



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

**JAN 20 2017**

Mr. John E. Kieling, Bureau Chief  
Hazardous Waste Bureau  
New Mexico Environment Department  
2905 Rodeo Park Drive East, Building 1  
Santa Fe, NM 87508-6303

Subject: Triennial Review Scope of Work and Guidelines for Settlement Agreement and Stipulated Final Order No. HWB-14-21 Supplement Environmental Projects Paragraph 34(a)

Reference: The Settlement Agreement and Stipulated Final Order No. HWB-14-21 (CO), January 22, 2016

Dear Mr. Kieling:

The purpose of this letter is to provide the Triennial Review Scope of Work and Guidelines for the referenced Settlement Agreement and Stipulated Final Order (SFO) Supplemental Environmental Project Paragraph 34(a).

Paragraph 34(a) of the SFO states the following:

*DOE shall submit to NMED a proposed WIPP Triennial Review Scope of Work and Guidelines, within one (1) calendar year of the effective date of this Settlement Agreement for comment and final approval by NMED. Should DOE amend any provision contained in an approved WIPP Triennial Review Scope of Work and Guidelines prior to any subsequent triennial review, DOE shall resubmit the amended WIPP Triennial Review Scope of Work and Guidelines to NMED for approval.*

We certify under penalty of law that this document and all attachments were prepared under our direction or supervision according to a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on our inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of our knowledge and belief, true, accurate, and complete. We are aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

If you have any questions, please contact Mr. George T. Basabilvazo at (575) 234-7488.

Sincerely,

**Signatures on File**

Yodd Shradër, Manager  
Carlsbad Field Office

Philip J. Breidenbach, Project Manager  
Nuclear Waste Partnership LLC

Enclosures (2)

cc: w/enclosure  
R. Maestas, NMED \*ED  
D. Biswell, NMED ED  
CBFO M&RC  
\*ED denotes electronic distribution

**First Waste Isolation Pilot Plant Project  
Triennial Review Scope of Work and  
Guidelines**

January 2017

# Triennial Review of the WIPP Project Environmental Programs

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# Triennial Review of the WIPP Project Environmental Programs

## Abbreviations/Acronyms

AEA	Atomic Energy Act
CAA	Clean Air Act
CBFO	Carlsbad Field Office
CWA	Clean Water Act
DOE	Department of Energy
EMS	Environmental Management System
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right to Know Act
HWA	New Mexico Hazardous Waste Act
MOC	Management and Operating Contractor
NEPA	National Environmental Policy Act
NESHAP	National Emission Standards for Hazardous Waste Pollutant
NMED	New Mexico Environment Department
NWP	Nuclear Waste Partnership LLC
Permit	Waste Isolation Pilot Plant Hazardous Waste Facility Permit
RCRA	Resource Conservation and Recovery Act
SARA	Superfund Amendments and Reauthorization Act
SEP	Supplemental Environmental Project
SFO	Settlement Agreement and Stipulated Final Order
SOW	Scope of Work
STR	Subcontract Technical Representative
TSCA	Toxic Substances Control Act
WIPP	Waste Isolation Pilot Plant

# Triennial Review of the WIPP Project Environmental Programs

## 1.0 Summary

The Triennial Review is a systematic, independent and documented process of objectively obtaining and evaluating evidence to determine whether specified environmental regulatory requirements are met. The subject of the triennial review includes the environmental regulatory implementation and operating programs of the U.S. Department of Energy (DOE) Carlsbad Field Office (CBFO) and Nuclear Waste Partnership LLC (NWP) at the Waste Isolation Pilot Plant (WIPP) Project. These two organizations are collectively referred to as the Permittees in this scope of work (SOW) and guidelines.

This scope of work and guidelines document is the result of a settlement agreement between the New Mexico Environment Department (NMED), the CBFO and NWP to resolve alleged violations of the New Mexico Hazardous Waste Act (HWA), NMSA 1978, Sections 74-4-1 to -14, the Hazardous Waste Management Regulations, 20.4.1 NMAC, and Hazardous Waste Facility Permit EPA I.D. Number NM 4890139088-TSDF (Permit), as identified in an Administrative Compliance Order issued by the NMED on December 6, 2014. Specifically, Paragraph 34 of the Settlement Agreement and Stipulated Final Order (SFO) resolving Compliance Order No. HWB-14-21 dated January 22, 2016, requires a Triennial Review. Paragraph 34 states:

*34. DOE will fund independent, external triennial reviews of environmental regulatory compliance and operations at WIPP to ensure that any regulatory deficiencies are identified. Each member of the triennial review team shall meet all applicable WIPP facility security, access, environmental, safety, and health protocols and training requirements associated with access to the WIPP site and WIPP records. The results of the triennial reviews shall be made available to the Respondents, NMED and the public. The Respondents, their constituent agencies, contractors and affiliates agree to address any potential regulatory violations, or operational deficiencies, that could lead to potential environmental regulatory violations, identified in the triennial reviews. NMED agrees to refrain from taking any enforcement action against the Respondents, their constituent agencies, contractors and affiliates for any potential regulatory violations, or operational deficiencies, that could lead to potential environmental regulatory violations, identified in the triennial reviews so long as the Respondents and their facility operators correct any deficiencies identified in the course of such reviews within sixty (60) calendar days of the finalization of each triennial review report, or for good cause shown, within another period of time beyond sixty (60) calendar days, if approved by NMED. DOE and NMED shall agree on a mechanism to procure and select a third party to perform the independent triennial reviews.*

*a) DOE shall submit to NMED a proposed WIPP Triennial Review Scope of Work and Guidelines, within one (1) calendar year of the effective date of this Settlement Agreement for comment and final approval by NMED. Should DOE amend any provision contained in an approved WIPP Triennial Review Scope of Work and Guidelines prior to any subsequent triennial review, DOE shall resubmit the amended WIPP Triennial Review Scope of Work and Guidelines to NMED for approval.*

*b) The initial triennial review for WIPP shall be completed and made public before the end of federal fiscal year 2018.*

## Triennial Review of the WIPP Project Environmental Programs

The scope of this review is based on an analysis of the environmental regulations applicable to the DOE and NWP at the WIPP Project. The analysis resulted in the following specific recommendations regarding the Triennial Review.

Recommendation 1: This recommendation resulted in a list of specific applicable environmental regulations that should be considered in the general scope of the review. Implementation of these regulations can be assessed because compliance relies on documented processes, procedures, training, management oversight, and in some cases, the collection of monitoring data.

Recommendation 2: This recommendation resulted in a list of specific applicable environmental regulations that should be excluded from this review for various reasons indicated in the analysis. Some of these may be included in future scope statements if there is benefit to the Permittees or to New Mexico.

Recommendation 3: This recommendation identified trends that are indicated by the non-compliances reported by the Permittees. One trend has to do with the adequacy of procedures and processes for performing and documenting inspections required by the Permit. The effectiveness of the corrective actions should be examined by the Review Team. The second trend has to do with preparing and submitting required reports in a timely manner. The Review Team may wish to evaluate the mechanisms that trigger the preparation and submittal of both periodic and non-periodic reports. Other issues are associated with incomplete awareness of the requirements imposed by a specific regulation. This may indicate a less than robust process for identifying applicable regulations or changes in regulations and transforming them into operational activities. The Review Team may wish to evaluate this process.

Recommendation 4: This recommendation identified the implementation of the Environmental Management System (EMS) as a topic for the triennial review. This review will go beyond the factors considered in the program certification and will include the people, parts, and processes of implementation and the Review Team may choose to evaluate the management oversight process.

### 2.0 First WIPP Triennial Review Scope of Work

- The scope of the Triennial Review is limited to an evaluation of implementation of environmental regulatory requirements that apply to the WIPP facility.
- The goal of the Triennial Review is to identify:
  - Potential regulatory deficiencies
  - Potential violations
  - Deficiencies that could lead to violations of environmental regulations
- The scope of the Triennial Review may encompass the environmental regulations indicated in Table 1 to the extent they apply to the WIPP facility. Those indicated with green are included in the first review. Prior to each future Triennial Review, the Permittees and NMED will discuss and agree upon the scope of the review and the

## Triennial Review of the WIPP Project Environmental Programs

areas of regulatory compliance to be examined. The focus of the Triennial Reviews will be those areas of regulatory compliance for which NMED has regulatory responsibility.

**TABLE 1 – ENVIRONMENTAL REGULATIONS**

Applicable Environmental Statute or Regulation	Focus of the Review	Include	
		YES	NO
<b>Resource Conservation and Recovery Act (RCRA)</b> (and New Mexico implementation through the <b>HWA</b> )	Processes and procedures to assure compliance to the operational requirements and compliance to requirements for the accumulation and retention of records and monitoring data  Corrective actions taken to prevent the recurrence of non-compliances		
<b>Toxic Substances Control Act (TSCA)</b>	Processes and procedures to assure compliance to the operational requirements and compliance to the requirements for the accumulation and retention of records and monitoring data		
<b>Clean Air Act (CAA)</b> (including the <b>National Emission Standards for Hazardous Air Pollutants (NESHAPs)</b> and the <b>New Mexico Air Quality Act</b> )	Processes and procedures to assure compliance and the accumulation of required monitoring data		
<b>Comprehensive Environmental Response, Compensation, and Liability Act</b>	Processes for determining reportable quantities.		
<b>Emergency Planning and Community Right to Know Act (EPCRA)</b> (and the <b>New Mexico Hazardous Chemicals Information Act</b> )	Processes for reporting spills and the processes to accumulate and report the required information annually		
<b>Atomic Energy Act (AEA) and Environmental Protection Agency (EPA)</b>	Processes for the collection and reporting of information required by the most recent Compliance Certification		
<b>Clean Water Act (CWA)</b> (and the <b>New Mexico Water Quality Act</b> )	Processes for controlling permitted discharges and the collection of monitoring data for reporting to the NMED		
<b>New Mexico Ground Water Protection Act</b>	Procedures to identify and report releases from underground storage tanks		
<b>Safe Drinking Water Act</b> (and the <b>New Mexico Drinking Water Regulations</b> )	Processes and procedures to assure timely sampling and reporting of facility drinking water quality and identification of and remediation of system repairs		
<b>Federal Insecticide, Fungicide, and Rodenticide Act</b> (and the <b>New Mexico Pesticide Control Act</b> )	Assure only licensed applicators are used at WIPP Project facilities		
<b>National Environmental Policy Act (NEPA)</b>	Procedures for identifying decisions that require NEPA review and the process for conducting the review		
<b>AEA, Price Anderson Act Amendments, and DOE Orders</b>			

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Applicable Environmental Statute or Regulation	Focus of the Review	Include	
		YES	NO
<b>DOE Order 151.1C</b> (Comprehensive Emergency Management System)	Procedures for implementation and the reporting requirements		
<b>DOE Order 231.1B</b> , Admin Change 1, (Environment, Safety, and Health Reporting)	Procedures for implementation and the reporting requirements		
<b>DOE Order 451.1B</b> , Admin Change 3 (NEPA)	Procedures for implementation and the reporting requirements		
<b>DOE Order 458.1</b> , Change 3 (Radiation Protection of the Public)	Procedures for implementation and the reporting of environmental requirements		
<b>New Mexico Solid Waste Act</b>	Procedures for implementation and the reporting requirements		

- Activities performed by the Triennial Review Team will include:
  - Determine, through investigation, examination of records, and interviews, if the CBFO and NWP are in compliance with the terms and conditions of permits and authorizations implementing the environmental regulations that stem from the listed statutes.
  - Determine, through investigation, examination of records, and interviews, if the CBFO and NWP have programs in place to identify and implement new environmental requirements when they are promulgated.
  - Examine the status of the EMS with regard to completeness. Completeness is defined as including the major activities that impact the environment and providing a method for mitigation of the impacts.
  - Determine, through investigation, examination of records, and interviews, the robustness of the oversight process(es) in place for the environmental programs at the WIPP Project to assure the technical content of the implementation programs is effectively controlled.
  - Document findings in a written report that will be submitted to the Permittees through the NWP subcontract technical representative (STR) at the end of the review.
- Perform the Triennial Review as outlined in section 9.0, *Triennial Review Guidelines*.
- Provide the reports in Table 2 to the STR. Report formats are specified in section 9.0, *Triennial Review Guidelines*. Pursuant to Paragraph 34 of the SFO, results of the Triennial Review shall be made available to the NMED and the public.

**TABLE 2 – TRIENNIAL REVIEW TEAM REPORTING REQUIREMENTS TO STR**

Report Title	Content	Frequency	Due Date
Progress Report	Progress made in completing contract tasks	Monthly	10 <sup>th</sup> of the month for the previous month
On-site Review Progress	Summary of review progress and findings	Weekly	Friday of each week on-site



## Triennial Review of the WIPP Project Environmental Programs

Report Title	Content	Frequency	Due Date
	while on-site		
Close out Report	Summary of all findings and recommendations from on-site visit	Final On-site Review Progress Meeting	Last day of on-site visit
Draft Review Report	Summary of review process, information collection activities, findings, and recommendations	Once	June 30, 2018
Final Report <sup>1</sup>	Summary of review process, information collection activities, findings, and recommendations	Once	August 31, 2018
Comment Resolution Addendum	Detail summary of how comments on the draft report were resolved	Once	August 31, 2018

### 3.0 Period of Performance

The contract period of performance for the First WIPP Triennial Review is August 1, 2017 through August 31, 2018.

### 4.0 Place of Performance

The place of performance will be Carlsbad, NM. Document research in preparation for the on-site visit and preparation of the final report can occur at the contractor's home office.

### 5.0 Work Requirements

The Triennial Review Process will include the following activities as detailed in the *Triennial Review Guidelines*:

- Pre-on-site visit activities
- Develop a review plan
- Collect and review background information
- Develop a review checklist
- On-site visit activities including:

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<sup>1</sup> Note that the Final Report will be submitted to the NMED and posted on the Information Repository within five working days of submittal.

## Triennial Review of the WIPP Project Environmental Programs

- Safety and security training
- Opening meeting
- Collection and recording of review information
- Summaries of findings and conclusions
- Preparation of the final report
- Triennial Review Records
- Triennial Review Confidentiality

### 6.0 First WIPP Triennial Review Milestones

Task	Finish Date
Pre-review site visit	8/31/2017
Collection of materials	10/31/2017
Site visit	2/28/2018
Draft Report	6/30/2018
Final Report	8/31/2018

### 7.0 Knowledge and Skills of the Triennial Review Team

For the first Triennial Review, the Triennial Review Team must have:

- The necessary knowledge and skills to apply auditing principles, procedures and techniques when undertaking compliance audits.
- The knowledge and ability to conduct reviews in accordance with this scope of work and review guidelines.
- Expertise and familiarity with major environmental regulations resulting from the following statutes:
  - RCRA (and New Mexico Implementation)
  - TSCA
  - CWA (and New Mexico Implementation)
  - AEA (DOE and EPA)
  - WIPP Land Withdrawal Act
- Experience with performing environmental compliance reviews

### 8.0 Additional Requirements/Conditions

- Triennial Review Team members must be able to meet the DOE security requirements for WIPP facility access.
- No environmental samples are anticipated to be requested or obtained. However, should the Triennial Review Team determine that environmental sampling is beneficial,

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the team will make the recommendation to the STR regarding sampling. Analyses of previous samples will be made available to the Triennial Review Team if requested.

- Photography will be permitted consistent with DOE policy for the WIPP facility.
- The NWP will provide office space, office supplies and equipment, internet access, and administrative support to the Triennial Review Team.

### 9.0 Triennial Review Guidelines

#### 9.1 The Triennial Review Process

The Triennial Review process involves tasks that can be grouped into pre-site visit activities, on-site visit activities and post-site visit activities.

**Pre-site visit activities** include planning and preparation to ensure that appropriate resources are available and time is allocated to carry out the review in the most efficient and effective way.

The first pre-site visit activity is to develop a **review plan** which outlines the review objectives, scope and timetable, and the products that the review will generate. These are defined in the SOW. A sample review plan for the first WIPP facility Triennial Review is included as Attachment A. Note that the contractor may modify this as long as the essential elements are retained. At a minimum, the review plan will contain the following elements:

- **The review objectives.** The objectives of the review must be established at the outset to direct planning and establish the method for the review. The objectives define what the review will achieve and can be based on various considerations such as management priorities, or statutory and regulatory requirements.
- **The review criteria and any reference documents.** The review criteria are defined requirements against which the reviewer compares collected evidence. The criteria may include regulatory requirements, standards, guidelines, permit conditions, or any other specified requirements. Reference documents include relevant permits, licenses, authorizations, and like documents that authorize the work activity and define the environmental compliance standards.
- **The review scope.** The scope defines the extent and boundaries of the review such as locations; organizational units, activities and processes to be reviewed; and the period covered by the review.
- **A quality plan to assure the integrity of the review.** The quality plan identifies the quality assurance procedures that will be undertaken during the review.
- **A review timetable.** The review timetable should include the date and places where on-site activities will be conducted, and the expected time and duration of each activity.
- **Roles and responsibilities of Review Team members.** The lead reviewer should determine whether other personnel should be involved in the review process.

The second pre-site visit activity is to **collect and review background information** to assemble relevant information that can be used to meet the objectives of the review. The collection and review will enable reviewers to become familiar with the WIPP facility operations, the statutory requirements and other regulations or guidelines that may apply.

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The types of information that should be reviewed may include:

- Site details, such as maps and process descriptions,
- Main environmental issues,
- Technical information about the processes and operations,
- Relevant standards,
- Operating manuals, plans and procedures,
- Environmental policies and guidelines,
- Statutory and other requirements,
- Previous reviews and compliance history,
- Evidence of past environmental performance, such as inspections,
- Required reports that are submitted to environmental agencies,
- Safety requirements, and
- Stakeholder concerns.

The contractor will be provided a DVD with a link to or a copy of the following documents to the extent that they are available:

- Hazardous Waste Facility Permit
- Documented Safety Analysis
- EPA Conditions of Approval for PCB disposal
- Waste Acceptance Criteria
- Annual Site Environmental Reports for the years 2012 to 2016 (including the 40 CFR 191, Subpart A annual assessment of doses)
- Biennial Environmental Compliance Report for 2012, 2014, 2016
- Environmental Management System Description
- Semiannual Volatile Organic Compound, Hydrogen and Methane Monitoring Reports for 2012 to 2016 (October submittals only)
- Annual Culebra Groundwater Report for 2012 to 2016
- Polychlorinated Biphenyl Compliance Report for 2012 to 2016
- Compliance Orders or Notices of Violations issued by NMED for 2012 to 2016
- Reports of DOE Quality Assurance assessments of environmental operations for 2012 to 2016
- Reports of Management and Operating Contractor (MOC) Quality Assurance assessments of environmental operations for 2012 to 2016
- Reports of MOC environmental compliance assessment program and management assessments of environmental operations for 2012 to 2016
- Environmental Monitoring Program Plan
- Groundwater Monitoring Program Plan
- Emergency Response Plan
- RCRA Contingency Plan (Attachment D of the Permit)
- Standard operating procedures and preventive maintenance procedures that are part of the Permit as of January 1, 2017
- Results of major emergency response exercises conducted between 2012 to 2016
- DOE headquarters assessments of environmental operations
- Corrective Action Plans that address environmental operations deficiencies for 2012 to 2016

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- Relevant DOE Orders
- Draft Process for Developing Scope of Work and Guidelines

The contractor may request additional reports be provided ahead of the site visit. Records and documentation of compliance will be available at the WIPP facility during the visit.

The final pre-site visit step is to finalize a **review checklist** to assist the reviewers in conducting a thorough, systematic and consistent review. Checklists are used to guide on-site observations and help the reviewer to assess whether evidence meets review criteria. An **example** checklist is provided in Attachment B.

**On-site visit activities** begin with completing requisite **safety and security training** for personnel that will be working at the site for an extended period of time. The on-site review may take 60 to 90 days to perform depending on the scope. At the time of initial training, reviewers will be briefed on the confidentiality of the work and will be asked to sign confidentiality agreements limiting the disclosure of information collected at the review. Confidentiality of the Triennial Review is discussed subsequently. Following this training, several on-site activities are anticipated such as the following.

An **opening meeting** will be scheduled to:

- Introduce the Review Team,
- Explain the purpose of the review,
- Explain the review objectives, scope and criteria,
- Explain the methods and procedures used to conduct the review,
- Explain confidentiality restrictions,
- Explain the steps that will be taken when preparing the review report:
  - Review evidence collected will be assessed,
  - A draft review report will be prepared and reviewed internally, and
  - The report will be sent to the Permittees for comment before being finalized
- Agree to a review timetable to enable the site manager or their representative to arrange for appropriate personnel to be available during the review,
- Ensure that the resources and facilities needed by the Review Team are available,
- Establish points of contact, and
- Allow the site personnel to ask questions.

The **collection and recording of review information** completed during the on-site visit should include the following activities. It is often not possible to check every document or record. Each reviewer should consider how much documentation should be viewed. The Review Team may choose to sample a statistically representative number of documented results.

- Gather information,
  - One important way of collecting information is to interview site personnel. Information collected during interviews needs to be verified by supporting information from independent sources, such as observations and records. Reviewers should also prepare questions in advance to keep the interview focused.
- Complete checklists,

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- Checklists should be used to prepare for the interview, but only as a starting point. A reviewer need not feel restricted by the checklist.
- Document any observed environmental concerns, particularly those which were not anticipated during the preparation of the audit checklists,
- Take a photographic record as appropriate,
- Examine relevant documents such as:
  - Monitoring records,
  - Written procedures,
  - Inspection records,
  - Training records, and
  - Process diagrams.
- Obtain copies of any documents which may be useful.

The Triennial Review does not include the funding for the acquisition of samples for independent analysis. No environmental samples are anticipated to be requested or obtained. However, should the Triennial Review Team determine that environmental sampling is beneficial; the team will make the recommendation to the STR regarding sampling. Analyses of previous samples will be made available to the Triennial Review Team if requested. Furthermore, the reviewers may desire to witness normal sampling and monitoring practices as they are carried out by the Permittees. Likewise, the Triennial Review does not include funding for additional emergency response exercises or drills. However, the reviewers may desire to witness drills and exercises as they are carried out by the Permittees.

Once compliance with each requirement has been assessed, the reviewer should document findings in a table like the one in Attachment C. This table can then be used as a basis for compiling the Triennial Review report. The reviewers may designate each requirement as compliant or non-compliant. If there is insufficient evidence to decide, the reviewer will designate the requirement as undetermined. It will be incumbent on the Permittees to perform further research to facilitate a final determination. Reviewers may recommend alternative methods to achieve compliance or methods to improve current practices, however, implementation of these recommendations is at the discretion of the Permittees.

Non-compliant conditions should be brought to the attention of the Permittees immediately for the purposes of assessing the significance and to address the deficiency. Some non-compliant conditions must be reported within 24-hours of discovery.

The final on-site activity is for the Review Team to **prepare summaries of findings and conclusions**. This summarization is to occur at a frequency not to exceed weekly during the review. At the outset of the review, daily summaries may be useful. One of the conditions of the Supplemental Environmental Project (SEP) that describes this Triennial Review is that the Permittees will be given an opportunity to correct non-compliant conditions within 60 days or on another schedule approved by the NMED. Conditions corrected during the review can be reassessed by the Review Team for adequacy.

Preparation of the **final report** is the final step in the Triennial Review Process and can occur at the Review Team's home office. The final report will include the following items:

- The review objectives,
- The review scope,

## **Triennial Review of the WIPP Project Environmental Programs**

- Identification of the reviewers,
- The dates and places where the review activities were undertaken,
- The review criteria,
- The review findings,
- The review conclusions, and
- Recommendations for corrective or preventative action.

### **9.2 Triennial Review Records**

The Review Team will submit copies of records generated during the review to the Permittees. Records need not include copies of the Permittees' documents that the Review Team considered in the review. Records do include copies of checklists, interview records, and non-Permittee documents that were used during the review.

### **9.3 Triennial Review Confidentiality**

The Permittees consider the Triennial Review to be a systematic, voluntary, and independent discovery process as defined in the U.S. Environmental Protection Agency Audit Policy. As such, findings that constitute violations of regulations are to remain confidential by the Triennial Review Team and protected from disclosure to any organization not authorized by the Permittees. Final release of the Triennial Review Report will be at the discretion of the Permittees, however, the dates for completion imposed by the SEP will remain in effect unless relief is granted by the NMED.

# Triennial Review of the WIPP Project Environmental Programs

## Attachment A Review Plan (example)

**Date of Triennial Review:**

**Lead Reviewer:** (include affiliation and contact information)

**Support Reviewers:** (include affiliation and contact information)

**Triennial Review Contract Number:**

**Subcontract Technical Representative:** (include affiliation and contact information)

**Review objectives:** Conduct a systematic, independent and documented evaluation of evidence to determine whether specified environmental regulatory requirements are met. The Triennial Review is a regulatory tool used to obtain the following objectives:

- Demonstrating the integrity of the regulatory compliance process implemented at the WIPP facility under legislation, permits, notices, and agreements; and
- Improving the compliance program.

**Review criteria:** The Review Team will evaluate environmental regulatory programs against the following:

- What are the applicable requirements?
- Are the requirements reflected in implementing programs and procedures?
- Are there programs in place to address/implement the requirements?
- Are the programs implemented?
- Are the results documented?
- Is it clear where the responsibility for compliance resides?
- Are requirements clearly communicated to the staff responsible for implementation?
- Are staff members properly trained?
- Are staff sizes sufficient and diverse?
- Are reporting requirements being met?
- Is there a self-auditing program in place?
  - Has the program been implemented?
- How is compliance tracked?
- Are program elements subjected to appropriate QA/QC standards?

**Review scope:** The subject of the Triennial Review includes the environmental regulatory implementation and operating programs of the Department of Energy, Carlsbad Field Office and Nuclear Waste Partnership LLC at the Waste Isolation Pilot Plant (WIPP) Project. The programs to be reviewed are specified in the statement of work. The Review Team can suggest adding regulations if there are indications that such additional review would be beneficial. The Permittees will approve any changes to the review scope.



## Triennial Review of the WIPP Project Environmental Programs

**Quality plan:** To be provided by the contractor with NWP approval. The Quality Plan will discuss the verification and control of information and documentation, recordkeeping, and reporting.

**Audit timetable:** To be provided by the contractor with NWP approval. Relevant deliverable and completion dates are specified in the contract.

**Roles and responsibilities of audit team members:** To be provided by the contractor with NWP approval.

# Triennial Review of the WIPP Project Environmental Programs

## Attachment B Example Triennial Review Checklist

This example is based on Parts 1 and 2 of the Permit. Similar checklists can be prepared for the other parts of the Permit and for other regulations that are the subject of the review. Preparing the checklist is a contractor responsibility.

WASTE ISOLATION PILOT PLANT 2017 TRIENNIAL REVIEW CHECK LIST						
REVIEW TOPIC	Resource Conservation and Recovery Act and New Mexico Hazardous Waste Act					
Citation	Required Program	In Compliance? NA=Not Applicable ND=Not Determined			List document number, cite an attached document, and/or indicate a comment	
		NA or ND	Y E S	N O	OBJECTIVE EVIDENCE REVIEWED	
40 CFR §262.11 (20.4.1.300 NMAC) Hazardous Waste Determination	Is there a program in place to determine if a solid waste generated at the WIPP facility is hazardous as defined in 40 CFR Part 261?				Procedure number	
					Trained personnel	
					Records maintained	
40 CFR §262.20 - 23 (20.4.1.300 NMAC) Manifest Requirements	Is there a program in place to assure compliance with the manifest requirements for shipping hazardous waste off-site?				Procedure number	
					Trained personnel	
					Records maintained	
40 CFR §262.30 - 33 (20.4.1.300 NMAC) Packaging Requirements	Is there a program in place to assure EPA and DOT packaging requirements are met before shipping hazardous waste off-site?				Procedure number	
					Trained personnel	
					Records maintained	
40 CFR §262.34(a)(1) – 34(a)(3) (20.4.1.300 NMAC) Accumulation Time	Is there a program in place to assure accumulation times are not exceeded?				Procedure number	
					Trained personnel	
					Records maintained	
40 CFR §262.34(a)(4) (20.4.1.300 NMAC) Compliance with Preparedness and Prevention, Contingency Plan and Emergency Procedures, Training, and Waste Analysis Plan Requirements	Are there programs and procedures to assure compliance with preparedness and prevention and contingency requirements for large quantity generators?				Procedure number	
					Trained personnel	
					Records maintained	
40 CFR §262.34(b) (20.4.1.300 NMAC) Extension of Storage Period	Is there a program in place to extend the 90-day storage period if needed?				Procedure number	
					Trained personnel	
					Records maintained	
40 CFR §262.34(c) (20.4.1.300 NMAC) Restrictions and Requirements	Are there programs and procedures to manage satellite accumulation areas?				Procedure number	
					Trained personnel	
					Records maintained	
40 CFR §262.40 (20.4.1.300 NMAC) Record-Keeping Requirements	Are there procedures to ensure manifests, test results, waste analyses, biennial reports, and exception reports are kept on-site for at least three years.				Procedure number	
					Trained personnel	
					Records maintained	
40 CFR §262.41 (20.4.1.300 NMAC) Generator-Biennial Report	Has the most recent biennial report been submitted to the EPA by March 1 of the most recent even-numbered year?				Procedure number	
					Trained personnel	
					Records maintained	
40 CFR §262.42 (20.4.1.300 NMAC) Exception Reporting	Is there a program in place to ensure exception reporting is done for unreturned manifests?				Procedure number	
					Trained personnel	
					Records maintained	

## Triennial Review of the WIPP Project Environmental Programs

WASTE ISOLATION PILOT PLANT 2017 TRIENNIAL REVIEW CHECK LIST						
REVIEW TOPIC	Resource Conservation and Recovery Act and New Mexico Hazardous Waste Act					
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		NA or ND	Y E S	N O	OBJECTIVE EVIDENCE REVIEWED	
40 CFR §262.43 (20.4.1.300 NMAC) Additional Reporting	Has the NMED Secretary required additional information?				Procedure number	
					Trained personnel	
					Records maintained	
Permit Part 2, Section 2.6.1 (20.4.1.500 NMAC (incorporating 40 CFR § 264.14(b)(1)))	Is there a surveillance system comprised of security officers that provide protection 24 hours per day, every day?				Procedure number	
					Trained personnel	
					Records maintained	
Permit Part 2, Section 2.6.1 (20.4.1.500 NMAC (incorporating 40 CFR § 264.14(b)(1)))	Do security officers continuously monitor and control personnel, vehicle, and material access/egress to the Property Protection Area (PPA)?				Procedure number	
					Trained personnel	
					Records maintained	
Permit Part 2, Section 2.6.1 (20.4.1.500 NMAC (incorporating 40 CFR § 264.14(b)(1)))	During non-operational hours, do security officers conduct documented security patrols outside of the PPA, at a minimum rate of two per 12-hour shift?				Procedure number	
					Trained personnel	
					Records maintained	
Permit Part 2, Section 2.6.1 (20.4.1.500 NMAC (incorporating 40 CFR § 264.14(b)(1)))	Whenever scheduled security patrols cannot be made, is the reason for missing the patrol shall be documented in the security logbook?				Procedure number	
					Trained personnel	
					Records maintained	
Permit Part 2, Section 2.6.2 (20.4.1.500 NMAC (incorporating 40 CFR § 264.14(b)(2)(i)))	Is the PPA shall be enclosed by a permanent seven ft high chain-link fence topped by three strands of barbed wire, for a total height of eight ft.?				Procedure number	
					Trained personnel	
					Records maintained	
Permit Part 2, Section 2.6.2 (20.4.1.500 NMAC (incorporating 40 CFR § 264.14(b)(2)(i)))	Does the fence completely surround all major surface structures on the active portion of the facility?				Procedure number	
					Trained personnel	
					Records maintained	
Permit Part 2, Section 2.6.2 (20.4.1.500 NMAC (incorporating 40 CFR § 264.14(b)(2)(i)))	Is the fence inspected as specified in Permit Attachment E to ensure it remains in good repair?				Procedure number	
					Trained personnel	
					Records maintained	
Permit Part 2, Section 2.6.3 (20.4.1.500 NMAC (incorporating 40 CFR § 264.14(b)(2)(ii)))	Do the Permittees control entry to the active portion of the facility at all times?				Procedure number	
					Trained personnel	
					Records maintained	
Permit Part 2, Section 2.6.3 (20.4.1.500 NMAC (incorporating 40 CFR § 264.14(b)(2)(ii)))	Is entry into the PPA, through controlled gates and doors?				Procedure number	
					Trained personnel	
					Records maintained	
Permit Part 2, Section 2.6.3 (20.4.1.500 NMAC (incorporating 40 CFR § 264.14(b)(2)(ii)))	Are only properly identified and authorized persons, vehicles, and property allowed entrance to and exit from the active portion of the facility?				Procedure number	
					Trained personnel	
					Records maintained	
Permit Part 2, Section 2.6.4 (20.4.1.500 NMAC (incorporating 40 CFR § 264.14(c)))	Have the Permittees posted "No Trespassing" signs and "Danger: Authorized Personnel Only" signs in English and Spanish at approximately 50 ft intervals on the permanent				Procedure number	
					Trained personnel	
					Records maintained	

## Triennial Review of the WIPP Project Environmental Programs

WASTE ISOLATION PILOT PLANT 2017 TRIENNIAL REVIEW CHECK LIST						
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	chain-link fence surrounding the PPA.?					
Permit Part 2, Section 2.6.4 (20.4.1.500 NMAC (incorporating 40 CFR § 264.14(c)))	Are the signs legible from a distance of 25 ft and visible from any approach to the facility?				Procedure number	
					Trained personnel	
					Records maintained	
Permit Part 2, Section 2.7.1 (incorporating 40 CFR § 264.15(b))	Have the Permittees implemented the inspection schedule specified in Permit Attachment E to detect any malfunctions and deteriorations, operator errors, and discharges?				Procedure number	
					Trained personnel	
					Records maintained	
Permit Part 2, Section 2.7.2 (20.4.1.500 NMAC (incorporating 40 CFR § 264.15(b)))	Do the Permittees use the inspection logbooks and forms as specified in Permit Attachment E?				Procedure number	
					Trained personnel	
					Records maintained	
Permit Part 2, Section 2.7.2 (20.4.1.500 NMAC (incorporating 40 CFR § 264.15(b)))	Are original copies of these completed forms are maintained in the Operating Record?				Procedure number	
					Trained personnel	
					Records maintained	
Permit Part 2, Section 2.7.2 (20.4.1.500 NMAC (incorporating 40 CFR § 264.15(b)))	Do the records include the date and time of the inspection, the name of the inspector, a notation of the observations made, and the date and nature of any repairs or other remedial actions?				Procedure number	
					Trained personnel	
					Records maintained	
Permit Part 2, Section 2.7.3 (20.4.1.500 NMAC (incorporating 40 CFR § 264.15(b)))	Do the Permittees inspect monitoring equipment, safety and emergency equipment, security devices, and operating and structural equipment at the frequency specified in Tables E-1 and E-2 of Permit Attachment E?				Procedure number	
					Trained personnel	
					Records maintained	
Permit Part 2, Section 2.7.4 (20.4.1.500 NMAC (incorporating 40 CFR § 264.15(c)))	Do the Permittees have a program to remedy any deterioration or malfunction of equipment or structures which an inspection reveals?				Procedure number	
					Trained personnel	
					Records maintained	
Permit Part 2, Section 2.7.5 (20.4.1.500 NMAC (incorporating 40 CFR § 264.15(d) and 264.73(b)(5)))	Are the Permittees maintaining inspection logbooks and forms in the operating record until closure?				Procedure number	
					Trained personnel	
					Records maintained	
Permit Part 2, Section 2.8.1 (20.4.1.500 NMAC (incorporating 40 CFR § 264.16)).	Have the Permittees implemented a personnel training program that includes the requirements specified in Permit Attachment F and Permit Attachment F2?				Procedure number	
					Trained personnel	
					Records maintained	
Permit Part 2, Section 2.8.2 (20.4.1.500 NMAC (incorporating 40 CFR § 264.16)).	Are Permittees employees that are involved in the management of mixed and hazardous waste trained in				Procedure number	
					Trained personnel	

## Triennial Review of the WIPP Project Environmental Programs

WASTE ISOLATION PILOT PLANT 2017 TRIENNIAL REVIEW CHECK LIST						
REVIEW TOPIC	Resource Conservation and Recovery Act and New Mexico Hazardous Waste Act					
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		NA or ND	Y E S	N O	OBJECTIVE EVIDENCE REVIEWED	
	procedures relevant to the positions in which they are employed, as specified in Permit Attachment F1?				Records maintained	
Permit Part 2, Section 2.8.3 (20.4.1.500 NMAC (incorporating 40 CFR § 264.16(d) and (e))).	Do the Permittees maintain training documents and records, as required by the Permit?				Procedure number	
					Trained personnel	
					Records maintained	
Permit Part 2, Section 2.8.4 (20.4.1.500 NMAC (incorporating 40 CFR § 264.16)).	Is refresher training completed by the end of the month of the anniversary date when the training was previously completed?				Procedure number	
					Trained personnel	
					Records maintained	
Permit Part 2, Section 2.9 (20.4.1.500 NMAC (incorporating 40 CFR § 264.17)).	Do the Permittees have programs in place to assure no ignitable, corrosive, reactive, or incompatible wastes are managed, stored or disposed at the WIPP facility within the permitted units?				Procedure number	
					Trained personnel	
					Records maintained	
Permit Part 2, Section 2.10.1.1 (20.4.1.500 NMAC (incorporating 40 CFR § 264.32(a))).	Do the Permittees have an internal communications or alarm system capable of providing immediate emergency instruction (voice or signal) to facility personnel?				Procedure number	
					Trained personnel	
					Records maintained	
Permit Part 2, Section 2.10.1.1 (20.4.1.500 NMAC (incorporating 40 CFR § 264.32(a))).	Do the Permittees internal communication systems include two-way communication by the public address (PA) system and its intercom phones and paging channels, an internal telephone system, mine phones, pagers and plectrons, and portable two-way radios?				Procedure number	
					Trained personnel	
					Records maintained	
Permit Part 2, Section 2.10.1.1 (20.4.1.500 NMAC (incorporating 40 CFR § 264.32(a))).	Does the Permittees internal communication systems include local and facility-wide alarm systems?				Procedure number	
					Trained personnel	
					Records maintained	
Permit Part 2, Section 2.10.1.2 (20.4.1.500 NMAC (incorporating 40 CFR § 264.32(b))).	Do the Permittees have a communications device or system capable of summoning outside agencies for emergency assistance?				Procedure number	
					Trained personnel	
					Records maintained	
Permit Part 2, Section 2.10.1.2 (20.4.1.500 NMAC (incorporating 40 CFR § 264.32(b))).	Does the external communication systems include the commercial telephone system and two-way radios?				Procedure number	
					Trained personnel	
					Records maintained	
Permit Part 2, Section 2.10.1.3 (20.4.1.500 NMAC (incorporating 40 CFR § 264.32(c))).	Do the Permittees have portable fire extinguishers, fire control equipment, spill control equipment, and decontamination equipment as described in Permit				Procedure number	
					Trained personnel	
					Records maintained	

## Triennial Review of the WIPP Project Environmental Programs

WASTE ISOLATION PILOT PLANT 2017 TRIENNIAL REVIEW CHECK LIST						
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		NA or ND	Y E S	N O	OBJECTIVE EVIDENCE REVIEWED	
	Attachment D?					
Permit Part 2, Section 2.10.1.4 (20.4.1.500 NMAC (incorporating 40 CFR § 264.32(d))).	Do the Permittees have water at adequate volume and pressure to supply water-hose streams, foam-producing equipment, automatic sprinklers, or water-spray systems?				Procedure number	
					Trained personnel	
					Records maintained	
Permit Part 2, Section 2.10.1.4 (20.4.1.500 NMAC (incorporating 40 CFR § 264.32(d))).	Does the Permittees' facility water system consist of water furnished by the City of Carlsbad capable of providing water at a rate of 6,000 gallons per minute; two water storage tanks, one 180,000-gallon capacity tank for use by the fire-water system and a second tank with a 100,000-gallon reserve; dedicated fire-water pumps rated at 1,500 gallons per minute at 125 pounds per square inch; and a wet-pipe sprinkler system connected to surface buildings as described in Permit Attachment D?				Procedure number	
					Trained personnel	
					Records maintained	
Permit Part 2, Section 2.10.1.5 (20.4.1.500 NMAC (incorporating 40 CFR § 264.32)).	Do the Permittees maintain dedicated batteries designed to supply power to a fully loaded uninterruptible power system (UPS) for 30 minutes?				Procedure number	
					Trained personnel	
					Records maintained	
Permit Part 2, Section 2.10.1.5 (20.4.1.500 NMAC (incorporating 40 CFR § 264.32)).	Are the Permittees maintaining the back-up diesel generators?				Procedure number	
					Trained personnel	
					Records maintained	
Permit Part 2, Section 2.10.1.5 (20.4.1.500 NMAC (incorporating 40 CFR § 264.32)).	Are the backup diesel generators connected to the RH equipment as required by the Permit?				Procedure number	
					Trained personnel	
					Records maintained	
Permit Part 2, Section 2.10.1.5 (20.4.1.500 NMAC (incorporating 40 CFR § 264.32)).	Are there procedures in place to implement the following in the event of a loss of electrical power?  <ul style="list-style-type: none"> <li>• The underground filtration system fails in the "filter" mode so that no releases of contaminated particulates will occur</li> </ul>				Procedure number	
					Trained personnel	
					Records maintained	

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WASTE ISOLATION PILOT PLANT 2017 TRIENNIAL REVIEW CHECK LIST						
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Permit Part 2, Section 2.10.1.5 (20.4.1.500 NMAC (incorporating 40 CFR § 264.32)).	Are there procedures in place to implement the following in the event of a loss of electrical power? <ul style="list-style-type: none"> <li>• The UPS maintains all monitoring systems and alarms in waste handling areas so that fires or pressure loss will be detected and an appropriate response initiated</li> </ul>				Procedure number	
					Trained personnel	
					Records maintained	
Permit Part 2, Section 2.10.1.5 (20.4.1.500 NMAC (incorporating 40 CFR § 264.32)).	Are there procedures in place to implement the following in the event of a loss of electrical power? <ul style="list-style-type: none"> <li>• Generators are brought on line within 30 minutes, at which time hoisting can be initiated so that personnel do not have to stay underground for extended lengths of time.</li> </ul>				Procedure number	
					Trained personnel	
					Records maintained	
Permit Part 2, Section 2.10.1.5 (20.4.1.500 NMAC (incorporating 40 CFR § 264.32)).	Are there procedures in place to implement the following in the event of a loss of electrical power? <ul style="list-style-type: none"> <li>• Decisions to evacuate underground personnel will be made in accordance with the requirements of the Mine Safety and Health Administration (MSHA)</li> </ul>				Procedure number	
					Trained personnel	
					Records maintained	
Permit Part 2, Section 2.10.1.5 (20.4.1.500 NMAC (incorporating 40 CFR § 264.32)).	Are there procedures in place to implement the following in the event of a loss of electrical power? <ul style="list-style-type: none"> <li>• The waste hoist brakes set automatically so that loads do not fall</li> </ul>				Procedure number	
					Trained personnel	
					Records maintained	
Permit Part 2, Section 2.10.1.5 (20.4.1.500 NMAC	Are there procedures in place to implement the following in				Procedure number	

## Triennial Review of the WIPP Project Environmental Programs

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(incorporating 40 CFR § 264.32)).	the event of a loss of electrical power?  <ul style="list-style-type: none"> <li>• Cranes retain their loads so that spills do not occur from dropped containers</li> </ul>				Trained personnel	
					Records maintained	
Permit Part 2, Section 2.10.1.5 (20.4.1.500 NMAC (incorporating 40 CFR § 264.32)).	Are there procedures in place to implement the following in the event of a loss of electrical power?  <ul style="list-style-type: none"> <li>• Communication systems are maintained</li> </ul>				Procedure number	
					Trained personnel	
					Records maintained	
Permit Part 2, Section 2.10.1.5 (20.4.1.500 NMAC (incorporating 40 CFR § 264.32)).	Are there procedures in place to implement the following in the event of a loss of electrical power?  <ul style="list-style-type: none"> <li>• The emergency operations center is powered if it is needed</li> </ul>				Procedure number	
					Trained personnel	
					Records maintained	
Permit Part 2, Section 2.10.2 (20.4.1.500 NMAC (incorporating 40 CFR § 264.33)).	Do the Permittees test and maintain the equipment specified in Permit Section 2.10.1, as necessary, to assure its proper operation in time of emergency, as specified in Permit Attachment E?				Procedure number	
					Trained personnel	
					Records maintained	
Permit Part 2, Section 2.10.3 (20.4.1.500 NMAC (incorporating 40 CFR § 264.34)).	Do the Permittees maintain access to the communications and alarm systems specified in Permit Section 2.10.1?				Procedure number	
					Trained personnel	
					Records maintained	
Permit Part 2, Section 2.10.4 (20.4.1.500 NMAC (incorporating 40 CFR § 264.35)).	Do the Permittees maintain aisle space in the WHB Unit and Parking Area Unit to allow the unobstructed movement of personnel, fire protection equipment, spill control equipment, and decontamination equipment to any area of facility operation in an emergency?				Procedure number	
					Trained personnel	
					Records maintained	
Permit Part 2, Section 2.10.5.1 (20.4.1.500 NMAC (incorporating 40 CFR § 264.37)(a) and 264.57(c))).	Do the Permittees maintain preparedness and prevention arrangements with state and local authorities, other mining operations, contractors, and other governmental agencies specified in Permit Attachment D, Section D-6?				Procedure number	
					Trained personnel	
					Records maintained	
Permit Part 2, Section 2.10.5.2	Are the Permittees				Procedure number	



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		NA or ND	Y E S	N O	OBJECTIVE EVIDENCE REVIEWED	
(20.4.1.500 NMAC (incorporating 40 CFR § 264.37)(a))).	arrangements either Memoranda of Understanding (MOUs) or Mutual Aid Agreements (MAAs) between the Permittees and the off-site cooperating agencies?				Trained personnel	
					Records maintained	
Permit Part 2, Section 2.10.5.2 (20.4.1.500 NMAC (incorporating 40 CFR § 264.37)(a))).	Do the Permittees arrangements include the elements required by 20.4.1.500 NMAC (incorporating 40 CFR §264.37(a))?				Procedure number	
					Trained personnel	
					Records maintained	
Permit Part 2, Section 2.10.5.2 (20.4.1.500 NMAC (incorporating 40 CFR § 264.37)(a))).	Are copies and descriptions of the Permittees MOUs and MAAs maintained at the facility in the operating record?				Procedure number	
					Trained personnel	
					Records maintained	
Permit Part 2, Section 2.12.1 (20.4.1.500 NMAC (incorporating 40 CFR §264.51(b)))	Do the Permittees have procedures in place to immediately implement the Contingency Plan as specified in Permit Attachment D whenever there is a fire, explosion, or release of mixed or hazardous waste or hazardous waste constituents which could threaten human health or the environment, as required by.				Procedure number	
					Trained personnel	
					Records maintained	
Permit Part 2, Section 2.12.2 (20.4.1.500 NMAC (incorporating 40 CFR §264.53))	Do the Permittees maintain copies of the Contingency Plan and all revisions and amendments to the Contingency Plan?				Procedure number	
					Trained personnel	
					Records maintained	
Permit Part 2, Section 2.12.2 (20.4.1.500 NMAC (incorporating 40 CFR §264.53(b)))	Do the Permittees provide copies of the current Contingency Plan to the Secretary and all entities with which the Permittees have emergency MOUs or MAAs?				Procedure number	
					Trained personnel	
					Records maintained	
Permit Part 2, Section 2.12.2 (20.4.1.500 NMAC (incorporating 40 CFR §264.53(b)))	Do the Permittees maintain at least one current paper copy of the Contingency Plan at the facility in a location readily accessible to the Emergency Coordinator?				Procedure number	
					Trained personnel	
					Records maintained	
Permit Part 2, Section 2.12.3 (20.4.1.500 NMAC (incorporating 40 CFR §264.54))	Do the Permittees have a process in place to review and immediately amend, if necessary, the Contingency Plan, as required by 20.4.1.500 NMAC (incorporating 40 CFR §264.54)?				Procedure number	
					Trained personnel	
					Records maintained	
Permit Part 2, Section 2.12.4	Do the Permittees assure that				Procedure number	

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(20.4.1.500 NMAC (incorporating 40 CFR §264.55))	an Emergency Coordinator as specified in Table D-2 of Permit Attachment D is available at all times in case of an emergency?				Trained personnel	
					Records maintained	
Permit Part 2, Section 2.12.4 (20.4.1.500 NMAC (incorporating 40 CFR §264.55))	Is the Permittees' Emergency Coordinator thoroughly familiar with the Contingency Plan?				Procedure number	
					Trained personnel	
					Records maintained	
Permit Part 2, Section 2.12.4 (20.4.1.500 NMAC (incorporating 40 CFR §264.55))	Does the Permittees' Emergency Coordinator have the authority to commit the resources needed to implement the Contingency Plan?				Procedure number	
					Trained personnel	
					Records maintained	
Permit Part 2, Section 2.12.4 (20.4.1.500 NMAC (incorporating 40 CFR §264.56))	In the event of an imminent or actual emergency, doe the Emergency Coordinator implement the requirements Contingency Plan.				Procedure number	
					Trained personnel	
					Records maintained	
Permit Part 2, Section 2.13 (20.4.1.500 NMAC (incorporating 40 CFR §§264.71 and 264.72))	Do the Permittees have a process in place to assure compliance with the manifest requirements?				Procedure number	
					Trained personnel	
					Records maintained	
Permit Part 2, Section 2.14.1 (20.4.1.500 NMAC (incorporating 40 CFR §§264.73(a)))	Do the Permittees maintain a written operating record at the facility?				Procedure number	
					Trained personnel	
					Records maintained	
Permit Part 2, Section 2.14.1 (20.4.1.500 NMAC (incorporating 40 CFR §§264.73(b)))	Does the Permittees' written operating record include all information required under 20.4.1.500 NMAC (incorporating 40 CFR §264.73(b)) subject to the limitations on the storage of classified information				Procedure number	
					Trained personnel	
					Records maintained	
Permit Part 2, Section 2.14.1 (20.4.1.500 NMAC (incorporating 40 CFR §§264.73(a)))	For those portions of the Operating Record that are electronic, is the record unalterable by the user and capable of producing a paper copy?				Procedure number	
					Trained personnel	
					Records maintained	
Permit Part 2, Section 2.14.1 (20.4.1.500 NMAC (incorporating 40 CFR §§264.73(a)))	Do the Permittees have a process in place to maintain the operating record until closure of the facility?				Procedure number	
					Trained personnel	
					Records maintained	
Permit Part 2, Section 2.14.2 (20.4.1.500 NMAC (incorporating 40 CFR §§264.75))	Do the Permittees submit to the Secretary a biennial report?				Procedure number	
					Trained personnel	
					Records maintained	
40 CFR §264.76 (20.4.1.500 NMAC) Unmanifested Waste	Have the Permittees handled unmanifested waste correctly?				Procedure number	
					Trained personnel	

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Report					Records maintained	
40 CFR §264.77 (20.4.1.500 NMAC) Additional Reports	Have the Permittees been required to submit additional reports to the NMED?				Procedure number	
					Trained personnel	
					Records maintained	
40 CFR §264.90 (20.4.1.500 NMAC) Applicability of Releases from Solid Waste Management Units	A groundwater monitoring system is required by the owner or operator of a surface impoundment, ...				Procedure number	
					Trained personnel	
					Records maintained	
<b>END OF EXAMPLE CHECKLIST. CONTINUE WITH CHECKLIST FOR PERMIT PARTS 3, 4, 5, 6, 7, AND 8.</b>						

Triennial Review of the WIPP Project Environmental Programs

Attachment C  
Example of Documentation of Findings

WASTE ISOLATION PILOT PLANT TRIENNIAL REVIEW FOR CY XXXX							
COMMENT SECTION				RESPONSE SECTION			
Reviewer(s):				Note to Responding Organization: Indicate how the comment is being resolved. Attach revised procedures or other documentation demonstrating resolution. If a response is not required, indicate with the words "NO RESPONSE NEEDED"			
Attach reference material as appropriate				Indicate final disposition CODE as follows: A - Comment resolved/not-reportable, R - Comment resolved/reportable, X - comment not resolved (provide expected resolution date), F - Comment to be resolved in 60-days, E - Comment to be resolved in greater than 60=days, U - Resolution undetermined			
Comment No.	Regulatory Citation or Permit Section	Reviewer Comments	RESPONSE			Final Disposition	
			Responding Organization	Contact	Response	CODE	Date
1							
2							
3							
4							
5							
6							
7							
8							
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10							
11							