

United States Government

Department of Energy

Richland Operations Office

memorandum

DATE: MAY 17 2010
REPLY TO
ATTN OF: AMSE:ARH/10-AMSE-0070
SUBJECT: HANFORD ANALYTICAL SERVICES QUALITY ASSURANCE REQUIREMENTS
DOCUMENT (HASQARD) FOCUS GROUP CHARTER
TO: MEMO TO FILE

Attached is a copy of the HASQARD Focus Group Charter. This Charter has been signed to document the cooperation of the Hanford site contractors, RL and ORP in harmonizing quality assurance requirements for environmental sampling and analysis activities conducted at Hanford. No further action is required.



Al Hawkins
Senior Technical Advisor

Attachment

cc w/attach:
D. A. Crawford, MSA
C. D. English, NRE
C. S. Watkins, NRE

CHARTER
Hanford Analytical Services Quality Assurance Requirements Documents
Focus Group

1.0 PURPOSE

The Hanford Analytical Services Quality Assurance Requirements Documents (HASQARD) Focus Group identifies, consolidates, and provides guidance on analytical and sampling quality assurance requirements for the Hanford Site through the HASQARD, DOE-RL-96-68. The U.S. Department of Energy (DOE), Richland Operations Office (RL) issues the HASQARD, DOE-RL-96-68. The latest revision can be found at:
<http://www.hanford.gov/ORP/?page=141&parent=14>.

2.0 SCOPE

The HASQARD meets the need of the Hanford Site to maintain a consistent level of quality in sampling and field and laboratory analytical services. The HASQARD applies to contractors and subcontractors supporting the Hanford Mission. The HASQARD Focus Group maintains the HASQARD, provides interpretations, and modifies the HASQARD in response to changes in applicable DOE Orders, Code of Federal Regulations (CFR), and regulatory and industry standards.

3.0 ORGANIZATION

The Focus Group consists of representatives from Hanford Site contractors, RL, the DOE Office of River Protection (ORP), and Hanford Site regulatory agencies. The regulatory agencies at the Hanford Site include the State of Washington, Department of Ecology, State of Washington, Department of Health and US Environmental Protection Agency, Region X. Interested parties from these organizations are invited to attend and participate in Focus Group meetings. The following prime contractors provide the voting membership:

Contractors and Contract Area

Contractor	Area of Focus	DOE Office
Battelle Memorial Institute	Pacific Northwest National Laboratory (PNNL)	Office of Science - PNSO
Washington Closure Hanford (WCH)	River Corridor Closure	RL
CH2M Hill Plateau Remediation Contract (CHPRC)	Remediation of Hanford Plateau	RL
Washington River Protection Solutions (WRPS)	Tank Operations	ORP
Advanced Technologies and Laboratories International, Inc.	Provides laboratory services to DOE	ORP
Bechtel National, Inc	Waste Treatment Plant (WTP)	ORP
Mission Support Alliance	Provides laboratory services to DOE	RL

Voting members are selected based on their expertise in analytical chemistry, quality assurance, field sampling, field screening, sample management, and regulatory areas. Voting members are appointed in writing (email sufficient) by their organization's QA Manager or higher management official.

The contractor having contractual responsibility for HASQARD will nominate the Chairperson annually at the October meeting. Voting members will confirm the individual nominated as the Focus Group Chairperson who does not have to be a voting member.

Any Focus Group attendee may propose a measure to the Group. A simple majority of voting members is required to approve a measure. Votes may be cast in absentia. Any revisions to the HASQARD that result in increases to contract costs will be processed through the responsible DOE Contracting Officer according to contract requirements prior to implementation.

4.0 RESPONSIBILITIES

The responsibilities for the HASQARD Focus Group are:

- Facilitate consensus building on the Hanford QA requirements for sampling, field analytical activities, analytical laboratories, and laboratory contractors.

- Maintain the HASQARD document current to regulatory and industry standards
- Serve as the interpretive authority for the HASQARD
- Advise HASQARD users on applicability and implementation
- Establish working groups to address specific issues

4.1 Chairperson

The Chairperson leads the activities of the HASQARD Focus Group. Duties of the Chairperson include but are not limited to:

- Recommend goals and milestones for the HASQARD Focus Group
- Schedule and lead HASQARD Focus Group meetings and presentations
- Coordinate with DOE to arrange for administrative support as needed

4.2 Focus Group Secretary and Administrative Support

Administrative Support is responsible for preparing and controlling HASQARD updates and revisions for issuance by DOE. Administrative Support duties include but are not limited to:

- Maintain the HASQARD Mailbox (e-mail address ^HASQARD)
- Maintain the HASQARD website
- Track and disseminate comments and questions to the HASQARD Focus Group
- Track and disseminate comment responses to comment owner
- Maintain administrative files, i.e., comments and resolutions, revisions to the HASQARD document, correspondence associated with HASQARD, and other relevant documentation supporting the HASQARD Focus Group
- Ensure formal records of the Focus group are captured in IDMS
- Record and issue meeting minutes from the HASQARD Focus Group meetings including tracking of actions

4.3 Regulatory Support

The regulatory representation on the HASQARD Focus Group may provide regulatory positions with respect to requirements imposed through their organizations. These regulatory representations may include but are not limited to the following:

- Assist in the interpretation of regulatory requirements.
- Attend the HASQARD Focus Group meetings to understand the Hanford site position and

direction for the implementation of quality requirements.

5.0 MEETINGS

Meetings are scheduled a minimum two weeks in advance and typically held monthly. More frequent meetings may be scheduled and held in order to accomplish scheduled activities and milestones. The additional meetings are considered Working Group meetings and require only the attendance of those associated with the subject work activity.

The Chairperson provides an agenda one week prior to each HASQARD Focus Group meeting. The agenda includes items to come before the group for vote. Agendas are optional for the Working Group meetings. Agendas typically include:

- Review and approval of previous meeting minutes
- Actions for the HASQARD Focus Group
- Status of open actions
- General Discussion Items
- Around the table

Meeting minutes are issued within seven working days of the meeting.

HASQARD Charter Organizational Approvals

Organization

Date

Concurrence:

 3-23-2010

Mission Support Alliance Analytical Services

 26 March 2010

Mission Support Alliance Quality Assurance

 3-18-2010

Advanced Technologies and Laboratories International

 3-18-2010

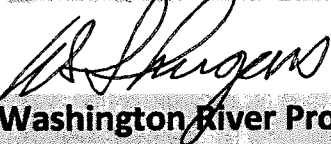
CH2M Hill Plateau Remediation Company Quality Assurance

 4/10/10

Pacific Northwest National Laboratory, Energy and Environment Directorate

 3/29/2010

Washington Closure Hanford Quality Assurance

 3/29/2010

Washington River Protection Solutions Quality Assurance

Approval:

 5/4/10

DOE Richland Operations

 4-27-10

DOE Office of River Protection