Subject: Notification and Plan for CBFO Surveillance S-15-51, Evaluation of Procedure Revisions Associated with Judgments of Need

Dear Mr. Franco:

Please be advised that the Carlsbad Field Office will conduct Surveillance S-15-51 to evaluate the status of procedure revisions associated with the Judgments of Need documented in the February 6, 2015, Corrective Action Plan Addressing the Accident Investigation Reports of: the Underground Salt Haul Truck Fire at the Waste Isolation Pilot Plant, February 5, 2014 and the Phase 1, Radiological Release Event at the Waste Isolation Pilot Plant, on February 24, 2014. The surveillance will be conducted in accordance with the enclosed surveillance plan, and is scheduled for May 19 – 21, 2015, at the Skeen-Whitlock Building in Carlsbad, NM.

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 the surveillance, please contact me at (575) 234-7483.

Sincerely,

Martin P. Navarrete
Senior Quality Assurance Specialist

Enclosure
cc:w/enclosure
D. Gadbury, CBFO  *ED
W. Mouser, CBFO   ED
M. Brown, CBFO    ED
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S. Kennedy, NWP   ED
B. Allen, NWP     ED
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S. Escareno-Soto, NWP/QA ED
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S. Holmes, NMED  ED
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G. White, CTAC   ED
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CBFO QA File
CBFO M&RC
*ED denotes electronic distribution
CARLSBAD FIELD OFFICE
SURVEILLANCE PLAN

Surveillance Number: S-15-51
Organization: Carlsbad Field Office (CBFO)
Date and Location of Surveillance: May 19 – 21, 2015, Skeen-Whitlock Building, Carlsbad, NM

Surveillance Team: Martin P. Navarrete, CBFO Management Representative
B.J. Verret, Team Leader, CBFO Technical Assistance Contractor (CTAC)
B. Prentiss, Team Member, CTAC

Surveillance Scope:
The surveillance team will evaluate the CBFO response to Judgments of Need (JONs) that require procedure revisions, as documented in the February 6, 2015, Corrective Action Plan Addressing the Accident Investigation Reports of: the Underground Salt Haul Truck Fire at the Waste Isolation Pilot Plant, February 5, 2014 and the Phase 1, Radiological Release Event at the Waste Isolation Pilot Plant, on February 24, 2014. The surveillance will determine the status of the revisions and evaluate the implementation and adequacy of new and revised procedures.

Governing Documents/Requirements/Implementing Procedures:
The following actions related to JONs associated with the underground salt haul truck fire will be evaluated:

Emergency Response

- JON 4, Action 2, Develop and implement new procedure for External Review, Surveillances and Audit Response. Responsible Individual: CBFO QA Director, Due Date: 04/01/15.
- JON 5, Action 2, Oversee the development of NWP administered WIPP Emergency Response and Operations procedure. Responsible Individual: CBFO Assistant Manager, Office of Operations Oversight, Due Date: 05/30/15.

Maintenance Program

- JON 14, Action 5, Develop CBFO procedure MP 10.9, Operational Awareness and Issues Management, and DOE/CBFO 14-3533, Issues

DOE Programs and Oversight

- JON 24, Action 8, Revise and Implement CBFO Procedure MP 4.2, Document Review. Responsible Individual: CBFO Assistant Manager, Office of Program Management and National TRU Program, Due Date: 01/30/15.


The following action related to JONs associated with the radiological release event will be evaluated.

Nuclear Safety Program


Schedule of Surveillance Activities:

The surveillance is scheduled for Tuesday, May 19 – 21, 2015, at the Skeen-Whitlock Building in Carlsbad, NM.

A pre-surveillance conference will be conducted at 8:00 a.m. on Tuesday, May 19, 2015, in room 224 of the Skeen-Whitlock Building.

The surveillance will be conducted from 8:00 a.m. to 3:00 p.m., Tuesday and Wednesday, May 19 – 20, 2015, and from 8:00 a.m. until 1:00 p.m. on Thursday, May 21, 2015. Daily team caucus meetings will be conducted immediately following the end of surveillance activities. Management briefings, if needed, will be conducted at 8:00 a.m. on Wednesday and Thursday, May 20 and 21, 2015, in room 224 of the Skeen-Whitlock Building. Management will be notified of any issues arising from the surveillance, as they are identified.

A post-surveillance conference will be conducted at 3:00 p.m. on Thursday, May 21, in room 224 of the Skeen-Whitlock Building.

Prepared by: B.J. Verret, CTAC Surveillance Team Leader

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