

HASQARD Focus Group
Meeting Minutes
June 12, 2014

The meeting was called to order by Huei Meznarich, HASQARD Focus Group Chair at 2:07 PM on June 12, 2014 in Conference Room 308 at 2420 Stevens.

Those attending were: Huei Meznarich (Focus Group Chair), Cliff Watkins (Focus Group Secretary), Joe Archuleta, Sara Champoux, Glen Clark, Jim Douglas, Robert Elkins, Scot Fitzgerald, Joan Kessner, Jan McCallum, Mary McCormick-Barger, Karl Pool, Noe'l Smith-Jackson, Rich Weiss and Eric Wyse.

- I. Acknowledging the presence of new and/or infrequent attendees to the meeting, Huei Meznarich requested the meeting attendees to introduce themselves. This allowed the new attendee (Sara Champoux of the CHPRC Sample Management Group) and relatively infrequent attendees (Jan McCallum, CHPRC Environmental Compliance and QA, and Jim Douglas, CHPRC Sample Management) to become acquainted with the Focus Group members present.

Huei Meznarich asked if there were any comments on the minutes from the May 20, 2014 meeting. The Secretary pointed out some comments received since distribution of the draft minutes. These comments were further clarified and corrected by the Focus Group members present. No Focus Group members stated they had any additional comments on the May 20 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. Because those submitting the PNNL comments that were unresolved at the end of the May 20 meeting were not present to discuss their comments, the Chair suggested that the review of the remaining PNNL comments continue at the next Focus Group meeting starting in Section 7.5.3.

The Focus Group reviewed comments received from Huei Meznarich the Focus Group Chair, Gerald "JR" Ritenour of the 222S laboratory and some of the comments received from reviewers at PNNL that were left unresolved after the May 20 meeting. As comments were accepted or rejected, the Secretary either retained or deleted the comment accordingly in a configuration controlled electronic version of Volume 4. A few comments were not resolved and were tabled to be discussed in the next meeting. Some of the unresolved comments resulted in the following action items for specific Focus Group members:

Rich Weiss will address one of the comments made by PNNL, and discussed at the May 20 meeting with no resolution, regarding language that is frequently repeated in HASQARD. Specifically, tables delineating inorganic or organic analysis QC requirements have a statement present under the table saying, “The HASQARD considers the use of either Contract Laboratory Program protocols or associated EPA SW-846 protocols to be acceptable.” Also, similar statements are found in sections concerning inorganic analytical techniques, organic preparative techniques and organic analytical techniques. The PNNL comment is: “EPA SW-846 procedures are often deficient when specifying adequate QC requirements, so this statement may provide an opportunity for some to pick and choose the QC from either source. Is this necessary or do other statements up front in Volume 1 cover the meaning behind this statement? This statement is present in each QC section – if this statement is necessary it should be brought forward and stated only once.” After discussions at the meeting, the Focus Group members present agreed that the intent of this statement (i.e., accepting both CLP and SW-846 programs in the HASQARD) was to inform the users that both programs can be used. The Focus Group members present do not feel such a statement allows laboratories to pick or choose the protocol and/or QC criteria that benefits them the most and agree the current statement was acceptable. However, Rich said he would try to come up some better wording for this statement. At the end of the meeting; and after going through comments from Huei, PNNL, and ATL; Rich stated that he felt Volume 4 as edited by the Focus Group was acceptable as it was (even without any word changes for the CLP and SW-846 statement in the text).

- b. While discussing Section 6.3.2, Verification of Calibration, the Focus Group noted that four methods could be used to verify calibration for radiochemistry in HASQARD Revision 3. Two out of these four methods were missing in the Draft Revision 4. The Focus Group members present did not remember any reason why these two methods were deleted. It was recommended to re-insert these two methods in Revision 4. Rich Weiss stated he would check his notes and working version of the document file to attempt to determine why these methods were deleted.
- c. The Focus Group members present agreed that the term minimum detection activity (MDA) will be universally changed to minimum detection concentration (MDC) in Revision 4 of Volume 4.
- d. Eric Wyse will address one of Gerald Ritenour’s comments with him to ensure he is satisfied with the Focus Group’s disposition of the comment (no change). Specifically, Gerald’s comment was regarding Section 3.3 Sample Receiving requirements that state, “The following actions shall be addressed in the laboratory procedure(s): Verify if required field

preservation has been performed on water samples (except for samples received for analyses for volatile analytes) using readily available techniques, such as pH. Document unpreserved samples on the custody form, sample check-in documentation or in the laboratory's non-conformance tracking system." Gerald's comment is: "We cannot do this, samples can only be opened in the CA, in a hood, after they have been received and log." Eric stated that the ATL procedures address highly radioactive samples and the current practice is compliant with the requirements of this section. Eric also stated that ATL receives less radioactive samples at the laboratory and they need to be processed in compliance with these requirements.

The Focus Group Chair adjourned the meeting at 4:32 PM.

The next meeting is scheduled for June 17, 2014 at 2:00 PM in 2420 Stevens, Room 308.