

**HASQARD Focus Group**  
Meeting Minutes  
May 17, 2011

The meeting was called to order by Dave Crawford, Focus Group Chairman at 2:03 PM on May 17, 2011 in Conference Room 208 at 2425 Stevens.

Those attending were: Dave Crawford (Chair), Cliff Watkins (Secretary), Taffy Almeida, Courtney Blanchard, Jeff Cheadle, Glen Clark, Robert Elkins, Scot Fitzgerald, Al Hawkins, Greg Holte, Kris Kuhl-Klinger, Larry Markel, Huei Meznarich, Noe'l Smith-Jackson, Chris Sutton, Cindy Taylor, Chris Thompson, Amanda Tuttle, Eric Wyse.

- I. Dave Crawford requested approval of the minutes from the April 19, 2011 meeting. No Focus Group members present stated any comments on the April meeting minutes and, after hearing no objections, the minutes were approved.
- II. The Action Tracking matrix was discussed:
  - a. The action item related to organizing a working group to address the HASQARD language regarding independent assessments to ensure the language addresses all organizations requiring assessments (i.e., sampling organizations and laboratories), acceptable methods for meeting the independent assessment requirement, the thoroughness of the assessment and the frequency required was discussed. The Secretary had worked with Huei Meznarich to provide a proposal to the Focus Group for consideration at this meeting. The Secretary explained the basis for the revisions provided. It was noted the Noe'l Smith-Jackson had raised concerns that had been expressed by Ecology personnel with the proposed language under consideration and requested no vote be held to approve the language as provided. Ecology's main concern is the elimination of any reference to frequency for external independent assessments. Ecology staff have concurred that every three years is acceptable, but they do not want a revision to HASQARD to be in effect without that expectation stated. A discussion was held concerning current assessment practices both for on-site and off-site laboratories to ensure any revised language will be consistent with what is occurring within all the Hanford Contractors. The Secretary took an **Action Item** to produce another proposed revision to the assessments language that will include the frequency expectations for external audits.
  - b. The issue of the posted deminimis language for use of custody seals was discussed. Jim Conca and Huei Meznarich have agreed that the language proposed by CHPRC personnel on November 29, 2010, is acceptable but suggested that a temperature specification for cooled samples be stated as  $<6^{\circ}\text{C}$  rather than  $4^{\circ}\pm 2^{\circ}\text{C}$ . They also requested CHPRC to provide specific language concerning the term "shipping container" to ensure it

reflects current practices. At the April meeting, Chris Sutton took the **Action Item** to check the language with CHPRC sampling personnel and provide the final language to the Focus Group for concurrence vote at the May meeting. If approved, the Secretary would have posted the deminimis change on the HASQARD web site after the May meeting. However, Chris Sutton has not had a chance to check the proposed language with the sampling personnel and the action remains open and deferred an additional month for completion.

- c. The schedule for presentation of the subcommittee recommendations for revision to the HASQARD document was discussed. The schedule will be updated based on input at this meeting (see item III below) and provided in hard copy form at the June meeting.
- d. At the February 15 meeting, Rich Weiss took the action to determine if language concerning customer complaints proposed for Section 5.1 by the QA subcommittee should be placed elsewhere in the HASQARD. Rich was absent from this meeting and had not addressed the action item prior to the meeting date. Completion of this action was rescheduled to June 21.
- e. At the March Focus Group meeting the QA subcommittee presented proposed revisions to the quality records section of HASQARD. The title of Section 6.1 in HASQARD is “Quality Records.” In March, the Focus Group members discussed the fact that some of the records listed in this section were not quality records. At that time, Eric Wyse noted that the terms “records” and “quality records” seem to be used interchangeably in HASQARD, therefore removing the modifier “quality” before the term “record” might be appropriate. During the March meeting, Huei Meznarich accepted the action item to research the difference between quality records and records and propose a resolution to the words used in this section to clarify requirements associated with records. Huei’s research is complete and she has determined that NQA-1-2008 has separate definitions for the terms Quality Assurance Record and Record. Therefore, we will need to be careful in our review of HASQARD revisions to ensure that the terms used to describe records in each section are appropriate. It was noted during this conversation that some Hanford Contractors currently don’t have NQA-1-2008 in their contracts, but given that they may have it in Contracts some day, it will be appropriate for HASQARD to maintain consistency with NQA-1-2008 when discussing requirements for records and quality assurance records. This action item was closed and will be moved to the completed actions matrix.
- f. At the March Focus Group meeting the QA subcommittee presented a proposed requirement that says: “All generated data, except those that are generated by automated data collection systems, shall be directly, promptly and in permanent ink.” At the March meeting, Rich Weiss noted

this is an antiquated requirement and does not apply to an automated world because data can be collected in other than automated data collection systems. In March, the Focus Group felt like the reference to permanent ink may not be necessary in this section regardless of its presence elsewhere in the document. At the March meeting, Steve Smith accepted the action item to determine if the requirement to record entries in permanent ink is found elsewhere in HASQARD (e.g., the notebooks/logbooks section). Because Steve Smith was not present for the May meeting, completion of this action was rescheduled to June 21.

III. The schedule status of the subcommittees established to compare the QSAS and HASQARD requirements and propose revisions to the HASQARD accordingly was discussed.

a. Organic: Glen Clark (Coordinator), Robert Elkins, Cliff Watkins

Glen Clark has completed the organic analysis revisions to HASQARD and believes the HASQARD Focus Group input is now addressed in the revised document he has on hand. The organic subcommittee decided to recommend that the language on run logs that was discussed in the April Focus Group meeting not be included in HASQARD.

b. Sampling: Chris Sutton (Coordinator), Wendy Thompson:

Chris Sutton reported that he is trying to find time to incorporate the final set of comments he has received. Once incorporated, he will send the document to the Secretary for distribution to the Focus Group for review and comment.

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

Heather Anastos was absent from the meeting but Chris Thompson reported that the inorganic subcommittee is on schedule and prepared to present when the QA Group's presentation is completed.

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

Joan Kessner was absent from the meeting but Huei Meznarich reported that the radiochemistry subcommittee is on schedule to meet all milestones shown on the last updated schedule.

e. Quality Assurance/Management Systems: Steve Smith (Coordinator), Taffy Almeida, Cindy Taylor, Greg Holte, Larry Markel, Kris Kuhl-Klinger, Amanda Tuttle and Kathie Dunbar:

Steve Smith was not present at this month's meeting so the QA subcommittee's presentation continued with Cindy Taylor presenting the proposed additions to HASQARD.

#### IV. New Business

One item of new business was discussed:

- a. Chris Sutton brought up the fact that CHPRC is expecting as much as a 40-50% staff reduction as a result of planned upcoming lay-offs. This will result in some very good people being let go. Chris mentioned that one individual that he knows of is a junior chemist with a BS degree and some good practical experience on his resume. Chris suggested that we use the Focus Group forum to make folks aware of the personnel that are coming available as a result of reductions in force and requested that if anyone is interested in the individual discussed that they follow-up with Chris.

#### V. HASQARD Revision 4 Proposals

Greg Holte and Cindy Taylor continued presenting the QA Subcommittee's proposed additions to HASQARD as a result of their gap analysis between HASQARD and the QSAS.

The presentation involved simply displaying known differences that the QA group will suggest adding to HASQARD Volume 1. No major issues were noted during the presentation. The members of the QA Subcommittee noted that the purpose of today's presentation was to present the results of the gap analysis and not to debate all points for inclusion or exclusion in HASQARD until the final review of Volume 1 is issued for review and comment.

The placement of the requirement to have a system in place to address reporting of spillage of reagents or client samples in the "Corrective Action" section was questioned. The subcommittee members agreed to consider the best placement for that requirement.

The QA subcommittee added the same language regarding corrective actions when contamination is discovered that the organic subcommittee had suggested adding. When this language was displayed the long discussion on how much corrective action, root cause analysis, etc. is required for a trace and pervasive contamination incident. The subcommittee members agreed to either drop or change this language accordingly.

A discussion was held regarding the QSAS language that requires a sample or extract to be diluted and re-analyzed if the original analysis results exceed the calibration range of the instrument if there is enough sample remaining, and if the holding time has not been exceeded. The discussion centered around

whether valuable data may still be obtained if the holding time was exceeded and a sample was diluted and re-analyzed. The group seemed to concur to drop the “and the holding time has not been exceeded” part of the language for this requirement.

A point was made to suggest that the requirement to record water purity monitoring data daily “in a logbook” be revised to simply require that daily water quality monitoring be documented.

The QSAS requirement to do a daily balance check using weights that bracket the range expected for use in that day was discussed. Huei Meznarich had heard that the latest revision to the QSAS will drop the “bracketing” requirement. Huei took the **Action Item** to check on this.

Dave Crawford noted the possibility for several subcommittees to have proposed revisions to the same paragraphs in the document. This was acknowledged as one of the challenges ahead in trying to issue a final Rev. 4 to HASQARD. In this discussion, the fact that the QSAS is constantly changing was discussed. It was acknowledged that the HASQARD cannot be constantly trying to keep up with QSAS. Rather, this effort was to address the known need to produce HASQARD Revision 4 and utilize the desired elements from the QSAS as that revision is being produced. Dave Crawford said he would bring in the charter for the HASQARD review to QSAS for the next meeting to allow the group to refocus on the original intent.

Because the end time for the meeting had not been reached, Dave Crawford asked if there was anything else requiring discussion.

Hearing neither additional new business nor objections to the proposal to adjourn, the meeting was adjourned at 3:23 PM. The next meeting is scheduled for June 21, 2011 at 2:00 PM in 2425 Stevens, Room 208.