



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



SEP 30 2013

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

Subject: Notification of CBFO Audit A-14-06, NWP VOC/Hydrogen/Methane Monitoring Program

Dear Mr. Hoff:

Please be advised that the Carlsbad Field Office (CBFO) will conduct Audit A-14-06, Nuclear Waste Partnership, LLC (NWP) Volatile Organic Compound (VOC)/Hydrogen/Methane Monitoring Program, at the Waste Isolation Pilot Plant on November 5-7, 2013. The audit 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 audit team with access to appropriate documentation and records.

If you have any questions concerning Audit A-14-06, please contact me at (575) 234-7483.

Sincerely,

Martin P. Navarrete
 Senior Quality Assurance Specialist

Enclosure

cc: w/enclosure

D. Gadbury, CBFO	* ED	J. Kieling, NMED	ED
O. Vincent, CBFO	ED	T. Kliphuis, NMED	ED
D. Miehl, CBFO	ED	S. Holmes, NMED	ED
F. Sharif, NWP	ED	R. Maestas, NMED	ED
S. Kennedy, NWP	ED	C. Smith, NMED	ED
B. Allen, NWP	ED	J. Marple, NMED/DOE OB	ED
S. Punchios, NWP	ED	J. Harvill, CTAC	ED
S. Escareno-Soto, NWP/QA	ED	R. Allen, CTAC	ED
W. Ledford, NWP	ED	R. Castillo, CTAC	ED
T. Peake, EPA	ED	G. White, CTAC	ED
L. Bender, EPA	ED	D. Harvill, CTAC	ED
S. Ghose, EPA	ED	CBFO QA File	
R. Lee, EPA	ED	CBFO M&RC	

*ED denotes electronic distribution



CARLSBAD FIELD OFFICE AUDIT PLAN

Audit Number: A-14-06

Organization: Nuclear Waste Partnership LLC (NWP)

Dates and Location of Audit: November 5 - 7, 2013
Waste Isolation Pilot Plant (WIPP)

Audit Team:

Martin Navarrete	Carlsbad Field Office (CBFO) Management Representative
Rick Castillo	Audit Team Leader, CBFO Technical Assistance Contractor (CTAC)
Paul Gomez	Technical Specialist, CTAC
Kirk Kirkes	Auditor, CTAC

Audit Scope:

The audit will evaluate the adequacy, implementation, and effectiveness of the NWP Quality Assurance (QA) Program related to the Volatile Organic Compound (VOC)/Hydrogen/Methane Monitoring Program, and the corresponding sections of the CBFO *Quality Assurance Program Document*.

Activities/Tasks to be Assessed:

Audit A-14-06 will evaluate the following areas:

VOC/Hydrogen/Methane Monitoring Program

- VOC/Hydrogen/Methane sample canister sampling, handling, and use
- VOC/Hydrogen/Methane operations data generation, validation, and reporting
- VOC/Hydrogen/Methane data validation and verification and reporting
- Certified laboratory procurement

Quality Assurance Program

- Organization
- Training
- Document Control
- Records

Governing Documents/Requirements:

The adequacy and effective implementation of the NWP QA Program will be evaluated based on the current revisions of the following documents:

- DOE/CBFO-94-1012, *Quality Assurance Program Document*
- WP 13-1, *Nuclear Waste Partnership LLC Quality Assurance Program Description*
- WP 12-VC.01, *Volatile Organic Compound Monitoring Plan*
- WP 12-VC.02, *Quality Assurance Project Plan for Volatile Organic Compound Monitoring*
- WP 12-VC.03, *Hydrogen and Methane Monitoring Plan*
- WP 12-VC.04, *Quality Assurance Project Plan for Hydrogen and Methane Monitoring*
- WP 12-VC1684, *VOC Monitoring Group – Air Sampling Equipment Operations*

- WP 12-VC1685, *Subatmospheric and Pressurized Air Sampling in Passivated Canisters*
- WP 12-VC3209, *VOC Monitoring Group – Data Handling and Program Reporting*

Schedule of Audit Activities:

A pre-audit conference is scheduled for 8:30 a.m. on Tuesday, November 5th, 2013, in the WIPP Support Building second floor large conference room.

Management meetings, if necessary, will be held at 9:00 a.m. on Wednesday, November 6th, and Thursday, November 7th, 2013, at a location to be determined.

Team caucuses will be held at 3:00 p.m. on Tuesday, November 5th, and Wednesday, November 6th, 2013, and at 1:00 p.m. on Thursday, November 7th, 2013, at a location to be determined.

A post-audit conference will be held at 2:00 p.m. on Thursday, November 7th, 2013, in the WIPP Support Building second floor large conference room.

Team working space will be in a location to be determined by NWP.

Prepared by: 
Rick L. Castillo, CTAC
Audit Team Leader

Date: 9/25/13

Concurrence: 
CBFO Quality Assurance Director

Date: 9/30/13