# EFCOG SQA Monthly Meeting Notes and Attendance
June 16, 2021

*Notes are by Agenda item for meeting.
**See presentation deck for each Agenda item information shared/reviewed with group.

## Safety/Security Moment

Teri Vincent of CNS/Y-12 provided Safety Share; regarding remembering to take breaks from working on computer when telecommuting from home. Vicki Pope of LLNL echoed Teri's suggestion, noting people are not "slackers" when they take breaks, when they come back from the break, they are better at approaching their work tasks.

## Announcements and Updates:

- Regarding Revcom for DOE SQA Guide 414.1-4A, Chris Beaman of DOE/AU-32 stated it has closed, he is reviewing the comments received, and addressing them. Chris's group responds to comments, and then creates a new draft of the document. It usually takes a couple months for this part of the Revcom process.
- Regarding the EFCOG QA/SQA Fall virtual meeting possible dates for the were presented, and Vicki asked that group members provide a response to her of which dates are not good by Friday 6/18/21 COB:
  - Oct 18-21.
  - Oct 25-28.
  - Nov 1-4.
  - Nov 29- Dec 2.
- Regarding the Operational Excellence (OE), Christian Palay of DOE/AU-32 mentioned there is a new SQA sub-forum led by Spencer Daw, regarding Commercial Grade Dedication (CGD). Christian asked, which SQA group ours, or Spencer's will be the first to share information at the OE?
- An update to the agenda needs to be made; regarding the site Denise Fast is with, it should be WRPS, not Bechtel.

## Volunteer for Site Presentations at Future WebEx Meetings

- Correction needed, the August presentation, the site Denise Fast is with WRPS, not Bechtel.
- Barbara Hall volunteered to present at October meeting on the topic of Whiteboards.
- There are open slots available for sites to sign up for. Please send email to Vicki/Teri/Carol with your requested month, and topic.

**DOE RevCom Process, Chris Beaman**

- Chris provided an overview of the departmental directives process, based upon DOE O 251.1D.
- The process communicates requirements, and promotes departmental efficiency.
- Directives build in ambiguous requirements; there is no consistent applications of how sites are meeting directives.
- Directives include not just orders; they also include policies, manuals, notices, and guides.
- Chris outlined the multi-step/stage Revcom process. It starts with DOE Operations Committee – senior level discuss new or revised directives.
- Then the Directives Review Board DRE), provides justification for changes, puts on master schedule, for whole process. Members are from senior representatives of national labs, or are in the directors' counsel advisory and field members.
- The Integrated Project Team (IPT) does most of the work. Chris is the only member of this team for the SQA guide in Revcom. Usually you would bring in people to help with the revision. Need adequate input and buy-in to create the best product for everyone.
- There are two processes:
    1. Directives Development – <u>Standard IPT development</u> process.
    2. <u>Fast Track</u> process. It is limited to changes, reduction in requirements, or change directed by the Secretary or per Secretary memo. The Revcom steps are not followed for this process.
- In the Standard IPT process, steps 1-5 are completed before we would see a draft. These steps include development of a case, create memorandum, get on schedule, and present at committee meeting.
- Doxcelerate is the vendor used by DOE to perform the review and corrective process to the Revcom documents.
- For the Revcom Review, each organization has a Revcom coordinator/POC. They get the Revcom document to the people who should review it. They assign individual reviewers. There are two options they may follow for entering the comments into the Revcom system:
    1. Have reviewers put in their own comments into the system.
    2. PDF the document, send out to reviewers, get comments, and the coordinator enters the comments into the system.
- Each section of the document has blue button to enter comments for that section. Comments may be:
    1. <u>Substantive</u> Comments – serious problem. The reviewer is required to define the problem and offer a solution to the issue.
    2. <u>Editorial</u> Comments – spelling, punctuation.
- Following Stage 8 is <u>Comment Resolution.</u> It is development of final draft. Must respond to substantive comments. Provide response in Revcom. Carol Olijar of ANL asked, how would they be notified? Chris responded, by the Revcom system. The person has an opportunity to respond to comments. The comments/responses may go back-and-forth with AU-32. The final draft is up for final review in Stage 9. Stage 10 is final approval, and then last Stage 11 for implementation.
- Follow on care and feeding is provided by AU-32 after the document is implemented. For example, there was training offered for the CGD document last year. Then pandemic came, and this training instead was put on the Organization Excellence website. DOE plans to do the same for SQA Guide, with training and discussion sessions.

- Please note, the SQA Guide did not follow the IPT standard process, the process came out, after it was in Revcom. IPT is only Chris for SQA Guide Stages 6-11.
- Fast Track was used in latest update to DOE Order 414.1D that changed the invoked standards section
- Christian Palay of DOE AU-32 responded this was a Limited Change, for not adding requirements; it was used to clarify information.
- Vicki asked Chris how directives could include Guides, when in the past Guides were not requirements. Chris responded, directives are documents that go thru the process. Guides would not contain requirements. No new requirements in Guides.
- Barb Hill of ICP stated there was a directive, which took back ORPS form 251. Quarterly report on ORPS events, removed requirement, as a directive. Christian Palay of DOE AU-32 responded, for the ORPS document, it was per DOE O 232. Christian provided the definition of Directive in the chat which is shown here:

  > Definition of Directive per DOE O 251.1: Directives. Documents in which DOE sets, communicates, and institutionalizes policies, requirements, responsibilities and procedures for Departmental elements and contractors. Directives include Policies, Orders, Notices, Manuals, and Guides. Manuals are currently being phased out.

**Task Group Updates & Members**

- <u>Testing Spreadsheets</u> (Greg Pope, LLNL, Leader)
    1. Sid Ailes of Atkins, a team member, mentioned that they had a meeting to discuss work tasks.
    2. Barb Hill of ICP asked if Guidance on Testing Spreadsheets document including rounding.
    3. Laura Cook of LLNL mentioned a checklist, which is being reviewed by team. In addition, Greg Pope and others are working on white paper.
    4. Greg gave status:
        - Sid Ailes of Atkins is working on white paper.
        - Laura Cook of LLNL is working on checklist form.
        - Greg is looking at automated software spreadsheet testing tools. He purchased one that he got a demo for, called Excel Analyzer. Found errors missed by manual and Microsoft Excel testing built into it. Greg purchased 3 licenses from the vendor for this testing tool, which is located in the Netherlands. Can download demo for free. Cost of license is $800. It checks for things like formulas locked, catches hardcoded variables too.
    5. Barb mentioned that waste calculations errors for coding waste, is based on calculation, not based on authority's source.
- <u>Toolbox Alternatives</u> (Pat Auer, LLNL, Leader)
    1. Had one meeting where Chris Beaman presented survey results of AU-32.
    2. The team is developing questions regarding the presentation, to send to Pat, and then discuss at next meeting.
- <u>Software Standards and Orders</u> (Cristy Renner, Fluor BWXT, Leader)
    1. Working on Spreadsheets documents, some are outdated versions. Looking at IEEE for new versions, could share this when completed.
    2. Regarding Configuration Management, have a few more to go, should have completed by next week to be posted on Box.
    3. Considering standards and orders for IT assessments. Will add documents related to IEEE for spreadsheets.
- <u>Definition of Graded Approach</u> (Lance Abbott, SRS/Jeni Turgeon, SNL, Co-leaders)
    1. Gave white paper to Vicki. Vicki is going to get back with Lance on it next week.
- <u>Cloud-based Hosting Software</u> (Russell Swannack, PNNL. Leader)
    1. Russell could not be at meeting. Vicki noted he is converting his presentation he did on this topic at the Spring conference, to white paper.
- <u>Internet of Things</u> (Orlando Ferrer, WRPS, Leader)
    1. Orlando was not at meeting. Barb Hill asked what "Internet of Things" is. Vicki responded it is for anything connected to the internet, like Security Ring. Lots of got-chas can happen, such as hackers breaking in.

**Upcoming Events of Interest**

- Next Meeting:  Wednesday July 21, 2021 @ 1:00 pm PST.

# EFCOG SQA Monthly Meeting Notes and Attendance
June 16, 2021

**<u>Attendance:</u>**

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)

| First Name | Last Name | Site |
|---|---|---|
| Phone, 8166****50 | | ??? |
| Phone, h0104661 | | ??? |
| Phone, 9259****25 | | ??? |
| Phone, 2oh Mike | Houston | ORNL Supplier Quality |
| Phone, 2085****24 Barbara | Hill | ICP |
| Lance | Abbot | SRS |
| Sidney | Ailes | Atkins |
| Patrick | Auer | LLNL |
| Gregory | Baker | NNSA |
| Chris | Beaman | HQ AU-32 |
| Todd | Billings | DOE-Hanford |
| Veronica | Camarillo-Morris | LANL |
| Colby | Carter | WIPP |
| Evgueni | Chnyrenkov | Y-12 |
| Laura | Cook | LLNL |
| Lisa | Cooper | Paducah |
| Mary | Curtis | FNAL |
| Yevonne | Deaton | DOE-EM |
| Mark | Ford | ORNL |
| Cliff | Glantz | PNNL |
| Barbara | Hill | ICP |
| James | Hylko | ORNL/Isotek Systems |

| Kinh | Le | KC NSC |
|------|------|--------|
| David | Louie | SNL |
| Eric | MacEwen | KC NSC |
| Stella | McKirdy | INL |
| Jenna | Neal | NNSS |
| Carol | Olijar | ANL |
| Christian | Palay | DOE AU-32 |
| Greg | Pope | LLNL |
| Vicki | Pope | LLNL |
| Cristy | Renner | PORTS |
| Donna | Riggs | Riggs Consulting |
| Michael | Russell | ORNL |
| Sandra | Schindler | SNL |
| Terry | Scoggins | ORNL |
| Dave | Thoman | Amentum |
| Teri | Vincent | CNS/Y-12 & Pantex |
| Joe | Wojno | CNS/Y-12 |
| Al | Zuckero | SRS |

*Sorted by Last Name, First Name.