



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

DEC 18 2012



Mr. Jon E. Hoff, Manager
Quality Assurance
Nuclear Waste Partnership, LLC
P.O. Box 2078
Carlsbad, NM 88221-2078

Subject: Carlsbad Field Office Surveillance S-13-10

Dear Mr. Hoff:

Please be advised that the Carlsbad Field Office will conduct Surveillance S-13-10, Nuclear Waste Partnership, Ground Control, at the Waste Isolation Pilot Plant on February 5 – 7, 2013. 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



Mr. Jon E. Hoff

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DEC 18 2012

cc: w/enclosure

J. Franco, CBFO	*ED
R. Unger, CBFO	ED
D. Gadbury, CBFO	ED
L. Pacheco, CBFO	ED
K. Padilla, CBFO	ED
D. Galbraith, CBFO	ED
F. Sharif, NWP	ED
J. Vandekraats, NWP	ED
M. A. Mullins, NWP	ED
T. Peake, EPA	ED
E. Feltcorn, EPA	ED
L. Bender, EPA	ED
R. Joglekar, EPA	ED
S. Ghose, EPA	ED
R. Lee, EPA	ED
J. Kieling, NMED	ED
T. Kliphuis, NMED	ED
S. Holmes, NMED	ED
R. Maestas, NMED	ED
T. Kesterson, NMED/DOE OB	ED
J. Marple, NMED/DOE OB	ED
D. Winters, DNFSB	ED
R. Castillo, CTAC	ED
M. Mager, CTAC	ED
G. White, CTAC	ED
WWIS Database Administrators	ED
WIPP Operating Record	ED
CBFO QA File	
CBFO M&RC	

*ED denotes electronic distribution

CARLSBAD FIELD OFFICE SURVEILLANCE PLAN

Surveillance Number: S-13-10

Organization: Nuclear Waste Partnership (NWP), Ground Control

Dates and Location of Surveillance: February 5 – 7, 2013
Waste Isolation Pilot Plant (WIPP)

Surveillance Team:

Richard Farrell	CBFO Management Representative
Rick Castillo	Surveillance Team Leader, CBFO
	Technical Assistance Contractor (CTAC)
Paul Gomez	Team Member, CTAC

Surveillance Scope:

The surveillance will evaluate the adequacy and implementation of the NWP Quality Assurance Program with respect to the WIPP Ground Control Program. The surveillance will evaluate and verify the implementation and effectiveness of NWP implementing procedures. The surveillance will focus on revised activities since the last surveillance and whether they are effective in achieving the goals of the program.

Activities/Tasks to be Assessed:

The following areas, as applied to site ground control, will be evaluated:

- Ground control maintenance operations and support

For work observed during the surveillance, the following items will be evaluated in accordance with the annual maintenance outage:

- Logbook entries
- Lockout/tag-out
- Work control practices
- Training
- Documents and records

Governing Documents/Requirements:

Overall program adequacy will be evaluated on the implementation of the following documents:

- WP 10-2, *Maintenance Operations Instruction Manual*
- WP 10-WC3011, *Work Control Process*
- WP 04-AU1007, *Underground Openings Inspections*
- EA10WC3011-10-0, *Repository Development Project Fix-It-Now List*
- EA10WC3011-11-0, *Mining Minor Maintenance List*
- EA10WC3011-12-0, *Repository Development Project Expedited Work List*

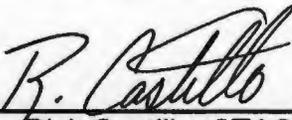
Schedule of Surveillance Activities:

A pre-surveillance conference is scheduled for 8:30 a.m. on Tuesday, February 5, 2013, in the Support Building large conference room.

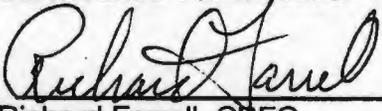
Surveillance team caucuses will be held at 3:00 p.m. on Tuesday and Wednesday, February 5 and 6, 2013, in a location to be determined.

Daily management briefing meetings will be held at 8:30 a.m. (if necessary) on Wednesday and Thursday, February 6 and 7, 2013, in a location to be determined.

A post-surveillance conference is scheduled for 2:00 p.m. on Thursday, February 7, 2013, in the Support Building large conference room.

Prepared by: 
Rick Castillo, CTAC
Surveillance Team Leader

Date: 12/18/12

Concurrence by: 
Richard Farrell, CBFO
Quality Assurance Specialist

Date: 12/18/2012