



**Department of Energy**  
 Carlsbad Field Office  
 P. O. Box 3090  
 Carlsbad, New Mexico 88221  
 SEP 12 2017



Ms. Mary McDaniel, Manager  
 Quality and Contractor Assurance  
 Nuclear Waste Partnership LLC  
 P.O. Box 2078  
 Carlsbad, NM 88221-2078

Subject: Carlsbad Field Office Surveillance S-17-41

Dear Ms. McDaniel:

Please be advised that the Carlsbad Field Office (CBFO) will conduct Surveillance S-17-41 to evaluate the adequacy and implementation of the Nuclear Waste Partnership LLC (NWP) Quality Assurance (QA) Program with respect to application of software quality management and control of software identified as safety software items. The surveillance will be conducted September 26 – 28, 2017, at the Waste Isolation Pilot Plant and the Skeen-Whitlock building in Carlsbad, NM.

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) 234-7476.

Sincerely,

  
 Michael R. Brown, Director  
 Office of Quality Assurance

Enclosure

cc: w/enclosure

J. Carswell, CBFO	*ED	T. Peake, EPA	ED
D. Miehs, CBFO	ED	J. Kieling, NMED	ED
M. Navarrete, CBFO	ED	R. Maestas, NMED	ED
M. Stapleton, CBFO	ED	D. Biswell, NMED	ED
M. Fineran, CBFO	ED	T. Runyon, CTAC	ED
E. Garza, CBFO	ED	P. Martinez, CTAC	ED
R. Elmore, CBFO	ED	C. Castillo, CTAC	ED
J. Britain, NWP	ED	M. Leroch, CTAC	ED
V. Ballew, NWP	ED	J. Schuetz, CTAC	ED
S. Saiz, NWP	ED	D. Harvill, CTAC	ED
A. Boyea, NWP	ED	G. White, CTAC	ED
J. Walsh, EPA	ED	CBFO QA File	
J. Ellis, EPA	ED	CBFO M&RC	

\*ED denotes electronic distribution



## CARLSBAD FIELD OFFICE SURVEILLANCE PLAN

**Surveillance Number:** S-17-41

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

**Date and Location:** September 26 – 28, 2017  
Carlsbad, New Mexico/Waste Isolation Pilot Plant (WIPP)

**Surveillance Team:**

Michael R. Brown	Carlsbad Field Office (CBFO) Director, Office of Quality Assurance
Jim Schuetz	Team Leader, CBFO Technical Assistance Contractor (CTAC)
Joe Lopez	Team Member, CTAC

### Surveillance Scope:

Surveillance S-17-41 will verify the adequacy and implementation of the NWP Quality Assurance (QA) Program with respect to application of software quality management and control of software identified as safety software items. The surveillance will also evaluate and verify the implementation and effectiveness of applicable NWP implementing procedures regarding evaluation of software items and determination of level of software QA controls to be applied to safety software items.

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

The surveillance team will evaluate NWP activities related to management, control, and documentation of the application of software quality assurance to safety software items including review and approval of software management and documentation.

- Software Classification
- Software Inventory
- Software configuration management
- Software Problem Reporting
- Software testing
- Software Installation and Checkout
- Software life-cycle documentation

### Governing Documents/Requirements:

Assessment of the adequacy, implementation, and effectiveness of the NWP QA Program will be based on current versions of the following upper-tier documents:

- DOE/CBFO-94-1012, *Quality Assurance Program Document*
- Waste Isolation Pilot Plant Hazardous Waste Facility Permit NM4890139088-TSDF
- WP 13-1 Rev. 37, *NWP Quality Assurance Program Description*

Checklists will be developed from current revisions of the following NWP implementing procedures, including any field revisions:

- WP 16-2, *Software Screening & Control*
- WP 16-IT1004, *Waste Isolation Pilot Plant Technology Action Request Process (TARP) for the Acquisition of Information Technology (IT) Resources*
- WP 09-CN3005, *Graded Approach to Application of QA Controls*

#### **Schedule of Surveillance Activities:**

Surveillance activities will take place at the WIPP site and at the Skeen Whitlock building in Carlsbad, NM. Meeting room locations at the WIPP site will be determined and notification will be made via e-mail prior to the start of the surveillance. Conference call telephone numbers will be provided for remote access during pre-surveillance and post-surveillance conferences and management briefings.

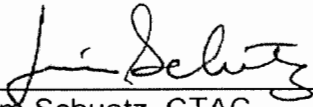
A pre-surveillance conference is scheduled for 9:00 a.m. on Tuesday, September 26, 2017 at the WIPP site.

Interviews with NWP personnel will be conducted September 26 – 28, 2017.

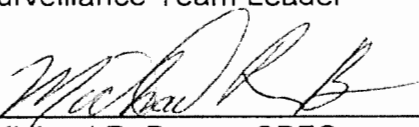
Daily management briefings will be held at 9:00 a.m. on Wednesday, September 27, and Thursday, September 28, 2017 at the WIPP site.

Surveillance team caucus meetings will be held on Tuesday, September 26 and Wednesday, September 27 at 3:30 p.m. and on Thursday, September 28, 2017 at 1:00 p.m. at the WIPP site.

A post-surveillance conference is scheduled for 3:00 p.m. on Thursday, September 28, 2017 at the WIPP site.

Prepared by:   
Jim Schuetz, CTAC  
Surveillance Team Leader

Date: 9-7-17

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

Date: 9/12/2017