



Department of Energy
 Carlsbad Field Office
 P. O. Box 3090
 Carlsbad, New Mexico 88221
 MAR 14 2016

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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 Surveillance S-16-20, Nuclear Waste Partnership LLC
 Waste Data System Program

Dear Mr. Cannon:

Please be advised that the Carlsbad Field Office (CBFO) will conduct Surveillance S-16-20 of the Nuclear Waste Partnership LLC (NWP) Waste Data System Program, April 5 – 7, 2016, at the Skeen-Whitlock Building in Carlsbad, NM. 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) 234-7491.

Sincerely,



Dennis S. Miehl
 Senior Quality Assurance Specialist

Enclosure

cc: w/enclosure

W. Mouser, CBFO	ED	C. Smith, NMED	ED
M. Brown, CBFO	ED	V. Daub, CTAC	ED
M. Navarrete, CBFO	ED	R. Allen, CTAC	ED
D. Standiford, CBFO	ED	P. Martinez, CTAC	ED
J. Britain, NWP	ED	B. Pace, CTAC	ED
B. Allen, NWP	ED	P. Y. Martinez, CTAC	ED
S. Punchios, NWP	ED	D. Harvill, CTAC	ED
A. Boyea, NWP	ED	G. White, CTAC	ED
T. Peake, EPA	ED	CBFO QA File	
L. Bender, EPA	ED	CBFO M&RC	
R. Maestas, NMED	ED	*ED denotes electronic distribution	



CARLSBAD FIELD OFFICE SURVEILLANCE PLAN

Surveillance Number: S-16-20

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

Date and Location: April 5 – 7, 2016
Skeen-Whitlock Building, Carlsbad, NM

Surveillance Team:

Dennis Miehl	Carlsbad Field Office (CBFO) Management Representative
Priscilla Y. Martinez	Team Leader, CBFO Technical Assistance Contractor (CTAC)
Katie Martin	Team Member, CTAC
Jim Schuetz	Team Member, CTAC

Surveillance Scope:

The surveillance will be performed to evaluate the implementation and effectiveness of the NWP program requirements and associated implementing procedures governing the Waste Data System (WDS).

Activities/Tasks/Areas to be Included in the Surveillance:

The surveillance will include an assessment of documentation (procedures and records) pertaining to the WDS process. The surveillance will also include interviews with responsible personnel, observation of processes, and examination of documents and records.

Governing Documents/Requirements:

Assessment of program adequacy, implementation, and effectiveness will be based on current revisions of the following documents:

- DOE-CBFO-94-1012, *Quality Assurance Program Document (QAPD)*
- WP 13-1, *Nuclear Waste Partnership LLC Quality Assurance Program Description*
- DOE/WIPP 09-3427, *Waste Data System User's Manual*
- WP 05-WH.02 R2, *WIPP Waste Handling Operations WDS User's Manual*
- WP 08-NT.15 R8, *WDS Maintenance of Administrative Reference Tables*
- WP 08-NT1002 R3, *WDS Administrative Reference Tables*
- WP 08-NT.01 R30, *WDS Program and Data Management Plan*
- WP 08-NT.04 R22, *WDS Software Quality Assurance Plan*
- WP 08-NT.14 R7, *WDS Contingency and Incident Response Plan*
- WP 08-NT1004 R3, *WDS Verification, Validation, and Deployment of Application Software*

Schedule of Surveillance Activities:

A pre-surveillance conference is scheduled for 8:30 a.m. on Tuesday, April 5, 2016, in the CTAC conference room at the Skeen-Whitlock Building.

Daily management briefings will be held at 8:30 a.m. on Wednesday and Thursday, April 6 and 7, 2016, in the CTAC conference room. Management briefings will be waived if no deficiencies or other issues are identified.

Surveillance team caucus meetings will be held at 3:00 p.m. on Tuesday and Wednesday, April 5 and 6, 2016, and at 2:00 p.m. on Thursday, April 7, 2016, in the CTAC conference room.

A post-surveillance conference is scheduled for 3:00 p.m. on Thursday, April 7, 2016, in the CTAC conference room.

Prepared by: Priscilla Y. Martinez
Priscilla Y. Martinez, CTAC
Surveillance Team Leader

Date: 3-8-16

Concurrence: D. S. Miehl
Dennis S. Miehl, CBFO
Senior Quality Assurance Specialist

Date: 3-10-16