

EFCOG Supply Chain Quality Task Team 2021 Spring Meeting Minutes

November 20-22, 2021
(Virtual)

Minutes

Unless OOU, please see individual presentations for additional information

Tuesday April 20, 2021

1. **Bill Wingfield (LANL) - Welcome and introductions**
2. **Amber Romero (SNL) - Safety / Security share**
 - Discussed example related to difficulties identifying international parent companies
 - Not all sources pull in Secretary of State data. State Secretary of State Website identified parent; however, their original research did not. Need to go into that specific state where supplier is located to do check. Some states require payment. Data is inconsistent regarding how to retrieve; however, provides a valuable cross-check tool, since no perfect data source/provider.
 - **Initiated Action: Provide summary to communicate to others.**
3. **Dennis Owens (SNL) – Task SC-21-01 Collaborating DOE Leverage with Suppliers**
 - Briefed group on task status (see slides)
 - SCMC needs understanding of our needs. Jeffrey Winter mention he will bring it to his leader's attention. Amber Romero and Dennis Owens have contact info available.
 - Dennis Owens retiring. No official assigned replacement yet (expected in a few weeks).
4. **Dennis Owens (SNL) – Supply Chain Resilience SNL's approach to building a reliable and resilient Nuclear Deterrent Supply Chain (SC)**
 - Presented process (see slides)
5. **Tamara Weary (LANL) – Supply Chain Improvement Initiatives**
 - Open discussion
 - Process flow maps assist in communicating responsibilities, procedures, stakeholders, handoffs, documentation, etc. Can also identify single points of failure and streamline opportunities (value Stream Maps also are used to assist).
 - **Initiated Task: Keep track of supply chain initiatives and improvements.**
6. **Gabby Holcomb (DOE_HQ) – Suspect/Counterfeit Items and COVID-19 Related Fraud Schemes - Suspect/Counterfeit Items Working Group (SCIWG) Activities**
 - Presented recent information (see slides)
 - Younger people reported more, older (>80) lost the lost money. DOE Jan 2020 to Mar 2021 = N95 masks, solid state relays, shipping containers. Slides identified most common counterfeits reported to Federal Trade Commission, warning signs of ID theft, example scams, how to report and resources.
 - Provided information on the S/CI working group (SCIWG) and current/completed projects (see slides).
7. **Sonya Barnette (DOE HQ) – HEPA FTF Issues Discussion**
 - Presented program information and status (see slides)
 - There has been improvement on order rejections, order holds and storage of rejected filters.
 - See DOE-STD-3025 for new policy regarding labeling non-compliances (will still be shipped if passed performance test).
 - Testing facility is **not** intended to be in place of receipt inspection.
Sonya Barnette will be supporting another office temporarily. Contact Christian Palay for questions during that time.

8. **Ken Nadeau (LANL) - Approval of ISO-17025 Accredited Suppliers & ISO-17025 changes regarding accreditation label and uncertainties.**
 - Discussions about:
 - Using an accredited facility vs getting an accredited calibration.
 - Quality manual not required in standard anymore.
 - Some sites still requiring QA Manual from accredited facilities; however, running into issues and not sure it is required. Other sites not requiring quality manual.
 - How flowing down M&TE requirements to suppliers.

9. **Louie Gomez (DOE OIG) - Minimizing Introduction of Counterfeit Items in DOE Supply Chain**
 - Presented program information and example case (slides not available due to OOU)
 - Discussed their purpose, types of investigations, fraud indicators and example cases (e.g., PCard fraud, contracting fraud). Many cases start via tips or internal audits.
 - Hotline: IGHOTLINE@HG.DOE.GOV (www.energy.gov/ig/ig-hotline)
 - Reminder can always call your local representative to request information about a supplier (cannot always provide specifics; however, can identify if there is an active investigation).
 - Special Agent Stephanie Peters (505) 977-9423
 - Special Agent Christina McCardell (240) 562-1713
 - Special Agent Louie Gomez (505) 845-6170

10. **Bill Wingfield (LANL) – Open Discussion – Potential Tasks**
 - **From Tamara Weary (LANL) Supply Chain Improvement Initiates presentation: Initiated Task: Keep track of supply chain initiatives and improvements.**
 - **From Amber Romero (SNL) Safety / Security share: Provide summary to communicate to others.**
 - **Initiatives for sole source suppliers during design phase.**

Wednesday April 21, 2021

1. **Bill Wingfield (LANL) – Welcome and introductions**

2. **Bill Wingfield (LANL) – Safety/Security Share Adapting to Change**

3. **Kristin Bell (SNL), Dave Hebert (KCNSC), David Hicks (KCSNC) – MSL Training**
 - Presented MSL and provided demo
 - Large effort is reconciling data (lab names, etc.). If you have suppliers that need to be added to the database, they can add them for you (and that way they can also keep it clean).
 - Where 3-year expiration date is calculated from (e.g., last date onsite, date of report, date CA closed). It is in accordance with site specific policies, so be aware when using 3rd party expiration dates if meets your site policies.
 - Where do commodity codes come from (do not appear to be aligned with UNSPSC codes).
 - Discussion about data still requiring cleanup (e.g., suppliers listed more than once, active status with last audit > 3 years ago)
 - Entrust now available for users
 - **Initiated Action: Add topic to Fall agenda to talk about cost avoidance figures (e.g., how different sites are obtaining them).**
 - **Initiated Action: Work with Mike Goyda on commodity codes.**

4. **Dave Hebert (KCNSC) – MSL items considered for Future MSL development**
 - Discussed tasks on the priority tracking list (e.g., edit vs view functionality, required fields) and other ideas on the table.
 - **Initiated Action: Investigate how to deal with expiration dates.**

5. **Jeffrey Winter (DOE HQ) – Potential Task SC-21-02 – MSL talks to the sites’s ASL & Potential Task SC-21-03 – DOE MOA to use the MSL Concept of Operations:**
6. **Bill Wingfield (LANL) – Task SC-18-03 – DOE EM Single Approved Supplier List – Update the MSL POC list**
7. **Dennis Owens (SNL) - Task SC-20-04 Video Assessments / eAudits Remote Auditing – SNL’s Remote assessments 3-4 NAP-401.1 assessments so far.**
 - Questions about how to handle proprietary information. Facility specific (can have facility screen share with promise to not take screen shots).
8. **Amber Romero (SNL) – Virtual Assessment Hybrid Techniques – For efficiency**
 - Discussed slides regarding phases of virtual audit and polled participants in what levels they have performed virtual audits.
9. **Joe Fulghum (SRS) – Focused Improvement Virtual Supplier Audits**
 - Many standards (Excluding NIAC) and DOE sites do not prohibit remote activities. Purchaser determines if risk is too great. Hybrid (combination of onsite and virtual) can reduce travel time/personnel needs. Discussion of different platforms (e.g., smart phone, zoom, teams).
10. **Julie Snelling (PNNL) – Remote / virtual audits - Extending due dates, not just by months, based on performance., etc.**
 - Open discussion
 - Questions if anyone is getting pressure financially (not just COVID related) to reduce audit costs.
 - Jason Mayse shared his ASANA program for tracking tasks and sharing checklists. Also uses KITEWORKS for sharing docs and works great.
11. **Julie Snelling (PNNL) – Open Discussion Potential Tasks**
 - **Add to Fall 2021 agenda: Review EFCOG website for improvements**
12. **Joe Fulghum (SRS) – Potential Task SC-21-04 NIAC Checklist Rev**
 - Discussed task
 - **Initiated Action: Mark up NIAC checklist with suggested changes (NIAC vs NQA-1 deltas) to avoid needing to use NQA-1 supplemental checklist.** Ask David Shuter for assistance? Get the 7 sites to agree with the changes (keep track of changes).

Thursday November 12, 2020

1. **Bill Wingfield (LANL) – Welcome and introductions**
2. **Safety/Security Share**
3. **Julie Snelling (PNNL) – Supplier Audit Schedules**
 - Reviewed and updated the supplier audit schedule through June 2021.
 - Be sure to goto niac-usa.org when looking for NIAC.
4. **Bill Wingfield (LANL) – Open Discussion – Potential Tasks**
 - **Initiated Action: Add to Fall 2021 agenda: Review EFCOG website for improvements**

New Action Items	Person Responsible	Due Date
✓ From Day 1 Amber Romero (SNL) - Safety / Security share: Provide summary to Bill Wingfield to communicate the lesson learned to others.	Amber Romero	Next monthly meeting
✓ Initiate Task: Keep track of supply chain initiatives and improvements.	Bill Wingfield	ASAP
✓ Add to Spring 2021 Agenda: <ul style="list-style-type: none"> • Initiatives for sole source suppliers during design phase. • Cost avoidance figures (how different sites are obtaining them. • Review EFCOG website for improvements 	Bill Wingfield	Next monthly meeting
✓ Work with Mike Goyda on commodity codes.	Bill Wingfield	Next monthly meeting
✓ Investigate how to deal with expiration dates in the MSL.	Bill Wingfield	Next monthly meeting
✓ Initiate Task (SC-21-04): NIAC Checklist Revision. <ul style="list-style-type: none"> • Mark up NIAC checklist with suggested changes (NIAC vs NQA-1 deltas) to avoid needing to use NQA-1 supplemental checklist 	Bill Wingfield	Next monthly meeting
