

15<sup>th</sup> Environmental Management Quality Assurance Corporate Board Meeting Minutes  
October 27, 2014 – Nevada Site Office

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Voting Board Members in Attendance:

Randy Kay – Idaho	George DeLullo (non-voting) – Portsmouth/Paducah
Jay Mullis– Jason Armstrong	Mike Brown - Carlsbad
Steve Chalk – Richland	Robert Hastings - River Protection
Jacob Miller – Savannah River	Bob Murray (vice-chair) – Headquarters EM-43
Debbie Sparkman –Chief of Nuclear Safety	Jim Hutton (chair) – Headquarters EM-40
TJ Jackson – EMCBC	

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*Note: Slides from the presentations are available on the EM QA website at <http://energy.gov/em/program-management/office-standards-quality-assurance/quality-assurance-corporate-board>.*

**Safety Topic and General Information – Brian Barbero**

A representative from the Nevada Site Office provided a safety topic and general information about the site.

**Introductions, Roll Call, and Status from Last Meeting Larry Perkins**

Larry Perkins provided an update on the outstanding actions for the EM QA Corporate Board and conducted roll call for the voting members. There are no outstanding actions.

**Opening Remarks – Jim Hutton**

Opening remarks were given by Jim Hutton. Mr. Hutton asked what everyone thought about when they thought about quality assurance. Various responses were given. Mr. Hutton recommended that everyone begin to think more broadly about quality assurance than we are used to thinking. He suggested that QA is about execution and stated that WIPP is an example of QA breakdown. He said that we have probably not thought about QA that way in the past but compliance is the execution of work. He suggested that we think beyond minimum compliance and strive for excellence. Minimum isn't good enough. Developing habits of excellence in compliance and execution is what matters.

**EM Headquarters Quality Assurance Status– Bob Murray**

Bob Murray discussed changes in QA Efforts and noted a lack of oversight as evidenced by WIPP. The CAHub has not been successful to date, but we will be implementing it more robustly moving forward. JONS 27 and 28 from the WIPP fire event will provide more of an effort in making that happen. This effort will also be captured in the HQ corrective action plan from the WIPP RAD Event.

Jim Hutton talked about oversight and that we recognize that errors will happen but we should build in the robustness that can sustain systems in spite of errors. The systems in place should be strong enough that there will be little impact.

Bob Murray discussed EMERS. He stated that Steven Ross has been working on setting the policy and procedures with Celinda Crawford. We are getting close to 90% with respect to closing out the QA function. He asked how many people knew EMERS existed. He asked how many had been on the

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site. The responses indicated that EMERS was not well understood. Bob stated that we need to get some credit for the work that's been done.

TJ Jackson asked how it was going to be rolled out.

Bob Murray responded that it was rolled out through EM-60. There was a lot of confusion up front. Some thought incorrectly that the EMERS process replaced site procedures. From a QA perspective, it is about developing, implementing and overseeing a program.

Steve O'Connor commented that it sounds similar to the Oak Ridge system.

Bob Murray mentioned that his office had picked up two people, Karen Hill and Robert Ganaway. He discussed recent lessons learned included disparity of how QA is implemented, use of standard contract language has been updated and is awaiting signature by EM-1, we are going to get QA involved early in the procurement process.

Duli Agarwal asked whether the standard contract language and EMERS was DOE-wide or EM-43/40 only.

Bob Murray answered that it is EM only.

**Chief of Nuclear Safety Activities – Debbie Sparkman**

Debbie Sparkman substituted for Bud Danielson who is sick. She indicated that she would not be able to discuss IAEA but that Julie is in the audience if you want to talk to her about it during the break. SRS CGD has a high reliance on receipt inspection. The safety function was not clear and descriptions of non-safety issues were confusing. They were doing reviews on metrics that worked well in the commercial grade dedication process. There was a recent resource determination at ORP which Ray Wood will discuss later. SASSI review tasks are completed and the report is at Y-12 to be reviewed for public release. A new edition of NQA will be released January 15, 2015. It will clearly state that Parts 1 and 2 are requirements and the software requirements will be in one place. Only one supplier has taken advantage of the ASME certification program to date.

Duli Agarwal asked where the Safety Software Graded Approach checklist is located. We can put it in one location.

Debbie Sparkman answered it is on the DOE portal.

Duli Agarwal noted there is an S/CI report that is in process that could be DOE wide.

**Focus Area #1 Status Report – Christian Palay**

Christian Palay presented the current status of the focus area and noted that there will be no reduction in the EM commitment to meet the QARD. There may need to be another focus area as this effort progresses. There will be a meeting tomorrow to discuss the objectives of the current focus area. There are differences that could lead to implementation issues. The effort with ASME needs to get

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integrated in to a schedule. The EFCOG invitations for the meeting went out and the facilitator tomorrow will be Dr. Ray Wood.

Jim Hutton asked if the gap analysis would be an input to the ASME Waste Management Subcommittee.

Christian Palay replied that it would.

Mike Hassell noted the primary goal is to rely on the most recent version of NQA-1 with supplements for any differences.

Jim Hutton asked how the gap analysis would we officially get that transmitted to EFCOG? This is something that should be considered – possibly under a cover letter.

Debbie Sparkman asked whether the GAP analysis would be a deliverable as part the TPN for the NQA-1 effort.

Christian Palay indicated that would not necessarily be specific to the TPN.

Debbie Sparkman noted that the gap analysis could still be a deliverable from the NQA-1 subcommittee.

Bob Murray asked which version of the standard the gap analysis would be based on.

Christian Palay stated that the gap analysis will be based on NQA-1-2008/2009 but will leverage the 2012 language.

Duli Agarwal noted that expending the timeframe could be worked with ASME.

**Status of Efforts on Resource Recommendations – Ray Wood**

Ray Wood presented on the recent resources determination effort at Hanford. He noted the guidance has been drafted and is being reviewed. This will likely be distributed for wider review soon.

Jim Hutton asked what was meant by the bullet that the VCS QA Manager is a singular role solely responsible.

Ray Wood explained the QA manager at VCS has complete authority to address QA issues, independent of other management. The interface plan is clear.

Steven Ross asked if anyone else was interviewed by VCS to ensure the QA manager had the authority he believes he has.

Ray Wood answered that no one else was interviewed, but the authority seemed pretty clear.

Jerry Lipsky asked if the FR program resource guidance was used.

Ray Wood noted it was used to an extent but could be considered more in depth in the next phase.

**There was a handout mentioned on the slides that needs to be distributed. (ACTION)**

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Mike Hassell asked if the role of DOE as owner was considered such as acceptance and ownership of facilities.

Ray Wood answered yes; this was considered but not as much as possible at this point. This will need a more in depth look moving forward.

Robert Hastings noted that another consideration will be how to leverage other oversight outside of QA and how it impacts the QAPD.

Ray Wood noted that the “sample items considered” chart on the slides used a lot of assumptions, this is where we’ll need a lot of input.

Bob Murray made a motion that the Board revises the focus area scope to address review of the guidance prepared to date.

Mike Brown provided a second to the motion.

TJ Jackson noted this was a good idea and will look at QA broader than in the past.

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Vote to re-scope the resources focus area to address review and development of the EM-43 resources guidance that is already in process: **(PASSED)**

Randy Kay– Idaho - <b>YES</b>	(No Voting Member) Portsmouth/Paducah - <b>ABSTAIN</b>
Jason Armstrong – Oak Ridge - <b>YES</b>	Mike Brown - Carlsbad – <b>Yes</b>
Steve Chalk – Richland - <b>YES</b>	Robert Hastings- River Protection - <b>YES</b>
Jacob Miller – Savannah River - <b>YES</b>	Bob Murray (vice-chair) – HQ EM-23 - <b>YES</b>
Debbie Sparkman –Chief of Nuclear Safety - <b>YES</b>	Jim Hutton (chair) – HQ Acting EM-20 - <b>YES</b>
TJ Jackson – EMCBC - <b>YES</b>	

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**Joint EM NQA-1 Lead Auditor Proposal – Jerry Lipsky**

Jerry Lipsky discussed the use of a central lead auditor qualification service.

Debbie Sparkman asked whether or not they had considered looking at ASME NQA-1 Lead Auditor certification program.

Jerry Lipsky answered no but that is a good area that should be explored.

Ron Schrotke suggested that EM should not rely on ASME’s NQA1 program.

Jeff May asked whether or not they had considered implementing individual site requirements.

Jerry Lipsky indicated this had not been included at this point but typically any support provided would follow the site requirements.

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Bob Murray stated that the way it works at headquarters is that we send out qualification packages to the CBC. The packages are reviewed by CBC and a recommendation is made on meeting the requirements. However, Jim Hutton signs off on approval of the lead auditor.

Duli Agarwal asked what we are trying to solve.

Mike Brown explained that we need to establish some uniformity.

**Development of New Annual Declaration Metrics – Steven Ross**

Steven Ross discussed the idea/concept of new QA metrics. He discussed the current use of the QA annual declaration input and noted it was entirely subjective and difficult to defend. The suggestion is to replace the spotlight with leading and lagging indicators.

Bob Murray asked when the information was requested by the defense board. Response was that the request was made a couple of years ago. It was for safety not specific to QA.

Steve O'Connor asked if we had looked at INPO.

Steven Ross responded that had not been reviewed to date.

Larry Perkins explained that this was a topic for consideration not a developed focus area.

Bob Murray noted the stoplight chart was a QA board deliverable, so if the Board wanted to recommend changes this would be a good time.

Mike Brown made a motion to evaluate enhancements to the annual QA metrics reported to HQ.

Jacob Miller provided a second to the motion.

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**Vote to evaluate enhancements to the annual QA metrics reported to HQ: (PASSED)**

Randy Kay– Idaho - <b>YES</b>	(No Voting Member) Portsmouth/Paducah - <b>ABSTAIN</b>
Jason Armstrong – Oak Ridge - <b>YES</b>	Mike Brown - Carlsbad – <b>Yes</b>
(No Voting Member) – Richland - <b>ABSTAIN</b>	Robert Hastings- River Protection - <b>YES</b>
Jacob Miller – Savannah River - <b>YES</b>	Bob Murray (vice-chair) – HQ EM-23 - <b>YES</b>
Debbie Sparkman –Chief of Nuclear Safety - <b>YES</b>	Jim Hutton (chair) – HQ Acting EM-20 - <b>YES</b>
TJ Jackson – EMCBC - <b>YES</b>	

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**Site Presentation – Mike Brown (CBFO)**

Mike Brown discussed the current status of the CBFO QA program and the ongoing efforts and needs.

Duly Agarwal noted that depending on the type of tracking system CBFO is looking for, there are a number of spreadsheets etc. that may help.

**Site Presentation – Jeff May (ORP)**

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Jeff May discussed the current status of the ORP QA program and the ongoing efforts and needs.

Debbie Sparkman asked about the management improvement plan and if it will be completed by October 2015.

Jeff May answered yes, that is the goal as well as the corrective action plans.

**Site Presentation – Jacob Miller (SR)**

Jacob Miller discussed the current status of the Savannah River QA program and the ongoing efforts and needs.

Jim Hutton asked how much it cost the LWP contractor to transition to NQA-1-2008/2009.

Jacob Miller explained it was completed at no cost, they just asked for more time.

Jeff May discussed that his understanding of the recent records issue was that there was a massive review of records to see if they were usable for qualification of existing data. 100s were destroyed and hard copies were shredded. The records were scanned but there was miscommunication of when to destroy them and some scanned images were not legible.

Randy Kay noted that there are a couple NRC licenses that use NERMA guidelines and talk about single storage which may be a consideration.

Mike Brown noted there have also been examples recently of lost records in additional ways.

Christian Palay asked if the stop-work order has been issued on the destruction of records.

Jacob Miller indicated yes it has.

Debbie Sparkman noted that one of the subcommittees of NQA-1 looking at NERMA requirements and how to incorporate in EM.

**Site Presentation – TJ Jackson (EMCBC)**

TJ Jackson discussed the current status of the CBC and small sites QA program and the ongoing efforts and needs.

Christian Palay noted that the delegation with West Valley was not an issue with the QAP but was an approving the contractor QAP issue. This can be discussed more offline.

**Site Presentation – Jason Armstrong (OR)**

Jason Armstrong discussed the current status of the Oak Ridge QA program and the ongoing efforts and needs.

**Site Presentation – Randy Kay (ID)**

Randy Kay discussed the current status of the Idaho QA program and the ongoing efforts and needs.

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Mike Brown asked if they have a separate root cause analyst on the federal site.

Randy Kay answered yes.

Mike Brown commented that WIPP has contractual audits and all waste characterization right now is somewhat at risk.

**Closing Remarks – Bob Murray**

Bob Murray discussed that Mr. Klaus approved a reorganization of EFCOG in August. Contractor assurance, ISM & QA has been moved under safety. Should we create a separate EM-40 corporate board meeting given the sunset of the QA working group?

Debbie Sparkman noted she didn't think it was a bad thing. More time will have to be allowed, so it may not be able to be with the EFCOG meeting. If you add the safety folks, it will be a Federal working group.

TJ Jackson commented he likes the idea of keeping the QA Corporate Board. There needs to be individual focus on each area and there has been a lot of value in contactors and federal staff interaction.

Mike Hassell noted that Jim Hutton started the meeting off saying QA is broad. Instead of separating, Mr. Hassell suggested setting aside a full day at the EFCOG meeting to have the Corporate Board to ensure collaboration.

Jerry Lipsky stated that maybe we augment the corporate board, especially since we want to send a message that we are related and integrated programs.

Bob Murray indicated that he would talk to Jim Hutton about it.

**Closing Remarks – Jim Hutton**

Jim Hutton stated that it was interesting to hear what sites are going through and that the experiences appear to be similar across the board. He believes there is benefit in looking at how we're applying our resources. He enjoyed Mike Brown's passion. Everyone needs to be mindful that we are going to have to do things differently. He encourages everyone to think about that fact. Next year we are not going to be doing things the same as we did this year.

**Meeting Adjourned**

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<b><u>SUMMARY OF ACTION ITEMS</u></b>			
<b>#</b>	<b>Action for Follow-Up</b>	<b>Individual Responsible</b>	<b>Current Status</b>
1	Distribute meeting minutes	Larry Perkins/Karen Hill	New Action
2	Distribute updated presentations	Larry Perkins/Karen Hill	New Action
3	Distribute resources handout	Larry Perkins/Karen Hill	New Action
4	Update project plan for resources and QA metrics changes in focus areas.	Larry Perkins/Karen Hill	New Action
5	Distribute the link for the existing QA metrics stoplight chart	Larry Perkins/Karen Hill	New Action



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<b>#</b>	<b>Name</b>	<b>Site/Company</b>	<b>Participation</b>
1	Duli Agarwal	DOE HQ – AU	In Person
2	Jason Armstrong	DOE- Oak Ridge	In Person
3	Mike Brown	DOE - Carlsbad	In Person
4	Steve Chalk	DOE – Richland	Via WebEx
5	Kevin Daniels	DOE – Idaho	In Person
6	George DeLullo	DOE Support–Portsmouth/Paducah	Via WebEx
7	Ryan Eul	DNFSB Staff	In Person
8	Jim Gambrell	DOE – Savannah River	Via WebEx
9	Vincent Grosso	EFCOG	In Person
10	Mike Hassell	EFCOG	In Person
11	Charlie Harris	DOE – Savannah River	Via WebEx
12	Robert Hastings	DOE – River Protection	In Person
13	Karen Hill	DOE HQ - EM	In Person
14	Jim Hutton	DOE HQ - EM	In Person
15	TJ Jackson	DOE – EMCBC	In Person
16	Ashok Kapoor	DOE HQ - EM	In Person
17	Randy Kay	DOE - Idaho	In Person
18	Jerry Lipsky	DOE HQ - EM	In Person
19	John Longenecker	EFCOG	Via WebEx
20	Clarence Mabry	DOE – Savannah River	Via WebEx
21	Jeff May	DOE – River Protection	In Person
22	Jacob Miller	DOE – Savannah River	In Person
23	Bob Murray	DOE HQ - EM	In Person

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24	Stephen O'Connor	EFCOG	In Person
25	Christian Palay	DOE HQ - EM	In Person
26	Larry Perkins	DOE HQ - EM	In Person
27	Debbie Rosano	DOE HQ – AU	In Person
28	Steven Ross	DOE HQ - EM	In Person
29	Bill Rowland	DOE – Savannah River	Via WebEx
30	Ron Schrotke	EFCOG	In Person
31	Debra Sparkman	DOE HQ - CNS	In Person
32	Robert Thompson	EFCOG	In Person
33	Cynthia Williams	EFCOG	In Person
34	Ray Wood	DOE Support HQ - EM	In Person