

HASQARD Focus Group
Meeting Minutes
February 18, 2010

The meeting was called to order by Don Hart, Focus Group Chairman, at 2:00 PM on February 18, 2010 in Conference Room 199 at 2430 Stevens.

Those attending were: Lynn Albin, Taffy Almeida, Heather Anastos, Glen Clark, Doug Duvon, Kathi Dunbar, Robert Elkins, Cindy English, Kris Kuhl-Klinger, Joan Kessner, Larry Markel, Huei Meznarich, Karl Pool, Steve Smith, Noe'l Smith-Jackson, Andrew Stevens, Chris Sutton, Chris Thompson, Wendy Thompson, Rich Weis, and Cliff Watkins.

- I. Because new members were present for the meeting, Don Hart requested those present to introduce themselves and identify their company affiliation and role.
- II. Don Hart requested comments on the minutes for the preceding meeting. Hearing none, he called for approval of the minutes. A motion was made, seconded, and the voting members voted to approve the minutes with no dissensions.
- III. The Action Tracking matrix was discussed. The following updates were provided:
 - a. Don has contacted Ms. Arakali via e-mail but has had no reply. He has heard she is out of town, so he will follow-up in a few weeks to see if she has returned.
 - b. The HASQARD Focus Group Charter has been distributed for review. A request was made to extend the review period prior to signature. Don Hart requested the names of the personnel that would be signing for each company. The signing authorities were identified as: Al Hawkins (DOE-RL), Andrew Stevens (DOE-ORP), Kris Kuhl-Linger (ATL), George Mata and Dave Crawford (MSA), Mike Hassell (WCH) and Larry Markel (WRPS).

Action Items initiated as a result of this discussion: “Review and send notice of approval of the revised HASQARD Focus Group Charter to Don Hart.” This action will be assigned to the identified signers and “Collect signatures from designated signatories to the HASQARD Focus Group Charter” assigned to Don Hart.

- c. Al Hawkins has identified an approach to communicate DOE’s expectations for incorporating Focus Group interpretations of HASQARD requirements in the document without a new letter from DOE contracting

officers (COs) going out to the companies identifying each new interpretation. Al is working the process of gaining approval of a draft letter that will go out from the applicable DOE COs stating that Focus Group interpretations will be posted on a web site. The letter will state that unless a company identifies a significant cost impact, DOE's position is that the interpretation represents an easing of requirements relative to costs or is not a significant contributor to increasing costs. The action to issue the letter to the companies will remain on the tracking matrix and Al Hawkins has indicated that a goal date of 4/30/10 for issuance of the letters is optimistic.

- d. The ^HAQARD e-mail address still operational and Don Hart has access to view the e-mail being received in the inbox. Cliff Watkins will also be gaining access to the inbox as soon as an HLAN account is established for Cliff.
- e. Development of a process for including interpretations in the HASQARD is related to learning how to most easily post things to the HASQARD web site. DOE-ORP has agreed to continue to host the HASQARD web site and provide resources to help the HASQARD Focus Group representatives to post new material to the site. The action item remains open with Don Hart and Cliff Watkins to meet with ORP web site personnel to learn how best to accomplish this.
- f. Chris Sutton has scheduled the first meeting of the subcommittee that will focus on HASQARD Volume 2 and any revisions or interpretations that may be required. The action item will be closed and the subcommittee will report progress at future HASQARD Focus Group meetings.
- g. Eric Wyse was not present, but members present said he had distributed some communication regarding his issue on MDL determinations. The distribution of the material did not include all HASQARD Focus Group members. Cliff Watkins requested that someone forward the note to him so he could disseminate it to the entire Focus Group so that all that may be interested could review the material.
- h. The discussion of the action item associated with determining the appropriateness "should" vs. "shall" language in Volume 4 of HASQARD resulted in agreement that this effort should interface with the HASQARD to DOECAP comparison that will be initiated. The action item will be dropped pending results of the HASQARD vs. DOECAP requirements review.
- i. Eric Wyse was not present, but members present said he had distributed some communication regarding his previous HASQARD vs. DOECAP requirements gap analysis. The distribution of the material did not include

all HASQARD Focus Group members. Cliff Watkins requested that someone forward the note to him so he could disseminate it to the entire Focus Group so that all that may be interested could review the material.

IV. A discussion was held on one of the key actions for the HASQARD Focus Group: how best to compare the most recent DOE Quality Systems for Analytical Services (QSAS) manual, which is the basis of requirements for DOECAP audits, with the HASQARD. Differences between the scope of the HASQARD and QSAS were discussed. It was agreed that only HASQARD Volumes 1 and 4 were relevant to this review. The applicable sections of the QSAS were discussed. It was agreed that HASQARD Volume 1 and QSAS Section 4 discussed similar material and need to be compared. A QA subgroup will compare HASQARD Volume 1 and QSAS Section 4 (and any other QSAS requirements that may apply). For the HASQARD Volume 4 comparison to QSAS Sections 5, 6.1, any applicable material from the QSAS Appendices (and any other QSAS requirements that may apply), there will be three subgroups organized by analytical discipline (organic analysis, inorganic analysis and radiochemistry). It was agreed that QSAS Section 6.2-6.5 and Appendixes D.2-D.6 and E were not applicable to the HASQARD. Don Hart identified volunteers for the subgroups:

- a. Quality Assurance/Management Systems: Steve Smith (Coordinator), Taffy Almeida*, Cindy English, Larry Markel, Kris Kuhl-Klinger, and Kathi Dunbar.
- b. Inorganic Analysis: Chris Thompson, Heather Anastos*, Jim Jewett, Eric Wyse
- c. Organic Analysis: Glen Clark* (Coordinator), Robert Elkins* and Cliff Watkins
- d. Radiochemistry: Joan Kessner (Coordinator), Rich Weiss*, Huei Meznarich*, Karl Pool, Eric Wyse
- e. Sampling: Wendy Thompson
- f. NDA (QSAS Appendix E): Wendy Thompson, Don Hart

* Signifies a DOECAP auditor qualified in this area (some DOECAP auditors are qualified in more than one area)

Eris Wyse, who was on travel and not present for the meeting, was volunteered in absentia to span the three technical areas (organic, inorganic and radiochemistry). It was suggested the Eris will likely take on one of the three and either stay aware of, or assign an attendee to, the other two areas.

Kris Kuhl-Klinger added that she would ensure added representation on the groups from ATL and that Eric Wyse will participate in some manner also.

Wendy Thompson inquired about the applicability of some of the other subsections in QSAS Chapter 6 and whether the HASQARD should consider

addressing them. It was decided that the material in those sections impose more requirements than necessary since so many are driven by State and Federal Regulatory requirements more appropriately incorporated by reference in HASQARD.

Wendy Thompson opened a discussion on whether non-destructive assay (NDA) QA requirements should be addressed in HASQARD. The Focus Group felt that the existing Hanford site documents on NDA were adequate and inclusion in HASQARD would cause confusion on which requirements took precedent. However, Don Hart and Wendy Thompson will take a general look at the QSAS to see if the NDA requirements are being addressed at Hanford.

Action: Taffy Almeida will provide Don Hart with a copy of the Hanford NDA QA requirements documents.

Action: Don Hart will work with Wendy Thompson to look at QSAS Chapter 6 and the QSAS NDA requirements in Appendix E to ensure Hanford NDA QA requirements are equivalent.

The question arose whether we are to look at where HASQARD has less than QSAS or where QSAS misses HASQARD requirements. The effort will focus on seeing if HASQARD is complete relative to QSAS requirements. We can go the other way at a later date.

The subgroups will meet within the next two weeks and a Focus Group meeting will be held in approximately four weeks to hear progress reports.

V. Don Hart asked if there was any new business

Chris Sutton asked for historical perspective on HASQARD. The Focus Group provided the basis for the document originally and background concerning the benefits it brings in writing sampling plans, reaching regulator concurrence on analytical QA issues, etc.

Huei Meznarich pointed out language in HASQARD stating all laboratories need to be annually assessed. Others in the Focus Group felt like the wording in HASQARD requires a “periodic independent assessment” which could mean an independent QA Officer’s internal assessment not necessarily an external assessment. In the discussion the need to resurrect the ICAT audits was discussed.

Action: Don Hart will look at the language requiring periodic assessments and determine if a formal HASQARD interpretation is required.

Kris Kuhl-Klinger mentioned that HASQARD excludes radiation monitoring

and wondered if the group would be interested in looking at adding that to the document. Her reason is that her laboratory provides facility support in the area of radiation protection monitoring. In the flow down of requirements the laboratory is subject to, she has found standards that are applicable to portable monitoring equipment are being applied to the laboratory equipment. This results in Calibration Laboratory requirements being driven down to the ATL laboratory somewhat inappropriately. If HASQARD were to address radiation monitoring in some way it may allow the ATL radiation protection clients to apply HASQARD quality standards to her work rather than trying to enforce portable radiation monitoring standards. Because the discussion of the evolution of HASQARD was being undertaken, Kris thought this would be another opportunity for the group to enhance the value of the document. The Focus Group did not take up an action item associated with this question at this time. The Group will look at other opportunities as soon as the QSAS vs. HASQARD analysis is completed.

- VI. Don Hart requested input on meeting frequency. The group agreed to have subcommittee meetings on the DOECAP vs. HASQARD review in the next two weeks and suggested we report progress in a month.

The next meeting has been tentatively scheduled for March 18. Details on time and place to be provided at a later date.

The meeting adjourned at 3:45 PM.