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

Department of Energy  
Carlsbad Field Office  
P. O. Box 3090  
Carlsbad, New Mexico 88221  
JAN 24 2013

Subject: Surveillance S-13-08, Nuclear Waste Partnership WIPP Maintenance Program

Dear Mr. Hoff:

Please be advised that the Carlsbad Field Office (CBFO) will conduct the subject surveillance February 26 – 28, 2013, at the Waste Isolation Pilot Plant (WIPP). 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 access to appropriate documentation and records.

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

Sincerely,

[Signature]
Richard Farrell  
Quality Assurance Specialist

Enclosure

cc: w/enclosure
D. Gadbury, CBFO  
C. Fesmire, CBFO  
F. Sharif, NWP  
M. A. Mullins, NWP  
T. Peake, EPA  
E. Feltcorn, EPA  
L. Bender, EPA  
R. Joglekar, EPA  
S. Ghose, EPA  
R. Lee, EPA  
J. Kieling, NMED  
T. Kliphuis, NMED  
S. Holmes, NMED  
R. Maestas, NMED  
T. Kesterson, NMED/DOE OB  
J. Marple, NMED/DOE OB  
D. Winters, DNFSB  
P. Gilbert, LANL-CO  
G. Lyshik, LANL-CO  
P. Gomez, CTAC  
M. Mager, CTAC  
G. White, CTAC  
WWIS Database Administrators  
WIPP Operating Record  
CBFO QA File  
CBFO M&RC  

*ED denotes electronic distribution
CARLSBAD FIELD OFFICE
SURVEILLANCE PLAN

Surveillance Number: S-13-08
Date and Location of Surveillance: February 26 – 28, 2013, WIPP

Surveillance Team:
- Richard Farrell: Carlsbad Field Office (CBFO) Management Representative
- Paul Gomez: Surveillance Team Leader, CBFO
- Tamara Bowden: Technical Assistance Contractor (CTAC) Surveillance Team Member, CTAC
- Prissy Martinez: Surveillance Team Member, CTAC
- Jim Schuetz: Surveillance Team Member, CTAC
- Kirk Kirkes: Surveillance Team Member, CTAC

Surveillance Scope:
Surveillance S-13-08 will be conducted to verify the adequacy and implementation of the NWP WIPP Maintenance Program with respect to the requirements of the CBFO Quality Assurance (QA) Program. The surveillance team will also evaluate and verify the implementation and effectiveness of applicable NWP implementing procedures.

Activities/Tasks to be Assessed:
The surveillance will focus on the changes made in implementing documentation (procedures and forms) and in performance of WIPP Maintenance Program activities since the last surveillance. The following areas will be assessed:

- Internal Assessments of the NWP WIPP Maintenance Program
- Facility Inspections
- Maintenance Operations and Process
- Equipment Lockout/Tagout
- Control and Use of Maintenance Locks
- Temporary Plant Modification Control
- Use and Control of Rigging Components
- Tool Crib Administration
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 overall adequacy of the NWP WIPP Maintenance Program will be assessed based on the following documents:

- MP 6.5, *Maintenance Management*
- WP 04-AD3011, *Equipment Lockout/Tagout*
- WP 04-AD3012, *Temporary Plant Modification Control*
- WP 10-2, *Maintenance Operations Instruction Manual*
- WP 10-AD3005, *Control and Use of Maintenance Locks*
- WP 10-AD3007, *Use and Control of Rigging Components*
- WP 10-AD3015, *Tool Crib Administration*
- WP 10-WC.01, *Cross-Connection Control Program*
- WP 10-WC3008, *Facility Inspections*
- WP 10-WC3010, *Maintenance PM/MWO Controlled Document Processing*
- WP 10-WC3011, *Work Control Process*

The following documents will serve as references during the surveillance:

- DOE O 414.1D, *Quality Assurance*
- DOE O 420.1B, *Facility Safety*
- WP 09-CN3022, *Engineering File Room Operations*
- WP 13-1, *WTS Quality Assurance Program Description*
- WP 16-2, *WTS Software Screening and Control*
Schedule of Surveillance Activities:

A pre-surveillance meeting is scheduled for 8:00 a.m. on Tuesday, February 26, 2013, in the Support Building second floor large conference room.

Management meetings will be held at 8:30 a.m. on Wednesday, February 27, and Thursday, February 28, 2013, at a location to be determined.

Team caucuses will be held at 3:30 p.m. on Tuesday, February 26, and Wednesday, February 27, 2013, and at 10:00 a.m. on Thursday, February 28, 2013, in the Support Building second floor small conference room.

A post-surveillance meeting will be held at 10:30 a.m. on Thursday, February 28, 2013, in the Support Building second floor large conference room.

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

Prepared by: Paul C. Gomez, CTAC Surveillance Team Leader

Concurrence by: Richard Farrell, CBFO Quality Assurance Specialist

Date: 1-23-13

Date: 1-24-13