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**Department of Energy**  
Carlsbad Field Office  
P. O. Box 3090  
Carlsbad, New Mexico 88221  
**JAN 26 2017**



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

Subject: Carlsbad Field Office Surveillance S-17-07, Nuclear Waste Partnership LLC  
Waste Data System

Dear Mr. Cannon:

Please be advised that the Carlsbad Field Office (CBFO) will conduct Surveillance S-17-07 of the Nuclear Waste Partnership LLC (NWP) Waste Data System, February 21 – 23, 2017, 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

M. Brown, CBFO	*ED	J. Kieling, NMED	ED
M. Navarrete, CBFO	ED	R. Maestas, NMED	ED
M. Fineran, CBFO	ED	D. Biswell, NMED	ED
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J. Britain, NWP	ED	M. Lerach, CTAC	ED
M. McDaniel, NWP	ED	J. Vernon, CTAC	ED
V. Ballew, NWP	ED	B. Tousley, CTAC	ED
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J. Walsh, EPA	ED	CBFO QA File	
T. Peake, EPA	ED	CBFO M&RC	

\*ED denotes electronic distribution



## CARLSBAD FIELD OFFICE SURVEILLANCE PLAN

**Surveillance Number:** S-17-07

**Organization to be assessed:** Nuclear Waste Partnership LLC (NWP)

**Date and Location:** February 21 – 23, 2017  
Skeen-Whitlock Building, Carlsbad, NM

**Surveillance Team:**

Dennis Miehls	Carlsbad Field Office (CBFO)	Quality Assurance Representative
Martin Fineran	CBFO Quality Assurance	
Jim Vernon	Surveillance Team Leader, CBFO	Technical Assistance Contractor (CTAC)
Brian Tousley	Surveillance Team Leader-in-training, CTAC	
Kathy Hood	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 for the Waste Data System (WDS). The surveillance will also evaluate any changes to the WDS based on the recent revision of the Waste Acceptance Criteria (WAC) and the reclassification of the WDS as safety software.

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

The surveillance will include an assessment of documentation (procedures and records) pertaining to the processes in the WDS. 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/WIPP-02-3122, *Transuranic Waste Acceptance Criteria for the Waste Isolation Pilot Plant*
- 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, *WIPP Waste Handling Operations WDS User's Manual*
- WP 08-NT.15, *Waste Data System Maintenance of Administrative Reference Tables*
- WP 08-NT1002, *WDS Administrative Reference Tables*
- WP 08-NT.01, *Waste Data System Program and Data Management Plan*
- WP 08-NT.04, *Waste Data System Software Quality Assurance Plan*
- WP 08-NT.14, *Waste Data System Contingency and Incident Response Plan*

- WP 08-NT1004, *Waste Data System Verification, Validation, and Deployment of Application Software*

**Schedule of Surveillance Activities:**

A pre-surveillance conference is scheduled for 8:30 a.m. on Tuesday, February 21, 2017, in the Skeen-Whitlock Building CTAC conference room.

If concerns are identified, or upon CBFO request, management briefings will be held at 8:30 a.m. on Wednesday and Thursday, February 22 and 23, 2017, in the CTAC conference room.

Surveillance team caucus meetings will be held at 3:00 p.m. on Tuesday and Wednesday, February 21 and 22, 2017, in the CTAC conference room.

A post-surveillance conference is scheduled for 3:00 p.m. on Thursday, February 23, 2017, in the CTAC conference room.

Prepared by: Cindi Pastillo for  
Jim Vernon, CTAC  
Surveillance Team Leader

Date: 1/26/17

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

Date: 1-26-17