

HASQARD Focus Group
Meeting Minutes
April 15, 2014

The meeting was called to order by Huei Meznarich, HASQARD Focus Group Chair at 2:10 PM on April 15, 2014 in Conference Room 308 at 2420 Stevens.

Those attending were: Huei Meznarich (Focus Group Chair), Cliff Watkins (Focus Group Secretary), Glen Clark, Robert Elkins, Scot Fitzgerald, Mary McCormick-Barger, Karl Pool, Noe'l Smith-Jackson, and Eric Wyse.

- I. Huei Meznarich asked if there were any comments on the minutes from the March 18, 2014 meeting. No Focus Group members stated they had additional comments on the March meeting minutes and, after hearing a motion and second for approval, the minutes were approved.

- II. A discussion of the latest efforts to complete Revision 4 of HASQARD was held:
 - a. The Focus Group members discussed the status of the technical editing of Volume 4. Huei Meznarich reported that the technical editor is back to work and had a few questions on Volume 4 edits that should be discussed later in the meeting.

 - b. The Focus Group members present continued reviewing the revisions Scot Fitzgerald provided for Volume 3. Scot provided a summary of the changes he made based on the Focus Group's comments on Sections 1-5 of Volume 3 at the March Focus Group meeting. Scot stated that the main change to the document was a scrub to ensure the term "process control" was revised to "process monitoring" throughout the document.

The Focus Group began the review with Section 6.0. In Section 6.1, the Focus Group members present were confused by the sentence which read:

"Field analysis performed at a treatment facility or an onsite laboratory facility frequently captures manually generated data in logbooks, forms, or by equivalent means, or as electronic records that are not interfaced to central data storage devices used in fixed laboratory applications."

The Focus Group discussed the confusion raised by the term "onsite laboratory facility" in a volume dedicated to field analysis. The Focus Group members present agreed to modify the sentence to read:

"Data collection during field analysis performed at a treatment facility or onsite frequently involves capturing manually generated data in logbooks,

forms, or by equivalent means, or as electronic records that are not interfaced to central data storage devices used in fixed laboratory applications.”

The Focus Group discussed the language in Volume 3 concerning requirements for the content of logbooks. The fact that requirements for logbooks are also found in Volumes 1 and 4 was discussed and the need to ensure the language in all three volumes is consistent was emphasized. The Focus Group members present expressed a preference to use the language in Volume 1 as the basis for required logbook content and the language in Volumes 3 and 4 be revised to simply reference the section in Volume 1 where these requirements are found. Scott Fitzgerald took the action to ensure that revision is made to Volume 3 and the Secretary took the action to ensure the revision is made to Volume 4.

In discussing the language used in Volume 3 concerning data reporting for radiological measurements, the Focus Group members asked if the language in Volume 3 was equivalent to that used in Volume 4. Scot Fitzgerald stated that it is not exactly equivalent, but is appropriate for describing field measurements. The Focus Group members present took no issue with the language used.

In discussing the language used in Volume 3 concerning control charts, the Focus Group members asked if the language in Volume 3 was equivalent to that used in Volume 4. Scot Fitzgerald took an action to compare the language in the two volumes and make them equivalent or reference the Volume 4 requirements in Volume 3.

- c. The status of Volume 4 was discussed. Huei Meznarich reported that the technical editor had completed their work but had a few questions that she wanted the Focus Group to discuss. The questions and the agreed upon resolution were:

The editor had inquired on the acronyms list about the appropriate acronym definition for the acronym “MS.” The editor wanted to know if it should be mass spectrometer or mass spectrometry. The Focus Group members present agreed the term should be spectrometry in the context it is most often used in HASQARD. The Secretary asked whether the acronym MS is used in HASQARD to mean “matrix spike.” I quick search of the document showed several instances of MS being used for matrix spike. With that discovery, the Focus Group members agreed that MS in the acronym table should be used for matrix spike, MSD should be added for “matrix spike duplicate” and “mass spectrometry” should only be used when spelling out GC/MS or ICP/MS.

The editor pointed out a few instances where acronyms are defined in the

document yet never used again. In those cases, the acronym was deleted. The Focus Group members present concurred with this editorial change.

The recent revision of Table 4-4 to add Kinetic Phosphorescence Analysis (KPA) quality control criteria to the table was discussed. The Focus Group members present agreed that the title of the table needed to be revised to: “Minimum Requirements of Calibration, Background, and Counter Control for Beta Spectrometry and Kinetic Phosphorescence” and that the table should show a clear break where KPA criteria begin to be discussed to clearly separate that part of the table from the elements specific to beta spectrometry. Huei Meznarich took the action to make the suggested changes to the table.

The editor pointed out that some of the documents listed in the “References” section of HASQARD are never called out in the document. The editor appropriately suggested that these documents be removed from the references section because they are not referenced. The documents that are contained in the section, but not referenced in HASQARD are: **ANSI N42.22. Traceability of Radioactive Sources to NIST and Associated Instrument Quality Control. Current revision, ANSI N42.23. Standard Measurement and Associated Instrumentation Quality Assurance for Radioassay Laboratories. Current revision** and **ANSI/NCSL. Z540-2. U.S. Guide to the Expression of Uncertainty in Measurement. Current revision.** The Secretary pointed out this is a correct statement by the editor, but the Focus Group could choose to title the Section “References and Bibliography” and retain documents in the section that are relevant and useful for conducting analytical services but not called out in the body of the document. The Focus Group chose to retain the additional documents and retitle the section as suggested.

- d. The Chair provided the following schedule: The edited Volume 4 will be ready for distribution after the meeting. The Volume 3 will be submitted to the editor followed by Volume 1. Volume 1 and Volume 3 should be ready for the editor in the first week of May. If necessary, the Focus Group can meet bi-weekly to complete Volume 1, 3, and 4. The Chair proposed to initiate the release of revision 4 (e.g., DOE approval) for all four volumes in mid-July.

In discussing the HASQARD schedule, Mary McCormick-Barger asked why revisions to the document are only approved by the contractors and DOE when the regulators are mentioned as a participant in the process. Noe'l Smith-Jackson stated that the regulators have always preferred a position in the Focus Group as a non-voting member that participates to maintain awareness of the Focus Group's activities and provide advice on the regulator's position on items that may arise. Mary suggested that the regulators should be given a courtesy review opportunity for Revision 4 of

HASQARD before it is voted on for publication. The Focus Group Chair and Secretary agreed and will ensure that this would happen. The Secretary recalled that with Larry Gadbois has retired and that the automated e-mail responses said to contact Dennis Faulk.

Noe'l Smith-Jackson said that Dennis is the local Director and would likely not personally attend. The Secretary took the action to contact Dennis Faulk and determine the appropriate EPA contact for future HASQARD Focus Group communications. **NOTE:** Following the meeting, Mr. Faulk was contacted and David Einan will be EPA's representative for the HASQARD Focus Group.

The MSA contract language for leading the HASQARD update activity is contained in the contract between DOE and MSA. Contained in MSA's contractual scope for HASQARD is the activity to coordinate the HASQARD Focus Group and ensure a multi-contractor collaborative process for maintenance of HASQARD exists. DOE recently made a MSA contract change to end the scope of the HASQARD activity by September 30, 2014. The Focus Group had a discussion on who will lead the HASQARD activity after September 30, 2014.

The Focus Group also discussed the impacts to the Focus Group Charter that will be required as a result of DOE-RL's decision to cancel the MSA scope for the WSCF laboratory and the associated scope related to maintenance of the HASQARD. The Secretary pointed out that the table in the Charter that lists "Contractor and Contract Area" will need to be revised as it currently states that MSA's "Area of Focus" is "Provides Analytical Services to DOE." The Secretary was also concerned that the current scope of HASQARD activity will be deleted from the DOE-MSA contract. Also, what is the role of HASQARD Focus Group? The Focus Group members present all agreed that the Focus Group can be continued regardless of the recent contract changes. However, there is a value to have clear responsibility for it in one of the contractor's contract.

Huei stated that the Focus Group needed to answer the following questions: 1) Is HASQARD still needed? 2) Does the Focus Group need to meet monthly after the revision 4 is released? The Focus Group members present all agree that HASQARD is needed and is to be the QA standard for the Hanford analytical activities. In addition, HASQARD also includes sampling activities and field analyses. The Focus Group agreed that after release of revision 4 meetings could be scheduled as needed and not monthly.

The Secretary accepted an action to check with DOE about the scope of the HASQARD activity. It is important to know if the scope will be retained due to the HASQARD Focus Group Charter paragraph that states:

“The contractor having contractual responsibility for HASQARD will nominate the Chairperson annually at the October meeting. Voting members will confirm the individual nominated as the Focus Group Chairperson who does not have to be a voting member.”

The Focus Group Chair asked if there was any new business. Hearing no new business, the Chair suggested that the meeting be adjourned. Hearing no objections, the Chair adjourned the meeting at 4:05 PM.

The next meeting is scheduled for May 20, 2014 at 2:00 PM in 2420 Stevens, Room 308.