



Department of Energy
Carlsbad Field Office
P. O. Box 3090
Carlsbad, New Mexico 88221
December 06, 2021

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-22-06, NWP Contact-Handled Waste Handling Program

Dear Mr. Ivey:

Please be advised that the Carlsbad Field Office will conduct Audit A-22-06 to evaluate the Nuclear Waste Partnership LLC (NWP) Contact-Handled Waste Handling Program. The audit is scheduled for January 3 – 6, 2022, at the Waste Isolation Pilot Plant. The audit 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 audit team with access to appropriate documentation and records.

If you have any questions, please contact Mr. Micheal Stapleton, CBFO Quality Assurance Division at (575) 200-0716. For all other questions, please contact myself at (575) 361-0008.

Sincerely,

Wendy Bauer

Wendy Bauer
Contracting Officer's Representative
Carlsbad Field Office

Enclosure (1)

cc: w/enclosure
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CBFO M&RC ED
CBFO QA File

*ED denotes electronic distribution

CARLSBAD FIELD OFFICE AUDIT PLAN

Audit Number: A-22-06

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

Organizations to be Notified: NWP
U.S. Environmental Protection Agency
Defense Nuclear Facilities Safety Board

Date and Location: January 3 - 6, 2022
Waste Isolation Pilot Plant (WIPP)

Audit Team:

Micheal Stapleton	Carlsbad Field Office (CBFO) Quality Assurance Management Representative
Tim Boswell	Audit Team Leader, CBFO Technical Assistance Contractor (CTAC)
Paul Gilbert	Auditor, CTAC
Cindi Castillo	Auditor, CTAC
Dustin Stegman	Auditor, CTAC
Shelly Gomez	Auditor, CTAC

Audit Scope:

The audit team will evaluate the adequacy of NWP procedures with respect to CBFO and NWP quality assurance requirements. Auditors will observe implementation of Contact-Handled (CH) Surface Waste Handling Operations procedures, along with waste container handling in the CH Bay at the WIPP. Effectiveness of implementation and documentation of procedure work steps will also be evaluated.

Activities/Tasks to be Audited:

Evaluation of CH Surface Waste Handling Operations will include package loading and unloading, hoist and rigging activities, equipment checkout and shutdown, component inspection activities, outer confinement assembly (OCA), inner containment vessel (ICV) lid removal and installation, and payload removal and loading. Additional processes to be evaluated include, but are not limited to, the following:

- crane operations
- forklift and trailer jockey 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 the NWP QAPD and implementing procedures to evaluate the following:

- Work Processes
- WIPP Waste Information System (WWIS)/Waste Data System (WDS) Entry
- Records
- Personnel Qualification and Training
- Measuring and Testing Equipment Identification and Control of Items

Schedule of Audit Activities:

A pre-audit conference is scheduled for 2:00 p.m., Monday, January 3, 2022.

Management briefings will be held at 8:30 a.m., Wednesday, January 5, and Thursday, January 6, 2022, if necessary.

A post-audit conference is scheduled for 2:30 p.m., Thursday, January 6, 2022.

Location of all audit meetings will be listed on the daily audit schedule.

Prepared By: Tim Boswell Digitally signed by Tim Boswell
Date: 2021.12.01 06:58:45
-07'00' Date: _____
Tim Boswell, CTAC
Audit Team Leader

Approved By: MICHEAL STAPLETON Digitally signed by MICHEAL
STAPLETON
Date: 2021.12.02 09:59:20
-07'00' Date: _____
Micheal Stapleton, CBFO
Quality Assurance Specialist