

EFCOG SQA CoP Group Monthly WebEx Meeting Notes and Attendance May 17, 2023

Meeting hosted by Teri Vincent, Co-Chair.

Notes section follows the Agenda for the meeting, only for topic items addressed in meeting. Attendance and Chat sections are after Notes.

Notes:

A. Safety/Security Moment

1. With people starting to work on their gardens now, it is important to do stretching before doing this task.

B. Spring Meeting Re-Cap:

1. The DOE O 414.1E draft came out in DOE Revcom on 5/11/23. Christian Palay noted that comments can be consolidated per site. Sites internal due date may be June 28th of these comments as one site mentioned they had. All comments are due in Revcom by 7/5/23. Yevonne Deaton recommended for sites to keep a copy of their comments. Revcom application doesn't always remember everyone's comments.
2. Todd Billings noted that the DOE SQA Enterprise Assessment (EA) for his site wrapped up last week. Todd is looking forward to receiving the report from the assessors. Donna Riggs noted it is too early to make statements regarding the assessment of Hanford. The FAR review period is until 6/20/23, and then the report for the assessment should be coming out in July.

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C. Sub-Task Groups Status & Add Members/Leaders:

1. Sid Ailes has path forward for Testing Spreadsheets task group. He should have an update by this summer.
2. Teri noted that the SQA Benchmarking and Surveys task group should be put on back-burner, ***on-hold***, as it is not as important as the SQA/Cyber Security Integration task group.
3. Russell Swannack of the Cloud-based Hosting Software task group, said that he would like get back to being re-engaged with this group, he could take over as leader of it, from Orlando Ferrer, who hasn't been at our meetings for awhile. He can work with Bridgitte Mase from Cyber group. Teri can send Russell the Cyber presentation that Bridgitte did recently. Pat Auer has draft Cloud-based Hosting Software white paper, he can send to Russell.
4. There are new people in this meeting. We need volunteers to help out with the group:
 - i. SQA/Cyber Security Integration – anyone want to lead group, replace Greg Pope, who hasn't been at our meetings for awhile? We won't be able to do much on this group, until someone volunteers.
 - ii. SQA Benchmarking and Surveys – on-hold.
 - iii. Internet of Things – asked if Gladys Udentia, could take the lead on, she said sorry she can't. Need leader of group.
 - iv. Procurement Documentation for Software – need leader. Justin Suder who is on this group, offered become the leader of this group, take some resources from the external assessment group to add to this group.
 - v. SQA and Suspect / Counterfeit Items (S/CI) – needs leader. Gregory Baker noted that he is in another EFCOG group for S/CI with Gabby Holcomb regarding S/CI. Al Zuckero said that the white paper for Gabby's group, went out for final comments. Gabby made presentation related to it, at Spring meeting. Sarah Hartson noted that after white paper goes thru review, it will be sent to our group, to see what we would like to do next. We could have a joint group between Gabby's and ours. This task group for our group, got started because of Gabby's group, from a presentation she did with our group awhile back.

D. Expected 2023 Accomplishments:

1. We document our group's accomplishments on the EFCOG yearly Accomplishments report. Task groups work show the value of this group to EFCOG. We are not a valuable group, unless we have something to show to DOE, value of continuing our group. We need participation in task groups. Outcome is white papers of best practices. Need leaders and participants.

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E. Announcements and Updates

1. Carol is retiring in July as our group's secretary, need another person to volunteer for this role from the group. Help with meeting logistics. We still have opening for meeting coordinator for our group. Help keep group going.
2. Need sites to present something for future meetings, just tell us month/date you could do this presentation, or conduct a group discussion on a topic.
3. In June, we plan to have discussion on DOE O 414.1E. It would be good to understand all our viewpoints, see if there is consistency.
4. Cristy and Teri had meeting with Rad Protection EFCOG group leaders about the white paper they did regarding SQA. They may rewrite the white paper. Vince Grosso reached out to Duane [McLane](#), he will reach out to us, before he processes the white paper and gets approval of it. Duane worked with Cristy at her site, he is a champion in Radiation Protection software. EFCOG groups should not be autonomous. Radiation Protection EFCOG group should have coordinated with EFCOG SQA group on this white paper. Christian noted that this white paper could influence SQA activities. Feds have their own Community of Practice (CoP) for this area. The white paper was shocking. Could harm someone. This group may not have seen it through. Surprised at our higher rigor. They may need help understanding SQA requirements. Goal is not creating requirements to make life hard, to do the right thing. More than why to implement requirements. What if we over-implement? Cristy noted that training on MCCA, standard updated, didn't allude to DOE O 414.1D. Christian responded, more informal how sites do things. Teri noted, for this white paper, there can be lots of different ways people are implementing SQA. Have a lot of testing, get done with more.

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5. Christian noted regarding DOE O 414.1E, got rid of safety software category definitions. Software has to work. Send millions of dollars on running down SA for low risk software. Need calibration. Marlene Underwood responded, could be more clear on COTS for non-development off the shelf, what is expected with these software applications. Christian noted, that the value of this group, is sharing with others what we do. Yevonne responded, low risk software, not something high risk. Order applies to all software. Do all activities generally. One PM plan for each safety software grade level for example. What makes sense. Cristy noted that need to address all work activities in lifecycle, for spreadsheet of bioassay, she does this at her site with notification. COTS can touch hazards. Yevonne responded, understand with oversight frustration. All one team, figure out how to do this at each site. What activities for this type of software, and risk of failure. Christian noted, the intent of order, is to give contractors more flexibility to do work. Sites employ best people. 1E only has 5 definitions. Simpler if possible. Patrick Faulk asked, what is reliance on software output? Justin Suder suggested this could be great to have as task group, this topic. Teri responded, we implement differently. Good to have discussion of best practices. Yevonne noted, not cookie cutter. Sometimes sites want cookie cutter approach. Teri noted that common for Word, developer tools. Cyber is interested in all software. While not safety software, still needs minimum SQA. Yevonne responded, some people don't like minimum, want maximum. Look at life cycle activities to do for normal business work. What are critical functions? Not how can I get out of doing these reqs. Different rules per site. Backup, what is most important task groups, Sid & Russell, focus on these. Divergent implementations. Send Teri email you want to be in this group.
6. Justin Suder suggested that he could be the new meeting coordinator for our group, put his name in the hat. Lots of good ideas. Have this person working on these things. Justin on procurement task group. Teri responded, "you are hired".
7. Christian noted that need guidance for this group. Auditors write-up, not personal. Stop minimum reqs, exemptions. Goal of requirement, make sure everyone is safe. Not wasting effort. RP white paper is an opinion. Justin commented, great for group. Make a understanding paper. Perfect to have. Christian responded, for how we interpret these requirements. DOE is not the enemy.

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F. 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

41 Attendees for 5/17/23:

- | | | |
|----------------------|------------------------|----------------------|
| 1. Call-in User-4 | 16. Donna Riggs | 29. Nathaniel Hein |
| 2. Call-in User-6 | 17. Evgueni Chnyrenkov | 30. Nick Sempowicz |
| 3. Call-in User-7 | 18. Gladys Udent | 31. Patrick Auer |
| 4. Call-in User-9 | 19. Gregory Baker | 32. Patrick Faulk |
| 5. Al Zuckero | 20. Harri Emari | 33. Paul Dixon |
| 6. Bill Clarno | 21. Joe Wolniewicz | 34. Russell Swannack |
| 7. Carol Olijar | 22. Justin Suder | 35. Sarah Hartson |
| 8. Christian Palay | 23. Kathleen Burianek | 36. Sheila Hahn |
| 9. Colby Carter | 24. Leo Gillen | 37. Sidney Ailes |
| 10. Corwin Jones | 25. Marlene Underwood | 38. Teri Vincent |
| 11. Cristy Renner | 26. Mary Curtis | 39. Todd Billings |
| 12. David Thoman | 27. Mindy Gonzalez | 40. Tracey Cato |
| 13. Diana Marquez | 28. Molly Miller | 41. Yevonne Deaton |
| 14. Dolores Loll | | |
| 15. Donald McKinstry | | |

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G. Chat:

1. from Christian Palay to everyone: 3:01 PM
can't help you there, brother
2. from Christian Palay to everyone: 3:03 PM
414.1E is in RevCom!
3. from Donna Riggs CONTR to everyone: 3:03 PM
The Central Registry link Teri posted works.
4. from Christian Palay to everyone: 3:03 PM
yay, one down several to go!
5. from Christian Palay to everyone: 3:04 PM
<https://www.directives.doe.gov/revcom>
6. from Al Zuckero to everyone: 3:16 PM
ouch
7. from Patrick Auer to everyone: 3:35 PM
thank you Yevonne!
8. from Patrick Auer to everyone: 3:43 PM
LOL
9. from Justin Suder to everyone: 3:56 PM
This sounds like it would be great for a group!
10. from Russell Swannack to everyone: 4:00 PM
I concur on this being a good group discussion topic.
11. from Russell Swannack to everyone: 4:01 PM
I have to drop off to go to another meeting. Thank you - see you next meeting.
12. from Patrick Auer to everyone: 4:03 PM
Yes, i would like to participate.
13. from Patrick Auer to everyone: 4:03 PM
I have to go also.
14. from Dave Thoman to everyone: 4:03 PM
Yes, I would like to participate
15. from Harri Emari to everyone: 4:04 PM
Great discussion, please also include me. I have to drop off to another meeting, see you next time. Thanks
16. from Marlene Underwood to everyone: 4:09 PM
Marlene would like to discuss the basic COTS activities and how to implement these efficiently (Word, compiler, developer tools, etc.). Combo form used for both requirements & test plan, rather than repeating the same info on multiple forms.
17. from Al Zuckero to everyone: 4:11 PM
Sorry, TOD ends 5PM, I cannot donate anymore time.
18. from Justin Suder to everyone: 4:12 PM
Al this might be going for a while haha
19. from Donna Riggs CONTR to everyone: 4:14 PM
We are in the silo trap again. Controls need to be implemented, but not necessarily by SQA.