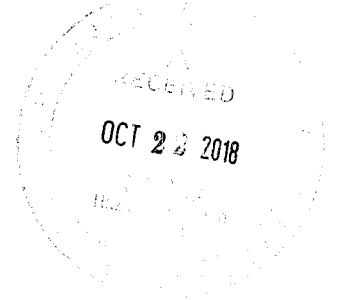




**Department of Energy**  
 Carlsbad Field Office  
 P. O. Box 3090  
 Carlsbad, New Mexico 88221  
**OCT 22 2018**

**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 Audit A-19-01

Dear Ms. McDaniel:

Please be advised that the Carlsbad Field Office will conduct Audit A-19-01 of the Nuclear Waste Partnership LLC contact-handled waste handling and emplacement activities, November 27 – 29, 2018, at the Waste Isolation Pilot Plant near Carlsbad, New Mexico. The audit will be conducted in accordance with the enclosed plan.

You are requested to provide the resources necessary to coordinate with the audit team, knowledgeable personnel to support the audit, appropriate space to conduct meetings, and access to appropriate documentation and records.

If you have any questions concerning the audit, please contact me at (575) 234-7491.

Sincerely,

Dennis S. Miehls  
 Senior Quality Assurance Specialist

Enclosure

cc: w/enclosure

T. Shrader, CBFO	*ED	J. Kieling, NMED	ED
D. Gadbury, CBFO	ED	R. Maestas, NMED	ED
M. Navarrete, CBFO	ED	D. Biswell, NMED	ED
M. Stapleton, CBFO	ED	H. Tellez, NMED	ED
E. Garza, CBFO	ED	M. McLean, NMED	ED
B. Covert, NWP	ED	T. Runyon, CTAC	ED
S. Strong, NWP	ED	P. Martinez, CTAC	ED
D. Huddleston, NWP	ED	M. Leroch, CTAC	ED
S. Turner, NWP	ED	C. Castillo, CTAC	ED
D. Ripley, NWP	ED	P. Gomez, CTAC	ED
P. Jasso, NWP	ED	D. Harvill, CTAC	ED
C. Tyler, NWP	ED	G. White, CTAC	ED
V. Ballew, NWP	ED	CBFO QA File	
S. Saiz, NWP	ED	CBFO M&RC	
A. Boyea, NWP	ED	*ED denotes electronic distribution	
J. Ellis, EPA	ED		
J. Walsh, EPA	ED		
T. Peake, EPA	ED		

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## CARLSBAD FIELD OFFICE AUDIT PLAN

**Audit Number:** A-19-01

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

**Organizations to be Notified:** NWP  
U.S. Environmental Protection Agency

**Date and Location:** November 27 – 29, 2018  
Waste Isolation Pilot Plant (WIPP)

**Audit Team:**

Dennis Miehls	Carlsbad Field Office (CBFO) Quality Assurance Management Representative
Michael Stapleton	CBFO Office of Quality Assurance
Paul Gomez	Audit Team Leader, CBFO Technical Assistance Contractor (CTAC)
Kirk Kirkes	Auditor, CTAC
Dustin Stegman	Auditor, CTAC
Ricardo Chavez	Auditor, CTAC
Tim Boswell	Auditor, CTAC

### **Audit Scope:**

Audit A-19-01 will evaluate the adequacy of NWP contact-handled (CH) waste handling and emplacement procedures with respect to CBFO and NWP quality assurance requirements. Auditors will observe implementation of CH underground waste handling operations procedures, along with waste container handling documentation at the WIPP. Effectiveness of implementation and documentation of procedure work steps will also be evaluated.

### **Activities/Tasks to be Audited:**

Evaluation of CH underground waste handling operations will include package conveyance loading and unloading, hoist and rigging activities, equipment checkout and shutdown, and payload removal and loading. Additional processes to be evaluated include, but are not limited to, the following:

- conveyance operations
- forklift and moving equipment operations
- use and control of calibrated equipment and instruments
- operational checks and examinations
- documents/records
- training and qualifications of personnel

**Governing Documents/Requirements:**

Evaluation of the overall program adequacy and effectiveness of NWP documents will be based on the current revisions of the following documents:

- DOE/CBFO-94-1012, *CBFO Quality Assurance Program Document*
- DOE/WIPP-02-3183, *CH Packaging Program Guidance*
- DOE/WIPP-02-3184, *CH Packaging Operations Manual*
- DOE/WIPP-02-3122, *Transuranic Waste Acceptance Criteria for the Waste Isolation Pilot Plant*
- DOE/WIPP-09-3427, *Waste Data System User's Manual*
- WP 13-1, Nuclear Waste Partnership LLC, *Quality Assurance Program Description (NWP QAPD)*

Checklists will be developed using criteria and section topics found in the NWP QAPD and implementing procedures, including:

- Work Processes
- Records
- Personnel Qualification and Training
- Measuring and Test Equipment Identification and Control of Items

**Schedule of Audit Activities:**

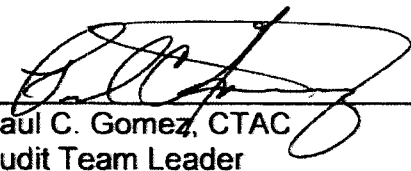
A pre-audit conference is scheduled for 8:00 a.m. Tuesday, November 27, 2018, in the WIPP Support Building (Bldg. 451) second floor large conference room.

Audit team caucuses will be held in the WIPP Support Building large conference room at 2:00 p.m. Tuesday, November 27; 3:30 p.m. Wednesday, November 28; and 2:30 p.m. Thursday, November 29, 2018.

Management briefings will be held in the WIPP Support Building large conference room at 8:00 a.m. Wednesday, November 28, and at 8:00 a.m. Thursday, November 29, 2018, if necessary.

A post-audit conference is scheduled for 3:30 p.m. Thursday, November 29, 2018, in the WIPP Support Building (Bldg. 451) second floor large conference room.

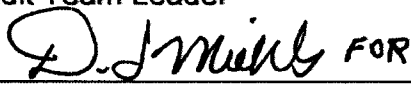
Prepared By: \_\_\_\_\_



Paul C. Gomez, CTAC  
Audit Team Leader

Date: 10-22-2018

Approved By: \_\_\_\_\_



FOR  
Donald C. Gadbury, CBFO  
Director, Office of Quality Assurance

Date: 10-22-18