EFCOG SQA Fall 2021 MEETING NOTES
Thursday November 4, 2021

Safety Moment:

- Barbara Hill (ICP) mentioned that we need to be cognizant of safety especially in holiday for cooking hazards, and when time change, we can be working in darkness outside.

Creation of SQA-related surveys, facilitated by Vicki Pope (LLNL):

- From last month EFCOG SQA agenda item, we had: create benchmark surveys for across the sites on "how does your site do X?". The survey topic items suggested then are: Risk Grading, Safety Software Inventory, Metrics.
- Teri Vincent of CNS/Y-12 & Pantex, reviewed how for a Corrective Actions group, they had people take a survey. The survey had example questions such as How many software packages do you have, how many people for an area, how is funding done, for various aspects of SQA 15 sites replied. Then from survey, have group discuss each item. This could be a new task group.
- Donna Riggs of Riggs Consulting is interested in survey topics of Metrics and Training for owners & users. Teri responded how often is training being done, once and done. What about refresher training.
- Barbara Hall of ICP, noted at her lab they have new user and annual training. People are aware of changes, for the individual software owners.
- Vicki noted there can be questions at the institutional level of requirements for software training at certain times.
- Pat Auer of LLNL, is interested in institutional and user training. Do users know what we are doing in SQA?
- Teri stated that every 3 years there is training. Also, for cyber certifications. Look at anything that changes.
- Barbara Hill of ICP, noted that for procurements, practical demo is required to be done correctly or do not have access to application.
- Greg Pope of LLNL, mentioned training for cyber security. How do labs consider safety for software?
- Teri responded can go out past labs. We are learning more about security, platforms not supported much longer. 15 people involved.
- Greg also noted SQA transcends infrastructure, put on secure network, cyber security infrastructure. Users can use open-source software to create applications.
- Barbara suggested Appropriate Testing & User Independence as survey topics.
- Donna suggested Acquire for SICC, from other labs. May not go thru development. How do you acquire software from government, manage within procurement?
- Teri noted our program goes the SQA process, for all software. IT & Cyber has to approved.
- Vicki responded open-source tools are not reviewed. Development groups – use compilers for framework. Cyber concerned with these. Need to evaluate.
- Teri suggested evaluation of SQA controls on.
- Vicki noted, expand upon. Depending upon how many people in SQA group, you can have a backlog. How many complete evaluations. Cyber security & SQA people, what has to be checked plan for users to get what they need, keep us safe.
- Teri noted her lab uses "eflow", majority of her lab's applications are off the shelf. Business process produces products. Enter criteria, deliverables, approvers identified, move onto procurement.
- Marlene Underwood of PORTS mentioned she used to be in cyber security. Cyber process is lengthy. Her lab uses ticketing system, change request for software. One person is updating for SQA, and SQA in approval flow.
- Teri noted her lab uses Service Now, for their integrated process, for review of software. A ticket is entered into Service Now, to be evaluated by infrastructure group, and cyber, then it goes to SQA. SQA is last to review. No controls on low-risk items, for higher risk items there is more rigor on the controls. Cyber has big lift, and large backlog of looking at software.
- Vicki asked if this could be new task group, survey questions can be open ended. Could do survey at each monthly EFCOG SQA meeting, discuss and questions. She asked if Teri could lead this group?

- New task group for <u>SQA Surveys</u>.
    1. Teri responded yes, and it was asked in the meeting who would like to be on this group. Marylou Apodaca (SNL), Pat Auer (LLNL), Barbara Hall (PORTS), and Carol Olijar (ANL) volunteered.
    2. Vicki noted that for participation in task groups, most meet 1 hour a month, Some do tasks on their own, don't meet.
    3. Christy Renner of PORTS said she could schedule the first meeting of this group for 2 weeks from a meeting. Shouldn't take more than couple hours a month.
    4. Pat noted that for him, time spent was 1 hour a month on task group, 1-2 hours for team lead. At most 2 hours a month.
    5. Greg noted group does not need to be uniformly managed. Work on things, send out for review. No need to meet in person. Exchange documents.
    6. Teri noted she would like to brainstorm for questions, bring to meeting, and vote on which survey items to do first. Plan for.
- New task group for <u>Qualifying Acquired Software</u>.
    1. Vicki noted Christian Palay brought up qualifying acquired software CGD. Not good to do CGD for Software. Section 302, Subpart 2.7, Req 3, 801.4. Need to put parms around certifying. Qualify acquired software per NQA-1-2008.
    2. Pat mentioned there is lots of confusion on this topic. Use Method 1 Testing, back to what already doing. See what everyone else is doing. Do for non-nuclear software, qualifying process.
    3. Marlene & Vicki responded it would be good to have qualifying process. Good common best practice. Standard points to testing. Software needs to match requirements. Guidance around acquired software other than CGD.
    4. Pat said good survey item would be <u>what version of NQA do sites use</u>?
    5. Vicki responded it would be good to ask survey task group to come up with first question for survey.
    6. Vicki asked who would like to participate or lead this new group?
    7. Lance said he could lead it, Pat, Veronica, and Dave Thoman asked to be in group.

- Out of the above discussion, we have 2 new sub task groups. Also, we need new people to volunteer to be on <u>Internet of Things</u> task group, as the people who were involved in it, cannot work on it at this time.
    - o Greg said he would be interested in the Internet of Things (IOT) task group. He did paper on it a few years ago. NIST did work on this area, IOT devices in government. This area has challenges, IOT devices can be cheap, no room for memory for cyber security.
    - o Marlene said PPPL did work on this area.
    - o Veronica is using for air conditioning within her facility. Are you looking at it for SS, or facility management?
    - o Vicki responded, this may be something task group could spell out in Scope, list of things to think about. Then provide more detail later. SS or other. Group can decide. For both IOT safety software, and any you have in your network.
    - o Greg volunteered to lead this group. Bryan Coonfield of WRPS volunteered to be in group.

<u>Sub-task Breakout Session #2,</u> Sub-task Group Leaders & their groups.
1. Each of the Sub-Group Leaders may have taken notes of their sessions. No notes were taken by secretary.

After the breakout, group leaders provided summary status of what they accomplished or worked on at meeting:

1. <u>Spreadsheets</u>, Greg stated he plans to put Testing Checklist available at Box folder as pilot.
2. <u>Survey</u>, Teri noted her group is working on refining their plan, do to benchmarking of sites for the survey questions. Lots of good input. They got off to good start. Here are the areas they came up with for survey questions:
   a. Cyber/IT/SQA Integration.
   b. Version of NQA-1.
   c. DOE O 414.
   d. Metrics.
   e. SQA Training.
   f. Specialized Training.
   g. Acquired Software.
   h. Procurement.
   i. Appropriate Testing.
   j. SQA Resources.
   k. How do you use Guide.
   o Laura Cook of LLNL asked, how do you document testing? Different tools for testing. Microfocus, Excel, spira plan.
   o Teri responded, test plans can be in Word, Excel, and screenshots.
   o Christy noted can have automation software testing tool. It would be good to identify type of testing.
   o Laura & Teri noted that automated testing is whole different thing. For example, LoadRunner can be used for load testing, and there is Squish testing tool also.
   o Dense Fast of WRPS, mentioned her lab uses Jama for testing, with links to Jira.
   o Vicki noted she would like it announced at WebEx which survey working on Invite people to join in for appropriate surveys.
3. <u>Acquired</u>, Pat noted that having table, identify difference to do for acquired software from 2008 to other NQA-1 versions. Workflow for how to do this. Explain freeware. Task about when timing for acquire software before/after purchase. Straight forward paper, for qualifying software. What it means to dedicate software. Doesn't cover how to use after qualified. 7 people on team, plan to meet in December.

- Vicki asked that the group leaders provide the names of people who contributed to their groups, so they get credited for their work.

Plan Future Monthly Calls and Fall Meeting, group discussion.
- Vicki asked what topics should we consider for Spring agenda meeting?
- Theresa Cheek of <mark>XXXX</mark>, suggested increase in modified freeware. Also, Integration of S/CI.
- Vicki said perhaps we could have the" Taxomy" topic that wasn't available for this meeting.
- Greg suggested SQA safety software versus mission software. Good SQA practices. Don't do too much, we usually have bottleneck and backlog here.
- Vicki suggested training your site groups, for overview of SQA.
- Denise Fast of WRPS, suggested including Agile.
- Vicki added, match to 10 safety software work activities for Agile & SSQA. Someone from NQA-1 committee was working on this topic. Perhaps Lance could provide.
- Greg noted, some people can't do SSQA with Agile. This is hot topic.
- Corwin Jones of INL suggested if not doing SSQA with Agile, not doing right. Software can't be moved to production without having checkpoint.
- Vicki noted check all boxes, while doing Agile.
- Vicki liked the panel discussions format of this meeting. Greater participation.

- Teri noted for the panel discussion, hard to take notes. How do we capture notes best. How can they be captured. Need recording.
- Pat suggested take notes on whiteboard by person. One person can't do whole panel discussion notes.
- Teri suggested for WebEx we use whiteboarding, use that, take screenshots of for notes.
- Vicki responded, can't do recording, people don't like, in case someone slipped and said something that was considered classified information. People may not be honest about struggles if recorded meetings.
- Teri noted, good participation at this meeting. She is not applying to be new Chair. She will support the new lead, as Co-Chair.
- Vicki noted, she will be stepping down in couple months. We can also add 4th person to leadership of this group to coordinate meetings.