memorandum

DATE: APR - 2 2015

REPLY TO ATTN OF: CBFO:QAD:MPN:RMS:15-0703:UFC 2300.00


TO: Benjamine Roberts, DOE-ID

This memorandum serves as notification of the upcoming Carlsbad Field Office (CBFO) closure verification Surveillance S-15-15. The surveillance will be conducted May 5, 2015 through May 7, 2015, at the Advanced Mixed Waste Treatment Project (AMWTP) Energy Drive Facility (EDF) in Idaho Falls, Idaho.

The purpose of the on-site surveillance is to verify the effectiveness and completion of corrective actions taken in response to CAR 15-002 (related to an issue with the document control/periodic review process) and CAR 15-005 (related to an issue with AMWTP records management). Both CARs were identified during the recertification audit of AMWTP conducted October 7, 2014 through October 9, 2014.

The surveillance will be conducted in accordance with the attached plan. The surveillance team members are identified in the plan. Representatives from the New Mexico Environment Department may be present to observe the surveillance.

Your representatives are requested to coordinate with the surveillance team to develop the necessary documentation for the team to (1) gain access to the EDF; (2) conduct the surveillance; and (3) have appropriate access to necessary documentation and records. The surveillance team will also need hardcopies of closure documentation for each of the referenced CARs.

If you have any questions or comments concerning this surveillance, please contact me at (575) 234-7483.

Martin P. Navarrete
Senior Quality Assurance Specialist

Attachment
cc: w/attachment
M. Brown, CBFO          * ED
J. R. Stroble, CBFO     ED
D. Miehls, CBFO         ED
N. Castaneda, CBFO      ED
J. Zimmerman, DOE-ID    ED
J. Wells, DOE-ID        ED
T. Jenkins, DOE-ID      ED
D. Haar, AMWTP          ED
G. Byram, AMWTP         ED
G. Tedford, AMWTP       ED
A. Morse, AMWTP         ED
T. Peake, EPA           ED
L. Bender, EPA          ED
E. Feltcorn, EPA        ED
R. Joglekar, EPA        ED
J. Kieling, NMED        ED
B. Tongate, NMED        ED
R. Maestas, NMED        ED
S. Holmes, 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
K. Martin, CTAC         ED
H. Kirschenmann, CTAC   ED
P. Hinojos, CTAC        ED
D. Sellmer, CTAC        ED
D. Harvill, CTAC        ED
G. White, CTAC          ED
Site Documents         ED
CBFO QA File
CBFO M&RC
*ED denotes electronic distribution
CARLSBAD FIELD OFFICE
SURVEILLANCE PLAN

Surveillance Number: S-15-15
Organization: Advanced Mixed Waste Treatment Project (AMWTP)
Date and Location of Surveillance: May 5-7, 2015, AMWTP Energy Drive Facility (EDF), Idaho Falls, Idaho
Surveillance Team: Martin P. Navarrete, Management Representative, Carlsbad Field Office (CBFO)
Cindi Castillo, Surveillance Team Leader, CBFO
Katie Martin, Technical Assistance Contractor (CTAC)
Harley Kirschenmann, Team Member, CTAC
Observers: TBD

Surveillance Scope:

The on-site surveillance will verify the effectiveness and completion of corrective actions taken in response to Corrective Action Report (CAR) 15-002 [related to an issue with the document control/periodic review process] and CAR 15-005 [related to an issue with AMWTP records management]. Both CARs were identified during the recertification audit of AMWTP on October 7-9, 2014.

Activities to be Assessed:

- CAR 15-002 closure verification will include:
  - Review of all applicable closure documentation
  - Interviews with Document Control personnel
  - Complete procedural walk-down of revised procedure MP-DOCS-18.4, Document Control, to evaluate effective implementation
  - Review documentation and verify requirement updates made in the AMWTP Electronic Document Management System regarding the periodic review process

- CAR 15-005 closure verification will include:
  - Review of all applicable closure documentation
  - Interviews with AMWTP Records Management & Training Administration Records personnel
  - Review of records corrections (including training administration records)
  - Evaluation of random sampling of active records in multiple areas

*Hardcopies of closure documentation for both CARs must be provided during the surveillance.*
Governning Documents/Requirements:

- CBFO CARs 15-002 and 15-005 (including approved corrective action plan and closure documentation)
- CBFO Management Procedure (MP) 3.1, Corrective Action Reports

Schedule of Surveillance Activities:

The surveillance will be conducted May 5 – 7, 2015, at the AMWTP Energy Drive Facility (EDF) in Idaho Falls, Idaho. A pre-surveillance meeting is scheduled for 8:30 a.m. on Tuesday, May 5th, in EDF conference room 524.

If needed, management briefings will be held at 8:30 a.m., on Wednesday and Thursday in EDF conference room 524.

Team caucuses will be held at 3:00 p.m. on Tuesday, May 5th, and Wednesday, May 6th, and at 1:00 p.m. on Thursday, May 7th, in EDF conference room 524.

A post-surveillance meeting will be held at 2:30 p.m. on Thursday, May 7th, in EDF conference room 524.

The team space will be located in EDF conference room 524.

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

Date: 3/31/15

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

Date: 4/2/15