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Department of Energy  
Carlsbad Field Office  
P. O. Box 3090  
Carlsbad, New Mexico 88221  
FEB 25 2016



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

Subject: Notification and Plan for Carlsbad Field Office Audit A-16-12, NWP/CCP QA Program

Dear Mr. Cannon:

Please be advised that an audit team from the Department of Energy (DOE) Carlsbad Field Office (CBFO) will conduct Audit A-16-12 of the Nuclear Waste Partnership LLC (NWP) Central Characterization Program (CCP) Quality Assurance (QA) Program. The audit will take place at the Skeen-Whitlock Building in Carlsbad, New Mexico, March 29 – 31, 2016, and 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 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

D.C. Gadbury, CBFO	*ED
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S. Punchios, NWP	ED
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T. Peake, EPA	ED
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Site Documents	ED
CBFO QA File	
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\*ED denotes electronic distribution



## CARLSBAD FIELD OFFICE AUDIT PLAN

**Audit Number:** A-16-12

**Organization to be Audited:** Nuclear Waste Partnership LLC (NWP)  
Central Characterization Program (CCP)

**Organizations to be Notified:** NWP/CCP  
New Mexico Environment Department (NMED)  
U.S. Environmental Protection Agency (EPA)

**Date and Location:** March 29 – 31, 2016  
Carlsbad, New Mexico

**Audit Team:**

Dennis Miehls	Management Representative, Carlsbad Field Office (CBFO)
Tamara Ackman	Audit Team Leader, CBFO Technical Assistance Contractor (CTAC)
Roger Vawter	Auditor, CTAC
Prissy Martinez	Auditor, CTAC
Jack Walsh	Auditor, CTAC
Cindi Castillo	Auditor, CTAC
Paul Gomez	Auditor, CTAC
Bob Prentiss	Auditor, CTAC
Berry Pace	Auditor, CTAC
Gene Safely	Auditor-in-Training, Sandia National Laboratories (SNL)
Katie Martin	Auditor/Technical Specialist, CTAC
Jim Schuetz	Auditor/Technical Specialist, CTAC

### Audit Scope:

The audit team will evaluate the degree of adequacy, implementation, and effectiveness of the NWP/CCP Quality Assurance (QA) Program established for governing CCP quality-affecting activities at the project office in Carlsbad, New Mexico, and transuranic waste generator sites where CCP performs characterization services.

### Governing Documents:

Evaluation of adequacy of the NWP/CCP QA Program will be based on the current revision of DOE/CBFO-94-1012, *Quality Assurance Program Document*.

Evaluation of effective implementation of the NWP/CCP QA Program will be based on the applicable portions and current revisions of:

- CCP-PO-001, *CCP TRU Waste Characterization Quality Assurance Project Plan (QAPjP)*

- CCP-PO-002, *CCP Transuranic Waste Certification Plan*
- Applicable CCP QA implementing procedures

**Program Elements/Activities to be Audited:**

Quality Assurance:

- Organization and Quality Assurance Program
- Graded Approach
- Personnel Qualification and Training
- Quality Improvement
- Document Control
- Records
- Work Processes
- Procurement
- Inspection and Testing
- Sample Control
- Assessments
- Software QA

**Schedule of Audit Activities:**

All audit activities will be conducted at the Skeen-Whitlock Building in Carlsbad, New Mexico. All meetings will be held in conference room T-224.

A pre-audit conference is scheduled for 8:30 a.m., Tuesday, March 29, 2016.

Audit team caucus meetings will be held at 3:00 p.m., Tuesday and Wednesday, March 29 and 30, and at 2:00 p.m., Thursday, March 31, 2016.

Management briefing meetings will be conducted at 8:30 a.m., Wednesday, March 30, and Thursday, March 31, 2016.

A post-audit conference is scheduled for 3:00 p.m., Thursday, March 31, 2016.

Prepared by: Tamara D. Ackman  
Tamara D. Ackman, CTAC  
Audit Team Leader

Date: 02/24/16

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

Date: 02/24/2016