

**Allen, Pam, NMENV**

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**From:** Biswell, David, NMENV  
**Sent:** Tuesday, January 09, 2018 8:21 AM  
**To:** Allen, Pam, NMENV  
**Cc:** Maestas, Ricardo, NMENV  
**Subject:** FW: NWP Audit Scope Feb. 13-15, 2018  
**Attachments:** Scope NWP QA Audit FEB 2018.pdf

**From:** Maestas, Ricardo, NMENV  
**Sent:** Wednesday, December 20, 2017 2:12 PM  
**To:** Biswell, David, NMENV <David.Biswell@state.nm.us>; Tellez, Hernesto, NMENV <Hernesto.Tellez@state.nm.us>  
**Subject:** FW: NWP Audit Scope Feb. 13-15, 2018

Fyi..

**From:** Ellis, Jerry [mailto:Ellis.Jerry@epa.gov]  
**Sent:** Wednesday, December 20, 2017 2:00 PM  
**To:** [mike.brown@cbfo.doe.gov](mailto:mike.brown@cbfo.doe.gov); [dennis.miehls@cbfo.doe.gov](mailto:dennis.miehls@cbfo.doe.gov); [martin.navarrete@cbfo.doe.gov](mailto:martin.navarrete@cbfo.doe.gov)  
**Cc:** Feltcorn, Ed <[Feltcorn.Ed@epa.gov](mailto:Feltcorn.Ed@epa.gov)>; Stone, Nick <[stone.nick@epa.gov](mailto:stone.nick@epa.gov)>; Maestas, Ricardo, NMENV <[Ricardo.Maestas@state.nm.us](mailto:Ricardo.Maestas@state.nm.us)>; Site Documents - DOE <[Site.Documents@wipp.ws](mailto:Site.Documents@wipp.ws)>; 'Patrick Kelly' <[pkelly@scainc.com](mailto:pkelly@scainc.com)>; Kira Darlow <[kdarlow@scainc.com](mailto:kdarlow@scainc.com)>; Betsy.Forinash@EM.Doe.Gov; [alton.harris@em.doe.gov](mailto:alton.harris@em.doe.gov); Peake, Tom <[Peake.Tom@epa.gov](mailto:Peake.Tom@epa.gov)>; Joglekar, Rajani <[Joglekar.Rajani@epa.gov](mailto:Joglekar.Rajani@epa.gov)>; Schultheisz, Daniel <[Schultheisz.Daniel@epa.gov](mailto:Schultheisz.Daniel@epa.gov)>  
**Subject:** RE: NWP Audit Scope Feb. 13-15, 2018

Good afternoon All:

I am transmitting the scope for the upcoming EPA audit at NWP in February. If you have any questions, please contact me.

Thank you and happy holidays.

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Jerry Ellis, Jr. – Environmental Scientist  
Quality Assurance Coordinator/ WIPP Team Member  
U.S. EPA, OAR – Radiation Protection Division  
Phone: 202-564-2766

**From:** Ellis, Jerry  
**Sent:** Tuesday, October 10, 2017 9:26 AM  
**To:** 'mike.brown@cbfo.doe.gov' <[mike.brown@cbfo.doe.gov](mailto:mike.brown@cbfo.doe.gov)>; 'dennis.miehls@cbfo.doe.gov' <[dennis.miehls@cbfo.doe.gov](mailto:dennis.miehls@cbfo.doe.gov)>; 'martin.navarrete@cbfo.doe.gov' <[martin.navarrete@cbfo.doe.gov](mailto:martin.navarrete@cbfo.doe.gov)>  
**Cc:** Feltcorn, Ed <[Feltcorn.Ed@epa.gov](mailto:Feltcorn.Ed@epa.gov)>; Stone, Nick <[stone.nick@epa.gov](mailto:stone.nick@epa.gov)>; 'Ricardo.Maestas@state.nm.us' <[Ricardo.Maestas@state.nm.us](mailto:Ricardo.Maestas@state.nm.us)>; 'Site Documents - DOE' <[Site.Documents@wipp.ws](mailto:Site.Documents@wipp.ws)>; 'Patrick Kelly' <[pkelly@scainc.com](mailto:pkelly@scainc.com)>; 'Kira Darlow' <[kdarlow@scainc.com](mailto:kdarlow@scainc.com)>; 'Betsy.Forinash@EM.Doe.Gov' <[Betsy.Forinash@EM.Doe.Gov](mailto:Betsy.Forinash@EM.Doe.Gov)>; 'alton.harris@em.doe.gov' <[alton.harris@em.doe.gov](mailto:alton.harris@em.doe.gov)>  
**Subject:** RE: CBFO QA Audit Scope

Good morning CBFO QA staff:

As promised, here is the “who does what” list of EPA WIPP team members with their contact info.



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**From:** Ellis, Jerry

**Sent:** Tuesday, October 03, 2017 9:26 AM

**To:** 'mike.brown@cbfo.doe.gov' <mike.brown@cbfo.doe.gov>; 'dennis.miehls@cbfo.doe.gov' <dennis.miehls@cbfo.doe.gov>; 'martin.navarrete@cbfo.doe.gov' <martin.navarrete@cbfo.doe.gov>

**Cc:** Feltcorn, Ed <Feltcorn.Ed@epa.gov>; Stone, Nick <stone.nick@epa.gov>; 'Ricardo.Maestas@state.nm.us' <Ricardo.Maestas@state.nm.us>; 'Site Documents - DOE' <Site.Documents@wipp.ws>; 'Patrick Kelly' <pkelly@scainc.com>; Kira Darlow <kdarlow@scainc.com>; Peake, Tom <Peake.Tom@epa.gov>; Schultheisz, Daniel <Schultheisz.Daniel@epa.gov>; 'Betsy.Forinash@EM.Doe.Gov' <Betsy.Forinash@EM.Doe.Gov>; 'alton.harris@em.doe.gov' <alton.harris@em.doe.gov>

**Subject:** CBFO QA Audit Scope

Good morning All:

Attached is the final audit scope for the week of October 16<sup>th</sup>.

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## Scope of the EPA Audit of Nuclear Waste Partnership Quality Assurance

- Organization Audited:** Nuclear Waste Partnership (NWP)
- Organizations Notified:** NWP, DOE Carlsbad Field Office of Quality Assurance, EPA Region 6, New Mexico Environmental Department, DOE HQ
- Audit Dates:** February 13–15, 2018
- Audit Location:** NWP Quality Assurance Offices at the Skeen-Whitlock Building, Carlsbad, New Mexico
- Audit Purpose:** The purpose of this audit is to verify the proper establishment and implementation of selected elements of the ASME Nuclear Quality Assurance (NQA-1-1989) for the NWP Quality Assurance (QA) program, with regards to activities affecting the long-term isolation of transuranic waste within the Waste Isolation Pilot Plant (WIPP).
- Audit Scope:** The scope of this audit is the evaluation of the implementation of NQA-1-1989 Element Nos. 1, 2, 4, 6, 7, 16 and 17. The EPA will evaluate these elements by taking samples of procedures and records from NWP operations to verify proper implementation of the QA program.
- EPA Audit Team:**
- Jerry Ellis, U.S. EPA Audit Lead
  - Kira Darlow, Lead QA Auditor (SC&A)
  - Patrick Kelly, QA Auditor (SC&A)

### Proposed Audit Schedule:

#### **Tuesday, February 13**

- 9:00 a.m.–9:30 a.m. Audit Opening Meeting
- 9:00 a.m. Commence audit
- Noon–1:00 pm Lunch (Flexible)
- 4:00 p.m. EPA Audit Team Caucus

#### **Wednesday, February 14**

- 8:00 a.m. Resume auditing in two teams
- 8:30 a.m. Management briefing (if needed)
- 9:00 a.m. Continue audit
- Noon–1:00 pm Lunch (Flexible)
- 4:00 p.m. EPA Audit Team Caucus

#### **Thursday, February 15**

8:00 a.m.	Resume auditing in two teams
8:30 a.m.	Management briefing (if needed)
9:00 a.m.	Continue audit
Noon–1:00 pm	Lunch (Flexible)
2:00 p.m.	EPA Audit Team Caucus
3:00 p.m.	Audit Closing Meeting. The EPA will provide a written list of concerns or findings at this meeting.

\* Face-to-face interview is preferred, but interview may be conducted by telephone if interviewee is not available onsite.

**Initial Document and Information request provided electronically on the CCP-CBFO FTP site. Please provide the following information no later than January 12, 2018:**

- High-level NWP QA document(s) such as a QAPD (in 2014, WP 13-1 was the document that fit this description)
- Current organization charts for NWP and NWP QA, showing how NWP QA fits into the overall NWP structure and any QA positions assigned at other levels of operations, as applicable
- NWP procedures or project plans owned by or applicable to NWP QA that implement NQA-1-1989 Elements 1, 2, 4, 6, 7, 16 and 17, may include:
  - Training and qualification procedures, including procedures that address general training and qualification, training and qualification of audit personnel, training and qualification of inspection and test personnel and training and qualification of nondestructive examination personnel, as applicable
  - QA grading procedures
  - Corrective action procedures
  - Document control procedures
  - Procurement procedures
  - Records management procedures
- Current list of all NWP procedures
- List of procurement activities for 2016–2017
- List of issues identified as conditions adverse to quality in the past 12 months, including current status and indication if determined to be a significant condition adverse to quality
- Current list of open corrective actions
- Corrective action trend report
- Any program description documents
- Documents describing interfaces with other organizations (internal and external) responsible for completing QA activities

- Key position descriptions