



Department of Energy
 Carlsbad Field Office
 P. O. Box 3090
 Carlsbad, New Mexico 88221
 JAN 04 2018

 **ENTERED**



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-18-09

Dear Ms. McDaniel:

Please be advised that the Carlsbad Field Office (CBFO) will conduct Surveillance S-18-09 of the Nuclear Waste Partnership LLC (NWP) Regulatory Environmental Services Waste Confirmation Program in accordance with the enclosed Surveillance plan. The surveillance will be conducted January 23 – 25, 2018, at the Cascades Building, 400-2 Cascades Avenue, Suite 203, Carlsbad, New Mexico.

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) 234-7483.

Sincerely,



Martin P. Navarrete
 Senior Quality Assurance Specialist

Enclosure

cc: w/enclosure

| | | | |
|--------------------|------|-------------------|----|
| J. Carswell CBFO | * ED | J. Walsh, EPA | ED |
| M. Brown, CBFO | ED | J. Ellis, EPA | ED |
| J.R. Stroble, CBFO | ED | J. Kieling, NMED | ED |
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| S. Saiz, NWP | ED | D. Harvill, CTAC | ED |
| A. Boyea, NWP | ED | G. White, CTAC | ED |
| J. Haschets, RES | ED | CBFO QA File | |
| T. Peake, EPA | ED | CBFO M&RC | |

*ED denotes electronic distribution



CARLSBAD FIELD OFFICE SURVEILLANCE PLAN

Surveillance Number: S-18-09
Organization to be assessed: Nuclear Waste Partnership LLC (NWP)/Regulatory Environmental Services (RES)
Waste Confirmation and Regulatory Compliance Support
Date and Location: January 23 – 25, 2018
Cascades Building, 400-2 Cascades Avenue, Suite 203, Carlsbad, New Mexico

Surveillance Team:

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|------------------|--|
| Martin Navarrete | Carlsbad Field Office (CBFO) Quality Assurance Representative |
| Priscilla Yanez | Surveillance Team Leader (STL) CBFO Technical Assistance Contractor (CTAC), Quality Assurance (QA) NQA-1 Lead Auditor |
| Dustin Stegman | Team Member, CTAC (Training) |
| Katie Gentry | Team Member, CTAC (QA) |
| Joe Lopez | Team Member, CTAC (QA) |
| Jim Vernon | Team Member, CTAC (QA Idaho) |
| Rhett Bradford | Technical Specialist, CTAC (Radiography) |
| Rick Castillo | Technical Specialist, CTAC (Visual Examination) |
| Jim Schuetz | Technical Specialist, CTAC (Software) |

Surveillance Scope:

The surveillance will be performed to evaluate the implementation and effectiveness of the NWP/RES Waste Confirmation Program. The surveillance will also evaluate and verify the effectiveness of the applicable implementing procedures.

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 Waste Confirmation Program. The surveillance will also include interviews with responsible personnel, observation of processes, and examination of documents and records.

The following elements will be evaluated:

- Waste confirmation through
 - review of visual examination records
 - review of radiography records

- CBFO Quality Assurance (QA) elements
 - Organization
 - Training
 - Records
- Computer programs used for waste confirmation
 - Waste Data System (WDS)

Governing Documents/Requirements:

The overall program adequacy of the Permittee waste confirmation process will be assessed based on the following documents:

- WIPP Hazardous Waste Facility Permit NM 4890139088-TSDF
 - Attachment C7, TRU Waste Confirmation
 - Attachment F1, RCRA Hazardous Waste Management and Emergency Response Job Titles and Descriptions
- DOE/WIPP-07-3372, *Waste Isolation Pilot Plant Documented Safety Analysis* (Chapter 18)
- DOE/WIPP-02-3122, *Transuranic Waste Acceptance Criteria for the Waste Isolation Pilot Plant*
- DOE/CBFO-94-1012, *Quality Assurance Program Document*
- Statement of Work Permitting and Program Management for Environmental Services to Support Nuclear Waste Partnership, LLC

Effective implementation of the NWP QA Program will be evaluated based on the applicable portions of the current versions of the following documents:

- WP 13-1, *Nuclear Waste Partnership LLC Quality Assurance Program Description*
- WP 02-RC.11, *Qualification and Certification of NDE Personnel Performing Radiography for TRU Waste Confirmation*
- WP 02-RC.12, *Qualification of Personnel Performing Visual Examination for TRU Waste Confirmation*
- WP 02-RC.13, *Conduct of Operations for TRU Waste Confirmation*
- WP 02-RC1101, *Visual Examination for TRU Waste Confirmation*
- WP 02-RC1102, *Review of Radiography Media for TRU Waste Confirmation*
- WP 02-RC1103, *Radiography for TRU Waste Confirmation*
- WP 02-RC1105, *Electronic Notification and Container Selection for TRU Waste Confirmation*
- WP 02-RC1107, *Management of Nonconforming Waste Identified During TRU Waste Confirmation*
- WP 02-RC1108, *Review of Visual Examination Records for TRU Waste Confirmation*
- WP 16-2, *Software Screening and Control*
- NWP applicable implementing procedures

Schedule of Surveillance Activities:

A pre-surveillance conference is scheduled for Tuesday, January 23, 2018, at 9:00 a.m. in the Cascades Building, RES Conference Room, 400-2 Cascades Ave., Suite 203, Carlsbad, NM.

Management briefings will be held (if needed) Wednesday and Thursday, January 24 and 25, 2018, at 8:30 a.m. in the Cascades Building, RES Conference Room, 400-2 Cascades Ave., Suite 203, Carlsbad, NM.

A post-surveillance conference is scheduled for Thursday, January 25, 2018, at 2:30 p.m. in the Cascades Building, RES Conference Room, 400-2 Cascades Ave., Suite 203, Carlsbad, NM.

Prepared by: Priscilla Yanez
Priscilla Yanez, CTAG
Surveillance Team Leader

Date: 1-4-18

Concurrence: Martin P. Navarrete
Martin P. Navarrete
CBFO Office of Quality Assurance Representative

Date: 1-4-18