

10th Environmental Management Quality Assurance Corporate Board Meeting Minutes
July 21, 2011 – Video Conference

Voting Board Members in Attendance:

Brian Anderson – Idaho	Jim Hutton (chair) – Headquarters Acting EM-20
Randy Smyth – Oak Ridge	Russell McCallister – Portsmouth/Paducah
Ray Corey – Richland	Bob Murray (vice-chair) – Headquarters EM-23
Robert Edwards – Savannah River	No Voting Member Present - Carlsbad
Bud Danielson –Chief of Nuclear Safety	Paul Harrington - River Protection
Jack Craig – EMCBC	

Introduction

Jim Hutton introduced himself as the new Acting Deputy Assistant Secretary for the Safety and Security Program (EM-20) at EM Headquarters and welcomed everyone to the meeting.

Status of Actions

Larry Perkins provided an update on the outstanding actions for the EM QA Corporate Board. There are two remaining actions once the topics from today’s discussion are voted on for approval.

Journey to Excellence Goal #5 Performance Indicator

Bob Murray provided a summary from his discussions with Pat Carier at ORP with respect to the recent clarification on the EM Journey to Excellence Goal #5 Performance Metric. The discussion was centered on the term “installed”. Construction projects look at “installed” as taking place at system turnover, which could be several years down the line. EM-23 has been looking at NQA-1 Requirement 14 for the definitions on how we were looking at measuring the metric.

Pat Carier noted that the contractors do not have the information discussed in the metric readily available. The result is that it would require technical direction to collect the information that is not in their current performance measures. The ultimate outcome would likely be a request for equitable adjustment. There is no incentive for a new performance measure and it is unclear what the measurement/number would actually mean. At a construction project like the Waste Treatment and Isolation Plant, the installation is not complete until several years down the road, so the numerator is always zero. In addition, a safety significant or safety class box of bolts are counted individually not as one item.

Jim Hutton noted this topic was similar to reporting in commercial industry and perhaps the metric needs to be redefined. He also recommended we have a separate conference call to discuss the topic outside of this meeting.

Bob Murray noted that Brian Anderson had also worked through several of these issues and wanted to know if Brian had any input.

Brian Anderson gave a brief summary that he had pulled together a definition of a defective item from NQA-1 and DOE Order 414. The problems he encountered included the definition of installation and also the concern that if an item is installed several years ago and discovered today, how is it counted.

San Horton noted that there is a definition of defective item in a recent DOE directive revision; we should ensure we use a consistent definition.

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Pat Carier indicated the performance indicator was sent to the site managers and QA managers but not the contractors so he can't force the contractor to do it without technical direction.

Paul Harrington agreed with Pat Carier and thought we needed some additional discussion.

The conversation was tabled in lieu of a separate conference call.

Focus Area #4 and 5 Support

Larry Perkins provided a brief overview of the focus areas and requested assistance identifying a team lead.

Mike Mason noted that the QC task team at EFCOG was lead by Bob Carter and recommended Bob Carter and Bob Thompson be the EFCOG leads for focus areas 4 and 5. The definition of these tasks will need to be coordinated in order for their respective Task Teams to assume responsibility for the correct scope.

Jack Craig noted that Ken Armstrong will lead the training focus area for DOE and recommended that a HQ person lead focus area #4.

Bob Toro volunteered to lead focus area #4 for DOE.

DOE Order 414.1D Implementation within EM

Bob Murray provided a presentation on the implementation of DOE Order 414.1D in EM and summarized a memorandum that was pending from EM-2. This memorandum was initiated because it took EM so long to implement DOE Order 414.1C; we are attempting to clarify expectations. The memorandum has been reviewed by HSS and is currently with EM-2 for signature. Mr. Murray also provided the status of EM-QA-001 and the potential revision needed to that document. He noted that we would like to form a focus area consisting of federal QA managers to help in the revision to EM-QA-001. The bottom line is that the contractors will stay the course that is outlined in their contract.

San Horton asked if the memo had an implementation date.

Bob Murray indicated no that we were tying it to the revision of EM-QA-001, recognizing that this could take some time to complete and implement, depending on the changes. However, EM does not expect major changes for the field elements.

Vote to form a Focus Area consisting of federal QA managers to make suggested revisions to EM-QA-001: (PASSED)

Brian Anderson – Idaho - **YES**

Jim Hutton (chair) – HQ Acting EM-20 - **YES**

Randy Smyth – Oak Ridge - **YES**

Russell McCallister – Portsmouth/Paducah - **YES**

Ray Corey – Richland - **YES**

Bob Murray (vice-chair) – HQ EM-23 - **YES**

Robert Edwards – Savannah River - **YES**

No Voting Member Present - Carlsbad – **N/A**

Bud Danielson –Chief of Nuclear Safety - **YES**

Paul Harrington - River Protection - **YES**

Jack Craig – EMCBC - **YES**

Commercial Grade Dedication Guide

Pat Carier provided a status of the guide and summary of the content and latest changes including how this deliverable will be integrated with the Quality Council chaired by HSS.

Collette Broussard asked for confirmation this was an EM guidance document and not a guide for the DOE directive system.

Pat Carier confirmed it was only for EM.

Larry Perkins offered to share the final title with HSS to ensure they are ok with it before it is distributed.

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Paul Harrington emphasized there were not substantial changes in the latest revisions, mainly editorial, but we should make sure we use the same DOE Order 414.1 revision in this guide and the next one we are going to discuss.

Debra Sparkman noted that the commercial grade dedication guide would not be changed by using either revision as the reference.

Robert Edwards noted that the individuals at Savannah River did not receive the original comment resolution matrix.

Pat Carier will send the document out for information.

Bob Murray suggested that since some individuals had not been able to review the guide yet, we hold an email vote for approval with votes due by August 5, 2011.

Jim Hutton noted that we need to discuss the loss of training ability noted in Mr. Carier's presentation.

Brian Anderson indicated we had held a number of train the trainer courses and these individuals should be able to receive the additional information and then perform the training.

Bob Murray also noted that Navarro and Trinity have contracts with EM and are able to train on the material.

Pat Carier said the new training material was ready we just need an instructor.

Larry Perkins suggested this topic be discussed as part of Focus Area #5.

Integration of QA in Design

Butch provided a status of the guide and summary of the content.

Larry Perkins suggested an email vote also be conducted for this guide with votes due by August 5, 2011.

Bud Danielson asked if he could provide a few brief comments on the document for consideration.

Jim Hutton asked Mr. Danielson to summarize the comments in an email and provide for inclusion as part of the vote.

Standard QA Contract Language Revision

Larry Perkins introduced the topic and asked Al Hawkins to elaborate on concerns from Richland.

Al Hawkins noted the concern is the language would limit suppliers and should go through the rule-making process. There is currently a government effort on FAR changes that is already addressing the topic.

Bob Murray asked if HSS or CNS was part of the presidential effort in this area.

Bud Danielson and Collette Broussard both said yes.

Bob Murray provided a brief history on why the proposed language revision is this way and recommended EM-23 get more information on the current effort which may remove the need for the change.

Operational Awareness Efforts

Bob Toro provided a briefing on the proposed operational awareness efforts being considered for EM-23.

Jim Hutton asked if the field agreed that the effort presented would not be a burden.

Paul Harrington indicated his initial thoughts were that it would be a burden and he didn't see how the data would help.

Jim Hutton asked what we needed the Board to do today based on this feedback.

Bob Toro indicated the effort was to vet the information and concept and get feedback from the sites.

Bob Thompson asked how this information compared to the annual ISM/QA Declarations.

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Bob Murray indicated he thought they were different but we can check. Mr. Murray then asked how many Category 2/3 facilities were at Idaho.

Brian Anderson answered 12-14 and indicated this information could probably be combined with the annual declarations if desired.

Ray Corey asked if we were considering the current budgets as frequency of reporting could also be a problem and this may be too much information to readily collect.

Don Armour asked what we were going to do with the information.

Bob Toro indicated the concept was to develop strategies on how to address gaps and consider trending with the operational awareness.

Bob Murray continued that we want some understanding on how far and how well quality requirements are flowed down. If we can get this information from the declaration we will, but that may not be sufficient.

Jim Hutton noted that EM-23 needs a window into the sites and some data suggested may be readily available while other data is not. He suggested EM-23 consider the input received and evaluate a path forward.

Summary of EFCOG Efforts

Mike Mason provided a summary of the current EFCOG efforts.

San Horton asked if the graded approach discussion was focused on hardware or software.

Mike Mason responded that it focused on hardware and provided some of the thought process on why.

San Horton noted that for the task for computer models there are a couple guides and standards (e.g., ASME) that could be passed on to the leads. He provided that information to Mike Mason for consideration.

Jim Hutton noted that the language may need updated as the GAO report would be a driver for a task but not the basis for the task.

General Discussion

Bob Murray noted that the next board meeting was scheduled for the ISM conference in Hanford in September. Given the current travel restrictions, we may need to postpone or hold a video conference.

Ray Corey indicated it would be good to have a QA presence at the ISM conference and suggested we hold a VTC for those who can't attend and allow the others to attend the meeting as a face-to-face, assuming they can support the VTC as part of the ISM conference.

Bob Murray agreed and indicated EM-23 will work with Al Hawkins on specifics.

Bud Danielson noted that GC has been working on an interpretation for 830 and Robin Henderson would be a good point of contact if anyone would like additional information.

Meeting Adjourned

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<u>SUMMARY OF ACTION ITEMS</u>		
Action for Follow-Up	Individual Responsible	Current Status
Notify the EFCOG chair when the JSEP is ready to populate and the EFCOG chair will send a letter to member encouraging its use.	Christian Palay (EM-23) Joe Yanek (EFCOG)	This action will follow the completion of the JSEP milestones.
Initiate a conference call with the site QA managers to discuss the Journey to Excellence Goal #5 Performance Metric	Larry Perkins (EM-23)	New Action
Update the Project Plan based on this meeting	Larry Perkins (EM-23)	New Action
Develop logistics for the next meeting (face-to-face vs. VTC)	Larry Perkins (EM) Al Hawkins (RL)	New Action
Evaluate the current efforts on the FAR revision and determine if a revision is needed for the standard QA contract language	Bob Murray (EM-23)	New Action
Share the final CGD guidance document title with HSS	Larry Perkins (EM-23)	New Action
Distribute the CGD guidance document comment resolution matrix	Pat Carrier (ORP)	New Action
Vote on approval of the CGD guidance document	All Voting Members	New Action
Vote on approval of the QA in Design guidance document	All Voting Members	New Action