



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

JUN 30 2015



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

Subject: Carlsbad Field Office Surveillance S-15-62 of the Nuclear Waste Partnership Meteorological Program

Dear Mr. Cannon:

Please be advised that the Carlsbad Field Office will conduct Surveillance S-15-62, Nuclear Waste Partnership Meteorological Program, at the Waste Isolation Pilot Plant on July 21 – 23, 2015. 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 any questions concerning the surveillance, please contact me at (575) 234-7483.

Sincerely,

Martin P. Navarrete
 Senior Quality Assurance Specialist

Enclosure

cc: w/enclosure

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



CARLSBAD FIELD OFFICE SURVEILLANCE PLAN

Surveillance Number: S-15-62

Organization to be Surveilled: Nuclear Waste Partnership LLC (NWP)
Regulatory and Environmental Services

Dates and Location of Surveillance: July 21 – 23, 2015
Waste Isolation Pilot Plant (WIPP)

Surveillance Team:

Martin Navarrete	Carlsbad Field Office (CBFO) Management Representative
Rick Castillo	Surveillance Team Leader, CBFO Technical Assistance Contractor (CTAC)
Kirk Kirkes	Team Member, CTAC
Judith Stewart	Team Member, CTAC

Surveillance Scope:

Surveillance S-15-62 will evaluate the adequacy, implementation, and effectiveness of the NWP Meteorological Program with respect to the requirements of the CBFO Quality Assurance Program. The surveillance team will also evaluate and verify implementation and effectiveness of applicable NWP implementing procedures.

Additionally, the surveillance will evaluate the effectiveness of corrective actions taken to address and correct the conditions adverse to quality identified during the last surveillance of the WIPP Meteorological Program (S-12-18).

Activities/Tasks to be Assessed:

The following program elements will be evaluated:

- Personnel Qualification and Training
- Quality Improvement
- Documents
- Records
- Work Processes
- Assessments
- Software

Governing Documents/Requirements:

Checklists may be developed (as necessary) from current versions of the following implementing program and procedure documents.

- DOE-CBFO-94-1012, *CBFO Quality Assurance Program Document*
- WP 13-1, *NWP Quality Assurance Program Description*
- WP 02-EM.01, *WIPP Meteorological Program*
- WP 02-EM1020, *Routine Surveillance of the Meteorological Monitoring System*
- WP 02-EM3005, *Meteorological Data Handling*
- WP 15-RM, *WIPP Records Management Program*
- WP 16-2, *Software Screening and Control*

Schedule of Surveillance Activities:

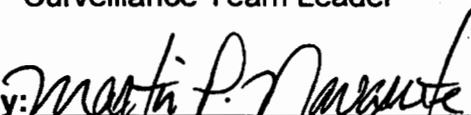
A pre-surveillance conference is scheduled for 8:30 a.m. on Tuesday, July 21, 2015, at a location to be determined.

Team caucuses will be held at 3:00 p.m. on Tuesday, July 21, and Wednesday, July 22, 2015, and at 1:00 p.m. on Thursday, July 23, 2015, at a location to be determined.

Management meetings, if necessary, will be held at 9:00 a.m. on Wednesday, July 22, and Thursday, July 23, 2015, at a location to be determined.

A post-surveillance conference is scheduled for 2:00 p.m., Thursday, July 23, 2015, at a location to be determined.

Prepared by:  Date: 6/30/15
Rick L. Castillo, CTAC
Surveillance Team Leader

Approved by:  Date: 6-30-15
Martin P. Navarrete
CBFO Senior Quality Assurance Specialist