



**Department of Energy**

Carlsbad Field Office  
P. O. Box 3090  
Carlsbad, New Mexico 88221

**FEB 13 2020**

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

**Subject:** Notification and Plan for Carlsbad Field Office Audit A-20-09, NWP/CCP QA Program

Dear Mr. Ivey:

Please be advised that an audit team from the U.S. Department of Energy, Carlsbad Field Office, will conduct Audit A-20-09 of the Nuclear Waste Partnership LLC (NWP) Central Characterization Program (CCP) Quality Assurance (QA) Program. The audit will take place at the Skeen-Whitlock Building in Carlsbad, New Mexico, March 3 - 5, 2020, and will be conducted in accordance with the enclosed audit plan.

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

If you have any questions concerning the audit, please contact me at (575) 234-7676.

Sincerely,

A handwritten signature in black ink that reads "Joe Lopez".

Joe Lopez  
Software Quality Assurance Specialist

Enclosure



cc: w/enclosure

G. Sosson, CBFO	*ED
K. Lachman, CBFO	ED
D. C. Gadbury, CBFO	ED
C. Fesmire, CBFO	ED
N. Castaneda, CBFO	ED
T. Carver, CBFO	ED
D. Miehl, CBFO	ED
A. Stone, CBFO	ED
M. Stapleton, CBFO	ED
S. Dunagan, NWP	ED
S. Strong, NWP	ED
K. Stone, NWP	ED
J. Carter, NWP	ED
R. Lee, NWP	ED
B. Pace, NWP	ED
V. Ballew, NWP	ED
S. Saiz, NWP	ED
A. Boyea, NWP	ED
J. Mosser, EPA	ED
J. Walsh, EPA	ED
J. Ellis, EPA	ED
T. Peake, EPA	ED
E. Feltcorn, EPA	ED
K. Pierard, NMED	ED
R. Maestas, NMED	ED
D. Biswell, NMED	ED
M. McLean, NMED	ED
T. Runyon, CTAC	ED
P. Martinez, CTAC	ED
C. Castillo, CTAC	ED
R. Castillo, CTAC	ED
P. Yanez, CTAC	ED
D. Harvill, CTAC	ED
G. White, CTAC	ED
Site Documents	ED

CBFO QA File

CBFO M&RC

\*ED denotes electronic distribution

## CARLSBAD FIELD OFFICE AUDIT PLAN

**Audit Number:** A-20-09

**Organization to be Audited:** Nuclear Waste Partnership LLC (NWP)  
Central Characterization Program (CCP)

**Organizations to be Notified:** NWP/CCP  
New Mexico Environment Department  
U.S. Environmental Protection Agency

**Date and Location:** March 3 - 5, 2020  
Carlsbad, New Mexico

**Audit Team:**

Joe Lopez	Carlsbad Field Office (CBFO) Quality Assurance (QA) Management Representative
Priscilla Yanez	Audit Team Leader, CBFO Technical Assistance Contractor (CTAC)
Cindi Castillo	Auditor, CTAC
Katie Gentry	Auditor, CTAC
Kathy Hood	Auditor, CTAC
Rodney Montoya	Auditor, CTAC
Charlie Riggs	Auditor, CTAC
Dustin Stegman	Auditor, CTAC
Nathan Denney	Auditor-in-Training, CTAC

### Audit Scope:

The audit team will evaluate the adequacy, implementation, and effectiveness of the NWP/CCP QA Program established for governing CCP quality-affecting activities at the project office in Carlsbad, New Mexico, and transuranic waste generator sites where CCP performs waste characterization services.

### Governing Documents:

Evaluation of adequacy of the NWP/CCP QA Program will be based on the current revisions of DOE/CBFO-94-1012, *CBFO Quality Assurance Program Document*, and WP 13-1, *Nuclear Waste Partnership LLC Quality Assurance Program Description*.

Evaluation of effectiveness and implementation of the NWP/CCP QA Program will be based on the applicable portions and current revisions of:

- CCP-PO-001, *CCP TRU Waste Characterization Quality Assurance Project Plan*
- CCP-PO-002, *CCP Transuranic Waste Certification Plan*
- Applicable CCP QA implementing procedures

**Program Elements/Activities to be Audited:**

Quality Assurance:

- Organization and QA Program
- Graded Approach
- Personnel Qualification and Training
- Continuous Improvement
- Document Control
- Records
- Work Processes
- Procurement
- Inspection and Testing
- Sample Control
- Assessments
- Software QA

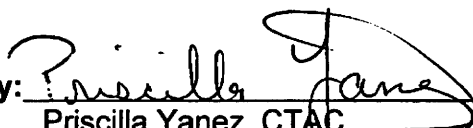
**Schedule of Audit Activities:**

All audit activities will be conducted at the Skeen-Whitlock Building in Carlsbad, New Mexico.

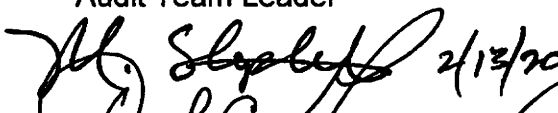
A pre-audit conference is scheduled for 9:00 a.m., Tuesday, March 3, 2020.

Management briefing meetings will be conducted at 8:30 a.m., Wednesday and Thursday, March 4 and 5, 2020, if needed.

A post-audit conference is scheduled for 3:00 p.m., Thursday, March 5, 2020.

Prepared by:   
Priscilla Yanez, CTAC  
Audit Team Leader

Date: 2-13-2020

Concurrence:  2/13/2020  
Donald C. Gadbury, Acting Director  
CBFO Office of Quality Assurance

Date: 2-13-2020