

# EFCOG SQA Group Meeting

December 15, 2021

- Chair: Vicki Pope ([pope13@llnl.gov](mailto:pope13@llnl.gov))
- Vice Chair: Teri Vincent ([teri.vincent@cns.doe.gov](mailto:teri.vincent@cns.doe.gov))
- Secretary: Carol Olijar ([cschultz@anl.gov](mailto:cschultz@anl.gov))



# AGENDA

- ▶ Safety/Security Moment
- ▶ Announcements, Updates, and Dates to Remember
- ▶ Nominations for Leadership Roles
- ▶ WRPS Planning Support Software Configuration Management Tools, Denise Fast, WRPS
- ▶ List of Sub-Task Groups & Members
- ▶ Next Steps
- ▶ Accessing EFCOG SQA Website, Box, and DOE OrgEx Forums

Email Carol Olijar for Meeting Attendance ([cschultz@anl.gov](mailto:cschultz@anl.gov))

# Announcements and Updates

**Dates for Spring Meeting (Virtual)**

April 25 - 29, 2022

Sign up for QA Community of Practice on Organizational Excellence Website: <https://orgex.energy.gov/>

Any site Announcement or concerns?

**Next EFCOG SQA WebEx - February 16, 2022**

Email Carol Olijar for Meeting Attendance ([cschultz@anl.gov](mailto:cschultz@anl.gov))

Date	Conference/Training Title	Teaching Org (linked to Website)
Every 2 <sup>nd</sup> Tuesday @ 1:00 pm EST	NQA-1 Subcommittee on Software Quality Assurance	<a href="#">NQA-1 Software Quality Assurance Subcommittee</a>
Every Wednesday @ noon CST	Various Software Quality Webinars*	<a href="#">Linda Westfall's Software Excellence Academy</a>
Jan 25-28 Feb 22-25 March 22-25	ASME NQA-1 Lead Auditor Training	<a href="#">Arsenal Consulting, Inc. - (virtual)</a>
Feb 8-10	NQA-1 & ANSI N45.2.6 Lead Auditor Training	<a href="#">J-E-T-S Quality Consultants, Inc. - (virtual)</a>
March 7-10	ASME NQA-1 Lead Auditor Training	<a href="#">American Society of Mechanical Engineers - (virtual)</a>
March 7-11 May 16-20	NQA-1 / 10/CFR Part 50 Appendix B Lead Auditor Training	<a href="#">LMJ International - (virtual)</a>
March 23-25	NQA-1 Lead Auditor Training (DOE)	<a href="#">Nuclear Training Institute</a>
<b>April 25-29</b>	<b>EFCOG ISM &amp; QA Fall Meeting</b>	<b>EFCOG - (virtual meeting)</b>

\*Check the Linda Westfall website for additional on-demand training titles and dates (including FREE webinars on Wednesdays) - [Westfall Software Excellence Academy](#)

# Dates to Remember

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Month	Site	Lead	Subject (If Known)
December	WRPS	Denise Fast	Moved from August
January			
February			
March			
April	VIRTUAL		SPRING MEETING
May			
June			
July			
August			
September			
October			

# Future Site Presentations

Email Carol Olijar for Meeting Attendance ([cschultz@anl.gov](mailto:cschultz@anl.gov))

# EFCOG SQA Leadership Nominations

- ▶ Vicki stepping down
- ▶ Need nominations/volunteers for:
  - ▶ Chair or Co-chair
  - ▶ Meeting Coordinator (new position)
- ▶ Discuss Duties Chart (next slide - might want to pull this up on your own screen or zoom in)

Activity	Estimated Time	Frequency	Chair	Co-Chair	Secretary	Mtg Coord (new)	Members/S ites
Run/Host Monthly WebEx	1 hour	Monthly	S	S			
Set up/Schedule WebEx Meetings	30 minutes	Annually	S	S			
Leadership Meeting to set agendas	1 hour	Monthly	L	B			
Create WebEx agenda slides	2 hours	Monthly	S	S			
Develop Monthly Topics/Slides	3 hours	Annually					L
eMail agenda/group announcements	1 hour	Monthly			B	L	
Contact presenters	1.5 hours	Monthly			B	L	
WebEx Meeting Minutes	2 hours	Monthly			L	B	
Update POC lists	1 hour	Monthly			L	B	
eMail files to EFCOG WebMaster	30 minutes	Monthly			L	B	
Post files to Box site	30 minutes	Monthly			L	B	
Review/Approve White Papers (WP)	2 + hours	Per WP	B	L			
Attend QA Leadership Meetings	1 hour	Bi-Monthly	L	B			
Gather announcements	2 hours	Monthly	L	B			
Communicate with AU-32	1 hour	Monthly	L	B			
Answer SQA-related Questions	2-6 hours	Monthly	S	S			
Participate in Face-to-Face Planning	8 hours	Bi-Annually	X	X	X	X	
Prepare F2F SQA Agenda	3 hours	Bi-Annually	B	L			
Find presenters for SQA session	3 hours	Bi-Annually	B	L			
eMail agenda to members	30 minutes	Bi-Annually			B	L	
Create roster	2 hours	Bi-Annually			L	B	
Attend Leadership meeting	4 hours	Bi-Annually	L	B			
Host/run meeting	20 hours	Bi-Annually	S	S			
Create meeting Minutes & Roster	8 hours	Bi-Annually			L	B	
eMail meeting files to members	1 hour	Bi-Annually			L	B	
eMail files to EFCOG Webmaster	30 minutes	Bi-Annually			L	B	
Post files to Box	30 minutes	Bi-Annually			L	B	
Lead Sub-task group	2-3 hours	Monthly					L
Participate in Sub-task group	2 hours	Monthly					X

L - Lead; B - Backup; S - Split; X - Participate

# WRPS Planning Support Software Configuration Management Tools

- Denise Fast,  
WRPS

Email Carol Olijar for Meeting Attendance ([cschultz@anl.gov](mailto:cschultz@anl.gov))



Task Name	Members	Status*
Toolbox Alternatives	➤ <b>Pat Auer, LLNL (Lead) – <a href="mailto:auer2@llnl.gov">auer2@llnl.gov</a></b>	WPID
	➤ Dave Thoman, Amentum ➤ Donna Riggs, Consultant ➤ Diana Marquez, WRPS	
Testing Spreadsheets	➤ <b>Greg Pope, LLNL (Lead) – <a href="mailto:pope12@llnl.gov">pope12@llnl.gov</a></b>	WPID
	➤ Sid Ailes, Atkins Global ➤ Colby Carter, WIPP ➤ Laura Cook, LLNL ➤ Denise Fast, WRPS ➤ Orlando Ferrer, RL ➤ Corina Gonzales, LANL	➤ James Hylko, ISOTEK ➤ Eric MacEwen, KCNSC ➤ Dave Thoman, Amentum ➤ Jeni Turgeon, SNL ➤ Al Zuckero, SRS
Software Standards and Orders	➤ <b>Cristy Renner, Fluor BWXT (Lead) - <a href="mailto:cristy.renner@ports.pppo.gov">cristy.renner@ports.pppo.gov</a></b>	WPID
	➤ Clyde Armstrong, Tru Project ➤ Orlando Ferrer, RL ➤ Faith Girolamo, SRS ➤ Kamie Hopper, SNL	

# Sub-Tasks Update

## \*Status

- IP = In Process
- WPID - White Paper in development/draft
- WPIR = White Paper in review
- WPF/STC = White Paper Finalized/Sub-Task Completed

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# New Sub-Tasks Update or Leaders Needed

## \*Status

- IP = In Process
- WPID - White Paper in development/draft
- WPIR = White Paper in review
- WPF/STC = White Paper Finalized/Sub-Task Completed

Task Name	Members	Status*
SQA Benchmarking and Surveys	➤ Teri Vincent, CNS (Lead) – <a href="mailto:teri.Vincent@cns.doe.gov">teri.Vincent@cns.doe.gov</a>	
	➤ Marylou Apodaca, SNL	➤ Greg Baker, NNSA
	➤ Faith Girolamo, SRS	➤ Barbara Hill, ICP
	➤ Sarah Hartson, LFO	➤ Carol Olijar, ANL
Otherwise Acquired Software	➤ Pat Auer, LLNL (Lead) – <a href="mailto:auer2@llnl.gov">auer2@llnl.gov</a>	
	➤ Lance Abbott, SRS	➤ Dave Thoman, Amentum
	➤ Veronica Camarillo-Morris, LANL	➤ Corwin Jones, INL ➤ Cristy Renner, PORTS
Internet of Things	➤ (Lead Needed)	
	➤ Greg Pope, LLNL	➤ Gladys Udentia, NNSA
Cloud-based Hosting Software	➤ (Needs new lead)	
	➤ Lisa Cooper, ➤ Orlando Ferrar,	➤ Russell Swannack, PNNL

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# Next Steps

- ▶ Volunteer or nominate someone for the EFCOG SQA Leadership team
- ▶ Volunteer to present your site's tool or process @ Monthly WebEx - 20 minutes or less (contact SQA leadership)
- ▶ Sub-task groups to meet prior to January WebEx
- ▶ Don't forget to post your Sub-task products to Box
- ▶ Volunteer for Sub-task groups or Survey creation
- ▶ Next SQA Monthly WebEx: Jan. 19



# EFCOG SQA Web Site

<https://efcog.org/safety/quality-assurance-subgroup/software-quality-assurance-task-group/>

- New content has been posted to:
  - MEETING RECORDS → 2021 FALL, VIRTUAL folder
  - Meeting files from the last three years have been restored to the MEETING RECORDS folder
  - WHITE PAPERS → **NEW: Graded Approach White Paper**

Home Organization Working Groups COVID-19 Information Best Practices Join EFCOG  
Library

### SQA QUICK LINKS

WebEx – 3rd Wednesday of each month at @1pm PST  
<https://ln1fed.webex.com/ln1fedj.php?MTID=mb5f29ec2c54568454297c9627fc0cc3b>  
Meeting number (access code): 807 541 418  
Meeting password: Tp6p72PK  
Or  
Join by phone  
+1-415-655-0001 US TOLL  
BOX Account  
Create your BOX account

### SOFTWARE QUALITY ASSURANCE TASK TEAM

Chair: Vicki Pope  
Co-Chair: Teri Vincent  
Secretary: Carol Olijar

Attendees of EFCOG SQA Fall 2019 Meeting

### CHARTER

Charter

The Software QA Task Group (SQATG) serves Energy Facility Contractors Group (EFCOG) and its members by identifying, analyzing, assessing, and recommending methods that support effective implementation of Software Quality Assurance (SQA) requirements and resolve SQA program performance issues.

In particular, SQATG focuses on cross-cutting issues across DOE sites or across SQA functions. Accordingly, the group engages in regularly planned meetings to report on performance, assess and categorize issues, and prepare initiatives responsive to this charter. The SQATG measures may include interpreting complex-wide requirements, deriving techniques and tools, disseminating lessons learned, and establishing best practices.

Software QA / White Papers /

TYPE	DRAWER/FILE
dir	SOFTWARE ASSESSMENT CHECKLIST
xlsx	Orders and Policies Affecting SW Last Update 11-11-2020
pdf	WP 2018 SAF QA SQA 001 Guidance For Audited Organizations
pdf	WP 2019 SAF QA SQA 001 SQA of Firmware
pdf	WP 2019 SAF QA SQA 002 Toolbox Codes Voting
pdf	WP 2020 SAF QA SQA 002 Toolbox Qualification Streamlining Recommendations
pdf	WP 2021 SAF QA SQA 002 GradedApproach FINAL
pdf	WP2020 SAF QA SQA 003 Definition Of Software
pdf	WP2021 SAF QA SQA 001 Better Application of DOE O 414 to All SW
docx	Whitepaper Development Guidance

Software QA / Meeting Records /

TYPE	DRAWER/FILE
	2018 FALL
	2018 SPRING
	2019 FALL, Y 12
	2020 FALL, VIRTUAL
	2020 SPRING, SNL
	2021 FALL, VIRTUAL
	2021 SPRING, VIRTUAL
	WEBEX MEETINGS

Scroll down to page bottom

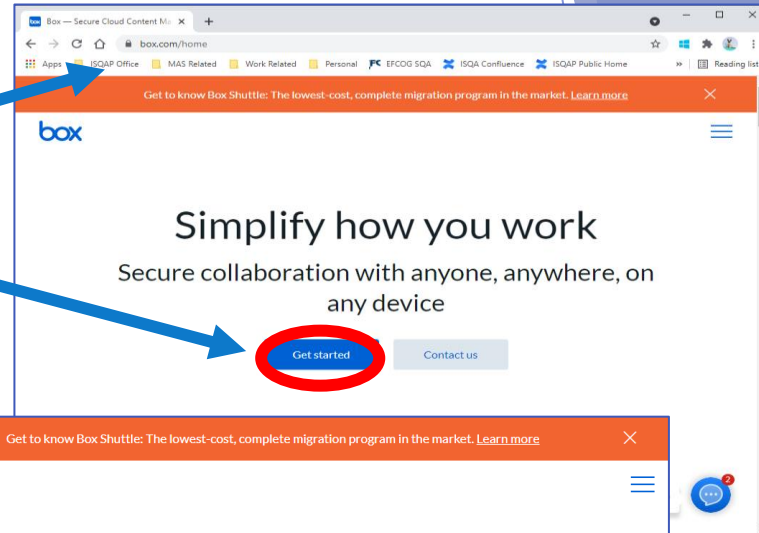
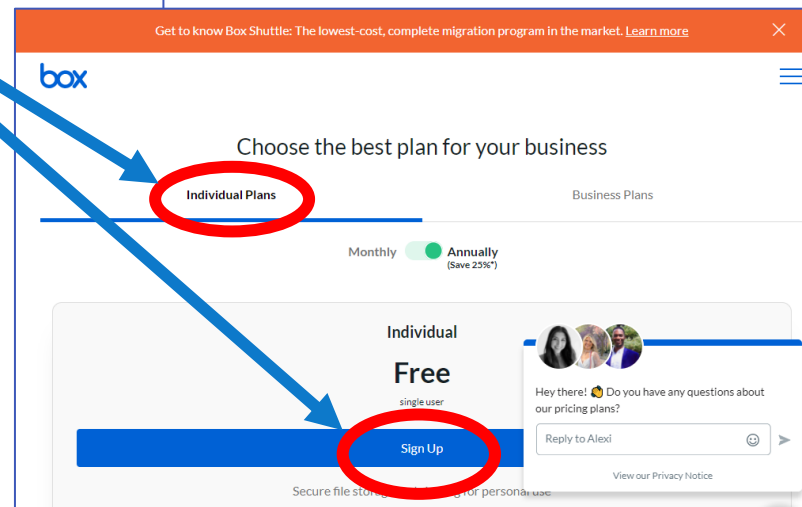
Documents

Software QA /

TYPE	DRAWER/FILE
dir	MEETING RECORDS
dir	SHARED SQA JOB AIDS
dir	TEAM PHOTOS
dir	WHITE PAPERS

# Create your BOX account

- ▶ Go to URL:  
<https://www.box.com/home>
- ▶ Click on the “Get Started” button
- ▶ Select “Individual Plans”

A screenshot of the Box account creation form. The title is 'Start Using Your Box Account Today' with the subtitle 'Tell us a bit about yourself'. The form is divided into two columns. The left column is 'Your Information' and contains fields for 'Full Name', 'Email Address', 'Password', and 'Confirm Password'. The right column is 'Your Current Plan:' and shows 'Box Individual' with features like '10 GB Storage' and '250 MB file upload limit'. At the bottom, there are checkboxes for 'I live in the European Economic Area or U.K.', 'By checking this box, you agree to Box's Terms of Service...', and 'I'm not a robot'. A red arrow labeled '5' points to the 'Email Address' field.

- 5 • Complete the form
- 6 • Send your user ID/email to: [cschultz@anl.gov](mailto:cschultz@anl.gov) \*

\* You may need to ask your IT group to grant you special access through your site's firewall to Box. Justified as member of EFCOG SQA Working Group.

# DOE Organizational Excellence Forums

<https://orgex.energy.gov/>

**ORGANIZATIONAL EXCELLENCE**  
U.S. DEPARTMENT OF ENERGY

**User login**

Username \*

Password \*

- Create new account
- Request new password

I'm not a robot

Log in

**User account**

Create new account | Log in | Request new password

**Create new account**

Username \*

E-mail address \*

First Name \*

Last Name \*

Phone \*

Work Location \*

I'm not a robot

**ORGANIZATIONAL EXCELLENCE**  
U.S. DEPARTMENT OF ENERGY

Home | Forums | Membership | Forum Tips | Documents

Search

Click QA Community of Practice

**Forum**

View Forums

Forum	Topics	Posts	Last post
Department of Energy Safety Culture Website	1	2	Department of Energy's Safety Culture Website by Bill Schreyer 03/16/2020
General Discussion	7	12	Suggest a Fire Protection Area by Christian Patsy 03/19/2020
Safety Culture Improvement Panel	6	8	SCIP Bulletin December 2019 by Cecilia Kenney 12/03/2019
Safety Culture Sustainment Plans Safety Culture Sustainment Plans for DOE sites	1	5	Safety Culture Sustainment Plans by David Weizman 04/12/2018



We do quality software,  
and we can prove it.



Chair  
Vicki Pope



Co-Chair  
Teri Vincent



Secretary  
Carol Olijar

- Chair: Vicki Pope ([pope13@llnl.gov](mailto:pope13@llnl.gov))
- Vice Chair: Teri Vincent ([teri.vincent@cns.doe.gov](mailto:teri.vincent@cns.doe.gov))
- Secretary: Carol Olijar ([cschultz@anl.gov](mailto:cschultz@anl.gov))

Next Meeting: February 16, 2022