

**HASQARD Focus Group**  
Meeting Minutes  
May 20, 2014

The meeting was called to order by Huei Meznarich, HASQARD Focus Group Chair at 2:05 PM on May 20, 2014 in Conference Room 308 at 2420 Stevens.

Those attending were: Huei Meznarich (Focus Group Chair), Cliff Watkins (Focus Group Secretary), Lynn Albin, Taffy Almeida, Joe Archuleta, Glen Clark, Robert Elkins, Scot Fitzgerald, Shannan Johnson, Joan Kessner, Mary McCormick-Barger, Craig Perkins, Karl Pool, Noel Smith-Jackson, Chris Sutton, Chris Thompson and Eric Wyse.

- I. Acknowledging the presence of a new attendee to the meeting, Huei Meznarich requested an introduction from Craig Perkins. Craig works with the Department of Ecological Monitoring and Environmental Survey of MSA and supports the Public Safety and Resource Protection (PSRP) program. The PSRP is responsible for sampling in proximity to facilities that contain or may contain radioactive and hazardous materials.

Huei Meznarich asked if there were any comments on the minutes from the April 15, 2014 meeting. No Focus Group members stated they had additional comments on the April meeting minutes and, after hearing a motion and second for approval, the minutes were approved.

- II. A discussion of the latest efforts to complete Revision 4 of HASQARD was held:
  - a. The Focus Group members discussed the status of the technical editing of Volume 1. Huei Meznarich reported that the technical editor has completed editing Volume 1 and the Focus Group made a quick review of the revisions the editor provided. The final edited version of Volume 1 had been sent to the Focus Group members only hours before the meeting began, so no detailed comments were expected. The Focus Group reviewed the edits to see if any obvious issues were apparent. Most of the edits were done to ensure consistent use of acronyms, punctuation and reference formatting. In reviewing the new requirements that Revision 4 of Volume 1 will implement, Eric Wyse asked a general question regarding how long a laboratory will be given to conform to the new requirements. Chris Thompson said there would have to be some agreed to phase-in time for the new requirements. In discussing software QA requirements that were absent from Revision 3 of Volume 1, Chris Sutton stated that there shouldn't be much in HASQARD that isn't already addressed in a company's software management procedures. Eric acknowledged that this would be true for ATL at the 222S laboratory but

wondered about the Focus Group's expectations for commercial laboratories. Huei Mezmarich stated that there should not be much of an issue at the commercial laboratories and most of the new software requirements are related to the software procurement process. When asked what an auditor would do if a commercial laboratory was not implementing HASQARD correctly, Glen Clark stated that a finding would be issued and the laboratory's corrective action plan would address the implementation schedule. This led Glen to ask the Focus Group about whether the HASQARD audit checklists would be updated when Revision 4 was issued. The Focus Group members agreed that this will be the next effort of the Focus Group after Revision 4 is issued. In discussing information technology requirements, the Focus Group asked which revision of the DOE Order (200.1 or 200.1A) is the appropriate reference. The concern was that the same Order may not be called out in all Hanford Contractor's contracts. During the meeting, Eric Wyse was able to confirm the ATL contract was contains reference to DOE Order 200.1A. The Secretary took the action to ascertain which version of the Order is referenced in the DOE-RL contracts. **NOTE:** After the meeting, the Secretary confirmed that DOE Order 200.1A is referenced in the CHPRC, MSA and WCH contracts.

- b. The Focus Group members present opened a discussion on the previously approved and finalized version of Revision 4 to Volume 2. This discussion was opened at the request of the PSRP personnel present at the meeting who had not had identified an issue with the requirements in Revision 4 of Volume 2 while this volume was being reviewed by the Focus Group. Of specific concern is the language in Section 4.4.1, "Sample Identification." This section includes a sentence describing requirements for sample labels saying, "This label or tag shall contain the sample identification number, date and time of collection, media, preservative used, analysis required, and the collector's name or initials." The PSRP uses a sample labeling system that goes by the acronym ABCASH (Automated Bar Coding of All Samples at Hanford 2). The bar-coded labels generated by the ABCASH system do not contain all of the information required on sample labels by the current language in the proposed Revision 4 of HASQARD Volume 2. Several suggestions for revising the sentence were proposed and rejected by the Focus Group members present. Chris Sutton stated that the language in the approved draft of Revision 4 of Volume 2 likely comes directly from EPA guidance documents. To resolve the issue, Chris Sutton took the action to review the EPA guidance documents and propose revised language for the sentence that causes the PSRP problems in meeting HASQARD requirements.
- c. The status of the final Revision 4 of Volume 3 was discussed. This document is in the technical editor's queue and is being edited. The Focus

Group Chair indicated it should be ready for final review in June.

- d. The status of Volume 4 was discussed. Technical editing for Volume 4 had been completed in April and the Secretary distributed the document to the Focus Group for final review on April 24. The Focus Group reviewed comments received from Stacey Bolling and Sam Adams of the 222S laboratory and from several reviewers at PNNL. As comments were accepted or rejected, the Secretary either retained or deleted the comment accordingly in a configuration controlled version of the electronically submitted document containing the comments. A few comments were not resolved and were tabled to be discussed in the next meeting. The Secretary and Chair took the action to work together to ensure comments accepted by the Focus Group are captured in the final draft of Volume 4. This effort was not completed by the appointed end time for the meeting.

The Chair suggested that the review of PNNL comments be renewed at the next Focus Group meeting starting in Section 7.5.3. The meeting attendance had diminished to about eight of those originally present at the start of the meeting and those remaining agreed to adjourn. The Focus Group Chair stated that with so much left to do to ensure Revision 4 of HASQARD is published before August 31, 2014; extra Focus Group meetings will be required. The Focus Group Chair requested the Secretary to investigate the possibility of obtaining the meeting room for additional dates in June. The Focus Group Chair adjourned the meeting at 4:35 PM.

The next meeting is scheduled for June 12, 2014 at 2:00 PM in 2420 Stevens, Room 308.