



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

May 7, 2013

Distribution

Subject: Revised WIPP Tour Policy

Visits to the U.S. Department of Energy's (DOE) Waste Isolation Pilot Plant (WIPP), which are highly valued by key decision-makers and centers of influence, directly benefit the mission and future of the WIPP project. For two decades, the WIPP tour program has been a vital component of community, state, national, and international acceptance of the WIPP, as a safe, efficient, and compliant deep geologic repository for nuclear waste.

The tour program supports the WIPP Team by providing visitors, who are approved in advance, an opportunity to see America's only operating repository for defense generated legacy transuranic (TRU) waste and to learn about the project's mission and commitment to the protection of employees, public, and the environment.

Nuclear Waste Partnership, LLC (NWP), the WIPP management and operating contractor, and the DOE Carlsbad Field Office (CBFO) will continue to support a safe, informative tour program with increased emphasis on the following: the current realities of safety for visitors and employees; enhanced security requirements; potential impact to operations; operational priorities; and available resources. In support of the above, the following changes/revisions will be made to the WIPP tour program and are effective as of the date of the signing of this memorandum:

- WIPP tours will be offered on Tuesdays and Thursdays only. Exceptions to this schedule will be evaluated on a case-by-case basis.
- Before a tour is scheduled, all requests must be reviewed by the designated CBFO and NWP personnel including, in some cases, review by the NWP Operations Manager and submission of requests for exceptions for review/approval by the NWP Project Manager and/or NWP Operations Manager and the CBFO Manager.
- Tour requests can be denied at any time based on risk assessments, mission priorities, and/or operational constraints.

- In order to provide ample time for review of safety, security, and operational considerations, tour requests should be received a minimum of two weeks prior to the expected visit. Requests for foreign national visitors must be received with more advance notice, allowing for 45 days (from the time the completed security requirement form is returned to NWP Communications Group) prior to the visit.
- The number of participants on a tour may be reduced to facilitate safety and security.
- In keeping with DOE ALARA (As Low As Reasonably Acceptable) policy, the issuance of dosimeters will be the exception for the majority of WIPP tours.

Additional information is provided in the enclosed revised WIPP Tour Policy. Please direct any questions, as applicable, to the NWP Communications Group or the CBFO Public Affairs Manager.

**//signature on file//**

Jose R. Franco  
Manager  
Carlsbad Field Office

**//signature on file//**

M. F. Sharif  
President and Project Manager  
Nuclear Waste Partnership, LLC

#### Enclosure

Distribution: w/enclosure

CBFO Senior Staff	*ED
J. Harvill, CTAC	ED
F. Sharif, NWP	ED
P. Shoemaker, SNL-CPG	ED
N. Elkins, LANL-CO	ED

cc: w/enclosure

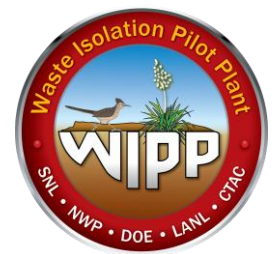
G. Sahd, CBFO	ED
S. Kennedy, NWP	ED
D. Mager, NWP	ED
F. McKenna, NWP	ED
CBFO M&RC	

\*ED denotes electronic distribution



# WIPP TOUR PROGRAM POLICY

May 2013



## Introduction

This policy defines the Waste Isolation Pilot Plant (WIPP) Tour Program and sets guidelines for U.S. Department of Energy (DOE) Carlsbad Field Office (CBFO) and Nuclear Waste Partnership LLC (NWP) approval of site visits.

DOE security conditions are followed and enforced at the WIPP; therefore, all visitation activities shall conform to approved policies and plans. Guidelines presented in this policy facilitate the decision-making process for granting tour requests based on mutual benefit, tour schedules, tour category, operational priorities, available resources, and security risk assessments.

Tours require the support of several departments and the use of government vehicles. As a steward of the taxpayers' dollars, the DOE must consider cost versus benefit when granting tours. The DOE/CBFO and NWP are engaged in many other public outreach venues. The WIPP Experience, a general WIPP overview provided by NWP Communications staff in the Skeen-Whitlock Building lobby (Carlsbad), should be considered as an alternative to tours when appropriate.

## Applicability

The WIPP Tour Program Policy is specific to WIPP tour requests identified in the "Tour Categories" section of this policy. This policy does not apply to facility visits related to government audits, inspections, or review teams. All visitors, regardless of visit purpose, must conform to site safety and security policies.

## Background

The WIPP is the only deep geologic facility for transuranic (TRU) waste disposal in the U.S. The WIPP's unique operations and record of safety are of keen interest to stakeholders both in the U.S. and internationally.

WIPP surface facilities support TRU waste handling activities and the underground waste disposal operations. Visitors must be at least 18 years of age and physically able to use personal protective

equipment and to egress the underground in emergency situations.

## Goal of the WIPP Tour Program

The purpose of the WIPP Tour Program is to support the DOE by providing approved visitors an opportunity to see the WIPP and learn about the project's mission and commitment to the protection of employees, the public, and the environment.

It is important for key decision-makers and centers of influence to see the WIPP facility firsthand. What they learn is invaluable to the WIPP's mission, the nation's nuclear future, and international repository development.

## Visitor Categories

### ***High Priority Visitors (HPV)***

- Government officials/representatives
- Native American Tribal representatives
- Regulators and WIPP oversight agencies

### ***Business Needs Visitors (BNV)***

- Organizations/agencies performing work at the WIPP
- Corporate officials
- Organizations that work with the WIPP regarding policy, training, or memorandums of agreement
- Interviewees for potential hire
- Universities/agencies performing research at the WIPP
- CBFO and NWP subcontractors not routinely performing work at the WIPP

### ***Non-Standard Visitors (NSV)***

- Media personnel employed/contracted by bona fide media outlets
- Community leaders and special interest groups with a vested interest in the WIPP
- Nuclear industry groups interested in waste management information exchange



# WIPP TOUR PROGRAM POLICY

## May 2013



NSV tours are approved on an "impact vs. benefit" basis to ensure the proper allocation of project resources.

### ***Science and Foreign National Visitors (FNV)***

- Representatives from non-U.S. governments and international agencies
- Academic institutions engaged in repository development, underground laboratory science, environmental management

The FNV category may be used in addition to the above-mentioned categories. Request for a FNV tour will initiate the Unclassified Foreign Visits & Assignment (UFV&A) process by the WIPP Security UFV&A coordinator. Foreign national visitors must submit a completed UFV&A form to allow for 45 days (from the time the completed security requirement form is returned to the NWP Communications Group) prior to the requested date of visit. All foreign national visitors shall have a host who is responsible for completing prerequisite visit information and a post-visit report. Only WIPP personnel who have completed Foreign Visit & Assignments Training (FIT 130-DE) may escort foreign national visitors.

### **Scheduling a Tour**

Tour requesters must contact the WIPP Tour Coordinator (575-234-7512) or another member of the NWP Communications Group to determine if other tours are scheduled on that date or if there are circumstances that might preclude a tour, such as planned maintenance work or operational priorities.

**All requests must be reviewed and approved by designated CBFO and NWP personnel. Tours that require exceptions to the WIPP Tour Program Policy are reviewed/approved by the NWP Operations Manager, NWP Project Manager and/or the CBFO Manager.** For more information, see WIPP Tour Program Approval Process on page 4.

Tour requests can be denied at any time based on risk assessments, mission priorities, or operational constraints.

Tours are offered only on Tuesday and Thursday to minimize impact on WIPP operations. Tour requests received for days other than Tuesday and Thursday are handled on a case-by-case basis and must be approved by the appropriate NWP and CBFO personnel (see WIPP Tour Program Approval Process on page 4).

Optimally, HPV, BNV, and NSV tour requests are to be submitted a minimum of two weeks in advance of the desired visit date to allow for the planning and approval process. Requests that do not meet the two-week deadline requirement will be reviewed on a case-by-case basis. During periods of elevated security, the CBFO/NWP may require more time to review a tour request.

As previously noted, if the visitor(s) is a foreign national, a completed UFV&A form must be submitted in advance of the visit, to allow for 45 days lead time following receipt of the completed form.

The number of participants on a tour may be reduced to facilitate safety and security.

Tour participants are required to follow WIPP safety and security policies without exception, possess valid photo identification, and wear appropriate attire as described in the pre-tour agenda.

### **Dosimeter Requests**

In keeping with DOE ALARA policies, the potential for any exposure to radioactive materials (dose) must be accompanied by a benefit for that dose. Requests for dosimeters should be limited to individuals who:

- are planning or preparing to work on WIPP structures, systems, or components
- require information in performance of their office, such as lawmakers, elected officials, and staff members share knowledge with personnel at generator sites, scientific organizations engaged in a similar mission and/or private/government entities working toward waste management solutions.



# WIPP TOUR PROGRAM POLICY

May 2013



The management and operating contractor (NWP) or the CBFO issues dosimeters for tours based on ALARA best practices and benefit to the WIPP mission.

## **Roles and Responsibilities**

The CBFO Security Operations Manager is the Officially Designated Federal Security Authority (ODFSA) for the WIPP and provides oversight of WIPP Safeguards and Security programs.

The NWP Safeguards & Security Manager is the Officially Designated Security Authority (ODSA) for the WIPP and oversees Protective Force operations.

The Foreign Visit & Assignments Coordinator reports to the ODSA and performs screening for FNV and NSV tour requests.

The NWP Communications Group administers the WIPP Tour Program.

The CBFO Public Affairs Manager is the CBFO monitor for the WIPP Tour Program.

# WIPP Tour Program Approval Process

