

**HASQARD Focus Group**  
Meeting Minutes  
March 21, 2017

The meeting was called to order by Cliff Watkins, HASQARD Focus Group Secretary at 2:05 PM on March 21, 2017 in Conference Room 308 at 2420 Stevens.

Those attending were: Cliff Watkins (Corporate Allocation Services, DOE-RL Support Contractor, Focus Group Secretary), Lynn Albin (Washington State Department of Health), Taffy Almeida (Battelle - Pacific Northwest National Laboratory (PNNL)), Marcus Aranda (Wastren Advantage Inc. Wastren Hanford Laboratory (WHL)), Jeff Bramson (CH2M HILL Plateau Remediation Company (CHPRC)), Steve Chalk (U.S. Department of Energy – Richland Operations Office (DOE-RL)), Glen Clark (Washington River Protection Solutions (WRPS)), Jim Douglas (CHPRC), Fred Dunhour (U.S. Department of Energy – Office of River Protection (DOE-ORP)), Anthony Nagel (CHPRC), Sarah Nagel (CHPRC), Karl Pool (PNNL), Noe'l Smith-Jackson (Washington State Department of Ecology), Chris Sutton (CHPRC), Chris Thompson (PNNL).

I. Jonathan Sanwald (Focus Group Chair) was unable to attend the meeting due to a last minute conflict. As a result, the Focus Group Secretary assumed the role of facilitating the meeting along with the usual role of recording minutes and revisions to the document made as it was reviewed. The Secretary requested review and approval of the meeting minutes from the last meeting of the HASQARD Focus Group held on February 28, 2017. The draft minutes from the February 28 meeting were distributed at the meeting and showed the incorporation of several comments that were provided to the Focus Group Secretary after the draft minutes had been electronically distributed for comment. Hearing no additional comments on the draft meeting minutes, the minutes were approved.

II. The status of action items from previous meetings were discussed:

The Secretary asked if there were any outstanding action items related to the checklists discussed at previous meetings. The Secretary recalled that Wendy Thompson was working on a checklist for HASQARD Revision 4, Volume 3. Wendy was not present to provide an update, so the matter was tabled.

III. The Focus Group began discussing the concept of adding an expectation that Department of Energy Consolidated Audit Program (DOECAP) be the auditing entity for commercial laboratories that are subcontracted by Hanford Contractors and are routinely audited by the DOECAP program.

Prior to the meeting, Chris Sutton had provided an electronic revision to HASQARD Volume 1 to The Focus Group Secretary. This file indicated proposed language specifying the roles of the HASQARD Focus Group and

the DOECAP and where it should be inserted in the document. The Focus Group Secretary had distributed this electronic file to the Focus Group members approximately one week before the meeting. Two Focus Group members had further marked-up the electronic file with suggested revisions to the language Chris Sutton had provided and returned the marked up files to the Focus Group Secretary. The Focus Group Secretary displayed the files on a screen and the Focus Group members began to comment.

The Focus Group members present discussed a comment by Glen Clark indicating that the reference for the QA program to which DOECAP audits are conducted was incorrectly cited in the language Chris Sutton had drafted. Chis stated that he had noticed that the document indicates DOE as signatory to the Quality System for Analytical Services (QSAS) and Department of Defense (DOD) was signatory to the Quality Systems Manual (QSM) for Environmental Laboratories. The cover page of the document references to QSM and title indicating QSAS is only found on the signature page for DOE. Glen Clark stated that in audit reports, it is references as the QSM. The Focus Group members that are part of the DOACAP working group took an action to inquire with DOECAP regarding the proper way to reference this document. **NOTE:** Following the meeting, Taffy Almeida made contact with DOECAP personnel and was told the proper citation for the document is: *Department of Defense (DOD)/ Department of Energy (DOE) Consolidated Quality Systems Manual (QSM) for Environmental Laboratories*, or DOD/DOE QSM for short. The proper citation will be used in HASQARD Rev. 5.

The proposed language provided by Chris Sutton was modified and rearranged only slightly by comments made during the meeting. The Focus Group Secretary revised the electronic file containing the revisions “real time” as comments were suggested, evaluated and ultimately accepted.

One of the challenges with the revision is that it will not be possible to state that all commercial laboratories will be audited only by DOECAP. This is because there have been, and will likely continue to be, occasions where a commercial laboratory has a unique capability and a Hanford Contractor will need to contract that laboratory. If the laboratory with the unique capability has a very small DOE client base, then it is likely DOECAP will not add the laboratory to their audit schedule. As a result, the language in HASQARD must allow for this unique commercial laboratory’s case.

After accepting the revisions suggested, the Focus Group requested the Secretary to incorporate these revisions in an electronic file being kept by the Secretary. The Secretary’s file shows comments and known errata that the Focus Group knows needs to be addressed when producing HASQARD Revision 5. This combined file is to be distributed to the Focus Group to use as a starting place for the next Focus Group meeting.

The Secretary inquired whether the group wanted to proceed with the next agenda item which was close examination of all occurrences of the word “should” in HASQARD to determine if they should be changed to “shall” or “must” statements. Because of the lateness of the hour and large number of “should statements” in the document, the Focus Group felt this would be a good activity to save for the next Focus Group meeting.

IV. The Focus Group Secretary asked if there is any new business to discuss.

Cliff Watkins stated that contact has been made with the Bechtel National personnel that are citing HASQARD in environmental documents being produced for the Waste Treatment Plant (WTP). The individual contacted, Aruna Arakali, stated that she believes Bechtel needs to be aware of HASQARD Focus Group activities and that eventually Bechtel should be attending the meetings and become voting members. One issue for Bechtel is that they do not have a specific charge code identified to support HASQARD efforts. When issues associated with their attendance are resolved, they will plan to attend.

The Focus Group Secretary requested any additional new business and, hearing none the Secretary adjourned the meeting at 3:40 PM.

The next meeting of the HASQARD Focus Group will be at 2:00 PM on April 25, 2017 in Conference Room 308 at 2420 Stevens.