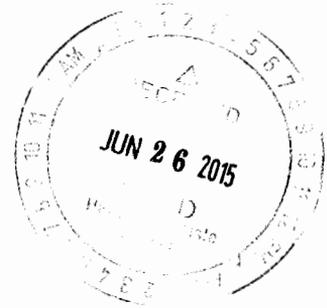




Department of Energy
 Carlsbad Field Office
 P. O. Box 3090
 Carlsbad, New Mexico 88221
JUN 26 2015



Mr. Val Cannon, Manager
 Quality Assurance
 Nuclear Waste Partnership LLC
 P.O. Box 2078
 Carlsbad, NM 88221-2078

Subject: Carlsbad Field Office Audit A-15-20

Dear Mr. Cannon:

Please be advised that the Carlsbad Field Office will conduct Audit A-15-20 of the Nuclear Waste Partnership LLC WIPP Emergency Management Program. The audit will be conducted August 25 – 27, 2015, at the Waste Isolation Pilot Plant (WIPP), 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 audit 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. Miehs
 Senior Quality Assurance Specialist

Enclosure

cc: w/enclosure

W. Mouser, CBFO	* ED	T. Peake, EPA	ED
M. Brown, CBFO	ED	L. Bender, EPA	ED
B. Nielsen, CBFO	ED	R. Maestas, NMED	ED
M. McCoy, CBFO	ED	S. Holmes, NMED	ED
M. Navarrete, CBFO	ED	C. Smith, NMED	ED
P. Breidenbach, NWP	ED	V. Daub, CTAC	ED
J. Blankenhorn, NWP	ED	R. Allen, CTAC	ED
J. Britain, NWP	ED	P. Martinez, CTAC	ED
S. Kennedy, NWP	ED	B. Pace, CTAC	ED
W. Ledford, NWP	ED	C. Castillo, CTAC	ED
B. Allen, NWP	ED	D. Harvill, CTAC	ED
S. Punchios, NWP	ED	G. White, CTAC	ED
A. Boyea, NWP	ED	CBFO QA File	
A. Johnson, NWP	ED	CBFO M&RC	
D. Stuhan, NWP	ED	*ED denotes electronic distribution	
D. Wentworth, NWP	ED		



CARLSBAD FIELD OFFICE AUDIT PLAN

Audit Number: A-15-20

Organization to be Audited: Nuclear Waste Partnership LLC (NWP)

Organization: WIPP Emergency Management

Date and Location: August 25 - 27, 2015
Waste Isolation Pilot Plant (WIPP)

Audit Team:

Dennis S. Miehl	Carlsbad Field Office (CBFO) Management Representative
Cindi Castillo	Audit Team Leader, CBFO Technical Assistance Contractor (CTAC)
Bob Boyko	Technical Specialist, CTAC
Kirk Kirkes	Auditor, CTAC
Harley Kirschenmann	Auditor, CTAC
Katie Martin	Auditor, CTAC
Priscilla Martinez	Auditor, CTAC
Bob Prentiss	Auditor, CTAC
Charlie Riggs	Auditor, CTAC
Jack Walsh	Auditor, CTAC

Audit Scope:

The audit will evaluate the adequacy, implementation, and effectiveness of the WIPP Emergency Management Program and the corresponding applicable sections of the CBFO *Quality Assurance Program Document*. Areas of particular focus include selected emergency planning, preparedness, and readiness assurance activities, as well as, selected External Emergency Management areas.

Governing Documents:

The degree of adequacy and implementation of the WIPP Emergency Management Program will be evaluated based on the following documents:

- DOE Order (O) 150.1, *Continuity Programs*
- DOE O 151.1C, *Comprehensive Emergency Management System*
- DOE O 153.1, *Departmental Radiological Emergency Response Assets*
- Waste Isolation Pilot Plant Hazardous Waste Facility Permit NM4890139088-TSDF
- DOE/CBFO 94-1012, *Quality Assurance Program Document*
- WP 13-1, *Nuclear Waste Partnership LLC Quality Assurance Program Description*, and NWP Emergency Management implementing documents

Activities to be Audited:

Checklists will be developed for the applicable areas utilizing current revisions of the documents listed below:

Emergency Planning:

WP 12-9, *WIPP Emergency Management Plan*
WP 12-11, *Development and Maintenance of an Emergency Planning Hazards Survey*
WP 12-12, *Development and Maintenance of an Emergency Planning Hazards Assessment*
WP 12-13, *Development and Maintenance of Emergency Action Levels*
WP 12-14, *WIPP Continuity of Operations Plan*
WP 12-15, *WIPP Emergency Management Communications Plan*
WP 12-17, *WIPP Emergency Management Training Program*
WP 12-ER.01, *WIPP Mine Rescue Program Plan*
WP 12-ER.02, *WIPP Vital Records Program*
WP 12-ER.03, *Waste Isolation Pilot Plant Crisis Intervention Program*
WP 12-ER.12, *WIPP Abnormal Condition Drill Program*
WP 12-ER4923, *Emergency Operations Center Personnel Selection and Qualification*

Preparedness:

WP 12-ER.13, *WIPP Drills and Exercises*
WP 12-ER3003, *Functional Checks of Emergency Operations Center Equipment*
WP 12-ER3006, *Abnormal Condition Drills*
WP 12-ER4921, *EMS Quality Review Procedure*

Readiness Assurance:

WP 12-16, *WIPP Emergency Management Readiness Assurance Program Plan*

External Emergency Management:

WP 12-4, *WIPP Radiological Assistance Plan*
WP 12-10, *WIPP Incident/Accident Response Team Plan*

The following quality assurance program elements, as applicable, will also be evaluated with respect to the WIPP Emergency Management Program:

- Organization
- Quality Assurance Program
- Training
- Document Control
- Records

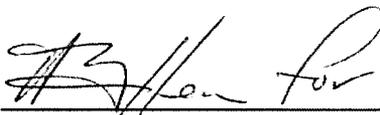
Schedule of Audit Activities:

A pre-audit conference is scheduled for Tuesday, August 25, 2015, at 8:30 a.m., in the WIPP site Support Building Large Conference Room (LCR).

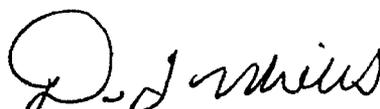
Management briefings (if needed) will be held Wednesday and Thursday (August 26 & 27) at 8:30 a.m., in the WIPP site Support Building LCR.

Team caucus meetings will be held Tuesday and Wednesday (August 25 & 26) at 3:30 p.m., at the Skeen-Whitlock Building in Room T224, and Thursday (August 27) at 1:30 p.m., at the WIPP site in the Guard & Security Building Auditorium.

A post-audit conference is scheduled for Thursday, August 27, 2015, at 3.00 p.m., in the Support Building Operations Conference Room.

Prepared by: 
Cindi Castillo, Audit Team Leader

Date: 6/26/15

Concurrence:  FOR
Michael R. Brown, CBFO
Director, Office of Quality Assurance

Date: 6-26-15