



Department of Energy
Carlsbad Field Office
P. O. Box 3090
Carlsbad, New Mexico 88221
MAR 18 2013

 ENTERED



Tammy R. Reynolds, Manager
Central Characterization Project
Retrieval, Characterization, and Transportation
Nuclear Waste Partnership, LLC
P.O. Box 2078
Carlsbad, NM 88221-2078

Subject: Notification and Plan for CBFO Audit A-13-11, CCP QA Program

Dear Ms. Reynolds:

Please be advised that an audit team from the U.S. Department of Energy, Carlsbad Field Office (CBFO) will conduct Audit A-13-11 of the Central Characterization Project (CCP) Quality Assurance (QA) Program. The audit will take place at the Skeen-Whitlock Building in Carlsbad, New Mexico, April 16 – 18, 2013, and will be conducted in accordance with the enclosed audit plan.

You are requested to provide the resources necessary to coordinate with the audit team, provide knowledgeable personnel to support the audit, arrange for appropriate space to conduct meetings, and provide the team with access to appropriate documentation and records.

If you have any questions, please contact me at (575) 234-7491.

Sincerely,

Dennis S. Miehl
Acting Quality Assurance Director

Enclosure



Ms. Tammy Reynolds

-2-

MAR 18 2013

cc: w/ enclosure

J. Franco, CBFO	*ED
M. Navarrete, CBFO	ED
J. R. Stroble, CBFO	ED
N. Castaneda, CBFO	ED
T. Morgan, CBFO	ED
M. Pinzel, CBFO	ED
F. Sharif, NWP	ED
J. E. Hoff, NWP	ED
M. A. Mullins, NWP	ED
D. E. Gulbransen, NWP/CCP	ED
V. K. Cannon, NWP/CCP	ED
J. M. Carter, NWP/CCP	ED
A. J. Fisher, NWP/CCP	ED
A. M. Johnson, NWP/CCP	ED
M. W. Percy, NWP/CCP	ED
M. L. Sensibaugh, NWP/CCP	ED
L. Bender, EPA	ED
E. Feltcorn, EPA	ED
S. Ghose, EPA	ED
R. Joglekar, EPA	ED
R. Lee, EPA	ED
T. Peake, EPA	ED
S. Holmes, NMED	ED
J. Kieling, NMED	ED
T. Kliphuis, NMED	ED
R. Maestas, NMED	ED
T. Kesterson, NMED/DOE OB	ED
J. Marple, NMED/DOE OB	ED
D. Winters, DNFSB	ED
P. Gilbert, LANL-CO	ED
G. Lyshik, LANL-CO	ED
G. White, CTAC	ED
R. Castillo, CTAC	ED
M. Mager, CTAC	ED
WIPP Operating Record	ED
CBFO QA File	
CBFO M&RC	

*ED denotes electronic distribution

CARLSBAD FIELD OFFICE AUDIT PLAN

Audit Number: A-13-11

Organization to be Audited: Nuclear Waste Partnership LLC (NWP)
Central Characterization Program (CCP)

Organizations to be Notified: NWP/CCP
New Mexico Environment Department
U.S. Environmental Protection Agency
Defense Nuclear Facilities Safety Board

Date and Location: April 16 – 18, 2013
Carlsbad, New Mexico

Audit Team:

Dennis Miehls	Management Representative, Carlsbad Field Office (CBFO)
Rick Castillo	Audit Team Leader, CBFO Technical Assistance Contractor (CTAC)
Tamara Bowden	Auditor, CTAC
Paul Gomez	Auditor, CTAC
Kirk Kirkes	Auditor, CTAC
Greg Knox	Auditor, CTAC
Katie Martin	Auditor, CTAC
Priscilla Y. Martinez	Auditor, CTAC
B.J. Verret	Auditor, CTAC
Jim Schuetz	Auditor/Technical Specialist, CTAC

Audit Scope:

The audit team will evaluate the degree of adequacy, implementation, and effectiveness of the CCP Quality Assurance (QA) Program, established for governing CCP quality-affecting activities at the project office in Carlsbad, NM, and at transuranic (TRU) waste generator sites where CCP performs characterization services.

Governing Documents:

Evaluation of adequacy of the CCP QA Program will be based on the current revision of DOE/CBFO-94-1012, *Quality Assurance Program Document*.

Evaluation of effective implementation of the CCP QA Program will be based on the applicable portions and current revisions of:

- CCP-PO-001, *CCP TRU Waste Characterization Quality Assurance Project Plan*

- CCP-PO-002, *CCP Transuranic Waste Certification Plan*
- Applicable CCP QA implementing procedures

Program Elements/Activities to be Audited:

Quality Assurance:

- Organization and Quality Assurance Program
- Graded Approach
- Personnel Qualification and Training
- Quality Improvement
- Document Control
- Records
- Work Processes
- Procurement
- Inspection and Testing
- Assessments
- Software QA

Schedule of Audit Activities:

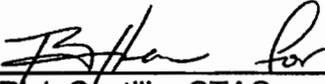
All audit activities will be conducted in Carlsbad, NM.

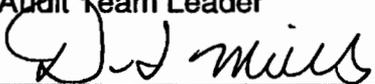
A pre-audit conference is scheduled for 8:30 a.m., Tuesday, April 16, 2013.

Audit team caucus meetings will be held at 3:00 p.m., Tuesday, April 16 and Wednesday, April 17, 2013, and at 2:00 p.m., Thursday, April 18, 2013.

Management briefing meetings will be conducted at 8:30 a.m., Wednesday, April 17, and Thursday, April 18, 2013.

A post-audit conference is scheduled for 3:00 p.m., Thursday, April 18, 2013.

Prepared by:  Date: 3/14/13
Rick Castillo, CTAC
Audit Team Leader

Concurrence:  Date: 3-18-13
Dennis Miehl, CBFO
Acting Director, Office of Quality Assurance