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Department of Energy
Carlsbad Field Office
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Carlsbad, New Mexico 88221
DEC 07 2015



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

Subject: CBFO Surveillance Report S-16-04, NWP Meteorological Monitoring Program

Dear Mr. Cannon:

Enclosed is the report for Carlsbad Field Office (CBFO) Surveillance S-16-04, Nuclear Waste Partnership LLC (NWP) Meteorological Monitoring Program. The surveillance was performed November 17 - 19, 2015, at the Waste Isolation Pilot Plant (WIPP) near Carlsbad, NM. As described in detail in the report, the surveillance team concluded that the activities evaluated are adequate, effective, and satisfactorily implemented for compliance with applicable upper-tier requirements and associated WIPP procedures.

The team offered one recommendation for management consideration regarding personnel position descriptions.

If you have any questions concerning the surveillance report, please contact me at (575) 234-7476.

Sincerely,

Handwritten signature of Michael R. Brown
Michael R. Brown, Director
Office of Quality Assurance

Enclosure

cc: w/enclosure

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CBFO SURVEILLANCE REPORT

Surveillance Number: S-16-04 **Date of Surveillance:** November 17 - 19, 2015

Surveillance Title: NWP Meteorological Monitoring Program

Organization: Nuclear Waste Partnership LLC (NWP)

Surveillance Team:

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

Purpose:

This surveillance was performed to evaluate the implementation and effectiveness of the policies, plans, and procedures associated with the NWP Meteorological Monitoring Program.

Scope:

The scope of this surveillance included an evaluation of the implementation and effectiveness of the NWP Meteorological Monitoring Program with respect to the requirements of the CBFO Quality Assurance Program. Evaluations during the surveillance included personnel interviews, review of selected documentation/records, and observance of meteorological activities performed to determine the degree of effective implementation of associated requirements.

Additionally, the surveillance evaluated the effectiveness of corrective actions taken to address and correct the conditions adverse to quality identified during the previous surveillance of the Waste Isolation Pilot Plant (WIPP) Meteorological Monitoring Program (Surveillance S-12-18).

Basis:

The surveillance was based on the applicable requirements specified in current revisions of the following governing 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*

Surveillance Results:

Activities Evaluated

Data collection activities at the Meteorological Monitoring Station (Met Station) were observed by the surveillance team. Environmental Monitoring and Hydrology (EM&H) Department personnel performed data collection activities where real-time data (temperature, wind speed, wind directions, etc.) was downloaded to a personal computer and reviewed. The surveillance team also evaluated historical documents and records evidencing meteorological data collection activities and Met Station inspections since Surveillance S-12-18. In addition to the evaluation of previously collected data and inspections, the surveillance team evaluated program elements of the *CBFO Quality Assurance Program Document (QAPD)* applicable to the NWP Meteorological Monitoring Program to ensure the appropriate flow-down of requirements through the *NWP Quality Assurance Program Description* and implementing procedures. The program elements evaluated included personnel training and qualification, document control, records, work processes, assessments, and software control.

Personnel Training and Qualification

The surveillance team reviewed qualification records (Qualification Card #EM-20) for personnel involved in meteorological monitoring data collection activities and confirmed that personnel were appropriately trained and qualified as required. However, during the review of WP 02-EM3005, *Meteorological Data Handling*, the surveillance team offered one recommendation regarding personnel position descriptions for management consideration (see Recommendations).

Document Control and Records

The surveillance team examined completed data collection records including three months of completed data reports, reviews and approvals, check prints, and invalid data evaluations. Completion of records and evidence of using the appropriate method for correction to records was observed during the review. The surveillance team also verified that the document control process for the programs and procedures reviewed was in compliance with applicable requirements. As part of the records review, the surveillance team evaluated the storage of quality assurance (QA) records, classification of QA records on the EM&H Records Inventory and Disposition Schedule (RIDS) as required, and/or consistency of the classification of records between the program documents and the EM&H RIDS. The surveillance team confirmed the RIDS to be current and the consistency and classification of records to be accurate.

Work Processes

During the surveillance, the team observed data collection activities using the remote raw data collection software (LoggerNet), and routine Met Station inspections as required by the program. Real-time data (temperature, humidity, wind speeds, and direction) was retrieved on a computer and reviewed to ensure data was reasonable. After the real-time data was reviewed, the data was collected and/or downloaded onto the computer per procedural requirements. During the performance of the Met Station inspection, the surveillance team observed meteorological personnel utilizing WP 02-EM1020, Attachment 1, to perform the inspection. It was observed that all

items on the checklist were inspected and results were appropriately recorded on Attachment 1 as required. Thereafter, the team verified the completed Attachment 1 was placed into the appropriate folder and fire-rated cabinet, per procedure and RIDS requirements.

Assessments

The surveillance team interviewed responsible NWP QA personnel and reviewed assessment schedules and results of previously completed assessments and confirmed that the Meteorological Monitoring Program is routinely assessed as required. The results of these assessments indicated that the program continues to achieve the desired results.

Software Control

The surveillance team witnessed a remote collection of meteorological data using data loggers with LoggerNet software installed. During the collection, version numbers of the software were verified to be current and consistent with the versions identified on the NWP Controlled Software List. The surveillance team also confirmed that all software being utilized, including associated spreadsheets, had been screened for control in accordance with WP 16-2, *Software Screening and Control*, as required. Additionally, the software was verified as being identified on the NWP Controlled Software List as required.

Follow-Up Evaluation of Effectiveness of Corrective Actions

In addition to the program elements evaluated, the surveillance included an evaluation of actions taken to address and correct conditions adverse to quality identified during the previous surveillance of the program (S-12-18). Surveillance S-12-18 identified two conditions adverse to quality resulting in issuance of corrective action reports (CARs) 12-028 and 12-029 dealing with RIDS records, records retention times and storage, as well as required subcontract operating procedures. During the performance of this surveillance, the surveillance team did not observe any instances similar to the conditions identified during Surveillance S-12-18, suggesting that the corrective actions taken were adequate in precluding recurrence.

Overall, the surveillance team determined that the NWP Meteorological Monitoring Program is established for compliance with the applicable QAPD requirements, effectively implemented, and achieving the desired results.

Corrective Action(s)

Corrective Action Reports

No CARs were identified.

Corrected During the Surveillance (CDS)

No issues requiring correction during the surveillance were identified.

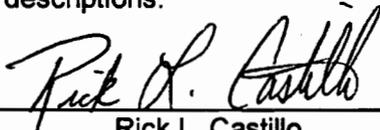
Observations

No Observations were identified as a result of the surveillance.

Recommendations

One Recommendation was offered for management consideration as a result of the surveillance:

The surveillance team recommends procedure WP 02-EM3005, *Meteorological Data Handling*, be revised for clarity in reference to the position description for "Data Management Scientist." Since there is no formalized training or certifications required for this position, the surveillance team recommends that either some form of training be allocated for this position or that the procedure be reworded to clarify personnel position descriptions.

Surveillance Team Leader:  Date: 12/2/15
Rick L. Castillo

Assistant Manager/Office Director: N/A Date: N/A

CBFO QA Director Approval:  Date: 12/3/2015