

HASQARD Focus Group
Meeting Minutes
October 16, 2012

The meeting was called to order by Huei Meznarich, HASQARD Focus Group Chair at 2:04 PM on October 16, 2012 in Conference Room 308 at 2420 Stevens.

Those attending were: Huei Meznarich (Focus Group Chair), Cliff Watkins (Focus Group Secretary), Jeff Cheadle, Glen Clark, Robert Elkins, Larry Markel, Mary McCormick-Barger, Karl Pool, Noe'l Smith-Jackson, Chris Sutton, Steve Trent, Amanda Tuttle, Sam Vega, Rich Weiss and Eric Wyse. New personnel have joined the Focus Group since the last meeting in August. These individuals, Steve Trent and Mary McCormick-Barger, were introduced to the group by Chris Sutton and Sam Vega respectively. Chris Sutton stated that he has been assigned additional duties that will impact his availability to complete Revision 3 to HASQARD Volume 2. Chris has recruited Steve Trent to complete the Volume 2 work and become a member of the Focus Group. Sam Vega stated that he will be phasing out as the ORP contact for HASQARD and Mary McCormick-Barger, a member of the DOE-ORP QA Team, will represent DOE-ORP QA and DOE-RL QA at all future meetings. After these introductions, the Chair requested all personnel present to introduce themselves to the new Focus Group members.

- I. Huei Meznarich requested comments on the minutes from the August 21, 2012 meeting. No HASQARD Focus Group members present stated any comments on the August meeting minutes and, after hearing no objections, the minutes were approved.
- II. The status of open action items was discussed.
 - a. Eric Wyse accepted an action to research the references for the duplicate acceptance criteria for inorganic analyses found in Table 6-2 to ensure they are accurate and that the methods from which these criteria derive are known and provide results of this research to the Focus Group at the August meeting. Eric was not present at the August meeting, so this action is deferred to the October Focus Group meeting. Eric stated that he had forgotten this action was still on his plate and that he believes the figure in HASQARD is not consistent with published methods (upon which most QC limits in HASQARD are based). Eric agreed to look into this and report his findings to the Secretary as soon as possible.
 - b. At the August meeting, the Focus Group Secretary took an action to act on a request to issue the revised QC Limit Tables proposed for Revision 4 of HASQARD as an initiative for the Focus Group voting members to vote on for immediate implementation as a de minimis change. This had not been completed because it was never specified which Tables would be

included in the change. As the Focus Group discussed the status of this action item, Eric Wyse voiced concern that issuing these tables would not meet the definition of a de minimis change and could therefore not be done. Rich Weiss pointed out that most of the proposed revision falls in the category of providing clarification because methods upon which the QC limits are based have changed making the HASQARD revisions a clarification. The QC Limit Table should be evaluated quickly for issuing them as a de minimis change. This is because it would take a while for Revision 4 of all four volumes of HASQARD to be released. If there is no increase in contractual dollars for the laboratory, it is likely that the Contractors would not have a need for a Request for Equitable Adjustment (REA). The clarification for the proposed QC Tables would benefit laboratories, projects and DOE and would be available for use in a timelier manner if it were to be issued as a de minimis change. The Secretary will produce a proposed de minimis change that includes all of the Tables that have been revised and provide the Focus Group with the definition of de minimis change prior to the next Focus Group meeting so this can be discussed again at that time.

- III. The status of the preparations of Revision 4 for Volume 2 was discussed.
 - a. Steve Trent said that he has addressed about half of the comments received. He will assemble responses or questions he has on the remaining comments and request a meeting with those that submitted comments to find a common resolution before releasing the document for Focus Group review. Rich Weiss stated that he would be the appropriate contact for Steve to work with in addressing comments received from WCH personnel.

- IV. The actions to complete the final draft of HASQARD Volume 4, Revision 4 was discussed:
 - a. The group discussed the language proposed for Section 3.3, “Sample Receiving” concerning the information that sample receiving personnel should expect to see on a chain-of-custody form when receiving samples. The Focus Group members present agreed to the language as presented while acknowledging that the final words in Volume 2 concerning chain-of-custody may result in a slight revision to the final text in this section. The only addition made by the Focus Group at this meeting was to indicate that chain-of-custody documentation “shall” include the information listed. The proposed changes are summarized as follows:

The second bullet was rearranged (about lab shall have a procedure to) and moved to the first paragraph which will now read:

“The laboratory shall have a procedure, or series of procedures, which address sample receipt. The laboratory shall utilize a permanent chronological record, such as a log book or electronic database, to document receipt of all sample containers. This sample receipt log shall record the following:

- Client/project name
- Date and time of laboratory receipt
- Identification of the person making the entries”

The requirement to record of the results of all sample receipt checks was moved to later in the section, separating it from the chain of custody material.

The requirements for reviewing chain of custody forms were changed from what “should be on a form to what “shall” be on a form.

The two bullets indicating required contents of a chain of custody form, “Client name” and “Project name or number” were combined into one bullet saying, “Client/Project or location name/number.”

A sentence was added near the end of the section to say, “All non-conformances noted during sample receipt shall be communicated to the client for resolution.”

- b. Prior to the October 16 meeting, a sub-group worked with Rich Weiss and Huei Meznarich to develop a proposed revision to Section 7.5, “Detection Limit Considerations.” The Focus Group discussed the proposed language. A few editorial changes were made to the proposal and the revised text was provided to the Focus Group Secretary for incorporation in the final draft of Revision 4 of Volume 4. There were more discussions and changes on the proposed Detection Limit Considerations and are summarized in below:

- Changed the frequency of DLV and QLV from quarterly to annually
- Added the word “or” between the DLV acceptable criteria
- The DLV acceptable criteria were not clear to several members. Rich Weiss stated he would look at the original language for these acceptance criteria, discuss it with people involved in this effort and try to determine better criteria.
- There were some discussions on the 3 standard deviation above the method blank
- More discussion on the “the value established from the non-zero calibration curve”
- Eric Wyse opposed to include the 40CFR136, Appendix B as the reference for the MDL determination and proposed to remove the examples list in the QL section.

- Glen Clark recommended including a sentence on preparation or digestion step for QLV.

The text as revised was given to the Secretary for inclusion in the draft of Revision 4.

V. Discussion of Proposed Revisions to HASQARD Volume 1

- a. Based on input from the Focus Group at the August meeting, the Focus Group Secretary is working on deleting the language proposed by the QA Sub-group that would have divided the section on methods into one on procedures and a separate section on methods.

After discussing the detection limit proposal and status of Volume 1, and hearing no new business, the Chair suggested the meeting was complete. Hearing no objections, the Focus Group Chair adjourned the meeting at 4:30 PM.

The next meeting is scheduled for November 20, 2012 at 2:00 PM in 2420 Stevens, Room 308.