

HASQARD Focus Group
Meeting Minutes
May 20, 2010

The meeting was called to order by Dave Crawford, Focus Group Chairman, at 2:05 PM on May 20, 2010 in Conference Room 208 at 2425 Stevens.

Those attending were: Dave Crawford (Chair), Cliff Watkins (Secretary), Lynn Albin, Heather Anastos, Robert Elkins, Cindy English, Al Hawkins, Kris Kuhl-Klinger, Joan Kessner, Larry Markel, Huei Meznarich, Noe'l Smith-Jackson, Andrew Stevens, Chris Sutton, Chris Thompson, and Rich Weiss.

- I. Dave Crawford requested approval of the minutes from the preceding two meetings and hearing no objections to the minutes as presented they were approved.
- II. The Action Tracking matrix was discussed. The following updates were provided:
 - a. The process for handling inclusion of interpretations to HASQARD requirements agreed to by the Focus Group has been determined. Interpretations and de minimis changes will be posted on the HASQARD web-site. The Secretary has made contact with the ORP personnel that manager the web site that currently hosts the HASQARD document (<http://www.hanford.gov/orp/?page=141&parent=14>). During discussions with the ORP web site staff the issue of security for the content posted was raised. The Secretary polled the group concerning the need for security on the HASQARD web site. The group concluded that the interpretations need to be viewable through the external web site to allow the commercial laboratories, regulators, and other stake holders to see interpretations the Focus Group has posted to the site. Rich Weiss added that the the Focus Group may identify a need for a secure area of the web site for sharing in process material, etc. but the finalized interpretations should be available on an unsecured external web site. The Secretary will follow through with ORP web site personnel to ensure the interpretations and the Focus Group Charter are posted on a public access domain.
 - b. The issue concerning the required frequency for quality systems assessments in HASQARD was discussed. Section 10.4 of HASQARD Volume 1 currently says, "The adequacy of the quality system and its implementation shall be assessed annually as an independent assessment. An external assessment may be used to fulfill this requirement." The concern is whether annually is too frequent. The on-site laboratories used to rely on the Inter-Contractor Audit Team (ICAT) audits to provide the external assessment needed to fulfill the HASQARD requirement. Because the ICAT does not exist anymore, meeting the frequency

requirement becomes problematic. Under the AVS program the requirement is for an assessment every three years. Many members of the group expressed concern about the number of changes that can happen in a laboratory in a three year period and did not want to see the frequency reduced to that. Larry Markel indicated that within WRPS the approach is to rely on the Evaluated Supplier process and do an on-site assessment every three years with an annual assessment of revised procedures, QA Plans, etc. Dave Crawford volunteered to take the **action item** to review the MSA contract to determine if there is an assessment frequency requirement for the WSCF laboratory contained in that document.

- c. The schedule of DOECAP/HASQARD gap analysis activities originally prepared by Don Hart was converted to a Word file by Dave Crawford and distributed for comment at the meeting. Dave agreed to distribute the electronic version of this file to everyone. This action will be closed and removed from the tracking matrix.
- d. The action item assigned to Chris Sutton to provide the Focus Group with several “story board” presentations on how electronic chain-of-custody might be used was deferred one month.

III. The status on the subcommittees established to compare the QSAS and HASQARD requirements was provided by the coordinator for each subcommittee:

- a. Sampling: Chris Sutton (Coordinator), Wendy Thompson;

Chris Sutton reported that he is close to completing a complete revision to Section 4 of HASQARD Volume 2. The subcommittee has rejected some of the new material and has provided constructive feedback on what does need to be in that section. Chris plans to get a strawman of the revised section 4 to the subcommittee for review and comment next week. One of the areas receiving a great deal of focus is that much of Section 4 deals with practices common to samples with little concern for the amount of radioactivity present. The group is trying to determine if they would prefer to use Section 7 of the document to place all considerations for samples with higher radioactivity or spread this material throughout the document as applicable. The members of the Focus Group provided ideas for the Volume 2 subcommittee to consider as they wrestle with these issues.

- b. Organic Analysis: Glen Clark (Coordinator), Robert Elkins and Cliff Watkins

In Glen Clark’s absence, Robert Elkins reported that the organic analysis team has completed an effort to determine the driver for the requirement in

the DOECAP checklist. Where the basis for a DOECAP requirement is an analytical method or is required by one site's contract, it is likely these items will not be recommended as an addition to HASQARD. A second completed effort involved going through the QSAS to ensure that all DOE specific requirements in the QSAS (as represented in the gray boxes placed in the QSAS) are also captured in the DOECAP lines of inquiry. This ensures all relevant QA requirements of the QSAS have been assessed against the HASQARD regardless of whether they are present or missing on the DOECAP checklist. The next effort will be to use a Word version of Volumes 1 and 4 of the HASQARD and use the "track changes" feature to insert suggested changes. This file will be forwarded to the Secretary who will subsequently forward it to the entire Focus Group for concurrence. Dave Crawford suggested that this file be reviewed by the Focus group and that everyone bring comments to a Focus Group meeting where the file will be projected on the wall and people's comments could be resolved real time.

- c. Inorganic Analysis: Chris Thompson (Coordinator), Heather Anastos, Jim Jewett, Eric Wyse

Heather Anastos reported that a similar effort to that of the organic team is underway. She stated the team has about two weeks left to complete that effort and has no problem completing the effort on the schedule as it is currently laid out.

- d. Radiochemistry: Joan Kessner (Coordinator), Rich Weiss, Huei Meznarich, Karl Pool, Eric Wyse

Joan Kessner reported that about two thirds of the subcommittee has completed their review of the checklist. Much of the effort in resolving differences between HASQARD and QSAS will be related to the philosophy that the two documents seem to impart on radiochemistry. The HASQARD has been written as a QA document defining minimum amounts of QA required, whereas the QSAS tends to get much more prescriptive regarding the radiochemistry methods and techniques that must be employed to be in compliance with that document. The general consensus in the group is that the HASQARD should remain at a higher level of guidance/requirements and not be overly prescriptive.

- e. Quality Assurance/Management Systems: Steve Smith (Coordinator), Taffy Almeida, Cindy English, Larry Markel, Kris Kuhl-Klinger, and Kathi Dunbar:

Steve Smith was absent but had sent a note to the Secretary saying the group that HASQARD Volumes 1 and 4 have now been redlined. The group is reviewing the redline and will meet in the next couple of weeks to

discuss. They will then bring the recommendation to the full group in whatever manner is determined appropriate for presentation to the Focus Group.

f. Section 5:

A discussion of Section 5 was not held because Steve Smith had the action to report to each subcommittee on where material in Section 5 will need to be addressed by their group and Steve Smith was not present.

Don Hart's Schedule

A discussion was held regarding the schedule Don Hart issued for completion of the QSAS to HASQARD gap analysis and HASQARD revision activities. This schedule is now in an electronic format making it easier to read. The team leads provided Dave Crawford with revised schedule expectations. Most of the teams expect that the completion of their assigned tasks on the schedule will slip by a month or more from the dates currently listed on the schedule. Dave will revise the schedule chart and redistribute to the group.

IV. New Business

- a. Rich Weiss requested that as people note errors on references, numbering, etc. in the DOECAP checklists, to please forward them to him and he will bring them to the attention of the DOECAP team.
- b. A discussion was held regarding how best to roll up the various red-lined versions of the document that will be produced by the subcommittees. Because the radiochemistry, organic analysis and inorganic analysis subcommittees will all have red-lines to Volumes 1 and 4, it was suggested that each subcommittee's red-line be reviewed by the entire Focus Group independently. Then, if consolidating the three red-line version results in conflicts between approved revisions, the conflicts will be resolved in the final roll-up version of the sum of the revisions prior to publishing Rev. 4 of each volume
- c. The meeting lasted only one hour and the group concurred with proposal that the next Focus Group meeting should start at 3:00 rather than 2:00. It was also agreed that the reservation for the conference room should be kept at a two-hour block since future meetings to discuss revisions to the document will likely last longer than two hours.

Hearing no additional new business, Dave Crawford adjourned the meeting at 3:10 PM.