



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

NOV 29 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-11-02 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
 D. Miehl, CBFO
 F. Sharif, WTS
 M. Mullins, WTS
 T. Peake, EPA
 M. Eagle, EPA
 E. Feltcorn, EPA
 R. Joglekar, EPA
 S. Ghose, EPA
 R. Lee, EPA

* ED	S. Zappe, NMED	ED
ED	S. Holmes, NMED	ED
ED	T Kesterson, DOE OB WIPP NMED	ED
ED	D. Winters, DNFSB	ED
ED	K. Martin, CTAC	ED
ED	N. Frank, CTAC	ED
ED	WIPP Operating Record	ED
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 December 14, 2010 – Annual Maintenance Outage end date (TBD)

Location: Waste Isolation Pilot Plant (WIPP)

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 12-RP.01 *U.S. Department of Energy Waste Isolation Pilot Plant Emergency Planning Hazards Survey Report*
- WP 02-RP.02 *Hazard Analysis Results Report For Remote Handled Waste (RH)*

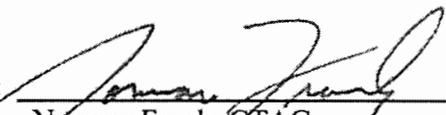
Schedule of Surveillance Activities:

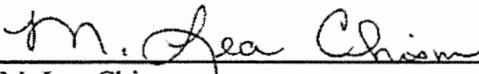
A pre-surveillance conference is scheduled for Tuesday, December 14, 2010, at 8:00 am, in the Support Building second floor large conference room at the WIPP Site.

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:  Date: 11/18/10
Norman Frank, CTAC
Surveillance Team Leader

Approved By:  Date: 11-29-10
M. Lea Chism
Quality Assurance Specialist