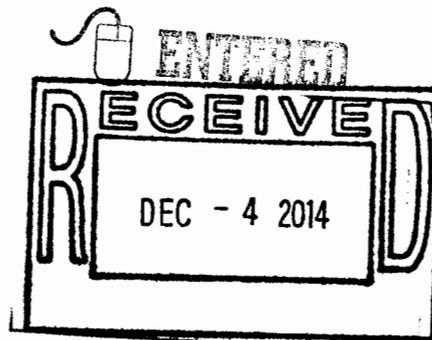




Department of Energy
 Carlsbad Field Office
 P. O. Box 3090
 Carlsbad, New Mexico 88221

DEC - 4 2014



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

Subject: Surveillance S-15-14 of the NWP Material Control & Stores Inventory Program

Dear Mr. Hoff:

Please be advised that the Carlsbad Field Office (CBFO) will conduct Surveillance S-15-14 of the Nuclear Waste Partnership LLC (NWP) Material Control & Stores Inventory Program on January 13-15, 2015, at the Waste Isolation Pilot Plant. 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 questions concerning the surveillance, I can be reached at (575) 234-7491.

Sincerely,

Dennis S. Miehls
 Dennis S. Miehls *DM*
 Senior Quality Assurance Specialist

Enclosure

cc: w/enclosure
 D. Gadbury, CBFO *ED
 M. Brown, CBFO ED
 M. Navarrete, CBFO ED
 R. McQuinn, NWP ED
 J. Blankenhorn, NWP ED
 J. Harris, NWP ED
 S. Kennedy, NWP ED
 V. Cannon, NWP ED
 W. Ledford, NWP ED
 B. Allen, NWP ED
 S. Punchios, NWP ED
 S. Escareno-Soto, NWP ED



E. Harkness, NWP	ED
J. Vasquez, NWP	ED
D. Rodriguez, NWP	ED
T. Peake, EPA	ED
L. Bender, EPA	ED
S. Ghose, EPA	ED
R. Lee, EPA	ED
J. Kieling, NMED	ED
S. Holmes, NMED	ED
R. Maestas, NMED	ED
C. Smith, NMED	ED
V. Daub, CTAC	ED
R. Allen, CTAC	ED
P. Martinez, CTAC	ED
B. Pace, CTAC	ED
C. Castillo, CTAC	ED
T. Ackman, CTAC	ED
B. Prentiss, CTAC	ED
D. Harvill, CTAC	ED
G. White, CTAC	ED

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*ED denotes electronic distribution

**CARLSBAD FIELD OFFICE
SURVEILLANCE PLAN**

Surveillance Number: S-15-14

Organization: Nuclear Waste Partnership LLC (NWP) Material Control & Stores Inventory Program

Date and Location of Surveillance: January 13 – 15, 2015
Waste Isolation Pilot Plant (WIPP)

Surveillance Team:

Dennis S. Miehls	Management Representative, Carlsbad Field Office (CBFO)
Cindi Castillo	Surveillance Team Leader, CBFO Technical Assistance Contractor (CTAC)
Katie Martin	Team Member, CTAC
Berry Pace	Team Member, CTAC
Bob Prentiss	Team Member, CTAC

Observers: None

Surveillance Scope:

The surveillance will verify the effective implementation of associated NWP program requirements governing the control of stores inventory at the WIPP site.

Activities to be Assessed:

This surveillance will include an assessment of documentation (procedures, records, and training) and the performance of material control and stores inventory activities conducted at the WIPP site warehouse. Emphasis will be placed on stores inventory control; material receiving (and receipt discrepancies); preparation and processing of shipping authorizations; utilization and disposal of excess property; equipment held for future projects; and overall storage arrangements to ensure that stores inventory is suitable for sustained site operations.

Governing Documents/Requirements:

Current revisions of the following documents will also be utilized:

- DOE/CBFO-94-1012, *Quality Assurance Program Document*
- WP 13-1, *Nuclear Waste Partnership LLC Quality Assurance Program Description*
- WP 15-PM3500, *Equipment Held for Future Projects*
- WP 15-PM3509, *Utilization and Disposal of Excess/Surplus Government Personal Property*
- WP 15-PM3517, *Stores Inventory Control*
- WP 15-PM3518, *Material Receiving*
- WP 15-PM3525, *Preparation and Processing of Shipping Authorizations*
- WP 15-PM3526, *Receipt Discrepancies*

Additional procedures will be utilized as references (per the above procedures):

- Title 41 *Code of Federal Regulations* (CFR), Part 109, *Department of Energy Property Management Regulations*, Subpart 28-50, *Management of Equipment Held for Future Projects*
- Title 41 CFR Part 109, *Public Contracts and Property Management Introduction*
- DOE Order 580.1A, *Department of Energy Personal Property Management Program*
- WP 02-RC.01, *Hazardous and Universal Waste Management Plan*
- WP 15-PM.01, *Property Management Program*

Schedule of Surveillance Activities:

The surveillance will be conducted January 13 – 15, 2015, at the WIPP site. Start times will be adjusted as necessary to meet the needs of NWP personnel schedules.

A pre-surveillance meeting is scheduled for 8:30 a.m. on Tuesday, January 13, 2015, in the Support Building, Operations Conference Room.

If needed, a management briefing will be held at 8:30 a.m., on Wednesday and Thursday, in the Support Building, Small Conference Room.

Team caucuses will be held at 3:00 p.m. on Tuesday, January 13, and Wednesday, January 14, and at 1:00 p.m. on Thursday, January 15, in the Support Building, Small Conference Room.

A post-surveillance meeting will be held at 2:30 p.m. on Thursday, January 15, 2015, in the Support Building, Small Conference Room.

The team space will be located in the Support Building, Small Conference Room.

Prepared by: Cindi Castillo
Cindi Castillo, CTAC
Surveillance Team Leader

Date: 12/2/14

Concurrence by: D. S. Miehlis
Dennis S. Miehlis, CBFO
Senior Quality Assurance Specialist

Date: 12-3-14