

HASQARD Focus Group
Meeting Minutes
July 24, 2019

The meeting was called to order by Sarah Nagel the HASQARD Focus Group Chair at 2:00 PM on July 24, 2019 in Conference Room 199 at 2430 Stevens Center Place.

Those attending were: Sarah Nagel – Focus Group Chair (Mission Support Alliance (MSA)), Cliff Watkins - Focus Group Secretary (Corporate Allocation Services, U.S. Department of Energy – Richland Operations Office (RL) Support Contractor), Samuel Adams (Battelle Memorial Institute – Pacific Northwest National Laboratory (PNNL)), Erika Cutsforth (CH2MHILL Plateau Remediation Company (CHPRC)), Jim Douglas (CHPRC), Robert Elkins (Washington River Protection Solutions (WRPS)), Scot Fitzgerald (CHPRC), Walter Scott (U.S. Department of Energy – Office of River Protection (ORP), Noe'l Smith-Jackson (Washington State Department of Ecology), Rich Weiss (MSA), Tricia Wood (Wastren Hanford Laboratory (WHL)).

- I. The Chair requested review and approval of the meeting minutes from the HASQARD Focus Group held on June 19, 2019. The draft minutes from the meeting were distributed and time was allowed for one final review. Two comments were received and incorporated prior to a motion for approval of the minutes being heard. Hearing no objections to the motion and no additional comments on the draft meeting minutes, the minutes from the June 19, 2019 meeting were approved.

- II. The HASQARD Focus Group has a standing agenda item to discuss the status of activities associated with the DOE Consolidated Audit Program – Accreditation Program (DOECAP-AP) at all HASQARD Focus Group meetings. This month, the following updates were discussed:

There were no DOECAP-AP assessments conducted in June that were attended by observers from Hanford. Robert Elkins stated that the assessment at ALS-Utah has been scheduled for September. Sarah Nagel asked if this is the laboratory that primarily performs industrial hygiene (IH) analyses for WRPS and Robert confirmed this was the case.

Rich Weiss stated that he has been contacted by Steve Clark and that Rich will be performing the close-out audit at the Test America – Richland (TARL) facility that is being closed and torn down. The schedule is to perform this audit within the next two weeks because the dismantlement plans for the former TARL facility include asbestos abatement planned in the near future and it would be advantageous to have the close-out audit done before that begins. Rich asked the Focus Group members assembled if they had any specific input related to his preparations for the close-out audit. No Focus Group members provided additional input. Rich stated that Steve Clark told

Rich that Steve's main concern was to ensure that all DOE samples and waste associated with DOE samples are properly disposed of to ensure there are no liability issues for DOE as the facility is vacated. Rich said that DOECAP has a standard close-out checklist that he will be using and will pass that checklist along to anyone expressing an interest in seeing it. Scot Fitzgerald stated that he would like to see the close-out checklist. Sarah Nagel stated that the TARL facility had lots of records and wondered where those are now. Sarah said she assumes they are at the Test America laboratory in St. Louis. Rich concurred with Sarah's assumption and said it will also be interesting how the in-house Laboratory Information Management System (LIMS) data will be handled as it is separate from the corporate LIMS.

The Focus Group discussed the DOE-HQ Analytical Services Program (ASP) training workshop that was held in Denver, CO July 16-19.

Prior to the Focus Group meeting, Sam Adams had provided the Focus Group Secretary with files with all of the presentation materials from the workshop. The Secretary distributed these files to the HASQARD Focus Group on July 23. Rich Weiss mentioned that there had been some issues with opening the zip files, but those issues had not been encountered by him. No other Focus Group members present indicated an issue opening/reviewing the DOECAP workshop materials.

Sam Adams stated that the workshop was well attended (about 125 attendees) and included an area for vendors to set up exhibits. Sam stated that all three of the DOECAP-AP Accrediting Bodies (ABs) were represented. Sam said the meeting started on Tuesday morning with a combined session on the Occupational Safety and Health Administration's (OSHA) expectations for waste Treatment Storage and/or Disposal Facilities (TSDF). The OSHA expectations will be included in upcoming DOECAP TSDF audits. Sam stated that on Tuesday afternoon, the workshop broke into two separate sessions. Tricia Wood asked what the two groups were. Sam clarified that the two groups consisted of one focused on TSDF auditing and the other discussing the DOECAP-AP.

Jim Douglas asked if it was still DOECAP's intention to have DOE personnel conduct TSDF audits and not transfer this responsibility to an AB. Sam stated that the plan is to use DOECAP approved auditors from DOE or DOE contractors for TSDF audits. Sarah Nagel added that, in the past, DOECAP has contracted directly to some subject matter experts to support TSDF audits.

Sam Adams noted that there was no representation from the Mixed Analyte Performance Evaluation Program (MAPEP). Participation in the MAPEP performance testing (PT) program was a requirement for DOE contracted laboratories as stated in the Department of Defense (DoD)/DOE Consolidated Quality System Manual for Analytical Services (QSM) until the most recent

revision to the QSM document which dropped MAPEP participation as a requirement. Jim Douglas speculated that this may have been a result of the criticism the MAPEP program received at last year's workshop. Rich Weiss noted that one of the presentation slides in the package provided by Sam Adams included a slide showing a slashed line through the acronyms MAPEP and VSP. The acronym VSP is for Visual Sample Plan. The VSP is a software package developed and PNNL and funding to support the revisions to that software had been provided by the ASP. The Secretary speculated that the slash indicates ASP funding has been cut for supporting the VSP and MAPEP and without a funding association, or requirement for participation, the MAPEP personnel did not see a need to be at this meeting.

Sam Adams mentioned that representatives from a PT sample provider, Eckert & Ziegler, were at the workshop. This company recently received ISO 17043 accreditation as a PT sample provider. Sam said the Eckert & Ziegler personnel were marketing their ability to produce radionuclide PT materials in a client's matrix of interest. Tricia Wood asked Sam to repeat the name of the company because the 222-S Laboratory has a need for PT samples containing technetium-99 and the only source of those samples Tricia knows of is the MAPEP.

Robert Elkins stated that Glen Clark asked Robert to mention that Glen and Steve Clark talked at the workshop. During that conversation, Glen repeated the HASQARD Focus Group's desire to see the additional checklist items contained in Appendix E of the QSM to be moved to the standard requirements of the QSM. Robert said that Glen believes Steve Clark wants to see that happen when Revision 6 of the QSM is issued. Robert said that Diane Lawver is the point of contact for DOE's interface with DoD on the efforts to produce Revision 6 of the QSM. Rich Weiss stated that the last update he received indicated that Revision 6 is scheduled to be issued by December 31, 2020.

Cliff Watkins asked if any criticism of the program was heard. Cliff was interested if any of the issues like those voiced by HASQARD Focus Group members (e.g., checklists not being completed/not available) were voiced by anyone. Sam Adams said his impression was just the opposite. Sam stated that the attendees seemed pleased with the performance of the ABs and the direction the program is taking. Walter Scott said he heard a passing comment on the excessive number of DOE observers that have been present at some of the assessments. Walter heard that at one assessment there were eight observers and three AB assessors. Rich Weiss said that he could see that happening at a laboratory like GEL that does business at a lot of DOE sites. As a result, there would be interest from each of those sites to observe. Sarah Nagel asked if there was any discussion about limiting observers. Walter indicated he heard no discussion on limiting the number of observers; just discussion on the limitations expected of those serving as an observer.

Sam Adams stated that one of the slide presentations distributed to the Focus Group is on the subject of participation as an observer.

Walter Scott stated that he attended an afternoon session dedicated to the QSM. Walter stated that the session went into the QSM in detail and where the developers of the document see it going in Revision 6. Walter stated that, not being intimately familiar with the QSM, this was an excellent session for learning about the QSM. Erika Cutsforth stated that she also attended this session and heard the presenters say that one effort will be to eliminate redundancy. For example, training and records requirements are currently discussed in several sections and could be combined in one section on training.

Robert Elkins asked if there was any discussion on the development of AB expertise to perform the radiochemistry or Hazardous and Radiological Material Management (HRMM) portions of the DOECAP-AP assessments. Erika Cutsforth stated that she heard that DOECAP-AP is comfortable with continuing to request DOE contractor support for those aspects of a DOECAP-AP assessment. Sarah Nagel asked Scot Fitzgerald if he has been requested to be a radiochemistry assessor for any upcoming DOECAP-AP assessments. Scot Fitzgerald stated that he has not been contacted to fill that role recently. Scot has heard that the ABs are being trained to do the HRMM assessments. He has not heard of a need to support a radiochemistry assessment adding that the individual from the AB he observed seemed quite competent and capable of performing the assessments.

Sam Adams mentioned that the workshop was very up to date with modern technology by employing the Whova® application that attendees could download on their phone and stay informed of upcoming sessions, receive presentation slides, review the workshop schedule, etc. Erika Cutsforth added that near the end of the workshop, the Whova® application was used to collect opinion poll information regarding the workshop. Sarah Nagel asked if Erika could send screen shots of the polling results to the Secretary for subsequent distribution to the Focus Group. Erika agreed to do this.

Sarah Nagel speculated that the workshop attendance may have increased this year due to the fact that it was billed as a training session rather than as a conference. That allowed the attendees to avoid approval of their travel by conference management.

Walter asked about the fact that Steve Clark was mentioned as being the program manager for the ASP for only two years but is being received as a breath of fresh air. The Focus Group discussed past leadership for the ASP and why Steve is different.

In discussing the efforts of the HASQARD Focus Group to interface with the

ASP Data Quality Workgroup (DQW), the body responsible for DOE's efforts to revise the QSM, Sarah Nagel mentioned that the Focus Group had provided Steve Clark with a response to a FAQ. The Secretary stated that the response had been sent to Steve Clark and he had thanked the Secretary for sending it. The Secretary has not followed-up to see if this FAQ response is posted for review by the ABs.

Rich Weiss discussed the nation-wide effort to discuss a FAQ related to required calibration frequency for the analysis of radium-226 using a Lucas Cell. None of the Focus Group members present knew if the final response had been issued. Sarah Nagel commented on the level of effort being expended on a test that is not widely used (i.e., only about three laboratories have the capability to conduct this method). Rich Weiss stated that the long-term solution will be that Revision 6 of the QSM will provide more specifics on the frequency for continuing calibration. At this time, the DQW personnel are trying to collect more stability data to determine what the specified frequency should be.

III. The status of production of Revision 5 of HASQARD was discussed.

Tricia Wood and Sam Adams stated that they continue to go through the requirements of the QSM and evaluate them against standard practices at the 222-S Laboratory and PNNL respectively. The effort is taking longer than anticipated due to conflicting priorities. The goal is to determine the level of effort and costs that would be associated with implementation of QA procedures that would make these laboratories fully compliant the QSM if HASQARD were revised to state that the QSM is the source of all analytical services QA requirements. Sam Adams stated that he is approximately 25% completed with this effort.

Jim Douglas reported he took the input received at the June 19 meeting of the HASQARD Focus Group and has applied this input in producing a draft for Revision 5 of HASQARD Volume 3. Jim stated that he is about 50% complete with the draft of HASQARD Volume 3, Revision 5.

IV. Sarah Nagel asked if there was any new business to be discussed.

Jim Douglas stated he had a question for Noe'l Smith-Jackson. Jim said that Steve Clark had asked him for contact information for personnel at Ecology with whom Steve could discuss laboratory accreditation issues. Noe'l Smith-Jackson stated that Rebecca Wood would be the correct contact. Jim stated that he believes that Steve Clark just wants to ensure lines of communication are open and that the State is aware of what the DOECAP-AP is doing.

Sarah Nagel summarized the action items she collected from the discussion:

1. Sam Adams will provide the Appendix E from the current QSM to the Secretary for distribution to the Focus Group.
2. Erika Cutsforth will provide the Secretary with screen shots of the opinion poll results from the DOECAP-AP workshop for distribution to the Focus Group.

Hearing no additional new business, Sarah Nagel adjourned the meeting at 2:38 PM.

The next meeting of the HASQARD Focus Group was announced as being scheduled for 2:00 PM on Wednesday August 21, 2019 in Conference Room 199 at 2430 Stevens Center Place.