

HASQARD Focus Group
Meeting Minutes
December 18, 2012

The meeting was called to order by Huei Meznarich, HASQARD Focus Group Chair at 2:08 PM on December 18, 2012 in Conference Room 308 at 2420 Stevens.

Those attending were: Huei Meznarich (Focus Group Chair), Cliff Watkins (Focus Group Secretary), Glen Clark, Robert Elkins, Joan Kessner, Larry Markel, Karl Pool, Steve Smith, Noe'l Smith-Jackson, Chris Sutton, Chris Thompson, Amanda Tuttle, Rich Weiss and Eric Wyse.

- I. Huei Meznarich requested comments on the minutes from the November 27, 2012 meeting. One issue raised in a set of comments the Secretary received on the minutes was a question on the way the frequency for performing serial dilution analyses was specified on the QC Tables. The revised table stated a frequency of: "One per analytical batch or when internal standard or post-spike criteria failure occurs." for ICP/MS analysis and "One per analytical batch" for ICP/AES and flame atomic absorption analysis. This was more frequent than the Focus Group members recalled the requirements for serial dilution analyses to be in the applicable analytical methods. Dilution of the sample is used to remove the matrix effect. The need to dilute and re-analyze a sample is monitored by the recovery of the internal standard using the ICP/MS methods. It was confirmed by the Focus Group members that neither EPA Method 6010 nor Method 6020 require the use of serial dilution, but a dilution test is used for testing matrix effect. A serial dilution is used in the EPA Contract Laboratory Program (CLP) analytical methods. The Focus Group members present agreed that the methods should be consulted to ensure consistency in specifying the serial dilution requirements in HASQARD and revised the words in the ICP/MS frequency specification to say: "Contingent QC performed in accordance with the analytical method used (see Section 6.5.9)."

No HASQARD Focus Group members present stated any other comments on the November meeting minutes as revised and, after hearing no objections, the minutes were approved.

- II. The status of the activities to produce Revision 4 of HASQARD was discussed:
 - a. The status of the preparations of Revision 4 for Volume 2 was discussed. Chris Sutton reported that Steve Trent has completed resolving all comments except the global issues he discussed at the November HASQARD Focus Group meeting (see November meeting minutes). These global issues will need to be resolved in group review. The

Secretary received the revised document in electronic format from Steve and distributed it to the Focus Group on December 17, the day before the December Focus Group meeting. Chris advised everyone that while the electronic version shows red-lines and strike-outs, those notations reflect changes from the first draft of the completely rewritten Volume 2, not direct changes to Revision 3 of Volume 2 of HASQARD. The plan is to review the document at the January Focus Group meeting. Steve Smith asked if the entire document would be reviewed page by page or line by line in January or just the global issues. After discussing this, the Focus Group determined that because the document is completely revised, a page by page review will ultimately be conducted. However, the global issues will be the focus of review during the January meeting.

- b. The remaining actions to complete a draft revision to Volume 4 were discussed:

The latest proposed language for Section 7.5, “Detection Limit Considerations” was discussed. The text was revised as one member’s comments were addressed. Eric Wyse requested clarification on the intent for some of the wording in this latest draft. Rich Weiss provided background on the intent and resolved Eric’s concerns. A few revisions were made during the meeting (e.g., re-inserted the word “minimum” to the quantitation limit definition). After explanation of intent, the language for the three approaches for establishing quantitation limit was agreed to be retained.

The unresolved issues with completing a draft of Revision 4 to Volume 4 are:

- The language in the sample receiving section concerning the expectations for review of chain-of –custody documentation may change based on the final language used on this topic in Volume 2.
- Section 5.0, “Data Collection” will need to be revised and reconciled with final draft of Volume 1.
- Technical editing to ensure format consistency and correct/consistent table and section call-outs.

- c. The actions to complete a draft of Revision 4 to Volume 1 of HASQARD were discussed.

- i. Based on input from the Focus Group at the August meeting, the Focus Group Secretary continues to work on deleting the language proposed by the QA Sub-group that would have divided the section on methods into one on procedures and a separate section on

methods.

- ii. In Section 4.3.5 of Volume 1, there is a sentence that reads: “Guidance in understanding when a particular method qualifies as a required regulatory method can be found in DOE/RL-94-97, *Selection of Analytical Methods for Mixed Waste Analysis at the Hanford Site*” (hereinafter referred to as the DOE/RL-94-97 document). The Focus Group discussed the relevance and requirements in this document at the November meeting. Some of the language in this document sounds like requirements that are in addition to HASQARD. At the November meeting, the Focus Group members present agreed that as HASQARD is revised, the content of the DOE/RL-94-97 document should be considered and either the reference removed or the content of the document addressed as applicable and appropriate. The Secretary provided new information he had received from DOE-RL personnel indicating that this document had been removed from the RL Contractors’ contracts. Noe’l Smith-Jackson said that she had discussed this document with the chemists at Ecology and they believed the document was still applicable and in use in the tank farms project. No representatives of DOE-ORP were present to ask about this document’s status in the tank farms contractor’s contract. The Secretary’s information included an e-mail from an RL employee indicating that the document had been retired by RL. Larry Markel stated that he thought the DOE/RL-94-97 is in the WRPS contract. Steve Smith will verify whether or not the CHPRC contract includes the DOE/RL-94-97 document. Chris Sutton pointed out that the DOE/RL-94-97 document references sections of the Tri-Party Agreement (TPA) that have changed or have been moved through revisions to the TPA since the DOE/RL-94-97 document was published. Glen Clark stated that some of the material in the DOE/RL-94-97 document is valuable and in the effort to revise Volume 1, the Focus Group should examine the DOE/RL-94-97 document and either include the relevant parts or revise the DOE/RL-94-97 document to bring it up to date. An action item was taken to continue to investigate whether the document is included in the contractors’ contracts and to revise and re-issue the document. Noe’l agreed to meet with Ecology chemists to discuss this document also.

- III. In the area of new business, the proposed de minimis change to issue the QC Tables proposed for Revision 4 of Volume 4 immediately was discussed:
 - a. At the November meeting, the Focus Group members present proposed to identify any new requirements in the revised QC Tables as information to

the HASQARD users and not impose implementation of the new requirements in the QC Tables until Revision 4 of Volume 4 of the HASQARD is issued. The input from members not present in the November meeting was heard and further discussions were conducted. It was agreed that new requirements will not be included in the de minimis interpretation when it is issued. The proposed de minimis introduction will be revised to remove any discussion of new requirements. The Secretary took the action item to revise the de minimis proposal as stated and present it at the January 15 meeting for consideration by the Focus Group. The Secretary also agreed to send out the file showing the tables being revised and indicating the requirements versus clarifications in the tables along with the original HASQARD language in these tables where requirements will be revised. Use of this file will allow members to determine if the requirements versus clarifications in the tables presented in the deminimis change are accurate.

- b. The Focus Group members present discussed the philosophy behind the practice of posting de minimis changes. It was agreed that there is a need to issue changes to HASQARD when something is incorrect or unclear (similar to a field change for a procedure). The Focus Group appreciates the difficulty presented in issuing a de minimis change when a requirement requires revision.

After discussing new business, and hearing no additional new business, the Chair suggested the meeting was complete. Hearing no objections, the Focus Group Chair adjourned the meeting at 4:05 PM.

The next meeting is scheduled for January 15, 2013 at 2:00 PM in 2420 Stevens, Room 308.