



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

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 Hazardous Waste Bureau

Mr. D.E. Gulbransen, Manager
 National TRU Program Certification
 Nuclear Waste Partnership, LLC
 P.O. Box 2078
 Carlsbad, New Mexico 88221-2078

Subject: Notification and Plan for CBFO Audit A-14-10, NWP/CCP QA Program

Dear Mr. Gulbransen:

Please be advised that an audit team from the U.S. Department of Energy Carlsbad Field Office (CBFO) will conduct Audit A-14-10 of the Nuclear Waste Partnership, LLC (NWP) Central Characterization Program (CCP) Quality Assurance (QA) Program. The audit will take place at the Skeen-Whitlock Building in Carlsbad, New Mexico, on March 25-27, 2014, 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 concerning the audit, please contact me at (575) 234-7491.

Sincerely,

Dennis S. Miehl
 Senior Quality Assurance Specialist

Enclosure

cc: w/enclosure

M. Brown, CBFO * ED
 M. Navarrete, CBFO ED
 D. Gadbury, CBFO ED
 J. R. Stroble, CBFO ED
 N. Castaneda, CBFO ED
 F. Sharif, NWP ED
 T. Reynolds, NWP ED
 V. Cannon, NWP/CCP ED
 A. J. Fisher, NWP/CCP ED
 M. Walker, NWP/CCP ED
 J. Carter, NWP/CCP ED
 J. E. Hoff, NWP ED
 S. Punchios, NWP ED
 T. Peake, EPA ED
 L. Bender, EPA ED
 E. Feltcorn, EPA ED

S. Ghose, EPA ED
 R. Joglekar, EPA ED
 R. Lee, EPA ED
 J. Kieling, NMED ED
 T. Kliphuis, NMED ED
 S. Holmes, NMED ED
 R. Maestas, NMED ED
 C. Smith, NMED ED
 D. Harvill, CTAC ED
 G. White, CTAC ED
 T. Ackman, CTAC ED
 Site Documents ED
 CBFO QA File
 CBFO M&RC
 *ED denotes electronic distribution



CARLSBAD FIELD OFFICE AUDIT PLAN

Audit Number: A-14-10

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

Organizations to be Notified: NWP/CCP
New Mexico Environment Department (NMED)
Environmental Protection Agency (EPA)

Date and Location: March 25 – 27, 2014
Carlsbad, New Mexico

Audit Team:

Dennis Miehls	Management Representative, Carlsbad Field Office (CBFO)
Tamara Ackman	Audit Team Leader, CBFO Technical Assistance Contractor (CTAC)
Paul Gomez	Auditor, CTAC
Cindi Castillo	Auditor, CTAC
Porf Martinez	Auditor, CTAC
Katie Martin	Auditor, CTAC
Berry Pace	Auditor, CTAC
Rick Castillo	Auditor, CTAC
Kirk Kirkes	Auditor, CTAC
Jim Schuetz	Auditor/Technical Specialist, CTAC

Audit Scope:

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

Governing Documents:

Evaluation of adequacy of the NWP/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 NWP/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 (QAPjP)*
- 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
- Sample Control
- Assessments
- Software QA

Schedule of Audit Activities:

All audit activities will be conducted at the Skeen-Whitlock Building in Carlsbad, NM.

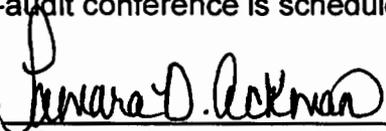
A pre-audit conference is scheduled for 8:30 a.m., Tuesday, March 25, 2014.

Audit team caucus meetings will be held at 3:00 p.m., Tuesday, March 25 and Wednesday, March 26, 2014. The audit team caucus meeting will be held at 2:00 p.m., Thursday, March 27, 2014.

Management briefing meetings will be conducted at 8:30 a.m., Wednesday, March 26, 2014, and Thursday, March 27, 2014.

A post-audit conference is scheduled for 3:00 p.m., Thursday, March 27, 2014.

Prepared by:



Tamara D. Ackman, CTAC
Audit Team Leader

Date:

2/21/14

Concurrence:

 FOR

Michael R. Brown, Director
CBFO Office of Quality Assurance

Date:

2-21-14