

United States Government

Department of Energy

memorandum

Carlsbad Field Office  
 Carlsbad, New Mexico 88221



DATE: August 28, 2001  
 REPLY TO  
 ATTN OF: CBFO:QA:MLC:VW:01-1429:UFC:2300  
 SUBJECT: Surveillance (S-01-39) of the Rocky Flats Environmental Technology Site (RFETS)

TO: Joseph A. Legare, Assistant Manager for Environment and Compliance

Please be advised that a surveillance team from the Carlsbad Field Office will conduct a surveillance at Rocky Flats Environmental Technology Site (RFETS) in Golden, Colorado, September 11-13, 2001. The surveillance will be conducted in accordance with the attached surveillance plan. Observers from the Environmental Protection Agency (EPA), State of New Mexico Environment Department (NMED) and the Environmental Evaluation Group (EEG) may accompany the team.

Your representatives are requested to coordinate with the surveillance team to develop the necessary documentation for team access to RFETS facilities, 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) 234-7311.

Thomas J. Reese  
 Acting Quality Assurance Manager

Attachment

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## CARLSBAD FIELD OFFICE SURVEILLANCE PLAN

**Surveillance****Number:**

S-01-39

**Organization:**

Rocky Flats Environmental Technology Site (RFETS)  
Procurement Automation

**Date:**

September 11-13, 2001

**Location:**

Golden, Colorado

**Surveillance****Team:**

Wayne Ledford, Surveillance Team Leader, CTAC

**Surveillance Scope:**

The purpose of this surveillance is to assess the adequacy, implementation, and effectiveness of the RFETS automated procurement system. An assessment of the proposed automated NDA data system will be performed concurrently.

**Activities to be Assessed:**

The following quality assurance elements, as they apply to the technical elements, will be evaluated during the surveillance:

**Procurement**

- Procurement Document Control
- Control of Purchased Items and Services

**Governing Documents/Requirements:**

Adequacy evaluations of new and revised RFETS site and TRU Waste Certification Program (TWCP) specific documents will be based on the current revisions of the following documents:

*CAO Quality Assurance Program Document, CAO-94-1012*

**Pre-Surveillance Conference:**

Tuesday September 11, 2001 at 8:00 a.m. in the RFETS T130J conference room.

**Post-Surveillance Conference:**

Thursday September 13 at 3:00 p.m. in the RFETS T130J conference room.

Prepared by: WLF  
Wayne Ledford, CTAC  
Surveillance Team Leader

Date: 8/23/01

Concurrence: Thomas J. Reese  
Thomas J. Reese  
Acting Quality Assurance Manager  
Carlsbad Field Office

Date: 8/27/01