

CHARTER

Hanford Analytical Services Quality Assurance Requirements Document Focus Group

1.0 PURPOSE

The Hanford Analytical Services Quality Assurance Requirements Document (HASQARD) Focus Group identifies, consolidates, and provides guidance on analytical and sampling quality assurance requirements for the Hanford Site through the HASQARD, DOE-RL-96-68. The U.S. Department of Energy (DOE), Richland Operations Office (RL) issues the HASQARD. The latest revision can be found at: <http://www.hanford.gov/page.cfm/AnalyticalServices>

2.0 SCOPE

The HASQARD meets the need of the Hanford Site to maintain a consistent level of quality in sampling, and field and laboratory analytical services. The HASQARD applies to contractors and subcontractors supporting the Hanford Mission. The HASQARD Focus Group maintains the HASQARD, provides interpretations, and modifies the HASQARD in response to changes in applicable DOE orders and regulatory and industry standards.

3.0 ORGANIZATION

The Focus Group consists of representatives from Hanford Site prime contractors to RL and the DOE Office of River Protection (ORP), the Hanford Site regulatory agencies, and technical representatives from the Pacific Northwest National Laboratory (PNNL). The regulatory agencies at the Hanford Site include the Washington State Department of Ecology, Washington State Department of Health, and U.S. Environmental Protection Agency, Region 10. Interested parties from these organizations are invited to attend and participate in Focus Group meetings. The following prime contractors and technical participants from PNNL provide the voting membership:

Contractors and Contract Area

Contractor	Area of Focus	DOE Office
Battelle Memorial Institute	Pacific Northwest National Laboratory (PNNL)	PNSO
Bechtel National Inc. (BNI)	Waste Treatment Plant (WTP)	ORP
CH2M HILL Plateau Remediation Company (CHPRC)	Remediation of Hanford Groundwater and Central Plateau	RL
Mission Support Alliance (MSA)	Contractor responsible for the maintenance of HASQARD	RL
Washington River Protection Solutions (WRPS)	Tank Operations	ORP
Wastren Hanford Laboratory (WHL)	Provides laboratory services to DOE	ORP

Voting members are appointed based on their expertise in analytical chemistry, quality assurance, field sampling, field screening, sample management, and regulatory areas. One voting member is appointed from each of the Hanford prime contractors and PNNL. The appointed voting member is not required to be an employee of the Hanford prime contractor making the appointment. If the appointed voting member is not an employee of the prime contractor making the appointment, the voting member must work for a company that has a subcontract with the prime contractor. Voting members are appointed in writing (email to the Focus Group Chair or Secretary is sufficient) by each prime contractor's Quality Assurance Manager or higher management official.

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. The Chairperson does not have to be a voting member.

Any Focus Group attendee may propose a measure to the Focus Group. A simple majority of voting members is required to approve a measure. Votes may be cast in absentia. Any measures that result in a revision to the HASQARD or this Charter require approval by a unanimous vote of the voting members. Any revisions to the HASQARD that result in increases to contract costs will be processed through the responsible DOE Contracting Officer according to contract requirements, prior to implementation.

4.0 RESPONSIBILITIES

The responsibilities for the HASQARD Focus Group are the following:

- Facilitate consensus building on the Hanford Quality Assurance requirements for sampling, field analytical activities, analytical laboratories, and laboratory contractors.
- Maintain the HASQARD document current to regulatory and industry standards

- Serve as the interpretive authority for the HASQARD
- Advise HASQARD users on applicability and implementation
- Establish working groups to address specific issues

4.1 Chairperson

The Chairperson leads the activities of the HASQARD Focus Group. Duties of the Chairperson include the following:

- Recommend goals and milestones for the HASQARD Focus Group
- Schedule and lead HASQARD Focus Group meetings and presentations
- Coordinate with DOE to arrange for administrative support as needed

4.2 Focus Group Secretary and Administrative Support

The Focus Group Secretary or Administrative Support is responsible for preparing and controlling HASQARD updates and revisions for issuance by DOE. Duties include the following:

- Ensure maintenance of the HASQARD website
- Track and disseminate comments and questions to the HASQARD Focus Group
- Track and disseminate comment responses to comment owner
- Maintain administrative files (e.g., comments and resolutions, revisions to the HASQARD document, correspondence associated with HASQARD) and other relevant documentation supporting the HASQARD Focus Group
- Ensure formal records of the Focus Group are captured in the Integrated Document Management System
- Record and issue meeting minutes from the HASQARD Focus Group meetings, including tracking of actions

4.3 Regulatory Support

The regulatory representation in the HASQARD Focus Group may provide regulatory positions with respect to requirements imposed through their organizations. These regulatory representations may include the following:

- Assist in the interpretation of regulatory requirements
- Attend the HASQARD Focus Group meetings to understand the Hanford site position and direction for the implementation of quality requirements

5.0 MEETINGS

Meetings are scheduled a minimum of two weeks in advance and typically held monthly. More

frequent meetings may be scheduled and held in order to accomplish scheduled activities and milestones. The additional meetings are considered working group meetings and require only the attendance of those associated with the subject work activity.

The Chairperson provides an agenda one week prior to each HASQARD Focus Group meeting. The agenda includes items to come before the group for vote. Agendas are optional for the working group meetings. Agendas typically include:

- Review and approval of previous meeting minutes
- Actions for the HASQARD Focus Group
- Status of open actions
- General Discussion Items
- Around the table

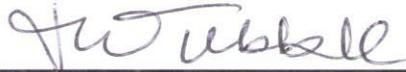
Draft meeting minutes from HASQARD Focus Group meetings are scheduled to be issued within seven working days of the meeting. Minutes from working group meetings are not required but may be produced and disseminated to the Focus Group membership. Once approved, the Focus Group meeting minutes are uploaded for review at:
<http://www.hanford.gov/page.cfm/HASQARDFocusGroup>

HASQARD Charter Organizational Concurrence and Approvals

Organization

Date

Concurrence:

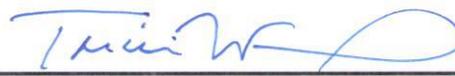
 3/21/18
Bechtel National, Inc. Quality Assurance

 3-12-18
CH2M Hill Plateau Remediation Company Quality Assurance

 12 March 2018
Mission Support Alliance Quality Assurance

 03/08/2018
Pacific Northwest National Laboratory Quality Management

 3/8/18
Washington River Protection Solutions Quality Assurance

 03/07/2018
Wastren Hanford Laboratory

Approval:

 3/21/2018
DOE Richland Operations

 3/21/18
DOE Office of River Protection