

HASQARD Focus Group
Meeting Minutes
April 19, 2016

The meeting was called to order by Jonathan Sanwald, HASQARD Focus Group Chair at 2:10 PM on April 19, 2016 in Conference Room 308 at 2420 Stevens.

Those attending were: Jonathan Sanwald (Mission Support Alliance (Mission Support Alliance (MSA)), Focus Group Chair), Cliff Watkins (Corporate Allocation Services, DOE-RL Support Contractor, Focus Group Secretary), Marcus Aranda (Wastren Advantage Inc. Wastren Hanford Laboratory (WHL)), Joe Archuleta (CH2M HILL Plateau Remediation Company (CHPRC)), Jeff Bramson (CHPRC), Jim Douglas (CHPRC), Robert Elkins (Washington River Protection Solutions (WRPS)), Joan Kessner (Washington Closure Hanford (WCH)), Kris Kuhl-Klinger (WHL), Karl Pool (Pacific Northwest National Laboratory (PNNL)), Matt Romano (WRPS), Noe'l Smith-Jackson (Washington State Department of Ecology), Chris Sutton (CHPRC).

- I. Because there were some new HASQARD Focus Group meeting attendees in the room, Jonathan Sanwald requested all attendees to introduce themselves and state their affiliation with the group. During the introductions, Joe Archuleta announced he would be retiring May 5 and Jeff Bramson would be assuming HASQARD Focus Group membership for him after that date. The Secretary stated that because Joe is CHPRC's HASQARD Focus Group voting member, a new voting member will need to be installed for CHPRC. The Secretary took the action to review the HASQARD Focus Group Charter and ensure the new voting member is appropriately named.
- II. Jonathan Sanwald requested review and approval of the meeting minutes from the last quarterly meeting of the HASQARD Focus Group held on January 26, 2016. Hearing no comments on the draft meeting minutes, the minutes were approved.
- III. The status of action items from the May 26, October 22 and January 26 meetings were discussed:
 - a. Jonathan Sanwald stated that he continues to with Focus Group members to compile a HASQARD Rev. 4 audit checklist. Jonathan and Joe Archuleta have shared email on the subject. Joe stated that he has a draft checklist developed and that CHPRC is scheduled to do an independent assessment on HASQARD Rev. 4 implementation in July. Joan Kessner stated that Rich Weiss has received a draft checklist from Jonathan and will be comparing it to the DOE Consolidated Audit Program (DOECAP) checklist. Jonathan mentioned that there were more revisions necessary than he anticipated there would be to convert the HASQARD Rev. 3

checklist to a HASQARD Rev. 4 checklist. Joan stated that Rich would provide Jonathan with a proposed schedule for completion of the checklist review by April 25.

- b. The relationship of the DOECAP, HASQARD and the MSA Acquisition Verification Services (AVS) laboratory services Evaluated Suppliers List (ESL) was discussed.

Jonathan Sanwald recapped that this agenda/action item is related to the fact that MSA QA management has stated that HASQARD cannot be stated as a source of requirements on commercial laboratory statements of work (SOWs). This position is because MSA AVS reviews SOWs before they are sent to prospective suppliers that are (or will need to be) placed on the MSA AVS ESL. If HASQARD is stated as a source of requirements, the laboratories would need to be approved by assessing their ability to conform to those requirements. The MSA QA management cites a letter from DOE-RL to MSA from June 2011 as the basis for being unable to perform supplier evaluations at analytical laboratories against the HASQARD requirements. The June 2011 letter directs MSA to utilize DOECAP audits to ensure that commercial laboratories used to obtain analytical results for environmental samples meet applicable sample management and analytical services QA requirements. Robert Elkins stated that in 2011 the DOECAP was using a document titled Quality Systems for Analytical Services (QSAS) as the basis for the checklists developed for the DOECAP audits. Now, DOECAP is using the Quality Systems Manual (QSM) which is a joint DOE/Department of Defense document. The QSAS was relatively close to HASQARD compared to the QSM which is much more linked to the ISO 17025 and National Environmental Laboratory Accreditation Coalition (NELAC) standards. The gap analysis between QSAS and the QSM shows quite a few differences. Jonathan stated that MSA QA management would be willing to change their policy on this if acceptable to DOE. Joan Kessner added that using DOECAP to audit while requiring conformance to HASQARD in a SOW is still acceptable as long as the gap between the two requirements is assessed by someone during the DOECAP audit. This has been done several times by Hanford participants in DOECAP audits. Robert Elkins added that DOECAP funding is always an issue, so relying solely on DOECAP may result in a laboratory not being evaluated when or as frequently as needed. The Secretary asked if a copy of the 2011 letter was available. Jonathan Sanwald had a copy and gave it to the Secretary. The Secretary notes a sentence in the letter that states, "Be advised however that this direction does not relieve MSA of its contractual responsibility to ensure that all regulatory quality assurance requirements for environmental data are met." This is the closest the letter gets to ensuring HASQARD is not forgotten. However, because HASQARD is not a regulatory requirement, nor mentioned specifically in the Tri-Party

Agreement (TPA), this sentence is not specific enough to ensure HASQARD is represented in DOECAP audits. The Secretary took the **action** to discuss this issue with RL and ORP QA and determine an acceptable path forward.

Chris Sutton stated that the approach taken at CHPRC has been that Joe Archuleta is responsible to ensure environmental programs at CHPRC meet all applicable QA requirements. Therefore, an Environmental Quality Assurance Program has been developed by Joe's team. This document ensures the applicable QA requirements of HASQARD, the TPA, DOE Orders, etc. have been incorporated in the program. Chris stated that Jim Douglas used the analytical QA/QC requirements from the QSM, HASQARD, SW-846 and laboratory SOWs to prepare a spreadsheet allowing easy comparison of the requirements from these different sources. The results of this effort indicate that HASQARD usually contains the most prescriptive or "tightest" requirements. Chris added that Jim Douglas, Scot Fitzgerald and Sarah Nagel are going through the process to become DOECAP auditors to ensure Hanford technical specialists are represented on DOECAP audits at laboratories utilized by CHPRC.

IV. New Business

- a. Kris-Kuhl Klinger stated that Marcus Aranda would be the HASQARD Focus Group voting member for WHL. The Secretary took the action to review the HASQARD Focus Group Charter and ensure the new voting member is appropriately named.
- b. The status of incorporating HASQARD Rev. 4 in the contracts was discussed. Kris Kuhl-Klinger stated that Rev. 4 has not been implemented at the 222S Laboratory yet because the requirement to maintain temperature monitoring on cold storage units when personnel are typically not working could cost as much \$250,000 to implement. The WHL contract specifies HASQARD Rev. 3.
- c. Jonathan mentioned the difficulty he has had in obtaining technical specialist support for the upcoming audit of the WHL section of the 222S laboratory. This audit will take place April 25-29. An audit of the WRPS section of the 222S laboratory is scheduled for June 2016. Jonathan asked if the other companies have a commitment to support HASQARD audits. The WRPS personnel present stated they have supported, and will continue to support, HASQARD audits when they are at facilities applicable to WRPS and/or do not involve a potential conflict of interest. Kris Kuhl-Klinger stated she would offer her personnel as participants so they could obtain audit

experience.

Hearing no additional new business, the Focus Group Chair adjourned the meeting at 2:55 PM. The next meeting of the HASQARD Focus Group will be July 19, 2016 in Conference Room 308 at 2420 Stevens.