirements:
The overall program adequacy of WTS documents will be assessed based on DOE/CBFO 94-1012, Quality Assurance Program Document.

Checklists will be developed from active revisions of the following WTS implementing procedures.

- WP 10-2 Maintenance Operations Instruction Manual
- WP 10-WC3011 Maintenance Process
- WP 12-IS3002 Job Hazard Analysis Development
- WP 12-IH.02-1 WIPP Industrial Hygiene Program - Hazard Assessment
- WP 02-RP.02 Hazard Analysis Results Report For Remote Handled Waste (RH)
Schedule of Surveillance Activities:

A pre-surveillance conference is scheduled for Tuesday, December 14, 2010, at 8:00 am, in the Support Building second floor large conference room at the WIPP Site.

Interviews with WTS personnel will be conducted December 14-16, 2010.

Management meetings will be held at 8:30 am on Wednesday, December 15, 2010, and Thursday, December 16, 2010, to discuss status and any issues identified during the surveillance. Management meeting location is the Support Building second floor small conference room at the WIPP Site.

A post-surveillance conference will be scheduled for a time and place to be determined at a later date at the end of the annual maintenance outage.

Prepared By: [Signature]
Norman Frank, CTAC
Surveillance Team Leader

Date: 1/18/10

Approved By: [Signature]
M. Lea Chism
Quality Assurance Specialist

Date: 11-29-10