



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

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

NMED
 Hazardous Waste Bureau

Subject: Surveillance S-14-29 of the NWP Procurement (Supporting Recovery Activities)

Dear Mr. Hoff:

Please be advised that the Carlsbad Field Office (CBFO) will conduct Surveillance S-14-29 of the Nuclear Waste Partnership LLC (NWP) Procurement (Supporting Recovery Activities), August 25-27, 2014 at the Skeen-Whitlock Building in Carlsbad, New Mexico. 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 concerning Surveillance S-14-29, please contact me at (575) 234-7483.

Sincerely,

Martin P. Navarrete
 Senior Quality Assurance Specialist

Enclosure

cc: w/enclosure			
M. Brown, CBFO	*ED	J. Kieling, NMED	ED
D. Gadury, CBFO	ED	T. Kliphuis, NMED	ED
D. Miehls, CBFO	ED	S. Holmes, NMED	ED
B. McQuinn, NWP	ED	R. Maestas, NMED	ED
J. Blankenhorn, NWP	ED	C. Smith, NMED	ED
J. Harris, NWP	ED	V. Daub, CTAC	ED
S. Kennedy, NWP	ED	R. Allen, CTAC	ED
V. Cannon, NWP	ED	B. Pace, CTAC	ED
B. Allen, NWP	ED	P. Martinez, CTAC	ED
S. Punchios, NWP	ED	R. Castillo, CTAC	ED
S. Escareno-Soto, NWP	ED	K. Martin, CTAC	ED
W. Ledford, NWP	ED	D. Harvill, CTAC	ED
T. Peake, EPA	ED	G. White, CTAC	ED
L. Bender, EPA	ED	CBFO QA File	
S. Ghose, EPA	ED	CBFO M&RC	
R. Lee, EPA	ED	*ED denotes electronic distribution	



CARLSBAD FIELD OFFICE SURVEILLANCE PLAN

Surveillance Number:	S-14-29, Nuclear Waste Partnership LLC (NWP) Procurement (Supporting Recovery Activities)	
Organization to Be Surveilled:	NWP	
Date and Location:	August 25 – 27, 2014 Skeen-Whitlock Building, Carlsbad, NM	
Surveillance Team:	Martin Navarrete	Management Representative, Carlsbad Field Office (CBFO) Quality Assurance Division
	Rick Castillo	Surveillance Team Leader, CBFO Technical Assistance Contractor (CTAC)
	Katie Martin	Surveillance Team Member, CTAC

Surveillance Scope:

The surveillance will evaluate the implementation and effectiveness of the policies, plans, and procedures related to the Waste Isolation Pilot Plant (WIPP) Procurement Program for procurement of items and services supporting recovery activities at the WIPP.

Governing Documents/Requirements:

- DOE/CBFO 94-1012, *Quality Assurance Program Document*
- DOE Order 580.1A (Chg. 1), *Department of Energy Personal Property Management Program*
- WP 13-1, *NWP Quality Assurance Program Description*
- WP 09-CN3005, *Graded Approach to Application of QA Controls*
- WP 13-QA3012, *Supplier Evaluation/Qualification*
- WP 15-PC3042, *Credit Card Purchases*
- WP 15-PC3609, *Preparation of Purchase Requisitions*

Checklists will be developed (as necessary) from the active revisions of the listed documents.

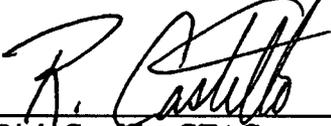
Schedule of Surveillance Activities:

A pre-surveillance conference is scheduled for 8:30 a.m., Monday, August 25, 2014, in room T-224 of the Skeen-Whitlock Building.

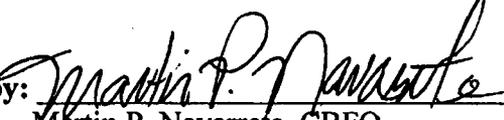
Surveillance team caucus meetings will be held at 3:00 p.m. on Monday and Tuesday, August 25 and 26, 2014, and at 1:00 p.m. on Wednesday, August 27, 2014, in room C-203 of the Skeen-Whitlock Building.

Management briefings, if necessary, will be held at 8:30 a.m. on Tuesday and Wednesday, August 26 and 27, 2014, in room T-224 of the Skeen-Whitlock Building.

A post-surveillance conference is scheduled for 2:00 p.m., Wednesday, August 27, 2014, in room T-224 of the Skeen-Whitlock Building.

Prepared by: 
Rick Castillo, CTAC
Surveillance Team Leader

Date: 8/16/14

Approved by: 
Martin P. Navarrete, CBFO
Senior Quality Assurance Specialist

Date: 8-13-14