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Meeting Minutes
Special Topic: Quality Assurance
July 21, 1989, Room 340, Federal Building, Richland, Washington

From: R.K. Stewart

Robert K. Stewart

8/4/89

To: Meeting Attendees

- G. Bell, DOE-RL
- G.R. Chiamonte, SWEC/IT *
- C. Cline, WDOE *
- P. Day, EPA
- W. Dixon, WHC
- S.L. English, PNL *
- F.C. Hood, PNL
- D. Jones, WHC *
- C.K. Kasch, DOE-RL *
- D. Lacombe, PRC *
- T. Michelena, WDOE
- S. Moist, WHC *
- L. Osborne, SWEC/IT *
- J. Peltier, WHC **
- J. Rivera, WHC *
- D. Ryder, PNL
- P. Salter, PNL
- M. Schlender, EPA *
- J.W. Smith, PNL
- W. Staubitz, USGS
- G. Sturgis, PNL
- R. Wojtasek, WHC

cc: R.D. Izatt, Director, DOE-RL/ERD

E.A. Bracken, Chief, Policy and Permits Branch, DOE-RL/ERD

R. D. Freeberg, Chief, Restoration Branch, DOE-RL/ERD

H.E. McGuire, Manager, Environmental Programs, WHC



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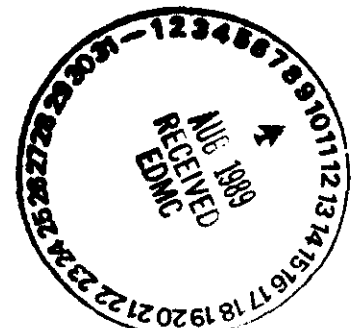
* Attended morning and afternoon sessions; all others attended morning only

** Attended afternoon session only

The subject meeting was held as a result of comments from EPA during review of the 1100-EM-1 Work Plan regarding release of referenced WHC and/or PNL QA documents which support the QA Project Plan. Although the issue was raised as part of the 1100-EM-1 planning process, it is pertinent to all operable units.

The purpose of the meeting was to present an overview of WHC and PNL QA programs at Hanford for the regulatory agencies and to discuss the requirements for clearance of applicable WHC and PNL QA documents. The afternoon session focused on applicability of QAMS-5 to Hanford projects and other QA related issues.

A meeting summary including action items is given in Attachment 1. The meeting agenda are given in Attachment 2. Attachment 3 provides the attendance "sign-in" list. Hard copies of the viewgraphs presented at the meeting are given in Attachment 4, 5, and 6.



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Meeting Summary - Quality Assurance

July 21, 1989, Room 340, Federal Building, Richland, Washington

Morning Session

The following issues were addressed in the morning session.

1. Overview - An overview of Quality Assurance programs at Hanford was presented by C.K. Kasch, Chief of the Quality Engineering Branch within DOE-RL Quality Assurance Division. A copy of the viewgraphs is given in Attachment 4. The regulatory agencies were also provided with a list of QA contacts within the DOE, Westinghouse and PNL organizations to be used in responding to questions on QA matters.

2. WHC QA Program - Dave Jones, Environmental QA Manager for WHC, presented an overview of the Westinghouse QA Program. A copy of his viewgraphs is given in Attachment 5.

3. PNL QA Program - An overview of PNL's QA program was presented by Sandra English. A copy of her viewgraphs is given in Attachment 6.

4. Clearance of WHC QA Documents - Abstracts of WHC controlled manuals were provided to the meeting attendees. Sharon Moist led a discussion on the content of the manuals. Manuals were characterized as falling into three broad categories; CM Level 1, management policies signed by the president of WHC; CM Level 2, division level procedures signed by division managers; and CM Level 3, division operating procedures. The abstract list indicated in bold type which manuals would be pertinent to environmental QA.

As a means of meeting EPA's requirement of clearing QA references, WHC stated that they were preparing a separate QA program manual for WHC's Environmental Division. This would be a releasable, controlled manual which would not contain references to higher level manuals but would instead incorporate requirements taken from those higher level manuals. The EIIs (WHC-CM-7-7) would become a subset of the Environmental Division QA Program Manual. The manual will be a secondary document as defined by the Tri-Party Agreement. A specific schedule for development of this manual will be given at a later date.

5. Clearance of PNL QA Documents - Dennis Ryder led a discussion on the status of clearance of PNL QA documents. The PNL Quality Assurance Manual (PNL-MA-70) has been approved for clearance and will be issued soon. PNL's QA Project Plan contains references to about 70 administrative procedures which have not been cleared for release. PNL needs a formal letter from DOE requesting release of the pertinent referenced procedures before they can proceed with the clearance process.

Action Item # ST2.1: Bob Stewart will coordinate the preparation of a letter from DOE requiring the contractors to clear documents supporting the Tri-Party Agreement.

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6. Details of Quality Requirements - In response to a question by EPA, WHC stated that details of minimum quality requirements (e.g. minimum number of times a well must be purged before sampling) are provided, through Statements of Work (SOWs), in procedures of other contractors. It is not intended that EIIs contain such information. It was suggested that minimum quality requirements be developed on a Hanford-wide basis and documented in manuals.

Action Item # ST2.2: WHC (Rick Wojtasek) is to evaluate the possibility of generating Hanford site-wide quality requirements for environmental restoration activities.

7. Procedures - Discussion was given to the status of procedures development. EPA requested information on the status of the SDs which document procedures for PNL site activities to date (e.g. geophysical, soil gas, air monitoring). Additional discussion of EPA's concerns on the EIIs will be addressed at the EII special topics meeting to be held in mid-August.

Action Item # ST2.3: Four SDs will be sent to EPA/Ecology as examples per an action item (# 3FF1.2) from the last 300-FF-1 Unit Managers Meeting. Bob Stewart will investigate whether these have also been cleared for public release.

8. 1100-EM-1 Work Plan - The impact of the proposed handling of QA documents on issuance of the 1100-EM-1 Work Plan was discussed.

Agreement: DOE will work with EPA and Ecology on developing specific language in the 1100-EM-1 Work Plan to avoid delaying work plan approval and issuance.

Afternoon Session

The following issues were discussed in the afternoon session which had a reduced attendance (see cover letter).

9. Applicability of QAMS-5 Requirements - A question was raised as to whether QAMS-5 applied to construction of facilities to be used for environmental remediation activities.

Agreement: QAMS-5 is a document used for preparing QA project plans for scientific (data collection) activities related to environmental measurements and does not apply to design, construction, and operation of facilities such as HWVP, grout vaults, etc. Other EPA guidance documents may apply to these activities/facilities which are not specifically identified in the Tri-Party Agreement.

10. In response to a question, information was given by EPA on their procedures for conducting on-site audits. Such EPA procedures are contained in the Region X QA Program Plan.

Action Item # ST2.4: EPA (Mike Schlender) will send DOE (C.K. Kasch) a copy of the QA Program Plan for Region X.

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11. Procedures for review and preparation of RI/FS work plans was discussed. DOE is preparing supplemental guidance for preparing work plans which will be sent to EPA and Ecology following internal reviews.

12. A question was discussed as to whether EPA had guidance on validation of computer codes. It is not known whether such guidance is available.

13. WHC inquired as to whether EPA conducted training courses in EPA guidance, specifically on DQOs.

Action Item # ST2.5: EPA (Mike Schlender) will inform DOE (C.K. Kasch) of course availability in DQOs.

14. The subject of lab certification was discussed. EPA does not plan to certify laboratories; they are more comfortable with CLP methods and document packages. EPA never intended membership in the CLP to be a certification. EPA suggested that it would be appropriate to work to the 3rd Edition of SW-846 including Chapter 1 QA requirements.

15. The issue of human factors as a QA issue was discussed. There has been some thinking within EPA on this issue but no formal guidance.

16. The subject of communication between QA organizations was discussed.

Agreement: Concurrence of unit managers/project managers of the respective organizations shall be obtained for any agreements reached (made) by staff personnel of the QA organizations.

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Attachment 2

AGENDA

Quality Assurance (QA) Meeting - DOE (incl WHC & PNL)/EPA/Ecology
July 21, 1989
Federal Building, Rm 340, Richland, WA

9:00 Welcome and Introduction R. K. Stewart, DOE/ERD
9:10 Overview of QA at Hanford C. K. Kasch, DOE/QA
9:35 Overview of WHC QA Program D. H. Jones, WHC/QA
9:55 Overview of PNL QA Program J. W. Smith, PNL/QA
10:15 Break
10:20 Briefing/Discussion on clearance of WHC and PNL QA Documents* S. L. Moist, WHC
D. E. Ryder, PNL/QA
12:30 Lunch
1:15 Briefings/Discussions on QAMS-5 vs NQA-1 and related QA topics C. K. Kasch
3:30 Wrapup/Action Items
4:00 Adjourn

*Discussion is to focus on the immediate requirement to clear applicable WHC QA documents in response to EPA comments on the 1100-EM-1 Remedial Investigation/ Feasibility Study Work Plan, and to clear PNL QA/QC documents for laboratory analyses per the Tri-Party Agreement; however, discussion is expected to be conducted in the context of a longer term strategy to clear applicable environmental documents which support the Tri-Party Agreement.

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Attachments
 CA MEETING
 Attendance List
 7/21/89

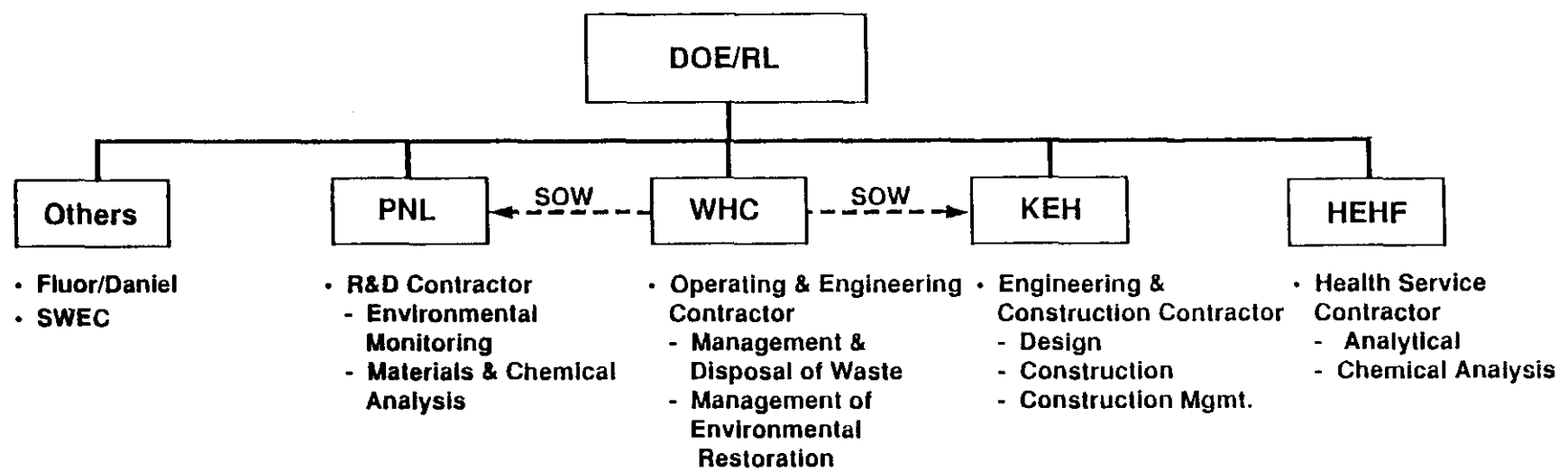
<u>Attendee Name</u>	<u>Organization</u>	<u>Phone</u>
Jerry Chiaramonte	SWEC/IT Support Svc.	6-0969
Less Osborne	SWEC/IT Support Svc	(303) 694-0044
Bill Dixon	WNC, ENV. Div	509-376-0428
GERRY BELL	DOE-RL/SED	6-0680
PATRICIA SAUER	PNL/Analyt. LAB OPS.	6-9205
George Sturgis	PNL/Process Quality	376-1326
JEFF W. SMITH	PNL/PROCESS QUALITY	376-9341
Frank C. Hood	PNL/Quality Programs	375-2970
Toby M. Michelena	Ecology	(206) 438-7016
Dennis E. Ryder	PNL/QS & E Dept. Mgr.	376-0075
Chuck Cline	Ecology	(206) 438-7556
S.L. ENGLISH	PNL/QA	509-376-0634
C.K. KASCH	DOE-RL QA	509-376-5183
Bob Stewart	DOE-RL/ERD	509-376-6192
Rick Wojtaszek	WNC/ED	509-376-7000
Joe Rivera	WNC/EA	509-376-1449
SHARON MOIST	WNC/CFS	509-373-5547
MIKE SCHLENDAR	RCAMO/USEPA	206-442-2111
Ward Staubitz	USGS	206 593 6510
DAVE JONES	WNC/EQA	509-376-8557
Donna Lacombe	PRC-EMI	505-662-3845
Paul Day	EPA	376-6623

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Objectives

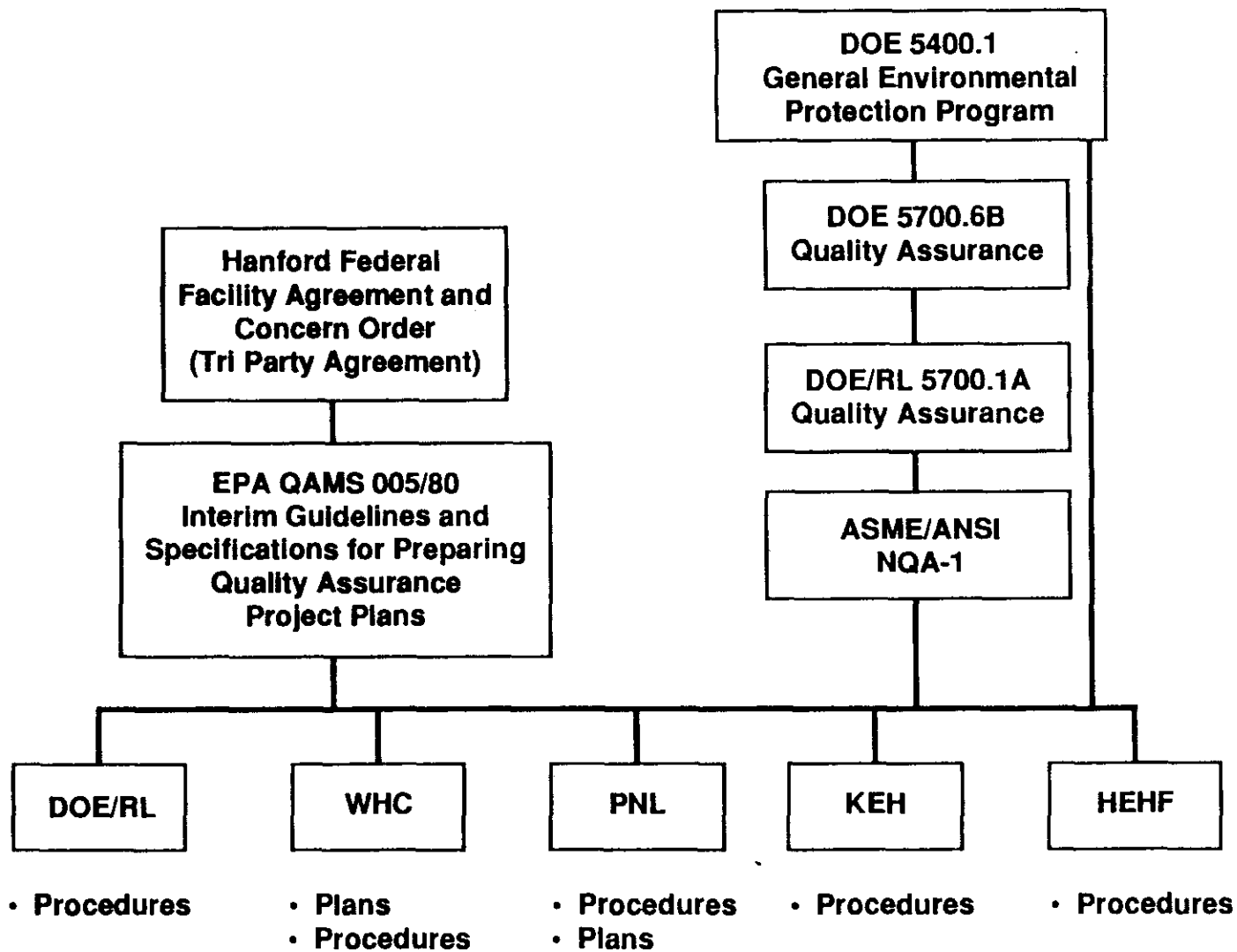
- **Provide an overview of quality assurance on the Hanford site**
- **Promote free and open communication between the regulators, DOE-RL QA, and Hanford contractor QA organizations**
- **Identify areas that require clarification/interpretation**

Contractual Structure

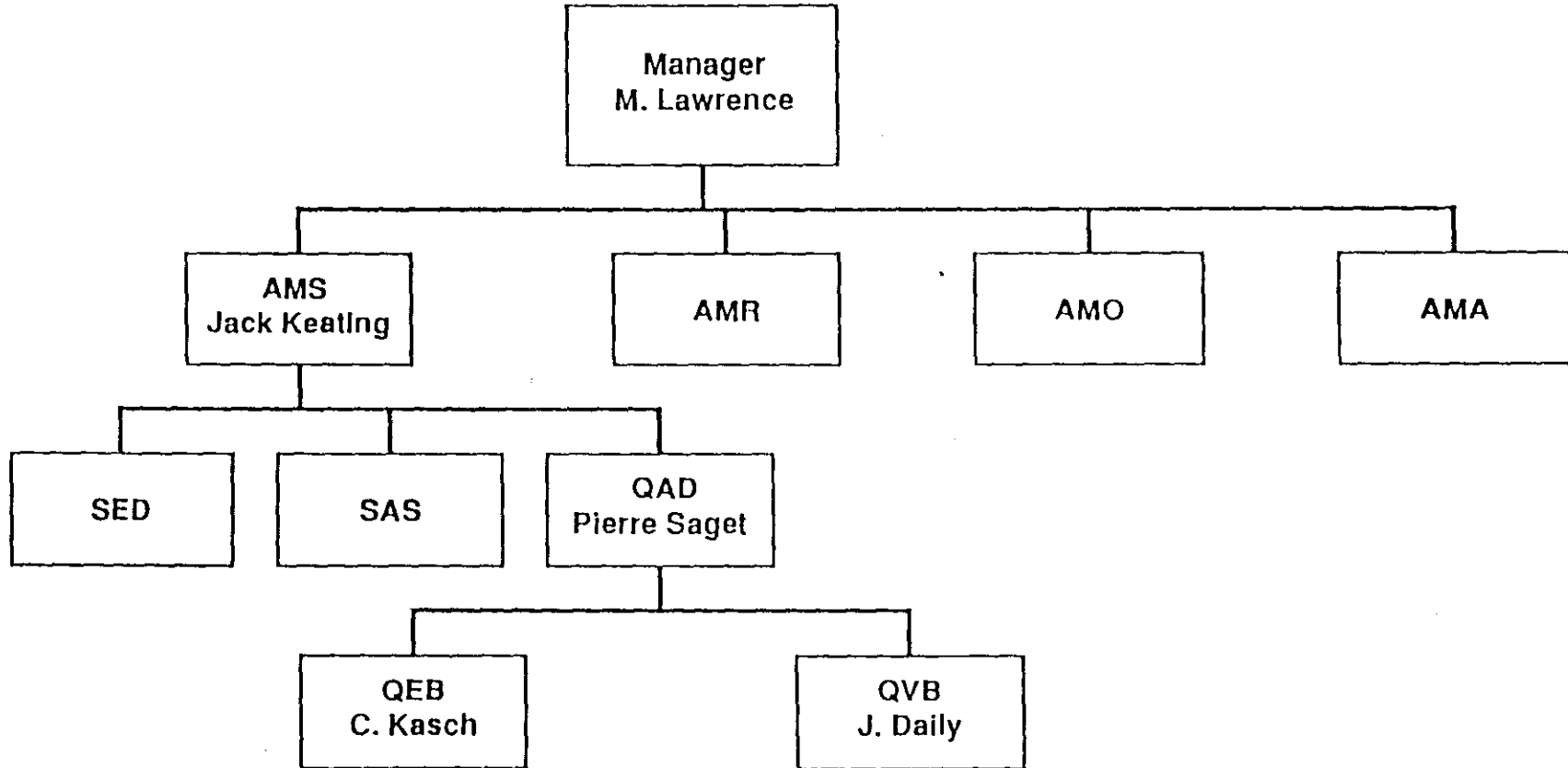


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Hierarchy of QA Requirements



DOE Richland Operations Office



- Establish RL QA/QC Policy
- Review Contactor QA Programs and Documents
- Performs Readiness Reviews
- Employee Concerns Program

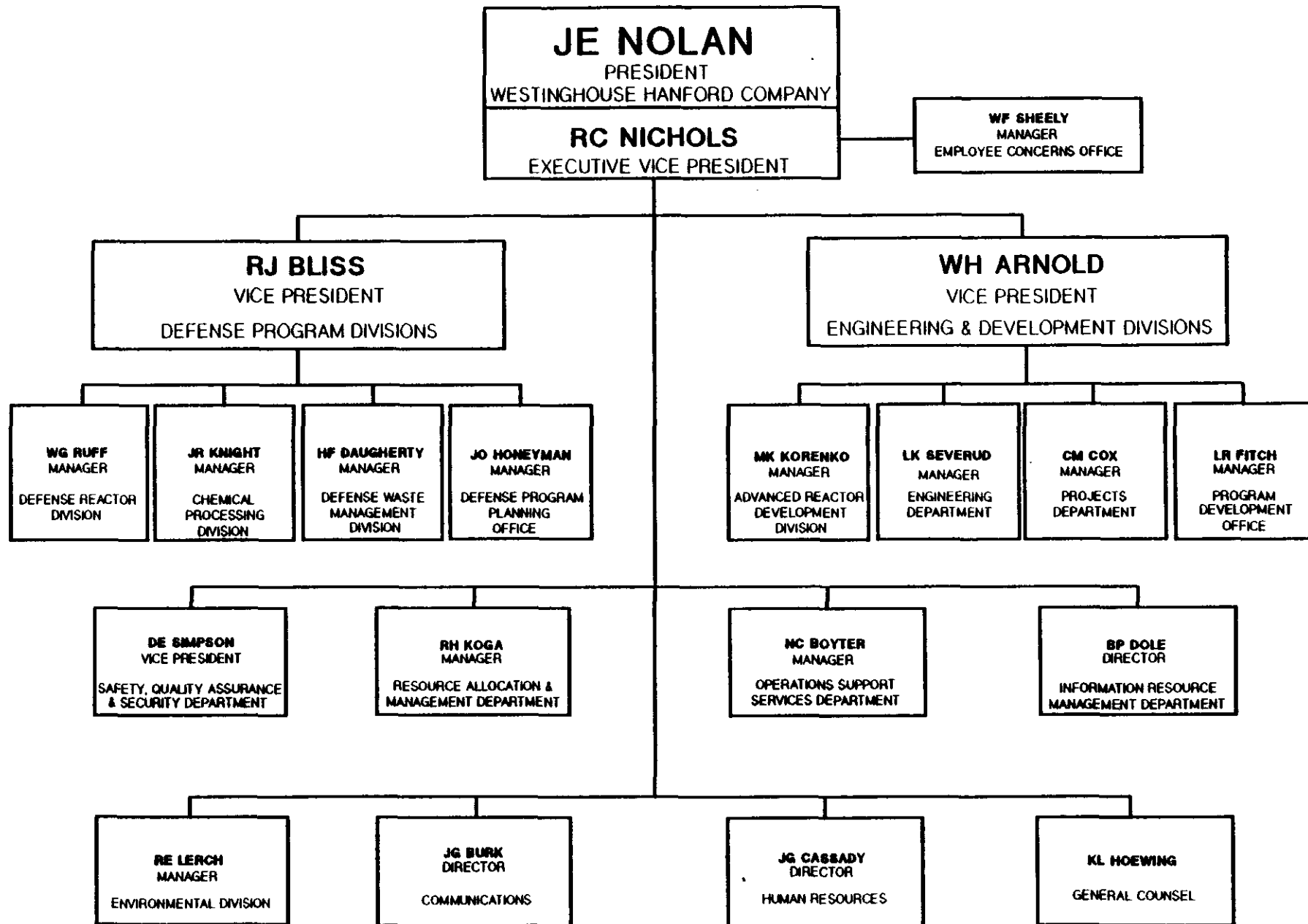
- Audits
- Surveillances
- Trending

Quality is achieved and maintained by those who perform the work.

Quality achievement is verified by persons or organizations not directly responsible for performing the work.

Suggested Areas for Future Discussion

- 1. Establishment of protocol for future interactions**
 - **Methods for documenting agreements and commitments**
- 2. Hierarchy of requirements. (Precedence of requirements)**
- 3. Interpretation/Clarification of requirement and terms.**



Attachment 5

- **WHC HAS OPERATING DIVISIONS AND SUPPORT ORGANIZATIONS.**
- **EACH HAS ITS OWN QA SUPPORT ORGANIZATION.**
- **ALL QA ORGANIZATIONS REPORT INDEPENDENTLY.**

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Attachment 5

- **ROLE OF QA**
 - **IMPLEMENT A PROBLEM-PREVENTION-ORIENTED QA PROGRAM**
 - **CONFIRM, THROUGH INDEPENDENT VERIFICATION, ATTAINMENT OF QUALITY**
 - **IMPLEMENTED BY AN INDEPENDENT ORGANIZATION**

- **ACTIVITIES AFFECTING QUALITY**
 - **SITING**
 - **DESIGNING**
 - **PURCHASING, PROCUREMENT**
 - **FABRICATION**
 - **HANDLING**
 - **SHIPPING**
 - **RECEIVING**
 - **STORING**
 - **CLEANING**
 - **ERECTING**
 - **INSTALLING**
 - **INSPECTING**
 - **TESTING**
 - **OPERATING**
 - **MAINTAINING**
 - **REPAIRING**
 - **REFUELING**
 - **MODIFYING**
 - **DECOMMISSIONING**

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Attachment 5

- **CLASSICAL HANFORD QA PROGRAM BASED ON ANSI/ASME NQA-1**
- **ROOTED IN CONSTRUCTION AND OPERATION OF NUCLEAR FACILITIES**
- **NQA-1 INCORPORATES GENERAL AND SPECIFIC REQUIREMENTS**
- **WHC REQUIRED TO OPERATE TO:**
 - ANSI/ASME NQA-1, PER DOE ORDER 5700.6B**
 - EPA QAMS 005, PER TRI-PARTY AGREEMENT**
 - EPA/1540/687/003 AND 004, PER TRI-PARTY AGREEMENT**
 - OTHERS, PER DOE ORDER 5400.1**

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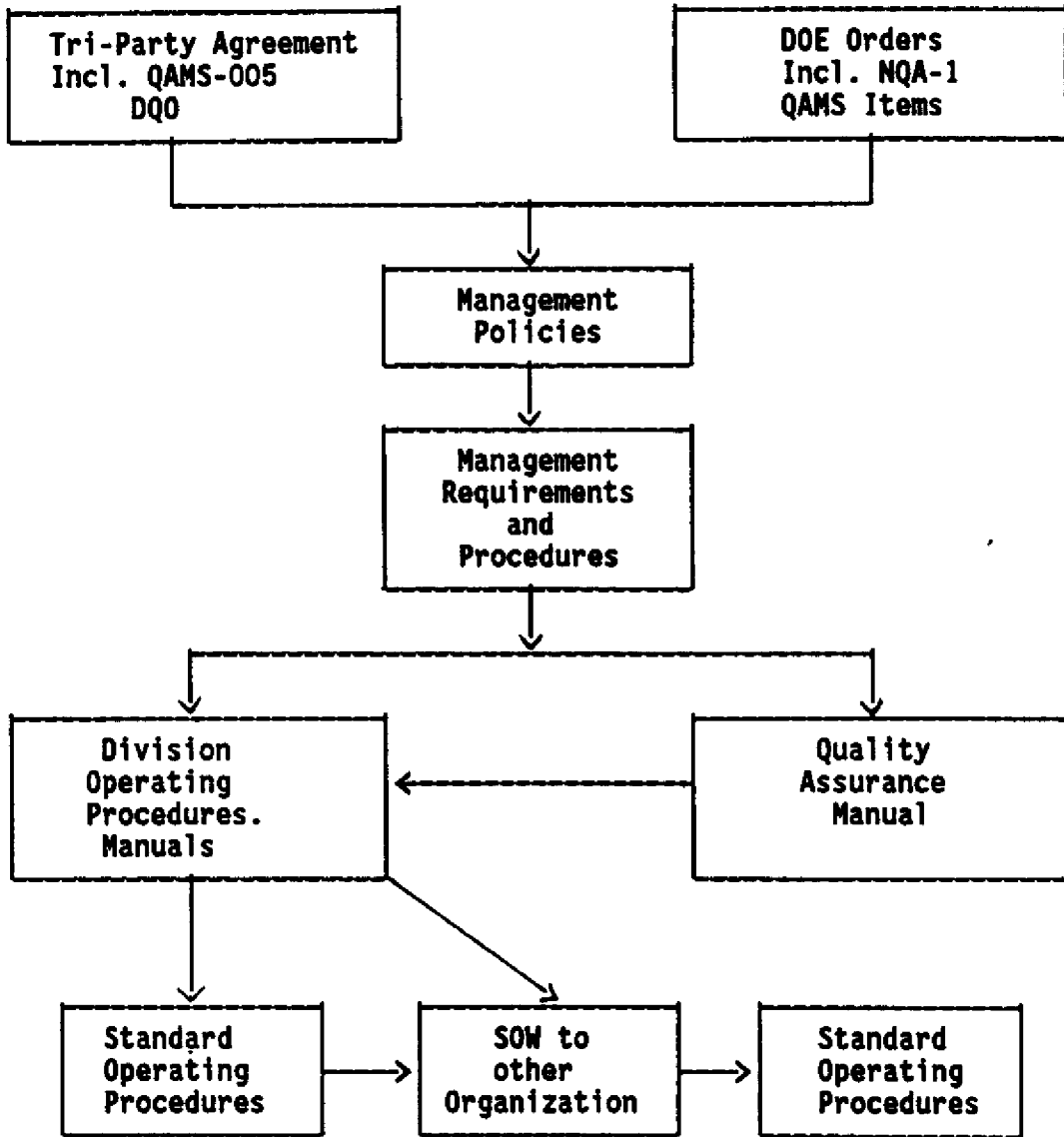
Attachment 5

NQA-1 AND QAMS-005 HAVE COMMON FEATURES. AMONG THESE ARE:

- ORGANIZATION**
- DOCUMENT CONTROL**
- CALIBRATION**
- CORRECTIVE ACTION**
- AUDIT**

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Attachment 5



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WHC HAS EFFECTED A CERCLA QA PROGRAM PLAN.

- **INCLUDES UPPER-TIER POLICIES AND PROCEDURES.**
- **INCLUDES WHC QA MANUAL**
- **INCLUDES STANDARD OPERATING PROCEDURES IN WHC-CM-7-7 ORIENTED TO EPA REQUIREMENTS. [ENVIRONMENTAL INVESTIGATION INSTRUCTIONS (EIIs)].**
- **MAXIMIZES USE OF NOA-1 AND QAMS-005 COMMON FEATURES.**
- **EPA UNIQUELY PRESCRIBED REQUIREMENTS ARE ADDRESSED IN SITE SPECIFIC QA PROJECT PLANS (QAPP). [INCLUDED IN RI/FS FOR CERCLA.]**
 - **EIIs**
 - **UNIQUE SITE SPECIFIC CHARACTERISTICS.**
 - **USE OF EPA PROTOCOLS.**

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**EXTRA MURAL
QUALITY ASSURANCE**

GOVERNED BY NQA-1

CRITERION 7 - CONTROL OF PURCHASED ITEMS AND SERVICES

CRITERION 4 - PROCUREMENT DOCUMENT CONTROL

o WORK PERFORMED BY OTHER SITE CONTRACTORS

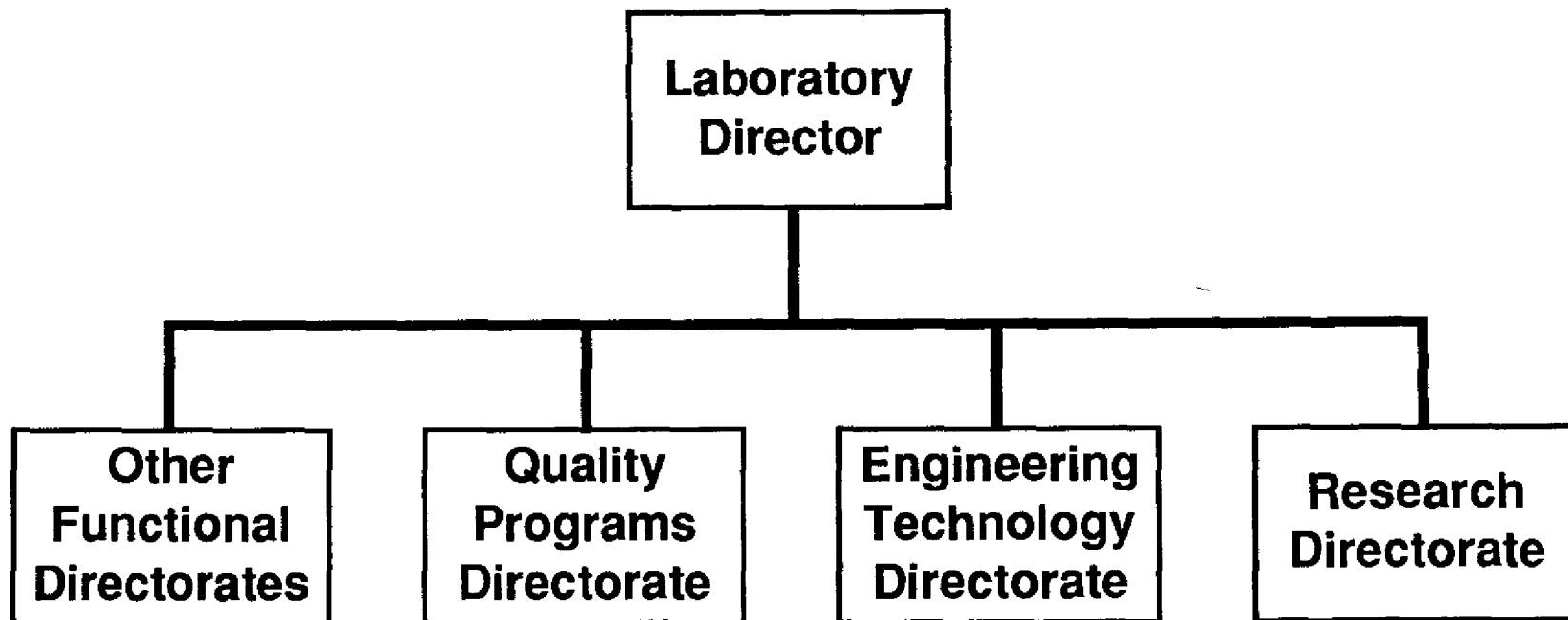
- **GOVERNED BY STATEMENT OF WORK (SOW), INCLUDING QUALITY REQUIREMENTS.**

o WORK PERFORMED BY OFFSITE COMPANIES

- **GOVERNED BY PURCHASE REQUISITION AND PURCHASE ORDER/CONTRACT, WITH REFERENCED AND/OR INCLUDED QUALITY REQUIREMENTS.**

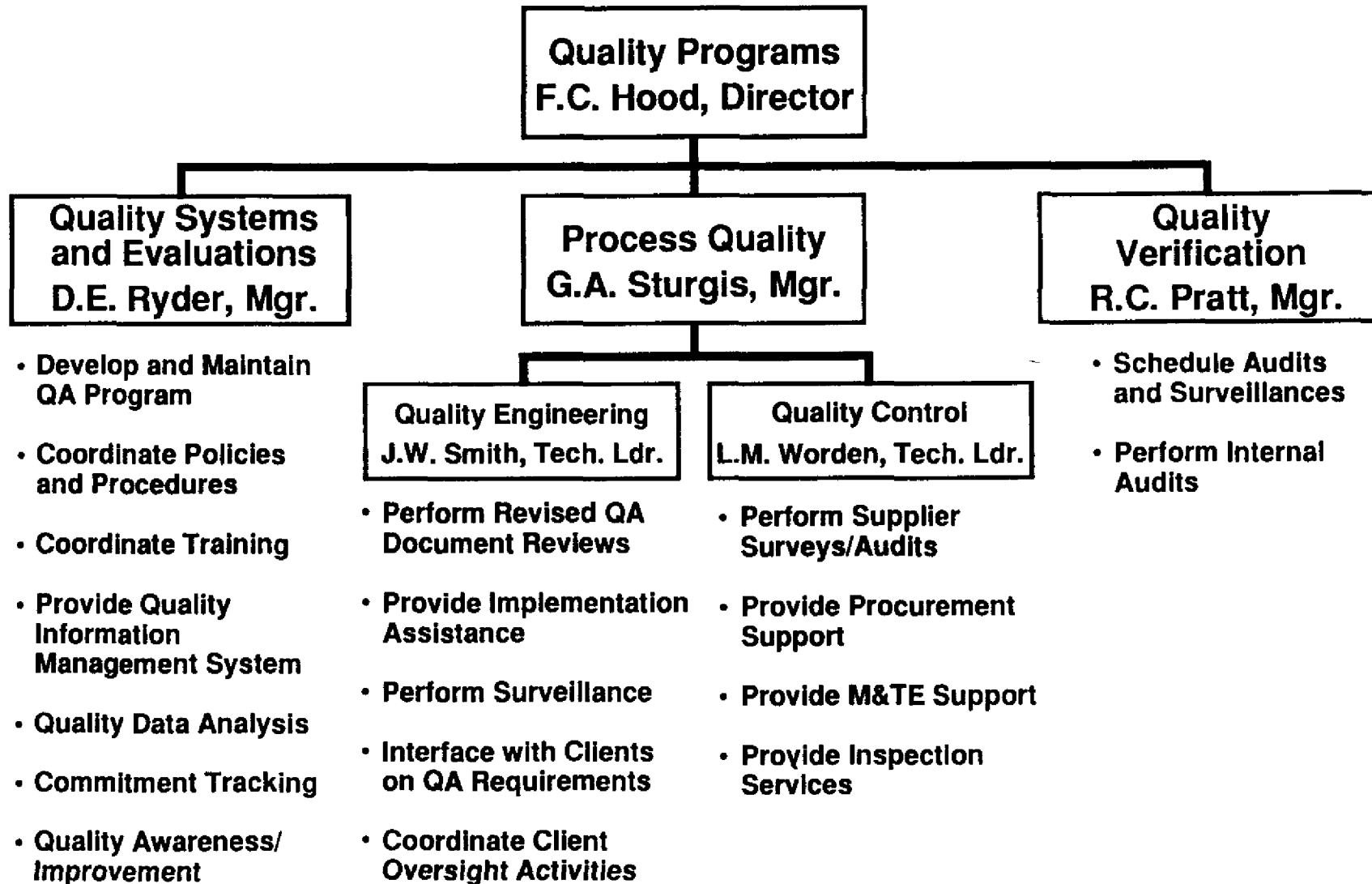
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PNL Organization

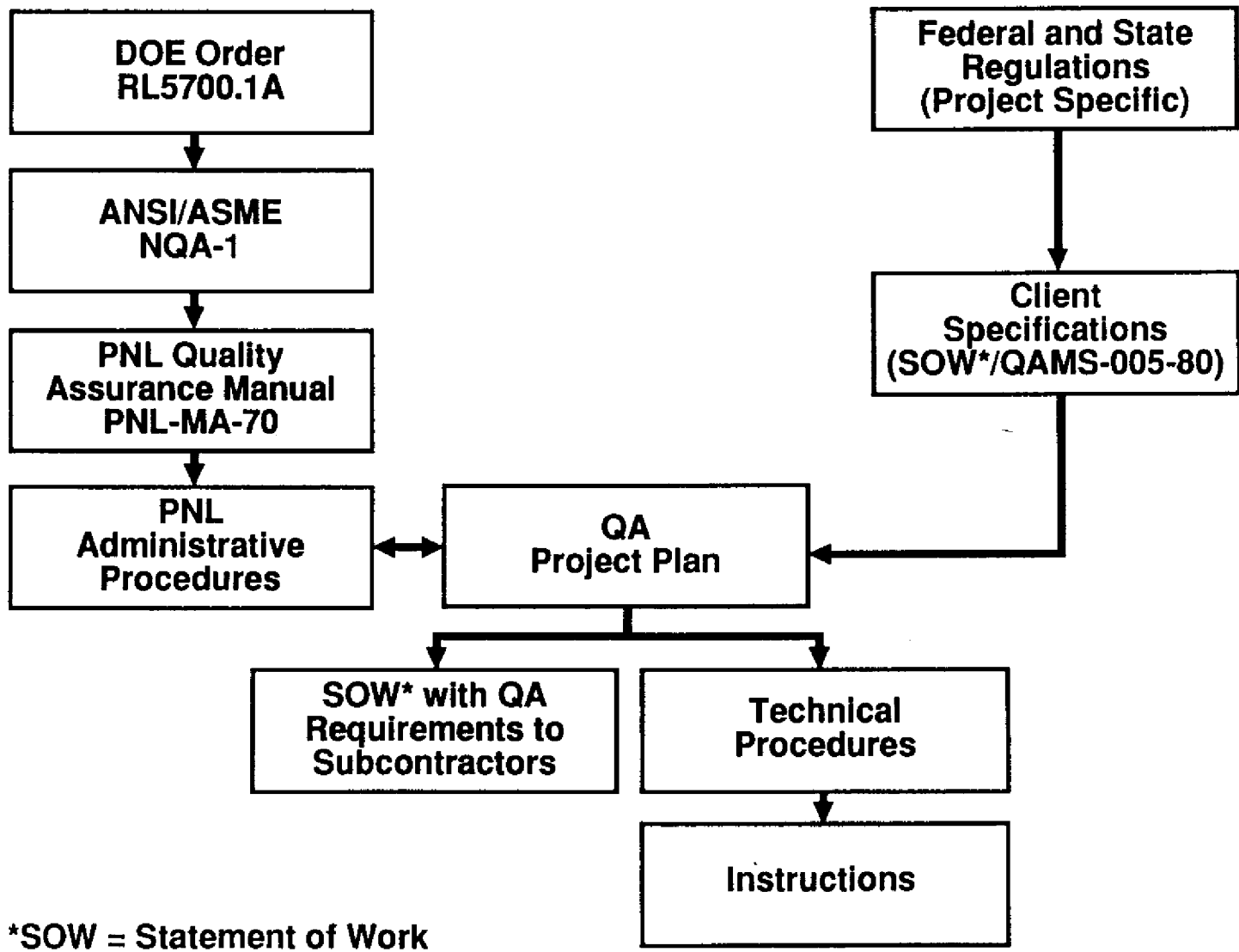


Attachment 6

Quality Programs Directorate



QA Document Heirarchy



*SOW = Statement of Work