

EFCOG SQA Group Monthly WebEx Meeting Notes and Attendance May 18, 2022

Meeting hosted by Teri Vincent Co-Chair, of Y-12/Pantex.

Notes follow the agenda topic items. Chat and Attendees after Notes.

Notes:

A. Safety/Security Moment, hosted by Teri Vincent of Y12/Pantex.

1. Teri shared a safety moment. She recommended with the warmer weather, be sure to wear sun protection, and be hydrated.

B. Announcements, Updates, and Dates to Remember, hosted by Teri Vincent of Y12/Pantex.

1. Cristy Renner of Portsmouth has joined the EFCOG SQA Group as a Co-Chair. Thank you Cristy for stepping up to this role in our group.
2. Recommend using QA Community of Practice to post SQA topic questions to. Information on, is in the Agenda presentation deck.
3. Carol Olijar of Argonne mentioned the problems she was having posting documents to the DOE repository Max.gov for the DOE EA SQA, and asked if anyone else is having problems too. Tom Bundy of ORNL responded, yes, he was having problems too with putting documents at Max.gov. Carol noted the problems with access started last week 5/12, she contacted Aleem Boatright the lead assessor, along with the vendor Max.gov; and Aleem and the vendor are working on the problems now. This problem was resolved on 5/19/22.
4. Linda Westfall is going to be providing on-demand ASQ Certified Software Quality Engineer (CSQE) course starting mid-June, from 10am-6pm CST. The cost is \$1,100 and will have a class on the holiday July 4th. Can find out more details about the class at the Software Excellence Academy website, here is link: [Linda Westfall's Software Excellence Academy](#).
5. We are trying out new feature, for weekly SQA Questions, hosted by Cristy. Could have questions for example for preparation of the ASQ CSQE test. Please send email to Cristy at cristy.renner@ports.pppo.gov, if you would like to get these SQA questions. Cristy plans to be ready to start this out in the next month.
6. Teri noted, today we don't have any presentations for today's meeting, but we had three (3) new topics suggested at the Spring 2022 EFCOG ISM/QA SQA meeting:
 - a. Cyber Security & SQA Overlap
 - b. Qualify SharePoint for use of records for software.
 - c. Commercial Grade Dedication (CGD) of non-safety software.

Cristy mentioned another good topic would be for Software Procurement, where we could ask Spencer Daw from EFCOG Supply Chain to provide information/updates on this area for our meetings.

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C. Software Standards and Orders Whitepaper, by Cristy Renner of Portsmouth.

1. Cristy reviewed the White Paper in the meeting, which is short, 5 pages. It will be attached to the email sent out with these notes. Here is link to the Software Standards and Orders Matrix at Box: [Orders and Polices Affecting Software-7.13.xlsx | Powered by Box](#). If you do not have access to the Argonne Box folder, please follow instructions in the agenda presentation deck slide to gain access.
2. The purpose of this tool is for SQA personnel. Combined with Task 6 Evaluate Order. Information within is documents related to SQA. What came out of this task, is should a separate standard be developed for non-safety software. This is a Matrix, tracks past versions of documents. Documents from organizations such as NIST, PMBOK.
3. Would like to grow tool to include example documents. Suggest sharing with IT, and Engineering at your site.
4. If any problems, can contact Cristy to go over matrix at Box site.
5. Tom Bundy of ORNL asked “can we see white paper at Box?”. Cristy responded yes, it will be available at Box.
6. Carol Olijar of ANL asked, “does it include NQA-1?”. And ISO? Cristy responded yes, for 2008, 2009, 2011. Covers 10CFR830, NQA-1, DOE G 414.1-4, Cyber Security, Records Management CM 1073, and IEEE. No links is populated with a few documents.
7. Cristy mentioned an interesting thing found doing this project, is the Configuration Management Order limits coverage of software .
8. Matrix is Excel Workbook, first tab is Matrix, and then info for each item in tabs of workbook.
9. Marlene Underwood of Portsmouth, noted that the formats of documents are not the same, for example IEEE items have different format. Tried to gather as much information as possible.
10. Don McKinstry of LANL stated he doesn’t know how to access Box, Teri responded he could view information on getting access in the Agenda deck. And Carol Olijar is the host of the EFCOG SQA Box site.

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- D. Language for Statement of Work (SOW) for Software Procurements, by Cristy Renner of Portsmouth.
1. Cristy attended a meeting with EFCOG group for Procurement, with contact Spencer Daw of INL. Spencer asked if anyone has lessons learned for SOW, such as for critical characteristics of software, he would be interested in getting them.
 2. Software can be used as embedded system software, and the new releases of it are not being caught when there is configuration update. This happens when this occurs for maintenance. There was instance where company software was hacked, and DOE did notify the sites us not the software provider. We need to have better communication of.
 3. Spencer suggests we do monthly meetings where we share our lessons learned. And have the opportunity to ask questions. If you have questions, please send them to Cristy, Teri, or Carol. and then we can send those questions to Spencer ahead of the meeting to look into.
 4. Teri asked is anyone having problems with SOWs? Marlene Underwood of Portsmouth, said she could use template for SOW. Teri noted SOW is most often associated with custom software acquired, but not other software types. Need to interface with Cyber Security, for software developed in countries we should not be using, need to pay attention on this for procurement.
 5. Often SQA is not tagged on procurement activities, people go through maintenance, version control not managed, especially for the lowest quality levels. They just quickly get task done, don't include Cyber. For example, Software Inventory List not updated when software is categorized as a maintenance contract when software changed.
 6. Cristy noted we certainly have these problems. More you think about this, the more cognizant you become of these things happening.
 7. Marlene noted such as for freeware/shareware, go thru approved without checked with Cyber Security or SQA.
 8. Charley Givens of BNL from chat, noted "NQA-1 has a guidance section that notes typical critical characteristics (Part III, Subpart 3.2-2.14) and table 501. It may help to lead to some procurement language.". Cristy responded when we do CGD, we take language from this section, it is helpful for us.
 9. Lincoln Djang of WIPP stated there is no sound for some people on the call. He mentioned as user of Box, looking forward to using Box.
 10. Teri noted, we always have room to grow. Become more involved with procurement of software within equipment.
 11. Carol asked if any other lab uses DSX for Access Control system to their nuclear facilities? Greg Pope of LLNL responded that his lab uses ARGUS, which they are the author of. It was developed a long time ago. Teri noted her lab uses it too.
 12. Teri asked the group to come up with questions for Spencer on this topic.

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E. List of Sub-Task Groups & Members

1. **Toolbox Alternatives**, lead Pat Auer of LLNL. Submitted white paper. Consider task done.
2. **Testing Spreadsheets**, lead Greg Pope of LLNL. No update.
3. **Otherwise Acquired Software**, lead Pat Auer of LLNL. Pat is finishing up White Paper. Would like to tackle effort of this with CGD at another meeting.
4. **Internet of Things** needs lead. Per chat, from Cristy Renner to everyone: 3:54 PM Add me to Cloud Based Please
5. **Cloud-based Hosting Software**, lead Orlando Ferrer of RL. No update.
6. Greg is interested in forming a task group for Cyber Security. This area is becoming more important at his lab. Teri said it is important at her lab too.
7. Teri would like to have new future topic for Cyber Security for Risk Assessments. Need to get our cyber security group participants with other groups. Invite your site cyber security contacts to this meeting. Put together people who don't normally talk. Just getting single point of entry for system, SQA, and Cyber Security is so important. Cristy noted in Marlene Underwood's IT group, would love to do security together. Marlen added, Cyber, Risk Assessment at purchase. Do other sites do this? Teri responded, trying to do now with SQA, smaller funnel.
8. Corwin Jones of INL said it is not good if cyber doesn't talk to designers. Frustrating. Not always talk to Cyber. So much redundancy. Don't talk to SQA. Cyber treats the technology components as system. SQA just focuses on software, not hardware. Environment important. We need to continue this emphasis. Risk Analysis of software and associated system, high risk software not in NQA-1, that affects Environmental or Physical Security, gives sense where to go with Cyber, perform due diligence. Low risk software doesn't spend a lot of time on Safety Analysis or Cyber Security. People get upset looking at SQA, then review again for cyber security, repetition.
9. Teri noted it would be good to benchmark across the labs. Teri will send email to team members regarding this topic.
10. Teri noted we are getting low on task groups, might add for Software Procurement, and Development Team. Also, another team for Security & SQA – integration. Please keep these in mind to join or lead groups. Please let Teri, Cristy, or Carol know if you would like to volunteer for these new tasks.

F. Next Steps

1. Volunteer to present a presentation at one of the monthly meetings. Contact Teri, Cristy, or Carol if you are interested in doing so. Around 20-minute presentation, 10-minute Q&A.
2. Our next meeting is next month June 15th. We have moved from quarterly to monthly meetings now that we have a Co-Chair.

G. Accessing EFCOG SQA Website, Box, and DOE OrgEx Forums

1. It was asked what is the URL for Box. The URL is [\(28\) EFCOG QA SQA Share Folder | Powered by Box](#). In order to have access, you need to follow the six steps on slide 13 in Agenda deck for Box.

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H. Chat info:

from Marylou Apodaca to everyone: 3:01 PM
Its almost over lol

from Lincoln Djang to everyone: 3:26 PM
YES

from Lincoln Djang to everyone: 3:27 PM
this spreadsheet is very helpful

from Don McKinstry to everyone: 3:28 PM
I probably missed it. Will the updated spreadsheet be sent out and shared? Thank you

from Lincoln Djang to everyone: 3:30 PM
getting to Box will be very helpful. not a frequent user to Box, so the PPTX instructions will be very helpful

from Charlie to everyone: 3:34 PM
NQA-1 has a guidance section that notes typical critical characteristics (Part III, Subpart 3.2-2.14) and table 501. It may help to lead to some procurement language.

from Lincoln Djang to everyone: 3:40 PM
Thanks!

from Marylou Apodaca to everyone: 3:42 PM
I'm not sure what SNL uses :(

from Cristy Renner to everyone: 3:42 PM
To me either did you say DSS

from Lincoln Djang to everyone: 3:42 PM
I am not sure what WIPP uses

from Cristy Renner to everyone: 3:54 PM
Add me to Cloud Based Please

from Marlene Underwood to everyone: 3:54 PM
To control software installed, Cyber is planning on getting a tool that won't let you install it unless it's approved. I think it was called Carbon Black.

from Lincoln Djang to everyone: 3:55 PM
I will mention Carbon Black to my WIPP team

from Corwin Jones to everyone: 3:56 PM
Carbon Black does not cover most control/system software.

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from Orlando Ferrer to everyone: 3:56 PM

Thanks Christy! I'll email you (re - Cloud -based Hosted Software)

from Lincoln Djang to everyone: 3:58 PM

where can I go to go through the PPTX after this meeting?

from Leo Gillen to everyone: 3:59 PM

Thank you.

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Attendance:

If anyone attended this meeting but does not see their name on the list on next page, please contact:

Co Chair: Cristy Renner (cristy.renner@ports.pppo.gov)
Co Chair: Teri Vincent (teri.vincent@cns.doe.gov)
Secretary: Carol Olijar (cschultz@anl.gov)
Meeting Coordinator: open

36 Attendees.

#	First Name	Last Name	Site
1	Lance	Abbott	SRS
2	Sidney	Ailes	Atkins
3	Marylou	Apodaca	SNL
4	Patrick	Auer	LLNL
5	Gregory	Baker	NNSA
6	Todd	Billings	DOE-Hanford
7	Daniel	Blaj	BNL
8	Tom	Bundy	ORNL
9	Evgueni	Chnyrenkov	Y-12
10	Aaron	Clare	RL
11	Laura	Cook	LLNL
12	Mary	Curtis	FNAL
13	Yevonne	Deaton	DOE
14	Lincoln	Djang	WIPP
15	Orlando	Ferrer	RL
16	Leo	Gillen	PORTSMOUTH
17	Faith	Girolamo	SRS
18	Charlie	Givens	BNL
19	Sheila	Hahn	RL
20	Sarah	Hartson	NNSA
21	Michael	Helland	LANL
22	Hollis	Henry	INL
23	Corwin	Jones	INL
24	Brenda	Edwards Kirkes	LANL
25	David	Louie	SNL
26	Steven	Mahnesmith	SNL
27	Don	McKinstry	LANL
28	Carol	Olijar	ANL
29	Greg	Pope	LLNL

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30	Cristy	Renner	PORTS
31	Donna	Riggs	Riggs Consulting
32	Terry	Scoggins	ORNL
33	Tracy	Sims	DOE
34	Teri	Vincent	Y12/Pantex
35	Marlene	Underwood	PORTS
36	Al	Zuckero	DOE-SRS

*Sorted by Last Name, First Name.