

**HASQARD Focus Group**  
Meeting Minutes  
December 13, 2010

The meeting was called to order by Dave Crawford, Focus Group Chairman at 2:10 PM on December 13, 2010 in Conference Room 199 at 2430 Stevens.

Those attending were: Dave Crawford (Chair), Cliff Watkins (Secretary), Jeff Cheadle, Glen Clark, Robert Elkins, Scot Fitzgerald, Kris Kuhl-Klinger, Larry Markel, Huei Meznarich, Noe'l Smith-Jackson, Dave Shea, Chris Sutton, Cindy Taylor, Chris Thompson, Rich Weiss, Eric Wyse.

- I. Dave Crawford requested approval of the minutes from the November 16 meeting. The Secretary noted that comments were coming from Huei Meznarich. Notice of the need to provide comments was not provided until after the Secretary had started annual leave for the remainder of 2010 (except for attendance at HASQARD-related meetings and preparation of meeting minutes). Dave Crawford requested Huei to submit her revisions to the Secretary so the minutes from the November meeting can be approved at the January 18, 2011 meeting.
  
- II. The Action Tracking matrix was discussed. The following updates were provided:
  - a. From the August 24 meeting, Chris Sutton accepted an action to determine if language pertaining to storage of sample containers in a “contaminant-free” environment has been revised in the Volume 2 revision being prepared by the sampling subcommittee. Chris stated that he has been working with the sample teams to clarify the proposed custody tape language and had not focused on this issue this month. Dave Crawford set the due date for this action item to TBD to allow for the sampling subcommittee to manage priorities and address this item when time can be found to do so.
  
  - b. At the September 21 meeting, Dave Crawford and Cliff Watkins accepted the action to produce an annual report of the HASQARD Focus Group’s activities. Dave and Cliff met to discuss the outline for this report on December 7. Dave Crawford mentioned that Cliff will distribute the draft outline upon completion and will have the completed report distributed for comments by January 31, 2011.
  
  - c. At the September 21 meeting, Dave Crawford accepted the action to revise the DOECAP/HASQARD gap analysis and HASQARD revision schedule into something closer to what the activity looks like at this time. Huei Meznarich presented the schedule. She collected input from all subcommittees and will maintain the schedule based on input received at

each meeting. An updated version of the schedule will be distributed at Focus Group meeting or can be obtained from Huei if needed before the next meeting. This action item will be closed and moved to the completed actions matrix.

- d. In response to concerns initially raised at the September 21 meeting of the Focus Group, the concerns related to the current language in HASQARD Volume 1, Section 10.4, "Quality Systems" were discussed at the October 19 meeting. In the October meeting, the Focus Group decided a subcommittee should meet to explore options to rectify the issues identified. At the November meeting of the Focus Group, Cliff Watkins presented the outcome of the subcommittee's efforts. The subcommittee recommended that the entire Section 10.4 be deleted because the issues causing the concerns in the "Quality Systems" section (specifically the frequency independent assessments are required and what constitutes an acceptable assessment of the quality system) seemed to be addressed in Section 10.0. Further, it should not be inherent upon the laboratory to determine how frequent an independent assessment is conducted at the laboratory; rather, that frequency policy is driven by the QA program/requirements of the users of the laboratory. There was initial agreement on deletion of the Section until Paula Ciszak, Chris Sutton and Larry Markel pointed out that deleting the section would leave one area of assessments mentioned in the bullets in section 10.0 (i.e., quality systems assessments) completely unsupported with a standalone section. The resolution to this matter was to send the subcommittee back to work to propose acceptable alternative language for the "Quality Systems Assessments" section of the HASQARD. No new language had been proposed or drafted by the subcommittee between the November and December meeting, so this action item was deferred an additional month. Huei Meznarich stated that she is trying to find the reference to "Quality Systems Assessments" that resulted in this section being part of the current revision of the HASQARD.
- e. At the November 16 meeting, Huei Meznarich took the action to find out if the room for the December meeting was equipped with overhead projector and screen equipment and, if not, to ensure a projector is available for the meeting. This action was completed in time for the meeting and this action item will be removed from the action tracking matrix.
- f. At the November 16 meeting, Chris Sutton identified that the sampling team personnel were still having issues with the deminimis change language posted on the web site for the HASQARD Focus Group related to the use of custody seals on sampling containers. The details of the issues were discussed and the Focus Group Chairman requested the Secretary to forward the e-mail discussions on the issue to Huei

Meznarich. This will allow Chris and Huei to seek a mutually agreeable position on the matter so the language on the web site can be revised in a final form agreeable to all.

- g. At the November 16 meeting, Glen Clark accepted the action item to research the various requirements for the frequency at which MDLs and LODs must be determined and/or verified and report back the Focus Group. Glen reported that the requirements specified in the QSAS come from NELAC Chapter 5 of the 2003 NELAC Standard. This action is closed and will be removed from the action tracking matrix.
- h. At the November 16 meeting, Cliff Watkins took the action to research the origin of the requirement for the number of spiking analytes to be used in LCS and MS/MSD samples as written in the QSAS. Cliff reported that the DOECAP Operations Team also manages the QSAS document control. Joe Pardue of the DOECAP Operations Team was contacted and stated that this requirement comes from The NELAC Institute (TNI). The charter for NELAC-“National Environmental Accreditation Conference” ended and the new name is TNI. The DOE and DOD QSAS documents and the national accreditation are based on Chapter 5 of the 2003 NELAC Standard. The original standard has been rewritten and will be implemented in 2012.

Rich Weiss added that the QSAS/NELAC requirements for number of analytes spiked and for rotating the analytes spiked is a difficult requirement to enforce or determine if a laboratory has been in compliance.

III. The status on the subcommittees established to compare the QSAS and HASQARD requirements was provided by the coordinator for each subcommittee:

- a. Sampling: Chris Sutton (Coordinator), Wendy Thompson;

Chris Sutton reported that most recently the team had been focusing on the deminimis language on custody seals, but he feels the effort is on track to present results as listed on the schedule.

- b. Inorganic Analysis: Heather Anastos (Coordinator), Chris Thompson, Jim Jewett, Eric Wyse

Heather Anastos could not be present at the meeting. Just prior to the meeting she sent an e-mail to the Secretary saying:

“I won’t be at the meeting today...The inorganic group is progressing. No issues. I’m not sure what the schedule for presenting is...but our group

did discuss that we would like to see the QA group go after the Organic group. It seems that would set the stage well for the rest of the groups – otherwise, there will be a lot of repetition.”

Eric Wyse agreed that the QA group should go next in the order of presentations which should reduce redundant discussions by the inorganic and radiochemistry groups.

- c. Radiochemistry: Joan Kessner (Coordinator), Rich Weiss, Huei Meznarich, Karl Pool, Eric Wyse

Joan Kessner was not present and Rich Weiss reported for the radiochemistry group. Rich stated that the group feels they are on schedule relative to where they are supposed to be by now. He mentioned that a whole new section needs to be added to HASQARD to cover the relatively new kinetic phosphorescence analysis (KPA) techniques being used by the laboratories.

- d. Quality Assurance/Management Systems: Steve Smith (Coordinator), Taffy Almeida, Cindy Taylor, Larry Markel, Kris Kuhl-Klinger, and Kathi Dunbar:

Kris Kuhl-Klinger reported for the QA group and stated that good progress is being made on the QA Management section and that the group has not dealt with the QSAS Section 5 material in as great a detail.

A concern on whether the QA Group would be ready to present their proposed revisions immediately following completion of the organic analysis group's presentations was raised. Huei Meznarich pointed out that the schedule for completion calls for a review and evaluation prior to presentation and suggested that perhaps the QA group could provide general review prior to the word for word presentation at the conclusion of the organic group's presentation.

#### IV. New Business

- a. Huei Meznarich stated that we should be looking at documenting our effort to compare the HASQARD and QSAS and appropriately harmonize the two documents in one of three ways: 1) a revision is proposed because it is not addressed by HASQARD at all, 2) A revision is not proposed because while it is not present in HASQARD exactly, the current wording in HASQARD meets the intent without change, and 3) a revision that would be made to HASQARD due to a difference between HASQARD and the QSAS that is not currently addressed in the HASQARD but will not be made due to no value being added by making the change. Huei

Meznarich accepted the Action Item to draft up an example of how this would be presented.

V. HASQARD Revision 4 Proposals

- a. The organic analysis subcommittee continued their presentation of revisions they suggest should and should not be made to the HASQARD as a result of the DOECAP/QSAS/HASQARD gap analysis.

The members of the organic analysis subcommittee documented the group's comments electronically as they presented. The highlights of the groups discussions are presented below:

The group did not want to require laboratories to document the monitoring of the temperature of ovens on a daily basis.

The addition of training requirements for sample receiving personnel should not be listed in the sample receiving section if it is covered elsewhere in HASQARD,

The group did not want to require laboratories to utilize refrigerator blanks.

Documentation of sample receipt can be accomplished by identification of the individual receiving the sample and it is not necessary to have a signature or initials on the sample receiving documentation.

The group did not want to require laboratories to open sample shipping containers in a fume hood.

The group did not want to require laboratories to verify that the temperature of a received sample is between zero and six degrees Celsius.

The checking of proper preservation should be allowed on the bench during analysis rather than required at sample receiving.

The HASQARD should be searched to see if the requirement that samples not be stored with food is already in the document somewhere or not.

The HASQARD should be checked to see if the corrective actions associated with overloading a column are covered elsewhere.

The discussion of the use of Class 1 weights was tabled until Rich Weiss could provide the material Karl Pool found on this subject to Huei Meznarich for presentation.

The text requiring that volumetric dispensing devices (except Class A glassware) shall be checked for accuracy on a quarterly basis may need deletion or revision.

The wording concerning a requirement that the standards used for calibration of measurement systems or used to prepare other QC standards be traceable (if available) should be reviewed in the context of availability. For example, are traceable compounds used for surrogate spikes available?

Due to time constraints, the organic subcommittee could not complete presenting their proposed revisions to Volume 3 of HASQARD. This effort will be continued at the next meeting

Hearing neither additional new business nor objections to the proposal to adjourn, Dave Crawford adjourned the meeting at 4:05 PM.