

11th Environmental Management Quality Assurance Corporate Board Meeting Minutes
May 1, 2012 – Las Vegas, NV

Voting Board Members in Attendance:

Randy Kay – Idaho	Matt Moury (chair) – Headquarters EM-40
Jason Armstrong – Oak Ridge	Jack Zimmerman – Portsmouth/Paducah
Ray Corey – Richland	Bob Murray (vice-chair) – Headquarters EM-43
Charles Harris – Savannah River	Courtland Fesmire - Carlsbad
Bud Danielson –Chief of Nuclear Safety	Walter Scott - River Protection
Jack Craig – EMCBC	

Introductions

Bob Murray noted he would like to start a periodical QA managers call with the sites. This would be to share Lessons Learned and group discussion and not HQ leading the discussions.

The group seemed to like the idea of the call possibly quarterly.

ISM/QA Declaration Presentation (Steven Ross)

Steven Ross emphasized on lack of enough information to use in development of Lessons Learned and the use of the term assessments. If we need to, maybe we should come up with a better definition of assessments. The other big issue is insufficient QA staff for federal offices right now.

Murray added that we are using declarations in our Phase 2 follow-up reviews. He also noted that there is a fine line between obtaining useful information in the declarations and placing excessive burden on the field offices and contractors.

Courtland Fesmire asked what is the declaration review not considering an 'assessment'.

Ross responded he wasn't able to answer right off but one site reported 1000's of assessments which seems too large for a year.

Murray noted that a Facility Representative may look at something and some sites consider it an assessment and some don't. However, there is a distinction when it comes to audits.

Norm Barker said that if it looks like an audit then it should be counted as an audit.

ORP commented that they make a clear distinction between assessments and audits.

Bud Danielson said the definitions were intentionally left broad so having many assessments may be reasonable.

Ray Corey indicated that Richland's database captures 1000's of reviews and assessments. HQ needs to be specific in what level of reviews they would like to have reported in the declarations.

Charlie Harris asked if the assessments reported were QA only or for the entire site.

Steven Ross wasn't sure but thought it was likely the entire site.

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Jeff May added that Facility Representatives, engineering, etc. do assessments and would result in large numbers - more than strictly QA assessments.

Jason Armstrong added that Oak Ridge also has management walk-throughs that would add to the numbers.

Jack Zimmerman indicated that. PPPO has more formal audits and assessments with a lower level - less formal surveillances.

Steven Ross felt the less formal surveillances were probably included in the reported numbers. Since it is partly a numbers game, we need to categorize the types of reviews.

Randy Kay noted HQ should specifically ask for what is wanted in the reports.

Steven Ross agreed.

Ray Corey added we probably should ask for more than just one type of review.

Randy Kay said it should just be defined in the declaration guidance.

Charlie Harris added that Facility Representative assessments are formal.

Bud Danielson said that one way to look at it may be that we want to look at oversight of safety related items.

Bob Murray summarized that we just need to provide better definitions in the guidance. However, another question is how burdensome is the declaration.

Jack Zimmerman indicated there is a perception that it is burdensome with no value clearly visible. Could we get a set of metrics at the beginning of the year that we track throughout the year instead of just at the end of the year and get away from the declaration?

Randy Kay noted the EM HQ Phase 2 follow-up reviews could provide some of the information requested.

Jeff May said ORP also finds the declaration burdensome with staff working 2-3 months to complete.

Steven Ross noted that several of the declarations submitted were very large.

Charlie Harris said SR also finds the declarations onerous.

Ray Corey noted this has been discussed and we have been working to reduce the volume and burden. However, there is still the concern that some sites had gone through a full ISM verification review and still had to make a full submittal the same year. That said, relatively speaking, the burden is less this year than previous years.

Bob Murray agreed we had tried to reduce the QA piece of the declaration. A question is whether completing the metrics tables is useful.

Jeff May commented that the metrics are a useful guide for the site, but the rest of the declaration isn't very useful and the report writing is tough.

Charlie Harris asked if we could do the metrics annually and the full report every three years for example.

Charlie Harris and Susan Kimmerly noted the questions have changed every year.

Bud Danielson responded that the report is bigger than just what has changed in the QAP.

Phase 2 Follow-up Reviews (Bob Toro)

Bob Toro provided additional details that some common areas include additional resources are needed in QA. As a result, some areas such as software QA seem to be slipping. The other area is corrective actions. There seems to be a lack of development and closure of corrective actions from the Phase 2 self-assessment QA reviews.

Bud Danielson asked if we could be getting some relief on the High Level Waste/Used Nuclear Fuel requirements.

Bob Toro responded that EM has committed to maintaining the program and requirements.

Bob Murray discussed the EM-1 decision to maintain the program.

Matt Moury noted there have been no changes to the commitment that has been made.

TJ Jackson added that the program and procedures were brought to the EMCBC to be maintained until we get a decision from the Blue Ribbon Commission.

Randy Kay added that Yucca Mountain is not completely dead yet.

Jack Zimmerman asked if we could get the information from the Phase 2 follow-up reviews out to the sites with pending reviews.

Bob Toro responded - yes, we could provide summaries of the collected information.

Larry Perkins added the Corrective Action Hub includes the reports and would be a good source for this information.

DNFSB Brief (Bob Murray)

Matt Moury noted that the QA Corporate Board was well received and provided a background on why the brief is given to the DNFSB.

Bob Murray said the overall message is EM is in pretty good shape.

Bob Murray noted that EM is looking to hold a couple Commercial Grade Dedication classes this year, one on each coast.

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TJ Jackson asked if it would be possible to hold the class as a video conference.

Larry Perkins responded it may be possible, but there were a lot of interactions and team exercises when he took the class.

David Shugars noted we may want to hold more of the train the trainer courses to support future classes.

Vincent Grosso noted that EPWOG was holding the class as well in May 2012 in Portland.

Bob Murray commented that the DNFSB brief next year should include field accomplishments and not just HQ.

Charlie Harris asked if he could get access to the Corrective Action Hub to help identify these types of areas.

Mike Hassell noted that several sites have also been directed to go ahead and implement DOE O 414. 1D by the local field offices.

San Horton asked if there was a listing of offices that have directed implementation of DOE O 414. 1D.

There were a few sites that noted they are implementing the new order, but we can get a list if needed.

Bob Murray noted the gap analysis that will be requested is a gap on EM-QA-001 and would capture this information.

Mike Hassell agreed and noted several changes in EM-QA-001 were beyond just DOE O 414. 1D.

Matt Moury added that the requirement to have 10% small business could be a major input.

Charlie Harris noted there is a set of toolbox codes in safety analysis that is acceptable software and asked if these are coordinated with EM-43.

Bob Murray responded that these were coordinated through HSS. In addition, there was discussion of putting the models referenced in the GAO report in the toolbox codes, but for some reason a decision was made to not use that approach. In addition, we are looking for field support in developing guidance for validation of models.

Charlie Harris asked if it is consistently controlled.

Bob Murray responded that the issue would be something the writing team should address. He also noted the GAO pointed to the QARD language.

Bud Danielson added the toolbox codes are sometimes used as safety software so the processes should be similar.

San Horton noted a key difference is that modeling looks at the data itself instead of just the code.

Charlie Harris asked if the process was consistent across the board.

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Bob Murray noted the GAO position was that EM doesn't have a process.

Training Focus Area (Ken Armstrong)

David Shugars asked if there is an effort to make this type of training available online.

Ken Armstrong answered yes but noted it would likely be driven by industry.

Bob Carter added there is webinar type training for suspect/counterfeit coordinators.

David Shugars added that some of the training would still need to be in person.

Bob Murray noted that Aiken Technical College had held a DACUM and is moving forward with a QA program. (Note: the Aiken Technical College effort has 2 paths in the quality area with classes expected to start soon)

EM-QA-001 Revision Focus Area (Larry W. Perkins)

Ray Corey noted a recommended change from Richland regarding the examples used with respect to transportation.

Larry Perkins will send the final draft of the QAP along with the Richland change to the federal QA managers and Corporate Board voting members for an email vote.

Joint Supplier Evaluation Program Focus Area (Mike Mason/Vince Grosso)

Bob Murray noted that the project plan requires an MOU for the JSEP program that has not been completed. What is the justification?

Mike Mason indicated there was no push back on participation and the team felt the MOU was not needed.

Vince Grosso asked if EM-50 and EM-51 should be included to participate with the JSEP efforts and if so, who the points of contact would be. Also, who would be contracting/management group contacts and West Valley contact for the new contractor there? Finally, who would be the contact with respect to the EM portal efforts? Perkins/Murray will follow up on the federal leads. West Valley personnel will provide a West Valley contact.

Bud Danielson also noted he could provide liaisons and connections on the IG who has done some work in this area.

Mike Hassell asked if the MOU noted in the presentation was the same as the one Bob Murray brought up.

Vince Grosso answered no, it is different.

Jack Craig made a motion to close the focus area without the MOU, with the note that we need to continue to quantify and track the effort.

Ray Corey made a second to the motion.

Vote to Close JSEP Focus Area without Development of the MOA:

Randy Kay – Idaho - Yes	Matt Moury (chair) – Headquarters EM-40 - Yes
Jason Armstrong – Oak Ridge - Yes	Jack Zimmerman – Portsmouth/Paducah - Yes
Ray Corey – Richland - Yes	Bob Murray (vice-chair) – Headquarters EM-43 - Yes
Charles Harris – Savannah River - Yes	Courtland Fesmire – Carlsbad - Yes
Bud Danielson –Chief of Nuclear Safety - Yes	Walter Scott - River Protection - Yes
Jack Craig – EMCBC - Yes	

**Note that the effort to merge JSEP with the NNSA BMAC program will continue with support from DOE-EM and EFCOG.*

NQA-1 Discussions including Recent Interpretation (Bud Danielson)

Bob Murray noted we have had instances where paragraph 100 is all that was flowed down. These instances had corrective actions included to correct the issue. So what is the impact of this interpretation on EM? The DNFSB will likely be looking at this issue going forward.

Mike Hassell noted the concern is how you flow down NQA-1 for non-nuclear activities such as mowing the grass. You can grade but some people just conservatively include paragraph 100 of NQA-1.

Norm Barker noted for non-nuclear activities, safety requirements would still be included.

Mike Mason agreed but noted that non-nuclear activities such as mowing should not be using NQA-1.

Matt Moury added if this decision starts resulting in bad decisions on implementation of QA then please contact Bob Murray to discuss how to proceed.

Lessons Learned System (Ashley Ruocco)

Larry Perkins asked if our sites have been providing input for the fixes and enhancements that HSS is considering.

Ray Corey noted that Richland has some input from the Hills system.

Ashley Ruocco is not sure if the Hills system is being integrated in the changes.

Bob Murray added Lessons Learned are site dependent on how, when, and if it is submitted into the formal Lessons Learned system.

Ashley Ruocco agreed that the order is broad and general without clear reporting criteria.

Ray Corey noted a concern that so much energy is put into occurrence reporting with little attention paid to Lessons Learned - where real value is available.

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TJ Jackson asked why the Lessons Learned system is password protected.

Ashley Ruocco responded that the concern was related to security Lessons Learned that are not classified but not open to the public.

General Topics for Discussion (Mike Mason)

Ray Corey added the idea of mentoring is good but it should also be extended to prime contractors mentoring subcontractors.

General Discussions of New Focus Areas and Wrap-up for Meeting

Bob Murray indicated he had really forgotten the context on some of our listing of potential focus areas.

David Shugars noted the topic of small contractors will be a key going forward.

Bud Danielson asked if it is really good to use these small contractors for nuclear work.

Ray Corey said the problem is the mandate to have 10% of funding going to small business (prime to DOE - subcontractors don't count) Randy Kay agreed the problem is the small businesses knowing the FAR and requirements.

Bud Danielson asked if we really understand the 10% requirement and intent.

Matt Moury clarified the requirement came from the White House.

Courtland Fesmire added that we really need to educate our contracting groups.

San Horton Asked if the Corporate Board has representatives from the federal contracting and procurement groups and should we?

Matt Moury indicated that would be a good discussion to have offline.

TJ Jackson added the intent is to bring more small business into the contracts.

Bob Murray noted that one concern is the more parts you carve out for additional small business, the more burdens you place on the site offices with managing multiple prime contracts.

Decision made to distribute the current list of potential focus areas and request any additional areas be sent to Bob Murray and Larry Perkins by Friday, May 11th. Bob and Larry will consolidate and send the final list out to the voting members with a request to vote for your top 3 - using the votes to select the next focus areas.

Matt Moury added a closing comment that a main effort should be to merge safety culture and QA where possible.

Meeting Adjourned

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<u>SUMMARY OF ACTION ITEMS</u>		
Action for Follow-Up	Individual Responsible	Current Status
Initiate a periodic QA managers call with the sites.	Bob Murray	New Action
Evaluate how to provide additional simplicity in QA declarations.	Bob Murray Larry Perkins	New Action
Provide information from the Phase 2 follow-up reviews to the sites with pending reviews.	Bob Toro Larry Perkins	New Action
Include field accomplishments and not just HQ accomplishments in the DNFSB brief next year.	Bob Murray	New Action
Send the final draft of the QAP along with the Richland change to the federal QA managers and Corporate Board voting members for an email vote.	Larry Perkins	New Action
Provide EM-50 and EM-51 points of contact to evaluate participation in JSEP.	Bob Murray Larry Perkins	New Action
Provide contracting/management group points of contact to evaluate participation in JSEP.	Bob Murray Larry Perkins	New Action
Provide a point of contact with respect to the EM portal efforts for coordination with the JSEP effort.	Bob Murray Larry Perkins	New Action
Provide points of contact for the West Valley new contractor to evaluate participation in JSEP.	Donelle Welk	New Action
Provide liaisons and connections on the IG who has done some work in areas similar to JSEP.	Bud Danielson	New Action
Distribute the current list of potential focus areas and request any additional areas be sent to Bob Murray and Larry Perkins by Friday, May 11th.	Larry Perkins	New Action
Consolidate and send the final list of potential focus areas to the voting members for vote on top 3.	Larry Perkins	New Action

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	<u>Attendees</u>	<u>Organization</u>
1	Bob Toro	DOE-HQ
2	Christian Palay	DOE-HQ
3	Steven Ross	DOE-HQ
4	Butch Huxford	DOE-HQ
5	Jim Davis	DOE-HA
6	Ken Armstrong	DOE-EMCBC
7	Larry Perkins	DOE-HQ
8	Mike Hassell	CH2MHill/CHPRC
9	Jason Armstrong	DOE-OR
10	TJ Jackson	DOE-EMCBC
11	Robert Carter	WCH Hanford
12	Robert Milazzo	Tetra Tech
13	Vince Grosso	WRPS Hanford
14	San Horton	DNFSB Staff
15	Randy Kay	DOE-ID
16	Charles Harris	DOE-SR
17	Larry Adkinson	DOE-SR
18	Jack Craig	DOE-EMCBC
19	Ray Corey	DOE-RL
20	Mike Mason	Bechtel
21	Jack Zimmerman	DOE-PPPO
22	Bob Murray	DOE-HQ
23	Cynthia Williams	SRNS
24	Matt Moury	DOE-HQ
25	Norm Barker	Energy Solutions
26	Robert Thompson	CWI-INL
27	Richard Salizzoni	SRR
28	Donelle Welk	CH2MHill
29	Darlene Murdoch	SRNS
30	David Shugars	SRR
31	Susan Kimmerly	UCOR
32	Courtland Fesmire	DOE-CBFO
33	Steve Chalk	DOE-RL
34	Krishna Vadlamani	DOE-RL
35	Russell McCallister	DOE-PPPO
36	Walter Scott	DOE-ORP
37	Jeff May	DOE-ORP
38	Bud Danielson	DOE-CNS
41	Ray Wood	Trinity