

United States Government

Department of Energy

Carlsbad Area Office

Memorandum

DATE: January 27, 2000

REPLY TO:
ATTN OF: CAO:QA:SAV:00- 0222 UFC 2300


SUBJECT: Surveillance (S-00-03) of the Waste Isolation Division (WID) WIPP Waste Information System (WWIS) QA Program

TO: G. L. Young, Manager, ES&H Integration, WID

Please be advised that a team from the Carlsbad Area Office will conduct the subject surveillance at the Waste Isolation Pilot Plant (WIPP) on February 22 - 24, 2000. The surveillance will be conducted to verify compliance with the WID WWIS program requirements documents and implementing procedures. The following WWIS related activities will be evaluated; WWIS data control, including waste data acceptance, WWIS access control, WWIS data approval, WWIS waste emplacement, and WWIS reports. In addition; QA program requirements applicable to management of the WWIS will be evaluated, including software QA, personnel training and qualification, document control, records management, WWIS related procurements, and nonconformances. The surveillance plan is transmitted as an attachment to this notification letter.

The surveillance team will consist of Earl Bradford, surveillance team leader and Mario Chavez, auditor. You are requested to provide the resources necessary to coordinate with the surveillance team and arrange for appropriate space to conduct meetings, provide cognizant personnel to support the surveillance, and provide the surveillance team with access to appropriate documentation and records.

If you have any questions or comments concerning the surveillance, please contact me at (505) 234-7423.

for 
for Samuel A. Vega
Quality Assurance Manager

Attachment



G. L. Young

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cc w/attachment:

L. Chism, CAO

B. Stroud, CAO

M. Brown, CAO

✓ S. Zappe, NMED

B. Walker, EEG

B. Allen, WID

M. Lipscomb, WID

T. Ferguson, WID

L. J. Ferguson, WID

M. Chavez, CTAC

E. Bradford, CTAC

T. Bowden, CTAC File

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CARLSBAD AREA OFFICE SURVEILLANCE PLAN**Surveillance****Number:** CAO S-00-03**Organization:** Westinghouse Waste Isolation Division (WID)**Date and** February 22-24, 2000**Location:** WIPP Site, Carlsbad, NM**Surveillance** Earl Bradford - Surveillance Team Leader, CTAC**Team:** Mario Chavez - Auditor, CTAC**Surveillance Scope:**

The surveillance will assess continued implementation of the WID WWIS procedures and associated processes.

Activities/Tasks to be Assessed:

The following WWIS related activities will be evaluated:

- Personnel Qualification and Training
- Software Configuration Control
- Access Controls
- Backup and Archiving
- Change Control
- Data Entry
- Records
- Procurement and Supplier Evaluation
- Waste Stream Profile Form Review

Governing Documents/Requirements:

Checklists will be developed from applicable portions of the WID WWIS Manual WP-05-WA, which includes WWIS program documents.

The surveillance team will conduct the assessment in accordance with CAO Management Procedure MP 10.2 - Surveillances.

Pre-Surveillance Conference:

Tuesday, February 22, 2000 at 8:30 a.m.
(Location to be determined)

Post-Surveillance Conference:

Thursday, February 24, 2000 at 3:00 p.m.
(Location to be determined)

Prepared by: Earl Bradford
Earl Bradford, CTAC
Surveillance Team Leader

Date: 1/27/00

Concurrence: for Sam Vega
for Sam Vega, CAO
Quality Assurance Manager

Date: 1/28/00