



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

AUG 29 2011



Mr. D.K. Ploetz, Manager
 Central Characterization Project
 Retrieval, Characterization and Transportation
 Washington TRU Solutions, LLC
 P.O. Box 2078
 Carlsbad, NM 88221-2078

Subject: Notification of Surveillance S-11-25 of the Central Characterization Project
 Acceptable Knowledge Records

Dear Mr. Ploetz:

The Carlsbad Field Office will conduct the subject surveillance in Carlsbad, New Mexico on September 20-22, 2011. The surveillance will be conducted in accordance with the enclosed surveillance plan.

The surveillance team will review documentation and conduct personnel interviews to determine adequacy, implementation, and effectiveness of the technical and quality assurance processes related to the Central Characterization Project Acceptable Knowledge Records from all sites.

If you have any questions concerning the surveillance, please contact me at (575) 234-7548.

Sincerely,

Courtland G. Fesmire, P.E.
 Quality Assurance Engineer

Enclosure

cc: w/enclosure			
R. Unger, CBFO	* ED	R. Lee, EPA	ED
J.R. Stroble, CBFO	ED	J. Kieling, NMED	ED
F. Sharif, WTS	ED	S. Holmes, NMED	ED
M. A. Mullins, WTS	ED	T. Hall, NMED	ED
M. Sensibaugh, WTS/CCP	ED	T. Kesterson, DOE OB WIPP NMED	ED
V. Cannon, WTS/CCP	ED	D. Winters, DNFSB	ED
J. Carter, WTS/CCP	ED	P. Gilbert, LANL-CO	ED
Y. Salmon, WTS/CCP	ED	G. Lyshik, LANL-CO	ED
T. Peake, EPA	ED	C. Riggs, CTAC	ED
M. Eagle, EPA	ED	M. Mager, CTAC	ED
E. Feltcorn, EPA	ED	WIPP Operating Record	ED
R. Joglekar, EPA	ED	CBFO QA File	
S. Ghose, EPA	ED	CBFO M&RC	

*ED denotes electronic distribution



CARLSBAD FIELD OFFICE SURVEILLANCE PLAN

Surveillance

Number: S-11-25

Organization to be Surveilled: Washington TRU Solutions (WTS) Central Characterization Project (CCP)

Organizations to be Notified: WTS/CCP

Date: September 20 – 22, 2011

Location: Skeen-Whitlock Building, Carlsbad, New Mexico

Surveillance Team:

Charlie Riggs	Surveillance Team Leader, Carlsbad Field Office Technical Assistance Contractor (CTAC)
Cindi Castillo	Surveillance Team Member, CTAC
Harley Kirschenmann	Surveillance Team Member, CTAC
Katie Martin	Surveillance Team Member, CTAC

Surveillance Scope:

This surveillance is a follow-up to Carlsbad Field Office (CBFO) Corrective Action Report (CAR) 11-043 which identified that some of the required Acceptable Knowledge (AK) documents pertaining to the Idaho National Laboratory (INL) were missing in the CCP records files. The surveillance team will evaluate the adequacy, implementation, and effectiveness of the CCP collection and storage of AK documents for all CCP sites.

Activities/Tasks to be Observed:

The surveillance team will review AK Summary Reports to select documents required to be maintained as records by CCP-TP-005, Revision 23, *CCP Acceptable Knowledge Documentation*. The surveillance team will determine if the selected documents are being maintained as quality assurance (QA) records or non-QA records, as appropriate.

Governing Documents/Requirements:

- *CBFO Quality Assurance Program Document (QAPD)*, DOE/CBFO-94-1012
- *CCP Training and Qualification Plan*, CCP-QP-002
- *CCP Records Management*, CCP-QP-008

- *CCP Records Filing, Inventorying, Scheduling, and Dispositioning*, CCP-QP-028
- *CCP Acceptable Knowledge Documentation*, CCP-TP-005

Schedule of Surveillance Activities:

A pre-surveillance conference will be held Tuesday, September 20, 2011, at 8:30 a.m.

A management briefing will be held Wednesday and Thursday, September 21 and 22, 2011, at 8:30 a.m.

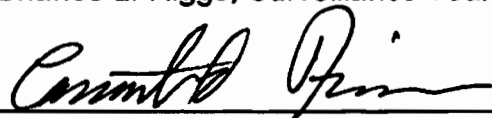
A team caucus will be held on Tuesday and Wednesday, September 20 and 21, 2011, at 4:00 p.m. A Team caucus will be held Thursday, September 22, 2011, at 2:00 p.m.

A post-surveillance conference will be held Thursday, September 22, 2011, at 4:00 p.m.

All meetings will take place in conference room T224 of the Skeen-Whitlock Building.

Prepared By: 
Charles L. Riggs, Surveillance Team Leader

Date: 8/18/11

Approved By: 
Courtland G. Fesmire, P.E., Quality Assurance Engineer

Date: 26 Aug 2011