

16<sup>th</sup> Environmental Management Quality Assurance Corporate Board Meeting Minutes  
October 26, 2015 – VTC

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Voting Board Members in Attendance:

Randy Kay – Idaho	Robert Edwards – Portsmouth/Paducah
Ed Worth– Oak Ridge	Mike Brown - Carlsbad
Jeff Frye – Richland	Robert Hastings - River Protection
Charlie Harris – Savannah River	David Rhodes – Los Alamos
Bud Danielson –Chief of Nuclear Safety	Bob Murray (vice-chair) – Headquarters EM-43
Not Represented – EMCBC	Jim Hutton (chair) – Headquarters EM-40

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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>.*

**Introductions and Roll Call – Larry Perkins**

Larry Perkins confirmed a quorum was present and provided administrative information on the meeting.

There were two items of business prior to the site presentations.

First, the Corporate Board was asked to vote on using the VTC in lieu of the in-person meeting for 2015 in order to meet the by-laws of the Corporate Board.

Motion to use the VTC for the in-person meeting – Ed Worth (OREM)

Second – Robert Edwards (PPPO)

No additional discussion was provided.

Voice vote was unanimous in favor of the motion.

Second, the Corporate Board was asked to vote on adding Los Alamos as a voting member of the Corporate Board as a new EM site.

Motion to add Los Alamos as a voting board member – Robert Edwards (PPPO)

Second – Mike Brown (CBFO)

No additional discussion was provided.

Voice vote was unanimous in favor of the motion.

Larry Perkins mentioned that the status report for the focus areas was sent to the members via email and that there would be a vote held at a later time via email regarding their adoption.

**Opening Remarks – Jim Hutton**

Opening remarks were given by Jim Hutton. Mr. Hutton noted an ongoing issue in EM with respect to incorporation of QA requirements in contracts. There are current problems with headquarters contracts that were awarded without any quality requirements and others that did not include the standards QA contract language but did include quality requirements.

Jim Hutton asked Bob Murray to distribute the standard contract language for QA again to the sites for information.

Jim Hutton also asked to have a separate meeting with the EMCBC to discuss the standard QA contract language and how it is implemented.

David Rhodes noted that a recent contract from Los Alamos was for a limited scope and wanted to confirm it was appropriate to tailor the requirements in these contracts.

Jim Hutton noted that it may be appropriate, but the intent is to remind everyone that the standard language is out there.

Larry Perkins asked that each site send him an email to let him know who was in the room with them for the call so we will know who participated.

**Site Presentation – Jeff Frey (RL)**

Jeff Frey discussed the current status of the RL QA program and the ongoing efforts and needs.

Jim Hutton asked how RL is approaching the EM-43 issues found in the recent assessment as mentioned in the presentation.

Jeff Frey explained that this approach was provided in the CAP and has been reviewed by RL. RL is enforcing the expectation that each contractor is not doing an overall review of the other contractor QA programs for furnished services. It was acknowledged that this can get complex and RL is looking for any feedback.

Bob Murray asked to have a call offline to discuss further with RL.

Jeff Frey agreed and noted the CAP has already been submitted to EM-40.

Jim Hutton asked if the enhancements in the CA program mentioned in the presentation are available to everyone.

Jeff Frey indicated the answer is yes as the system is web-based.

Steve Chalk noted there are also trend codes on each issue to help in the analysis.

Bob Murray asked who was doing the metrics part.

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Jeff Frey indicated it was Mike Berkenbile.

Larry Perkins asked for clarification as to whether the CA system was accessible to other federal staff outside of Hanford.

Mike Berkenbile clarified that the system is only accessible to RL staff, not other sites.

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

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

Larry Perkins asked if the SQA staff were qualified to the appropriate TQP.

Randy Kay answered yes, they have one person and he is qualified (Bob Blyth)

Bud Danielson asked if a pending assessment at ID has been completed.

Randy Kay answered yes, the EM-43 assisted and the review of the contractor was completed approximately two weeks ago.

Bud Danielson asked if there were any significant findings.

Randy Kay responded no, there were not.

Bud Danielson asked if they link Pegasus, as the ID CA system, to the contractor.

Randy Kay responded that it is not linked, and the contractor has their own system.

Brian Anderson clarified that there is a link in that the contractor system gets issues that are entered so that they show up in the contractor system, although the contractor can't directly access Pegasus.

Randy Kay added that the federal staff also receive notification via the system when CAP is ready for review.

Bob Murray asked how Pegasus is paid for and if there are licenses associated with it.

Brian Anderson answered that in 2006, ID adopted Pegasus. IT has been modified for ID and was entered into the federal system so it is managed internally by ID. ID is upgrading the system now with some in-house revisions, and is happy to make it available to other sites. There is no licensing fee.

Randy Kay added that Pegasus is open code.

Bob Murray indicated he would like to discuss this more with ID.

Jim Hutton asked about ID indicating there was no impact of the WIPP event in the presentation. Specifically, how did ID conclude that?

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Randy Kay responded that the conclusion was based on recent audits and issues, looking at QA support, and the conclusion that the QA program was robust and QA oversight was sufficient.

Jim Hutton asked if any of that review was documented.

Randy Kay answered no it was not.

**Site Presentation – Ed Worth (OREM)**

Ed Worth discussed the current status of the OREM QA program and the ongoing efforts and needs.

Regarding the meetings that were mentioned, Larry Perkins asked who would attend them with the Deputy Manager.

Ed Worth indicated it would be the entire QA branch.

Mike Pribish mentioned OREM had used ePegasus but had a number of complaints and was in the process of moving to a spinoff of the CA Hub.

Mike Pribish noted that the prototype of a revision to the CA Hub was due this month for beta-testing and the system should go live at OREM in January 2016.

Bud Danielson asked about the reorganization and if there is a formal review process of all contracts that come out of the procurement group under the new organization.

Ed Worth indicated the answer was yes, but it was not clearly defined and would be considered with respect to the reorganization.

Mike Pribish clarified that the procurement group has the standard QA language for contracts and does use it.

Jim Hutton noted that the initiative for OREM to fix their CA program internally was a good approach and good news.

**Site Presentation – Jim Gambrell (SR)**

Jim Gambrell discussed the current status of the SR QA program and the ongoing efforts and needs.

Larry Perkins asked how many SQA qualified people were available at SR.

Jim Gambrell indicated it was one (Jacob Miller) and he was on detail at EM-43 until next week.

Charlie Harris noted that SR has tried to hire SQA staff and cannot get any qualified candidates, so they are looking to grow SQA talent in-house.

Jim Hutton noted this was a good idea to have some common training.

Jim Gambrell noted that the EMCBC and EM-43 had worked on this some in the past.

Russell McCallister noted the CGD effort was ongoing at some sites and it may be good to send out the training material again.

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Jeff May added that ORP is using the CGD course, updated and provided locally. The courses are provided quite often and they can increase the number of times they are offered if needed. They can also be made available to other sites.

Ron Schrotke added that the ASME also has some courses that may be of value.

Bud Danielson agreed and added that ASME will run a special class for a site if needed.

Bob Murray noted that the CGD slides have been distributed to the sites. There was an extensive effort in 2008-2010 with Dave Faulkner in EM-43 teaching the classes. It was discontinued due to limited resources. That class could be resurrected if there is a need. Commercial training is also available. In addition, contractors that currently support EM-43 use the ASQ training for software.

Bob Murray noted we may need a separate meeting to discuss options on this concern.

Rob Hastings added that there were issues with a Hanford contractor and the CGD efforts have included the training material and updated slides. The course is currently being taught by Bill Smoot.

Jeff May added that they have two versions of the course, a course for management and a course for employees that implement the CGD.

Brian Anderson asked about the electronic record keeping format discussion in the presentation. It seems PDF is the standard format, is there a concern now that PDF is not adequate?

Jim Gambrell clarified that this was not a concern. The issue is with qualification of the system and not the file types.

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

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

**Site Presentation – David Rhodes (LA)**

David Rhodes discussed the current status of the LA QA program and the ongoing efforts and needs.

Larry Perkins asked what issues management system is used.

David Rhodes indicated they were still working the specifics and he could check on the specific name but didn't have it immediately available.

Bob Murray asked about the general timeline for LA.

David Rhodes explained that they are working the CAP for the WIPP events. In the near term, they plan to have it submitted in the next couple weeks. The staffing of QA resources is expected by the end of FY16. The current issue is the DOE PD funding, but they expect to get the QA positions in FY16, just not likely in the first 6 months of FY16. All CAs will take a year or so to complete and stand up the oversight program etc. Then they will have to evaluate effectiveness.

Bud Danielson asked how they are doing the QA work now.

David Rhodes explained that they have staff looking at products and they are dedicating resources for reviews and assessments, but it is not enough. Currently, the implementation would likely be less than adequate.

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

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

Kevin Smith added that there were a few big concerns for him at ORP. His biggest concern was budgets and they are squeezing, causing stretches in life span of equipment. This could cause more failures. WTP and Tank Farms are also looking at software migration efforts. There is still a shortage of field QA staff. ORP may need more help and collective scheduling for looking at vendors, maybe more corporately. CGD was not properly captured on some contracts and they are still sealing it up.

Denis Koutsandreas asked about CGD and the discussion needed to be about the system as a whole, but was focused on the component level. Which one is ORP using?

Jeff May answered that the contract had been looking at the subcomponent level and not overall components, so the property technical reviews were not done. That is being corrected.

Jim Hutton noted that the joint supplier audits should be used and may be a benefit for EM.

Kevin Smith added that there is a need for more bench strength too.

Bob Murray asked Vince Grosso to explain JSEP and BMAC.

Vince Grosso explained that JSEP and MASL were EM and NNSA efforts on joint supplier evaluations. EFCOG is pulling these together. The current struggle is with the Office of Science security. They hope to have a resolution by April of 2016. EFCOG is also working with Duli on a CGD handbook of examples for a consistent example set.

Duli Agarwal added that any feedback from the sites was welcome and needed.

Bob Murry noted he was just pointing out that the contractors are doing the joint supplier evaluations now and sharing the audit results. It can be used as is or as a starting point.

Vince Grosso noted if you need access and don't have it, just contact the EFCOG representatives and get involved instead of auditing suppliers multiple times.

Bob Murray noted that BNI was also participating in JSEP/MASL.

Vince Grosso confirmed that is correct.

Kevin Smith acknowledged he was aware of this effort but believes a lot more can be done.

Bob Murray agreed but indicated this was a good starting point.

**Site Presentation – Russell McCallister (PPPO)**

Russell McCallister discussed the current status of the PPPO QA program and the ongoing efforts and needs.

Jim Hutton discussed that there is a transition from award fee to firm fixed price contracts. What was done differently before?

Robert Edwards explained that it was mainly evaluating deliverables. Now they have to use a QASP for the infrastructure contractor that allows feds to determine how they have done against the contract. The contractor doesn't like the QASP. Any changes will likely be an REA. This is the most extensive firm fixed price contract in our organization to date. There will be lessons learned sent out as they go to help in the future.

Mike Hassell noted that firm fixed price contracting has a lot of problems for safety culture. Raising issues can result in a stop work and sending workers home until it is resolved. This would work as a counter incentive for workers to identify safety issues. The strategy should be looked at closely.

Robert Edwards added that the DUF6 project was also in procurement and the original effort was to use a firm fixed price contract, but PPPO argued that was against the nuclear safety culture of the facility for that very reason.

Mike Hassell added it applied to safety culture too, not just nuclear facilities.

Robert Edwards agreed and noted we should see if there are any changes in the culture at PPPO as this moves forward.

**No site presentation from EMCBC**

**General Discussion and Closing Remarks**

Bob Murray noted that the focus area status was sent out for review and the board can read at their convenience. We will likely have a call with the QA managers in the next few months to discuss.

Russell McCallister asked if he could be sent the status as he didn't recall seeing it yet.

Larry Perkins responded that we can send it out with the meeting minutes.

Jim Hutton commented that the WIPP impact discussion was interesting. It is good to have a healthy anxiety so we find out there are things we didn't know. We should assume WIPP conditions exist elsewhere too. It is easy to be complacent, and history has examples of this being an issue. It is good to recalibrate ourselves on what we can do better.

Bob Murray noted we opened the meeting with a flow down of requirements discussion. Over the last few weeks, there has been some intense pressure in this area. We are probably not good at requirements flow down and we are finding out it is a big effort to add later. We are working in this area now and how we can fix the issue moving into CY16. This is consuming a lot of resources

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though to fix the errors and there are probably many more out there. We welcome any input or thoughts as we move forward and Bob encouraged sites to call him over the next few months.

Jerry Lipsky commented that this is a good discussion with a lot of valid points, but it needs to be held with the federal project directors and the individuals making these decisions outside of QA.

Bob Murray agreed and noted that we are engaging the contracts people now.

Duli Agarwal commented that they are developing an S/CI handbook and any comments from the group are welcome. The handbook will be in REVCOM in the near future.

Bob Murray asked Duli Agarwal to send a note to Larry Perkins about the S/CI handbook and it could be distributed with the meeting minutes.

Duli Agarwal also noted that ASME can also help with the work on CGD and S/CI.

Bud Danielson asked what the target release date was for the resources guidance.

Larry Perkins indicated the draft was distributed with the meeting materials for this meeting and the corporate board would likely be asked to vote on endorsing the guidance in the next few weeks via email

Larry Perkins reminded everyone to email him the list of attendees at their location.

**Meeting Adjourned**

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<b>SUMMARY OF ACTION ITEMS</b>			
<b>#</b>	<b>Action for Follow-Up</b>	<b>Individual Responsible</b>	<b>Current Status</b>
1	Distribute the standard contract language for QA again to the sites for information.	Bob Murray	Complete
2	Hold a separate meeting with the EMCBC to discuss the standard QA contract language and how it is implemented.	Bob Murray	New Action
3	Hold a separate meeting to discuss options on collaborative training efforts.	Bob Murray	New Action
4	Provide the focus area status paper to PPPO.	Karen Hill	Complete

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<b>#</b>	<b>Name</b>	<b>Site</b>
1	Randy Kay	Idaho
2	Brian Anderson	Idaho
3	Chris Beaman	Idaho
4	Ray Wood	EM-43 Support Contractor
5	Jeff Frey	Richland
6	Mike Berkenbile	Richland
7	Sheila Hahn	Richland
8	Ed Macalister	Richland
9	Steve Chalk	Richland
10	Russell McCallister	Portsmouth/Paducah
11	Robert Edwards	Portsmouth/Paducah
12	Daniel Longpre	Portsmouth/Paducah
13	John R. Longenecker	Support Contractor
14	Kevin Smith	River Protection
15	Rob Hastings	River Protection
16	Brian Harkins	River Protection
17	Jeff May	River Protection
18	Paul Schroder	River Protection
19	Mike Brown	Carlsbad
20	Charles Harris	Savannah River
21	Jerry Lipsky	Savannah River
22	Larry Adkinson	Savannah River
23	Roger Battles	Savannah River
24	Alan Zuckero	Savannah River
25	James Gambrell	Savannah River

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<b>#</b>	<b>Name</b>	<b>Site</b>
26	Stephen O'Connor	Savannah River
27	David Shugars	Savannah River
28	Ed Worth	Oak Ridge
29	Daryl Green	Oak Ridge
30	Tony Ferre	Oak Ridge
31	Elizabeth Phillips	Oak Ridge
32	Ana Rosado-Gonzalez	Oak Ridge
33	Michael Pribish	Oak Ridge
34	Larry W. Perkins	EM-HQ
35	Fred Fillers	Oak Ridge
36	Tom Heeter	Oak Ridge
37	Jim Hutton	EM-HQ
38	Bob Murray	EM-HQ
39	Christian Palay	EM-HQ
40	Karen Hill	EM-HQ
41	Briana Hamilton	EM-HQ
42	Jacob Miller	EM-HQ (on detail)
43	David Rhodes	Los Alamos
44	Bud Danielson	Chief of Nuclear Safety
45	Duli Agarwal	EM-HQ
46	Vince Grosso	EFCOG
47	Mike Hassell	EFCOG
48	Denis Koutsandreas	EM-HQ

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49	George DeLullo	SMSI
50	Martin Transue	NSTEC
51	Ron Schrotke	EM Contractor
52	Bob Thompson	INL-ICP
53	Ryan Eul	DNFSB