MEETING MINUTES

Meeting Date: 10/23/24 Meeting Start: 6:30AM (EST)

Meeting Location: Virtual

Meeting Attendees: **SEE ATTACHMENT**

Previous Meeting Minutes: Not Read

Jessica Yockers/Deborah Miller/John Verderber welcomed those in attendance.

Jessica presented an overview of what to expect for today’s series of presentations

Deborah provided an overview of the QA Policy and Procedures Team, Charter and EFCOG website

John presented a safety topic on “Workplace Anxiety”

**PRESENTATIONS:**

**Causal Analysis Standard Update – Andy Hobbs (CNS)**

**Enterprise Search and Knowledge Management – Sharon Houk (ANL)**

**Human Performance Improvement (HPI) and Human & Operational Performance (HOP) Defenses – Riz Shah (DOE-HQ)**

**Requirements Management – Elena Manzo (WRPS)**

**DOE O 414.1E Update – Garvey McKeown (DOE-HQ)**

**Controlled Unclassified Information (CUI) – April Woodfork (DOE-HQ)**

Slides from the presentation will be provided with meeting minutes distribution.

**Old Business:**

* None

**New Business:**

* None

**Topics of Discussion for future consideration:**

* Writing Effective Corrective Actions
* DOE O 414.1E Software Non-Safety Requirements
* Performing Effectiveness Reviews

If you have a topic for discussion or know of a good presenter on a relative topic, then please contact Jessica Yockers, Deborah Miller or John Verderber

**P&P Charter Statement**

* The Policy and Procedures (P&P) Community of Practice (CoP) facilitates success of the Energy Facility Contractors Group (EFCOG) and its members by identifying and examining current issues and challenges facing the DOE complex—providing guidance and tools for programmatic corrections and improvement.
* This CoP focuses on program-level quality topics such as quality culture development, trending and measurement of quality, and updates to complex-wide requirements. The group will deliver tools (e.g. crosswalks, templates), white papers, and best practices; collaborating with other QA CoP groups on applicable P&P projects to better target specific needs and increase value added.

SPRING 2025 MEETING: Location TBD

Meeting concluded at 3:00 PM (EST)

**Action Item Table**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | Task No. | Activity | Responsible  Person | ECD | Status |
|  |  | NONE |  |  |  |

ATTACHMENT

List of Attendees

Jessica Yockers, SNL – Chair

Deborah Miller, FNAL – Vice-Chair

John Verderber – WRPS - Secretary

|  |  |  |
| --- | --- | --- |
| Registered P&P Guests | Non-Registered P&P Guests | |
| Bentley, Carmen – DOE-LANL  Bonano, Elsa – SNL  Fenner, Jolane – UCOR  Flores, Victoria – SNL  Freels, Jennie – SNL  Gonzales, Jennifer – SNL  Grosso, Vincent – MSTS  Harvey, Beth – ANL  Hobbs, Andrew – Y12 - Pantex  Houk, Sharon – ANL  Manzo, Elena – WRPS  Marinovic, Hrvoje – SNL  McKeown, Garvey – DOE-HQ  McMullen, LeAnn – ICET  Perkins, Larry – DOE-HQ  Phillips, Katie – ICET  Shah, Riz – DOE-HQ  Smith, Patrick – ORNL  Woodfork, April – DOE-HQ | Allen, Becky – ORNL  Angel, Linda – HLMI  Bauman, Susan – ANL  Boshers, Kim – WRPS  Brown, Julie – EMCBC  Burns, Justin – SRS  Campbell, Anna – FNAL  Campbell, Tyler – NREL  Cato, Tracey – ORNL  Chance, Tracy – ORNL  Curtis, Mary – FNAL  Fehringer, Kristina – DOE-HQ  Garruto, Jessica –  Gonzalez, Mindy – Fluor BWXT  Griffin, Michael – HMIS  Haataja, Kristi - LLNL  Hensley, Ginette – CPCCo  Hutto, Rod – SRS  Keeler, Robin – DOE-HQ  King, Leif – Y12 - Pantex  LaRose, Natalie – OREM  Lockwood, Joe – LANL  Loll, Dolores –  Luedke, Matthew – FNAL  Overcash, Derek – ORRCC  Paulson, David – LANL  Schneider, Cindy –  Sierra, Edward – BNL  Thomasson, Gavin –  Tiede, Marina – HMIS  White, James – SRS | |
|  |  | |
| Legend:  ANL – Argonne National Lab  BNL – Brookhaven National Lab  BWXT – BWX Technologies  CPCCo – Central Plateau Cleanup Company  DOE – Department of Energy  EMCBC –  FNAL – Fermi National Accelerator Lab  HLMI – Hanford Laboratory Management and Integration  HMIS – Hanford Mission Integration Solutions  ICET – Institute for Clean Energy Technology  LANL – Los Alamos National Lab  LLNL – Lawrence Livermore National Lab  NNSS-MSTS – Nevada National Security Sites – Mission Support Test Services  NREL – National Renewable Energy Lab  ORRCC – Oak Ridge Reservation Cleanup Contractor  OREM – Oak Ridge Office of Environmental Management  ORNL – Oak Ridge National Lab  SNL – Sandia National Lab  SRS – Savannah River Site  UCOR – United Cleanup Oak Ridge  WRPS – Washington River Protection Solutions  Y12 – Pantex | |  |