

**HASQARD Focus Group**  
Meeting Minutes  
April 25, 2017

The meeting was called to order by Jonathan Sanwald, HASQARD Focus Group Chair at 2:23 PM on April 25, 2017 in Conference Room 408 at 2420 Stevens. The meeting started later than scheduled and required a room change due to the loss of the overhead projector and desk top computer in Conference Room 308. This equipment had been removed as part of the relocation of CHPRC personnel from 2420 Stevens.

Those attending were: Jonathan Sanwald - HASQARD Focus Group Chair (Mission Support Alliance (MSA)), Cliff Watkins - Focus Group Secretary (Corporate Allocation Services, DOE-RL Support Contractor), 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 Cheadle (U.S. Department of Energy – Office of River Protection (DOE-ORP)), Glen Clark (Washington River Protection Solutions (WRPS)), Dan Coughlin (WRPS), Jim Douglas (CHPRC), Fred Dunhour (DOE-ORP), Sarah Nagel (CHPRC), Matt Perrott (MSA), Karl Pool (PNNL), Noe'l Smith-Jackson (Washington State Department of Ecology), Chris Sutton (CHPRC), Chris Thompson (PNNL) and Wendy Thompson (MSA).

- I. Jonathan Sanwald (Focus Group Chair) requested review and approval of the meeting minutes from the previous meeting of the HASQARD Focus Group held on March 21, 2017. The draft minutes from the March 21 meeting were distributed showing several comments that were provided to the Focus Group Secretary after the draft minutes had been electronically distributed for review. Hearing no additional comments on the draft meeting minutes, the minutes were approved.
  
- II. The status of action items from previous meetings were discussed:

Wendy Thompson has completed a checklist for HASQARD Revision 4, Volume 3. Wendy will provide this checklist to the Focus Group Chair for review and comment.

Wendy Thompson asked if the checklists that are considered final have been made available. It was suggested that checklists that are considered to be “final” be placed on the Focus Group web site to facilitate use. The Focus Group Chair committed to sending the final checklists to the Secretary to ensure they are placed on the web site.
  
- III. The Focus Group began discussing the efforts remaining to produce Revision 5 of HASQARD.

Because HASQARD is intended to be a requirements document, the Focus Group felt that a review of all statements that are worded as suggestions (i.e., use the term “should” in the sentence) be reviewed to determine if they should become requirements (i.e., worded with a “shall” or “will” in the sentence) be retained as suggestions (i.e., no change made in the sentence) or deleted entirely from the document.

The Focus Group members present reviewed the nineteen occurrences of the word “should” found in Volume 1 of HASQARD Revision 4. Agreements were reached on revised wording or retention of the current language for each instance. By the conclusion of the meeting, all “should statements” in Revision 4 of Volume 1 had been reviewed.

- IV. Based on the time of day at the conclusion of the effort described above, the Focus Group Chair asked if there was any new business prior to adjournment.

Chris Sutton suggested that the Secretary send out the version of Volume 1 as it stands following the revisions made in this meeting. This distribution would allow the Focus Group members to review the revisions made in a broader context. That is, a review of the entire document is in order to ensure paragraphs or sections in other parts of the document aren’t in conflict with the revisions made at this meeting. The Secretary agreed to prepare a file showing all revisions made to date, and “parking lot” comments yet to be addressed, and send it to the Focus Group with the draft meeting minutes.

Chris Sutton suggested that the software QA section of HASQARD Volume 1 (Section 7) be reviewed. Chris described the history of development of Section 7 and his belief that the language found in Revision 4 of HASQARD contains more requirements than would be considered “reasonable” when applying a graded approach to the activity. It is possible that a higher degree of rigor was applied to software QA requirements because the CHPRC QA personnel preparing the section was influenced by CHPRC’s grading of environmental analytical services a quality level-1 (QL-1). This is stated in the CHPRC QA Program (PRC-MP-QA-599) Section 7.3, which includes the following statement in the definition of items or services procured at QL-1, “Examples where this level would be applied include Safety Class (SC) items or services, environmental laboratory analytical services and other items/services classified as high risk.”

The Focus Group Chair requested any additional new business and, hearing none, the meeting was adjourned at 3:44 PM.

The next meeting of the HASQARD Focus Group will be at 2:00 PM on May 23, 2017 in Conference Room 308 at 2420 Stevens.