

EFCOG SQA Monthly Meeting Notes and Attendance August 18, 2021

Notes are by Agenda item for meeting.

**See presentation deck for each Agenda item information shared/reviewed with group.

Safety/Security Moment

- Vicki Pope of LLNL provided a security moment regarding a fraudulent charge on her credit card statement. The “vendor” was listed as Fast Track, which is very similar to the valid vendor “FasTrack”. The charge was also different from what would normally be expected. Please be careful when you get credit card statements. Check the vendor’s name, address, and charge amount on your statements and contact your card company if anything looks wrong.

Announcements, Updates, and Dates to Remember:

- The EFCOG QA/SQA Fall virtual meeting will definitely occur November 1-4, 2021. Please note this is the same date period as the Office of Enforcement Workshop meeting.
- Teri Vincent of CNS, who hosted the meeting, asked Chris Beaman of DOE AU-32 if he could provide a status on the Revision to the DOE 414 Guide in Revcom. Chris was not at the meeting to provide this status, but most likely will be able to provide a status at our next meeting.

Volunteer for Site Presentations at Future WebEx Meetings:

Discussion Topics and Questions for the Fall Meeting:

1. Pat Auer of LLNL suggested topic of “**How do sites qualify non-NQA-1 acquired software for safety usage?**”.
 - a. Vicki thought this topic could be done by a panel versus single presentation.
 - b. Sidney Ailes of Atkins stated he has qualified both NQA-1 and non-NQA-1 vendors and that it is hard to get copy of MSL (Master Supplier List) for software vendors.
 - c. **Sid Ailes** of Atkins, said Yes to being on this topic’s panel,
 - d. **Pat Auer** gave a Maybe,
 - e. **Marylou Apodaca** of SNL said Yes, and
 - f. **Greg Smith** of LANL also said Yes
 - g. **Would like one additional panelist and a moderator.**
2. Out of the discussion of the first topic, another topic suggested was “**How do sites qualify acquired Non-Safety software?**”.
 - a. This topic could be done as a panel too.
 - b. **Sid Ailes** of Atkins offered to be on the panel as the moderator.
 - c. **Would like 3 or 4 panelists.**
3. Diana Marquez of WRPS said she could look into providing a presentation on the topic “**SQA Taxonomy for the Federal Enterprise Architecture Model (or something along that line)**”.
 - a. Diana could provide examples, reference module, and framework layers. Diana would be the presenter of this topic.
 - b. If her site approves it, she can put presentation at our Box site.

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4. Colby Carter of WIPP was going to provide a presentation on applying SQA to mobile apps at the Spring 2021 conference but, due to schedule conflicts, this topic was dropped. Perhaps he or his team could present that topic at the Fall 2021 conference.
 - a. Vicki Pope is going to follow up with Colby on this.

5. Sidney Ailes of Atkins suggested topic of presentation on new SQA guide (DOE G 414.1-4A) in Revcom, present on how they are going to implement the guide.
 - a. Vicki said that most likely the guide won't be ready to implement in the Fall of 2021, this may be a topic for the Spring 2022 meeting.
 - b. Christian Palay of DOE AU-32 responded the guide is a draft, do not reference it or use its content.
 - c. **Chris Beaman of DOE AU-32 will give an update at the Fall meeting of the comments he has received and discuss resolution ideas.** Christian will talk with Chris about this idea.

6. Yevonne Deaton of DOE-EM asked, "who is the audience for the guide?".
 - a. Lance Abbott of SRS responded it is written for the contractors, as they are the implementers of it.
 - b. Christian responded the guide is also for federal oversight. DOE writes these policies for all stakeholders, both contractors and federal oversight.
 - c. Vicki noted that there can be issues for the guide, as sites implement it differently than the guide, often oversight is not familiar with software/SQA, and they get lost. It can be uncomfortable when the findings from oversight do not match the guide.
 - d. Yevonne stated she had the same issue when she was a contractor as Vicki. The guide should be clear about who the audience is. It helps if there is a of basic understanding of software engineering for use of the guide.
 - e. Greg Pope of LLNL stated oversight should either be knowledgeable about software or have a software subject matter expert on any software assessment team to help with terminology, processes, and understanding evidence presented.
 - f. Al Zuckero of SRS feels oversight doesn't have to be software expert to read the guide or perform an effective audit. It is most helpful if there are layers of software assessments – performed by the site's SQA staff, field office oversight personnel, and even external SMEs. This gives a more rounded and robust view of the implementation of SQA.

7. As a follow on to the above topic, Cristy Renner of PORTS suggested a topic of "**What does it mean to be qualified?**" She would like to have panel discussion on qualification for SQA SME. Included would be how to implement this qualification.
 - a. On site level, write doc, need help. Qualify people on SQA process. Not federal audit.
 - b. Vicki said not so much oversight; qualify people on ground to be qualified. Can't train everyone to full SQA level. How do we assist?
 - c. Sid stated it is a challenge, not DOE oversight, ability of contractor to be competent to their program, such as analyze code, coding practices followed. These are valuable conversations. Verify words in standard.

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8. Christian responded regarding federal oversight conversation of feds coming in to see robust program audited, that the contractors performing their own audit previously goes a long way. Also, it is a hiring practice of DOE to have feds who perform audit do not have to be qualified in SQA. A suggested topic is **“What does it take for an internal audit to be good?”**.
9. Vicki suggested as discussion topic **“How do we help people to implement their SQA program?”**.
 - a. Sid stated we would need to have detail of what is required to implement.
10. Vicki also suggested this topic **“How do you audit your own SQA Program? How and when do you gain and “independent” perspective?”**.
 - a. Al mentioned that when a site’s own personnel perform an audit, you are not providing the independence necessary; you are QA’ing your own work.
 - b. Christian responded, that as long as people in a different role within the organization is conducting the audit, independence is maintained. For example, if Vicki from the QA organization audits Mary from the SQA Program, there can be independence as long as these two groups are not intermingled (e.g., Vicki doesn’t have direct influence on Mary’s program). This is internal independent assessment group responsibility. Federal oversight would be another layer of assessment, coming in separate from the internal assessment group or in conjunction with them. It feels good when a site has had their program audited by themselves as independent audit.
11. Carol Olijar of ANL liked the agenda slide suggested topic of **“What’s on your Safety Software Inventory? How is it maintained and controlled?”**. She would like to be on panel for it.
12. Vicki suggested topic **“How is S/CI integrated with your SQA Programs?”**. This could be a panel or group discussion or a presentation.

If you would like to volunteer to be a panelist, moderator, or presenter on any of these topics, let us know as soon as possible. If you have another topic, you would like to present, let us know that as well.

Sub-Tasks Group Updates & Members: [this topic was not addressed due to time limitations]

Next Steps:

- Vicki requested that sites email topics they would like to suggest. In addition, it would be good if people could volunteer to be a panelist or moderator for topic discussion.
- Christian/Chris should have time at the Fall meeting, for a presentation regarding **“State of SQA Policy”**.
- Vicki noted she could contact Jacob Miller of DOE-Office of Enforcement, to do another presentation as he did at spring meeting, regarding **“Office of Enforcement SQA Findings Update (have not confirmed this one yet).”**
- Vicki recommended that we make the fall meeting worthwhile, the same as the spring meeting was with all its good presentations.

Attendance:

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If anyone attended this meeting but does not see their name on the list on next page, please contact Vicki Pope (pope13@llnl.gov).

Chair: Vicki Pope (pope13@llnl.gov)

Vice Chair: Teri Vincent (teri.vincent@cns.doe.gov)

Secretary: Carol Olijar (cschultz@anl.gov)

35 Attendees.

#	First Name	Last Name	Site
1	Lance	Abbott	SRS
2	Sidney	Ailes	Atkins
3	Marylou	Apodaca	SNL
4	Patrick	Auer	LLNL
5	Todd	Billings	DOE-Hanford
6	LaMesha	Brown	SRS
7	Colby	Carter	WIPP
8	Evgueni	Chnyrenkov	Y-12
9	Ellen	Clark	PORTS
10	Laura	Cook	LLNL
11	Mary	Curtis	FNAL
12	Yevonne	Deaton	DOE
13	Patrick	Faulk	WTP
14	Mark	Ford	ORNL
15	Faith	Girolamo	SRS
16	Sarah	Hartson	DOE-LFO
17	Jim	Hylko	ORNL
18	Val	Jefferson	ORNL
19	David	Louie	SNL
20	Steve	Mahnesmith	SNL
21	Diana	Marquez	WRPS
22	Alvin	McClerkin	NNSA-NFO
23	Stella	McKirdy	INL
24	Jacob	Miller	DOE
25	Jenna	Neal	NNSS
26	Carol	Olijar	ANL
27	Christian	Palay	DOE

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28	Josh	Pearson	FRNP
29	Greg	Pope	LLNL
30	Vicki	Pope	LLNL
31	Christy	Renner	PORTS
32	Greg	Smith	LANL
33	Teri	Vincent	CNS
34	Marlene	Underwood	PORTS
35	Al	Zuckero	DOE-SRS

*Sorted by Last Name, First Name.