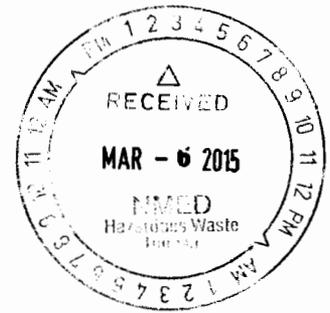




Department of Energy
 Carlsbad Field Office
 P. O. Box 3090
 Carlsbad, New Mexico 88221
 March 6, 2015

ENTERED



Mr. Ed Gulbransen, Manager
 Central Characterization Program Retrieval, Characterization and Transportation
 Nuclear Waste Partnership LLC
 P.O. Box 2078
 Carlsbad, NM 88221-2078

Subject: Notification and Plan for Carlsbad Field Office Audit A-15-12, NWP/CCP
 QA Program

Dear Mr. Gulbransen:

Please be advised that an audit team from the U.S. Department of Energy Carlsbad Field Office will conduct Audit A-15-12 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, April 7-9, 2015, 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		S. Ghose, EPA	ED
M. Brown, CBFO	*ED	R. Lee, EPA	ED
J.R. Stroble, CBFO	ED	S. Holmes, NMED	ED
M. Navarrete, CBFO	ED	R. Maestas, NMED	ED
N. Castaneda, CBFO	ED	C. Smith, NMED	ED
V. Cannon, NWP	ED	B. Pace, CTAC	ED
M. Sensibaugh, NWP/CCP	ED	P. Martinez, CTAC	ED
A. J. Fisher, NWP/CCP	ED	D. Harvill, CTAC	ED
J. Carter, NWP/CCP	ED	G. White, CTAC	ED
V. Cannon, NWP	ED	T. Ackman, CTAC	ED
B. Allen, NWP	ED	Site Documents	ED
W. Ledford, NWP	ED	CBFO QA File	
S. Punchios, NWP	ED	CBFO M&RC	
S. Escareno-Soto, NWP	ED	*ED denotes electronic distribution	
T. Peake, EPA	ED		
L. Bender, EPA	ED		



CARLSBAD FIELD OFFICE AUDIT PLAN

Audit Number: A-15-12

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: April 7 – 9, 2015
Carlsbad, New Mexico

Audit Team:

Dennis Miehl	Management Representative, Carlsbad Field Office (CBFO)
Tamara Ackman	Audit Team Leader, CBFO Technical Assistance Contractor (CTAC)
Paul Gomez	Auditor, CTAC
Cindi Castillo	Auditor, CTAC
Prissy Martinez	Auditor, CTAC
Bob Prentiss	Auditor, CTAC
Harley Kirschenmann	Auditor, CTAC
Jack Walsh	Auditor, CTAC
Charlie Riggs	Auditor, CTAC
Judith Stewart	Auditor, CTAC
Gayla White	Auditor-in-Training, CTAC
Katie Martin	Auditor/Technical Specialist, 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, April 7, 2015.

Audit team caucus meetings will be held at 3:00 p.m., Tuesday, April 7, 2015 and Wednesday, April 8, 2015. The audit team caucus meeting will be held at 2:00 p.m., Thursday, April 9, 2015.

Management briefing meetings will be conducted at 8:30 a.m., Wednesday, April 8, 2015, and Thursday, April 9, 2015.

A post-audit conference is scheduled for 3:00 p.m., Thursday, April 9, 2015.

Prepared by: Tamara D. Ackman
Tamara D. Ackman, CTAC
Audit Team Leader

Date: 03/06/15

Concurrence: Michael R. Brown FQR
Michael R. Brown, Director
CBFO Quality Assurance Division

Date: 3-6-15