



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

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

Subject: Carlsbad Field Office Audit A-15-33 of the Nuclear Waste Partnership  
 Emergency Management Training Program

Dear Mr. Cannon:

Please be advised that the Carlsbad Field Office will conduct Audit A-15-33, Nuclear Waste Partnership Emergency Management Training Program, at the Waste Isolation Pilot Plant, August 25 – 27, 2015. The audit 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 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. Miehl  
 Senior Quality Assurance Specialist

Enclosure

cc: w/enclosure

|                     |      |                                     |    |
|---------------------|------|-------------------------------------|----|
| W. Mouser, CBFO     | * ED | J. Kieling, NMED                    | ED |
| M. Brown, CBFO      | ED   | R. Maestas, NMED                    | ED |
| M. Navarrete, CBFO  | ED   | S. Holmes, NMED                     | ED |
| E. Garza, CBFO      | ED   | C. Smith, NMED                      | 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   | T. Ackman, 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                        |    |
| T. Peake, EPA       | ED   | CBFO M&RC                           |    |
| L. Bender, EPA      | ED   | *ED denotes electronic distribution |    |



## CARLSBAD FIELD OFFICE AUDIT PLAN

**Audit Number:** A-15-33

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

**Dates and Location of Audit:** August 25 – 27, 2015  
Waste Isolation Pilot Plant (WIPP)

**Audit Team:**

|                |   |
|----------------|---|
| Dennis Miehl   | Carlsbad Field Office (CBFO)<br>Management Representative         |
| Tamara Ackman  | Audit Team Leader, CBFO<br>Technical Assistance Contractor (CTAC) |
| Kirk Kirkes    | Auditor, CTAC   |
| Judith Stewart | Auditor, CTAC   |
| Cindi Castillo | Auditor, CTAC   |

### **Audit Scope:**

Audit A-15-33 will evaluate the adequacy, implementation, and effectiveness of the NWP Emergency Management Training Program with respect to the requirements of the WIPP Training Program and the WIPP Hazardous Waste Facility Permit – Attachment F. The audit team will also evaluate and verify implementation and effectiveness of applicable NWP implementing procedures.

### **Activities/Tasks to be Assessed:**

The following program elements will be evaluated:

- Personnel Qualification and Training
- Documents
- Records

### **Governing Documents/Requirements:**

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

- WIPP Hazardous Waste Facility Permit – Attachment F
- DOE O 462.2, *Personnel Selection, Training, Qualification, and Certification Requirements for DOE Nuclear Facilities*
- DOE-CBFO-94-1012, *Quality Assurance Program Document*
- WP 13-1, *NWP Quality Assurance Program Description*

- WP 14-TR.01, *WIPP Training Program*
- WP 12-17, *WIPP Emergency Management Training Program*
- WP 14-TR3305, *Instructor Qualification*
- WP 14-TR3307, *Qualification Programs*
- WP 12-ER4923, *Emergency Operations Center Personnel Selection and Qualification*

Any additional implementing procedures associated with Emergency Management Training.

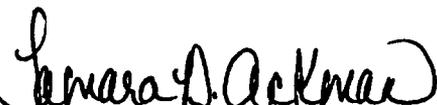
**Schedule of Audit Activities:**

A pre-audit conference is scheduled for 8:30 a.m. on Tuesday, August 25, 2015, at a location to be determined.

Team caucuses will be held at 3:00 p.m. on Tuesday, August 25, and Wednesday, August 26, 2015, and at 1:00 p.m. on Thursday, August 27, 2015, at a location to be determined.

Management meetings, if necessary, will be held at 9:00 a.m. on Wednesday, August 26, and Thursday, August 27, 2015, at a location to be determined.

A post-audit conference is scheduled for 2:00 p.m., Thursday, August 27, 2015, at a location to be determined.

Prepared by:  Date: 08/05/15  
Tamara D. Ackman, CTAC  
Audit Team Leader

Approved by:  Date: 08/06/2015  
Michael R. Brown  
Director, Office of Quality Assurance