MEETING MINUTES

Meeting Date: 11/08/17

Meeting Location: North Las Vegas, NV (NNSS Office)

Meeting Attendees:

* Mike Sheridan, WTCC (Chair)
* Carl Wharton, Sandia (Vice – Chair)
* John Verderber, WRPS (Secretary)
* Sonya Barnette, DOE-HQ
* Matthew Alt, CNS – Y12
* Matt Schwartz, Sandia
* Becky Krauss, Sandia
* Russell McCullister, DOE-PPPO
* Rich Salizzoni, SRR
* Andrea Davis, FBP/Ports
* Mike Wingfield, MSA/Hanford
* Derrek Michael, MSA/Hanford
* George Mata, MSA/Hanford
* Thomas Hiltz, DOE-HQ
* Joe Fulghum, SRS/SRNS

Previous Meeting Minutes: Los Alamos (5/10/17) – Approved as read

**Old Business:**

* Review issues from “Action Table”. Updated table is shown below. Completed or transferred items are shaded.

**Old Business Actions:**

* Task P&P-11-02, Graded Approach (GA): Leader – Carl Wharton
  + Paper is still in process. It was asked whether the Table within the paper should only focus now on NQA-1 requirements 1-18 and perhaps expand later to address the other criteria. No decision was reached.
  + The document and table were reviewed for any additional changes. There were no substantive changes to Table from previous DRAFT.
  + Consider adding actual wording to the requirement column.
  + Some discussion regarding use of the terms “Other” and “Commercial”. It was suggested to perhaps use “Commercial Rigor” instead of “Other” or “Commercial.”
* Task P&P-16-01: Leader – Mike Sheridan
  + Near final Draft was reviewed with additional comments accepted from around the room. Several minor adjustments were suggested to allow adaptation for other than Nuclear projects under DOE O 413.3 and accepted. Edits are being incorporated and will receive one last team review prior to team approval and sending the product up the EFCOG approval chain for eventual release as a best practice. Task remains open at this time.
* Objective Evidence White Paper: Leader – John Verderber
  + Reviewed by Policy and Procedures group members in attendance. Reviewed other comments received. Will need to develop a table for comment resolution showing how comments were addressed.
* Signature Accountability White Paper: Leader – Mike Sheridan
  + Reviewed by Policy and Procedures group members in attendance. Some comments were offered to be taken into consideration. Will need to develop a table for comment resolution showing how comments were addressed.
  + It was asked why this paper was being developed. Mentioned that there were some issues with early career professionals as to what a signature meant. This also included use of a printed name with the signature.

**New Business:**

* Establish a “Watchlist” Table (see below) for items that the Policy and Procedures Group has no action; but are worth following. This table is to include several items from the current action item table as noted, along with:
  + - NDE Committee
    - Legacy Parts Upgrade for use in a safety application
* Develop wording for a disclaimer to be used for the Graded Approach paper, but also for use with other papers. The following wording was drafted for initial consideration:

DISCLAIMER – This document is intended to serve as guidance for companies within DOE Nuclear Facilities to consider in the development of a Graded Approach process. It is not the only way to approach grading, but it is one methodology. The Grading Process is developed by each facility depending on their respective mission.

Initial response to the disclaimer wording was favorable, but it needs some restructuring so as to be more generic and not topic specific as with this version.

* It was asked what is necessary from a time-line perspective for what it takes to develop and release a best practices paper. Action with Mike Sheridan and Rich Salizzoni.

**Discussions:**

* Tom Hiltz provided an informal update to 10CFR830. Lab operations were looking at ways to improve effectiveness and maintain safety. Team came up with several areas to consider for change. Office of AU-30 (w/others) are developing a writing team to define a basis for the changes. Estimated to complete by EFCOG Fall 2018 meeting.

Watchlist Table

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | Activity | Controlling  EFCOG Group | POC | Followed  By |
| WL-1 | Engineering Software/Firmware Toolbox | Engineering |  | Wharton/Pope |
| WL-2 | S/CI Training |  |  | Verderber |
| WL-3 | NDE Committee |  |  |  |
| WL-4 | Legacy Parts Upgrade |  | Shannon Diffy | Wharton |
| WL-5 | CGD for Fuel Oils and Lubricants |  | Miller Collins  (LANL) |  |

At the conclusion of the meeting there was insufficient time to address the last topic on the agenda. This was to discuss the terms of “Conditional Release” and “Quality Absolutes.” Mike Sheridan stated that he would get information out to the group for some thought provoking for future discussion.

Action Item Table

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | Task No. | Activity | Responsible  Person | ECD | Status |
| 1 | P&P-11-02 | Graded Approach (GA) | Carl Wharton | Ongoing |  |
| 2 | P&P-16-01 | Guide for Large Scale Procurements in DOE O 413.3B Projects. Updates to document based on recent discussion | Mike Sheridan | 5/31/17 | Rich Salizzoni incorporating final comments. Goal to complete by end of CY17. |
| 3 |  | Update User List | Carl Wharton | 5/19/17 | Completed |
| 4 |  | Teleconference of Engineering Software Toolbox | Carl Wharton | 6/30/17 | Move to Watchlist |
| 5 |  | Teleconference of Engineering Firmware Toolbox | Vicky Pope?? | 6/30/17 | Move to Watchlist |
| 6 |  | E-Mail 413.3B DRAFT to Donald | Carl Wharton | 5/19/17 | Completed |
| 7 |  | E-Mail to Group Secretary information on signature meaning | Carl Wharton | 5/19/17 | Completed |
| 8 | P&P-17-01 | Importance of Signature White paper | Mike Sheridan | 6/30/17 | Presented at Fall 2017 meeting. Resolving final comments. Goal to complete by end of CY17. |
| 9 |  | Set up Web-Ex for Graded Approach in July | Emily/Carl | July  Week 3 | Cancelled |
| 10 |  | Provide information on 30/60/90 descriptors | Bud Danielson | 5/31/17 | Completed |
| 11 |  | Contact Roy Lebel (Brookhaven) on GA | Carl Wharton | 5/31/17 | Completed |
| 12 | P&P-17-02 | Objective Evidence White Paper | John Verderber | 8/31/17 | Presented at Fall 2017 meeting. Resolving final comments. Goal to complete by end of CY17. |
| 13 |  | S/CI Training | Mike Sheridan | TBD | Move to Watchlist |
| 14 |  | Look at DOE O 414.1D Contractor Requirements section for enhancements and feedback back to EM | Mike Sheridan | July  2017 | ??? |
| 15 |  | Time line for development, approval and release of a document for consideration as a best practice | Mike Sheridan  Rich Salizzoni | EFCOG Spring Mtg. | In development |
| 16 |  | Provide information to group involving the terms “Conditional Release” and “Quality Absolutes” | Mike Sheridan |  |  |