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

JUN 13 2012



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

Subject: Surveillance S-12-18 of the Washington TRU Solutions Meteorological Program

Dear Mr. Hoff:

Please be advised that the Carlsbad Field Office (CBFO) will conduct the subject surveillance at the Waste Isolation Pilot Plant (WIPP) Site near Carlsbad, NM, July 10-12, 2012. The surveillance will be conducted in accordance with the enclosed surveillance plan.

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 with access to appropriate documentation and records.

If you have any questions, please contact me at (575) 234-7459.

Sincerely,

Richard Farrell  
Quality Assurance Specialist

Enclosure

cc: w/ enclosure

R. Unger, CBFO	*ED	J. Marple, NMED/DOE OB	ED
E. Preciado, CBFO	ED	D. Winters, DNFSB	ED
F. Sharif, WTS	ED	B. Pace, CTAC	ED
M. A. Mullins, WTS	ED	G. White, CTAC	ED
T. Peake, EPA	ED	M. Mager, CTAC	ED
M. Eagle, 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	
J. Kieling, NMED	ED		
T. Kliphuis, NMED	ED		
S. Holmes, NMED	ED		
R. Maestas, NMED	ED		
T. Kesterson, NMED/DOE OB	ED		



## CARLSBAD FIELD OFFICE SURVEILLANCE PLAN

**Surveillance Number:** S-12-18

**Organizations to Be Surveilled** Washington TRU Solutions, LLC (WTS)  
Washington Regulatory and Environmental Services (WRES)

**Date and Location:** July 10 – 12, 2012  
Waste Isolation Pilot Plant (WIPP)

**Surveillance Team:**

Richard Farrell	Management Representative, Carlsbad Field Office (CBFO), Office of Quality Assurance
Berry Pace	Surveillance Team Leader, CBFO Technical Assistance Contractor (CTAC)
Jack Walsh	Surveillance Team Member, CTAC
Norman Frank	Surveillance Team Member, CTAC

### Surveillance Scope:

This surveillance will evaluate selected portions of the WIPP Meteorological Program that implement quality program requirements delineated in the CBFO *Quality Assurance Program Document*.

Additionally, the surveillance will evaluate the effectiveness of corrective actions taken to address and correct the conditions adverse to quality identified during the last surveillance of the WIPP Meteorological Program (S-09-23).

### Activities/Tasks to be Assessed:

The following program elements will be evaluated:

- Personnel Qualification and Training
- Quality Improvement
- Documents
- Records
- Work Processes
- Procurement
- Inspection and Testing
- Assessments
- Software

**Governing Documents/Requirements:**

Checklists may be developed (as necessary) from current versions of the following implementing program and procedure documents.

- DOE-CBFO-94-1012, *CBFO Quality Assurance Program Document*
- WP 13-1, *WTS Quality Assurance Program Description*
- WP 02-EM.01, *Meteorological Quality Assurance Plan*
- WP 02-EM1020, *Routine Surveillance of the Meteorological Monitoring System*
- WP 02-EM3005, *Meteorological Data Handling*
- WP 13-QA3012, *Supplier Evaluation/Qualification*
- WP 15-RM, *WIPP Records Management Program*
- WP 16-2, *Software Screening and Control*

**Schedule of Surveillance Activities:**

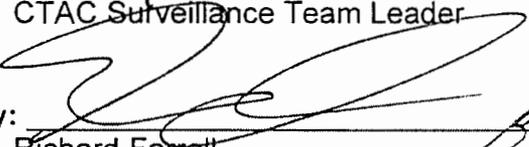
A pre-surveillance conference is scheduled for 8:00 a.m. on Tuesday, July 10, 2012, at the WIPP Site Engineering Building conference room.

Surveillance team caucus meetings will be held at 3:00 p.m. on Tuesday and Wednesday, July 10 and 11, 2012, at the WIPP Site Engineering Building conference room.

Briefings will be held with appropriate management at 8:00 a.m. on Wednesday and Thursday, July 11 and 12, 2012, at the WIPP Site Engineering Building conference room.

A post-surveillance conference is scheduled for 3:30 p.m., Thursday, July 12, 2012, at the WIPP Site Engineering Building conference room.

Prepared by:  Date: 6/6/12  
Berry D. Face  
CTAC Surveillance Team Leader

Approved by:  Date: 6-13-12  
Richard Farrell  
CBFO Quality Assurance Specialist