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



AUG 3 2011

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

Subject: Notification and Plan for Surveillance S-11-24, WTS Commercial Grade Item Dedication Program

Dear Mr. Hoff:

The Carlsbad Field Office (CBFO) will conduct Surveillance S-11-24 of the Washington TRU Solutions (WTS) Commercial Grade Item Dedication Program. The surveillance will be conducted on August 23-24, 2011 at the Waste Isolation Pilot Plant, in accordance with the enclosed surveillance plan. The checklists for the surveillance will be transmitted to your representative prior to the surveillance.

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 access to the appropriate documentation and records.

If you have any questions concerning this notification, please contact me at (575) 234-7483.

Sincerely,

Martin P. Navarrete
Senior Quality Assurance Specialist

Enclosure

cc: w/enclosure
R. Unger, CBFO
D. Gadbury, CBFO
D. Miehl, CBFO
M. Chism, CBFO
F. Sharif, WTS
M. A. Mullins, WTS
T. Peake, EPA
M. Eagle, EPA
E. Feltcorn, EPA
R. Joglekar, EPA
S. Ghose, EPA

*ED
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R. Lee, EPA
J. Kieling, NMED
S. Holmes, NMED
T. Hall, NMED
T. Kesterson, DOE OB WIPP NMED
D. Winters, DNFSB
N. Frank, CTAC
M. Mager, CTAC
WIPP Operating Record
CBFO QA File
CBFO M&RC
*ED denotes electronic distribution



**CARLSBAD FIELD OFFICE
SURVEILLANCE PLAN**

Surveillance Number: S-11-24

Organization: Washington TRU Solutions (WTS) Commercial Grade Item Dedication Program

Date and Location of Surveillance: August 23 – 24, 2011
Waste Isolation Pilot Plant (WIPP)

Surveillance Team: Martin P. Navarrete Management Representative, Carlsbad Field Office (CBFO)
Norman Frank Surveillance Team Leader, CBFO
Harley Kirschenmann Technical Assistance Contractor (CTAC) Surveillance Team Member, CTAC

Observers: None

Surveillance Scope:

The surveillance will verify the adequacy and implementation of the WTS Quality Assurance Program with respect to the Commercial Grade Item Dedication Program. The surveillance will also evaluate and verify the implementation and effectiveness of WTS implementing procedures.

Activities to be Assessed:

This surveillance will include both documentation (procedures and forms) and performance of the Commercial Grade Item Dedication Program. The following procedure will be evaluated during the surveillance.

Document Number	Document Title
09-CN3040	Commercial Grade Item Dedication

Additional procedures will be included as referenced by WP 09-CN3040:

Document Number	Document Title
09-CN3005	Graded Approach
15-PC3609	Purchase Requests
15-PM3518	Material Receiving

For work observed during the surveillance, the following will also be evaluated:

- Software Control
- Work Control Practices
- Training
- Documents and Records

Governing Documents/Requirements:

The following documents will serve as references during the surveillance:

- DOE/CBFO-94-1012, *Quality Assurance Program Document*
- WP 13-1, *WTS Quality Assurance Program Document*
- WP 09-CN3022, *Engineering File Room Operations*
- WP 16-2, *WTS Software Screening and Control*
- WP 13-QA1003, *Quality Assurance Receipt/Source Inspections*

Schedule of Surveillance Activities:

A pre-surveillance meeting is scheduled for at 8:30 a.m. on Tuesday, August 23, 2011, in the Support Building second floor large conference room.

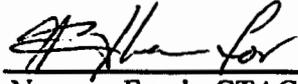
The surveillance will be conducted August 23 – 24, 2011. Start times will be adjusted as necessary for WTS personnel being audited.

A management meeting will be held at 8:30 a.m. on Wednesday, August 24, 2011, in a location to be determined.

Team caucuses will be held at 3:30 p.m. on Tuesday, August 23, and 11:30 a.m. on Wednesday, August 24, 2011, in the Support Building second floor small conference room.

A post-surveillance meeting will be held at 2:30 p.m. on Wednesday, August 24, 2011, in the Support Building second floor small conference room.

Team working space will be located in the Support Building second floor small conference room.

Prepared by: 
Norman Frank, CTAC
Surveillance Team Leader

Date: 8-2-11

Concurrence by: 
Martin P. Navarrete, CBFO
Senior Quality Assurance Specialist

Date: 8-3-11