

HASQARD Focus Group
Meeting Minutes
March 20, 2018

The meeting was called to order by Jonathan Sanwald, HASQARD Focus Group Chair at 3:00 PM on March 20, 2018 in Conference Room 223 at 2430 Stevens Place.

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), Taffy Almeida (Battelle – Pacific Northwest National Laboratory (PNNL)), Marcus Aranda (Wastren Advantage Inc. Wastren Hanford Laboratory (WHL)), Linda Carr (PNNL), Glen Clark (Washington River Protection Solutions (WRPS)), Fred Dunhour (DOE - Office of River Protection (DOE-ORP)), Scot Fitzgerald (CH2M HILL Plateau Remediation Company (CHPRC)), Markus McGrath (WRPS), Anthony Nagel (CHPRC), Sarah Nagel (CHPRC), Karl Pool (PNNL), Geoff Schramm (WRPS), Paula Sellers (Waste Treatment Completion Contractor (WTCC)), Noe'l Smith-Jackson (Washington State Department of Ecology), Chris Sutton (CHPRC), Chris Thompson (PNNL), Rich Weiss (MSA) Tricia Wood (WHL).

- I. The Chair requested review and approval of the meeting minutes from the HASQARD Focus Group held on February 27, 2018. The draft minutes from the meeting were distributed and time was allowed for one final review. Hearing no additional comments on the draft meeting minutes, the minutes from the February 27, 2018 meeting were approved.

- II. At the February meeting of the Focus Group, a representative of WRPS management, Joel Hebdon, attended the meeting to discuss his view that the HASQARD Focus Group and HASQARD document should be considered on the same level as the site-wide committees that develop the Hanford Site safety manuals (e.g., the Hoisting and Rigging, Fall Protection Program and Confined Space Program manuals). Joel expressed the view that if HASQARD was at the same level as these safety manuals it would have Senior Management Team (SMT) buy-in and visibility. This level of representation and oversight would ensure greater knowledge of, and compliance with, HASQARD across the site.

At the February meeting, the Focus Group Secretary took the action to contact the coordinator of the SMT committees to discuss the possibility of HASQARD becoming another document under the purview of the SMT. The Secretary reported that the coordinator was contacted and his initial concern was to ensure his DOE customer approved of the increased work scope that would result from this effort. The Secretary asked who the customer was and subsequently scheduled a meeting between the SMT coordinator (Darrell Riffe of MSA) and the DOE-RL Deputy Assistant Manager for

Safety and Environment (Brian Stickney). The original date for that meeting was set for March 21 but, as of preparation of these minutes, has been rescheduled for April 10 due to scheduling conflicts.

- III. On March 19, 2018, the Focus Group Secretary, and select Focus Group members, received a request from Steve Clark of DOE-HQ to help address identified gaps between the HASQARD and the Quality Systems Manual (QSM) that will be used by the DOE Consolidated Audit Program – Accreditation Program (DOECAP-AP). Steve Clark is requesting the HASQARD Focus Group to identify the sections within the QSM where language should be revised to address and eliminate the identified gaps.

Rich Weiss stated that the primary “ownership” for the QSM is within the Department of Defense (DOD). There is a QSM working group composed of personnel representing DOE and DOD. This group involves subject matter experts (SMEs) as necessary and produces revisions to the QSM. The revised document then receives a broad review from the user community before being finalized. Rich stated that the best way to go about addressing Steve Clark’s request would be to obtain a copy of the QSM in Word format and use tracked changes to show the proposed revisions required to address the gaps with HASQARD. Rich also stated that the QSM needs to be “married” with The National Environmental Laboratory Accreditation Coalition (NELAC) Institute (TNI) QA document as part of the current revision effort. There are parts of the TNI document that is not discussed or referenced in the QSM. One of the goals of the current QSM revision effort is to incorporate the TNI document enough that the QSM can stand alone as the basis for the DOECAP-AP accreditation and be the only QA document used by the DOECAP-AP Accrediting Bodies (ABs) as they perform their scope for DOE. Because of the fact that some of the gaps identified between HASQARD and the DOECAP-AP were identified as gaps between both the QSM and TNI documents, if the TNI requirements were a better “fit” for the HASQARD gap to be addressed, it would be better to send our comments to Steve Clark showing the TNI language.

The fact that DOD reviews and comments on any revision to the QSM was discussed and Glen Clark added that if DOD disagrees with language inserted by DOE, the exception can be addressed and still included in the QSM.

Jonathan Sanwald asked if one person would be able to get the QSM in Word format and enter the HASQARD gaps using tracked changes.

Rich Weiss stated that should work but some involvement of SMEs in certain areas may be required to ensure the gap is addressed appropriately.

Jonathan Sanwald stated that he would prefer the effort of indicating the place to address the HASQARD gaps in the QSM be taken on by someone that is

not currently identified as being on a subcommittee to produce Revision 5 of HASQARD.

The Secretary volunteered for the assignment and asked if a Word version of the QSM was available. Jonathan Sanwald speculated that perhaps Steve Clark could provide the document in that format. Rich Weiss stated that the TNI document would not be available in that format but the QSM might be. Sarah Nagel stated that she would see if a Word version of the QSM could be made available from the DOECAP Data Quality Work Group.

Rich Weiss provided additional details he has heard about the current QSM revision effort and added speculation from past experience to indicate that the new revision (QSM Version 2.1) won't be published before 2019.

Taffy Almeida asked if Steve Clark stated a purpose for closing the HASQARD gaps in the QSM. That is, would the intent be to create "new requirements" that all laboratories would need to comply with or to insert "HASQARD participants only" exceptions in the QSM. Taffy added because in discussion with DOECAP-AP AB auditors she knows indicated that the DOECAP-AP ABs will audit to the HASQARD gap checklist, but the laboratories success in achieving accreditation will not consider the laboratory's compliance with the HASQARD gaps. The DOECAP-AP AB auditor also stated that the ABs will not be following-up on any items identified as deficiencies based on the HASQARD gap checklist. Glen Clark stated that if the DOECAP-AP ABs aren't going to follow-up on deficiencies, the individual companies at Hanford that have contracts with the noncompliant laboratory will have to follow-up in contracts space. The Focus Group members seemed to agree that the intent of providing the DOECAP-AP with proposed revisions to the QSM to address the HASQARD gaps is to create "new requirements" in the QSM so that there is no gap between HASQARD and QSM requirements. This would ideally result in the DOECAP-AP accreditation representing HASQARD accreditation also.

Jonathan Sanwald added that if we are to stick with the direction of having no duplicative analytical laboratory audits, we will need to follow-up on HASQARD issues in individual contract actions that are not audits. Jonathan expressed his hope that this is a one or two year "annoyance" until the QSM can be modified to be equivalent to HASQARD.

Back tracking to the discussion Taffy Almeida had with the DOECAP-AP AB auditor she knows, the Secretary asked if the ABs will be sharing the completed HASQARD checklist with the HASQARD Focus Group. Taffy said that's a good question. Jonathan Sanwald stated that we will hope to get clarity on that question as we witness how the DOECAP-AP is operating when it is initiated. Jonathan stated that the fact that Hanford Contractors have a long history with the laboratories will help. Taffy Almeida said that

we will want to follow-up on deficiencies identified on the HASQARD gap checklist.

Glen Clark stated that the QSM Data Quality Work Group was meeting on March 21 and will be discussing including SW-846 references in the new revision of the QSM. There is no schedule available for the DOECAP-AP audits yet. The laboratories are beginning to schedule their audits with the ABs. Glen stated that one of the laboratories that is used by WRPS will be audited in May and another laboratory has informed Glen that they will be audited by the DOECAP-AP in September.

Sarah Nagel stated that the AB's typical mode of operation is to contact a laboratory about 90 days before their current accreditation will expire to schedule the next audit.

Rich Weiss stated that this is the time of year that DOECAP would normally be conducting a lot of audits. However, it is looking like it may be greater than one year from the last DOECAP audit before the DOECAP-AP audits will begin.

Noe'l Smith-Jackson asked if any of the Hanford DOECAP auditors were already identified as observers on the upcoming DOECAP-AP audits.

Jonathan Sanwald stated that on the DOECAP-AP schedule he has seen that there is a former DOECAP auditor from a Hanford contractor identified as an observer for all laboratories used by Hanford contractors with upcoming DOECAP-AP audits.

Glen Clark added that the radiochemistry portion of the DOECAP-AP will have to be audited by a DOE SME since none of the DOECAP-AP ABs have radiochemists. Glen asked if any of the Hanford radiochemistry SMEs have been identified to do that portion of any DOECAP-AP audits. Scot Fitzgerald indicated that he has been tapped to perform two DOECAP-AP radiochemistry audits. Rich Weiss stated that he has not been contacted to fill that role for any audit yet.

The Secretary asked those familiar with the QSM revision process what the likelihood would be that new gaps between HASQARD and the QSM will become apparent after the revision. That is, is there a possibility that language that is in the current revision of the QSM that addresses a HASQARD requirement will get removed or revised such that the HASQARD requirement is no longer met by the QSM? Sarah Nagel stated that the HASQARD Focus Group will need to review the proposed revision to see if this occurs. Rich Weiss concurred that we will need to do this, but says he hopes there won't be many and that the reviewers from Hanford may be able to catch them as the document goes through review.

Glen Clark stated that the latest revision of the International Standards Organization (ISO) 17025 standard was issued in November 2017. What typically happens in response to the ISO standard being revised is that the TNI document is then revised followed by a revision to the QSM.

Rich Weiss added that the proposed revisions to the DOECAP audit checklist module 6 (Radiochemistry) has been issued for comment and there is a significant number of changes.

IV. The Focus Group began discussing the efforts to produce Revision 5 of HASQARD.

At the February meeting of the Focus Group it was decided that subcommittees would be assigned to draft Revision 5 of the HASQARD with one subcommittee assigned to each Volume (except Volumes 3 and 4 which would be addressed by the same subcommittee). The Secretary polled the Focus Group for volunteers and presented the list of volunteers by subcommittee to the Focus Group. The need for a chair for each subcommittee was expressed. The Chair will be responsible for returning a tracked changes version of the Word file containing Volume(s) revised by the subcommittee to the Secretary, scheduling meetings of the subcommittee, etc. The chairs for each subcommittee were identified and a few additional names were added to each subcommittee. The subcommittees working on the revision to the HASQARD volumes are:

Volume 1 Subcommittee

Paula Sellers (WTCC) *
Jonathan Sanwald (MSA)
Glen Clark (WRPS)
Tricia Wood (WHL)
Chris Sutton (CHPRC)

Volume 2 Subcommittee

Geoff Schramm (WRPS) *
Wendy Thompson (MSA)
Kyle Stiles (CHPRC)
Glen Clark (WRPS)

Volumes 3 & 4 Subcommittee

Jim Douglas (CHPRC) *
Scot Fitzgerald (CHPRC)
Robert Elkins (WRPS)
Marcus Aranda (WHL)
Wendy Thompson (MSA)
Karl Pool (PNNL)

Judy McCluskey (WRPS)

* Subcommittee Chair

Jonathan Sanwald provided his goals for a schedule for completing Revision 5 to HASQARD. Jonathan said he would like to see Volume 1 ready for Focus Group review by the June Focus Group meeting. Jonathan stated that the subcommittees should attempt to work on this effort and/or meet at least one hour per week.

V. The Chair asked if there was any new business to discuss.

Chris Sutton stated that while this is not necessarily “new business” he had some information that would likely be of interest to the Focus Group. Chris stated that he has been made aware that the Test America laboratory system will be undergoing a major restructuring. The impacts of this restructuring will include that radiochemistry analyses will no longer be supported by the Richland Test America laboratory. The Test America laboratory in St. Louis will be designated as the center for excellence for radiochemistry and metals analysis and the Denver laboratory will serve this role for organics analysis. The Richland laboratory will reduce its scope in support of CHPRC to performance of bioassay, hexavalent chromium and anions analyses. The asbestos analyses previously conducted by Test America in Richland will no longer be available at that location either. The notice of this restructuring was provided by a Test America Vice President to the CHPRC Procurement Specialist. No specific schedule for this restructuring was provided.

Noe'l Smith-Jackson asked if the individual the State uses as a contact at that laboratory would still be in Richland. Sarah Nagel stated that the Ecology contact has already left that laboratory.

Glen Clark asked why this is happening. There is speculation that the Port of Benton is involved and wants some of the land in that area made available.

Chris Sutton speculated that the reason is that DOE sites are beginning to be cleaned and closed. Therefore, there are fewer and fewer samples coming from the DOE facilities. Glen Clark asked if Test America Richland will still be doing the anions analyses that they are accredited by the State of Washington to do. Chris Sutton stated that his understanding is that Test America – Richland will continue doing anion analyses.

Rich Weiss and Jonathan Sanwald stated that with this reduction in scope, the DOECAP (and therefore the DOECA-AP) will no longer attempt to schedule audits at this facility. If any Hanford contractor requires the services of Test America – Richland, it will require a HASQARD audit to be done at that facility to keep them on the MSA Acquisition Verification Services (AVS)

Evaluated Suppliers List (ESL).

Jonathan asked if anyone knew of any other laboratories that will be reducing scope or closing. Chris Sutton stated that he has been informed that Southwest Research Institute (SwRI) is cutting back on the services they will offer due to losses being encountered by that laboratory. The SwRI personnel had initially indicated that they would not seek DOECAP-AP accreditation but have modified their position to saying they will get accredited for one year to see how the costs versus benefits of the accreditation pan out.

Hearing no additional new business, the Chair adjourned the meeting at 3:55 PM.

The next meeting of the HASQARD Focus Group will be at 2:00 PM on April 17, 2018 in Conference Room 223 at 2430 Stevens.