



## QA POLICY & PROCEDURES TASK GROUP

### MEETING MINUTES

Meeting Date: 4/27/22

Meeting Start: 7:00AM (PST)

Meeting Location: Virtual due to COVID virus

#### Meeting Attendees:

- Rob Dillman, SRS (Chair)
- Jessica Anne Yockers, Sandia National Lab (Vice – Chair)
- John Verderber, WRPS (Secretary)
- Joao Aguiar, DOE-SRS
- Dave Baird, FNAL
- Rose Brown, DOE EM-LA
- Ellen Clark, FBP - Portsmouth
- Michael Cook, Idaho National Lab
- Sandra De La Cruz-Herrera, MSTS
- Joe Fulghum, SRS
- Martha Galinski, Argonne National Lab
- Jack Gerber, ???
- Tammie Graham-McGuire, LLNL
- Vincent Grosso, MSTS QA
- Robert Hanson, IQPA-QSS
- Jerry Harper, WRPS
- Beth Harvey, Argonne National Lab
- Gabby Holcomb, DOE – HQ
- Courtney Idabelle, ???
- Daren Jones, LANL
- Guillaume LaForest, PPPL
- Cheryl Ludwick, SRNS
- Jessica Lusk, Sandia National Lab
- Kathleen Mertens, DOE – HQ
- Nathan Morley, DOE – NNSA
- Chuck Mosley, Edgewater Tech Assoc.
- Dennis Nicodemus, LLNL
- Randy Nielsen, DOE – ORP
- Debra Norman, ???
- Marissa Piazza, NREL
- Rick Press, National Renewable Energy
- Michael Russell, ORNL
- Carol Thompson, ???
- Ruby Toliver, Paducah
- Deborah Vazquez, SRNS
- Aimee Ward, North Wind Dynamics – Portsmouth
- Allerick Whiteaker, Terranear PMC
- Janice Wittrock, Sandia National Lab



## QA POLICY & PROCEDURES TASK GROUP

Previous Meeting Minutes: Approved as amended (Added "PST" to start and end times for a time zone reference)

Rob Dillman welcomed those in attendance.

John Verderber – Presented status of white paper for development of white papers. See Old Business below. Copy of paper to be distributed with these minutes

Guest Presentation: Intro to FAR 52.246-26 and DOE applicability

Presenters:

- Gabrielle Holcomb (DOE-HQ, Chair – DOE SCI Working Group)
- Tammie Graham-McGuire (Lawrence Livermore National Lab)

Presentation focused on understanding two major concepts. The reporting of Suspect/Counterfeit Items (SCI) and major/critical nonconformance reports to the Government Industry Data Exchange Program (GIDEP). In her paper, Tammie addressed how Sandia National Lab and Lawrence Livermore National Lab implemented the FAR clause after it was added to their contract. These documents were of great interest to those in attendance, especially to those whose contracts were amended with the FAR clause. Copies of the presentations to be distributed with these minutes.

John Verderber – Presented slides to be used as guidance for welcoming new persons to their first EFCOG session. Satisfies Task # QA-P&P-22-01.

Guest Presentation: SRS Electronic records

Presenter:

- Cheryl Ludwick, SRS Manager for Enterprise Control and Support Services

Presentation focused on how SRS manages and maintains electronic records in accordance with DOE O 243-1B which invokes 36CFR1236.10 and 36CFR1236.12. Presentation was well received by those in attendance. Copies of the presentation to be distributed with these minutes.

Briefly discussed the Best Practices document for QA Metrics and Methods as prepared by Janice Wittrock. This document is already posted on the EFCOG Policy and Procedures site and task QA-P&P-22-03 is officially CLOSED.

### **Old Business:**

- John Verderber presented status of white paper for the development, review and approval of EFCOG white papers (Ref. Task # QA-P&P-22-01). Also provided history as to why paper was initiated. There is currently a process within EFCOG for Best Practice papers, but not for white papers. A lot of time and effort go into white paper development and the information needs to be captured. Final set of comments incorporated. If no further comments are received, then it will go to a final vote at the May-2022 P&P meeting.



## QA POLICY & PROCEDURES TASK GROUP

### **New Business:**

- See topics below under “Discussions for Future Considerations”

### **Discussions for future consideration:**

- Training for Lead Auditor/Auditor (Assigned to Rob Dillman & Beth Harvey)
- What is meant by Conditional Release in NQA-1, Part II and how is it applied to the Nonconformance process (Assigned to John Verderber)
- No additional new topics for discussion were identified
- Action Item table updated accordingly.

### **P&P Charter Statement**

- The Policy and Procedures (P&P) Task Group 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.
- The group 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 task groups on applicable P&P projects to better target specific needs and increase value added.

FALL 2022 MEETING: Location TBD,

Meeting concluded at 11:40 AM (PST)



**QA POLICY & PROCEDURES  
TASK GROUP**

**Action Item Table**

Item	Task No.	Activity	Responsible Person	ECD	Status
1	QA-P&P-22-01	<p>White Paper: Guide for EFCOG White Paper Development and Release</p> <p><b>Benefit:</b> Create a guide for the various EFCOG groups for the development, approval, and release/posting process for White Papers. Currently no guidance exists on the topic and neither the process nor expectations are described, including points of contact, etc.</p>	John Verderber	Ongoing	Comments finalized No additional comments received. Obtain final approval at May meeting
2	QA-P&P-22-02	<p>Guide: Development of a PowerPoint for new EFCOF QA members</p> <p><b>Benefit:</b> Create a guide/PowerPoint for new (or potential) participants of the QA subgroup, introducing them to EFCOG in general and more specifically the QA subgroup. The guide will describe each QA task group and their topics and activities of focus, providing examples of previously delivered tasks. The goal is to give a sense of each group and help them decide which, if any, would be most beneficial. Additionally, the guide will describe the semi-annual meeting and let them know what to expect, the structure of the event, and opportunities for involvement.</p>	John Verderber	Ongoing	Ready to present to QA Subgroup Leadership. No additional comments received
3	TBD	Develop Best Practice or White Paper on Training for Lead Auditor/Auditor	Rob Dillman Beth Harvey	NEW	



QA POLICY & PROCEDURES  
TASK GROUP

4	TBD	Perform benchmarking and develop a white paper on how other sites incorporate "Conditional Release" into their NCR process.	John Verderber	NEW	
---	-----	---	----------------	-----	--