

MINUTES

THIRD ANNUAL MEETING Of the DOE Topical Committee on Accreditation

March 21, 2000

Honeywell/Kansas City Plant
Kansas City, MO

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PRELIMINARY AGENDA — TUESDAY, MAR. 21ST (7:45-8:45 A.M.)

NOTE: See Attachment A, Pg. 16 — “Meeting Agenda”

Check-in by registrants

See Attachment B, Pg. 17 — “List of Registrants”

Purpose of this meeting

The purpose of the Third Annual Meeting was to meet and develop creditable recommendations for improving the U.S. accreditation process.

Background for Committee Meeting

Bob Wayland reviewed the development of the accreditation committee and the events leading up to this meeting.

NOTE: Viewgraphs for this presentation available upon request. Contact: dragla@sandia.gov (*Don Ragland SNL/A*)

WORKING GROUP (WG) REPORTS (8:45-9:45 A.M.)

WG Report: Accreditation-Related Activities within DOE

NOTE: Ken Harrison (PNNL) presented the Working Group Report for “Accreditation-related Activities within DOE.”

Members

This WG is composed of the following members:

- Ken Harrison (PNNL), Chair
 - Pat Troeschler (INEEL)
 - Bob Wayland (SNL/A)
 - Claude Stacey (Bechtel)
 - Margaret Legel (NBL)
- Beverly Adams (LMES)

Original task and methods

The WG was tasked with establishing a baseline of the drivers that DOE facilities, laboratories, contractors, etc perform to within the DOE complex.

Originally, the WG drafted a letter and survey form to be sent to all DOE Procurement Managers.

The WG completed the survey, but opted not to use it after conferring with Procurement Managers.

Revised method

Responses from procurement managers indicated that a better method would be to access each facility’s internet site for the information.

- The Integrated Contractors Procurement Team Basic Order Agreement for analytical services contains most of the relevant drivers from DOE, EPA, Consensus Standards, Federal Regulations, etc...

The WG has adopted this method and is currently employing it.

- The WG needs more assistance from the AC to accomplish its goals.
-

Continued on next page

WG Report: Accreditation-Related Activities within DOE, Continued

To be done

Harrison reported that, once the information has been gathered, the WG will need to:

- Perform a redundancy/gap analysis and
- Prepare a white paper of the results.

Concurrently, to save time and effort, the WG needs to coordinate with other groups to determine the extent of their attempts (if any) to derive similar information and/or perform redundancy/gap analyses. The groups are:

- NELAP (National Environmental Lab Accreditation Program).
 - Stan Morton
- NAMP (National Analytical Management Program)
- DOE Environmental Management Consolidated Audit Program

Integrated Safety Management (ISM), PAAA and DOE Order 414.1A impact approximately 95% of DOE sites. The WG needs to know which are not impacted, and why.

NOTE: Viewgraphs for this presentation available upon request. Contact: dragla@sandia.gov (*Don Ragland SNL/A*)

WG Report: Interfacing with External Accreditation Activities

NOTE: Roger Burton (Honeywell/KC) presented this report, in lieu of Dick Pettit (SNL/A), Chair.

DOE membership in NACLA

Currently, there is no DOE representation on the NACLA Board of Directors.

- Bob Loesch, DOELAP program:
 - Might run in the future for the NACLA Board of Directors; lack of funds prevent it at this time.
 - Might want NACLA to recognize DOELAP in the future.
 - Might use Proficiency Test Results

 - Rick Serbu, TSPO: No funds to join NACLA at this time.

 - The following organizations have joined NACLA:
 - Oak Ridge National Laboratories (ORNL)—Bob Effler
 - Idaho National Environmental & Engineering Laboratory (INEEL)—Harry Moody
 - Pacific Northwest National Laboratory (PNNL)—Ken Harrison
 - [In process] New Brunswick Laboratory (NBL)—Margaret Legel
-

Environmental commercial laboratory evaluation program (IG Audit)

- Audit finding resolved.
 - New “Consolidated Audit Program”
 - Field offices share oversight data
 - NAMP Formed to provide DOE radiological measurement assurance
 - Will use NELAC & NACLA as appropriate
-

Internal and external accreditation groups

The WG identified the following groups with which to interface:

- Internal (DOELAP; DAM; HPIC; NAMP; etc.)
 - External (NVLAP; A2LA; NACLA; NELAC; NCSL; ISO; etc.)
 - Need to develop interfacing processes and goals before proceeding further.
-

WG Report: Communications

Establish a web site

Don Ragland reported for Laura Kelly (LANL), Chair.

The Communications WG was tasked at the Second Annual Meeting with establishing an Accreditation web site before the Third Annual Meeting.

- Laura Kelly (LANL), Peggy Gautier (LANL) and Don Ragland (SNL/A) compiled the content.
- Donovan Porterfield (LANL) prepared all content for publication on the internet.
- Byron Christiansen (INEEL) prepared the graphics.
- The Metrology Committee web site was used as a “strawman.”
- The “*Capabilities*” section of the web site is not populated.
 - This should be an Action Item for the AC.

The web site resides on an external server at SNL/A and can be accessed at:

<http://www.sandia.gov/accreditation>

New Secretariat Introduced

New Secretariat Introduced Bob Wayland (SNL/A) resigned as Secretariat. He has retired.

Don Ragland (SNL/A) was selected by the Accreditation Steering Committee to succeed Wayland as Secretariat.

OPEN FORUM (9:45—11:30 A.M.)

List of Issues Reviewed/Considered by the AC during Open Forum

List of issues reviewed and considered

The AC identified the following issues that needed to be considered for improving the U.S. accreditation process.

1. Need to continue development of the “Capabilities” matrix on the web site.
 2. Issues exist that affect our customers, both nationally and internationally, due to the lack of coordinated accreditation activities.
 3. Need exists for a universally recognized theme for marketing (championing) accreditation. Who is the customer?
 4. Need to develop procedures/goals for interfacing with internal and external accreditation activities
 5. Need to coordinate efforts with other accreditation committees.
 6. Need to matrix all DOE drivers.
 7. How do we educate DOE regarding accreditation from the metrology standpoint?
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List of issues reviewed and considered, *continued*

8. Need to establish effective working relationships with other government agencies.
 9. What is the ISO tie-in? Does one exist?
 10. Should we remove the internal/external barrier? (Overlap)
 11. Need to find the champions/stakeholders for promoting laboratory accreditation.
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Summary of the List of Issues Reviewed/Considered by the AC during Open Forum

Three summarized issues

After debate, the AC selected the following three areas to be considered for Action Items in 2000:

- Who are the accreditation champions?
 - Continued development of the accreditation matrix (Accreditation Activities within DOE working group: Ken Harrison, Chair)
 - NACLA / DOE relations
-

Three Identified Actions to Address the List of Issues Reviewed/Considered by the AC during Open Forum

Who are the champions?

The AC agreed upon the following actions to be taken to establish/identify accreditation champions:

- Obtain information for the driver matrix being developed by the working group responsible for the matrix.
 - Perform a gap/redundancy analysis (utilize the matrix).
 - Prepare a white paper.
 - Gather materials for marketing the AC activities to champions.
 - AC Charter
 - AC's NACLA Support Statement
 - Establish whom to approach.
 - Use matrix results to solicit support.
 - Prepare a presentation for each DOE facility's upper mgmt and/or make presentation ourselves.
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Continued development of accreditation matrix

The AC agreed upon the following actions to be taken:

- Complete the matrix
 - Ken Harrison, Chair requested a "call for volunteers" via the AC database to assist him in completing the matrix
 - Gary LaBruyere (INEEL) volunteered to assist.
 - Market the matrix results to the identified accreditation champions
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NACLA/DOE relations

The AC agreed upon the following actions to be taken to address methods for interacting with NACLA:

- Re-establish DOE link with NACLA/Identify possible methods/Select a method.
 - Suggestions:
 - Monitor NACLA web site regularly & make reports to Dick Pettit.
 - NIST (Ernie Garner) monitor NACLA personally and report to Pettit.
 - An accreditation member can attend NACLA meetings and maintain DOE accreditation input [join a NACLA committee(s)]
 - Determine NACLA election criteria and schedules.
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OPEN FORUM: WORKING GROUPS (1:00—4:00 P.M.)

WG 1(a): Internal DOE Accreditation Activities

Complete the DOE drivers matrix

Gary LaBruyere (INEEL), Chair
 Ken Harrison (PNNL)
 Beverly Adams (LMES)
 Margaret Legel (NBL)
 Byron Christiansen (INEEL)
 Steve Howard (MND)

The following table illustrates the Action Items for 2000—2001 that will be performed to complete the DOE Drivers Matrix:

Action Item: Complete the DOE Drivers Matrix for Accreditation					
Deliverable	Responsible	Interfaces/Support	Needed Resources	Due Dates/ Milestones	Barriers, Questions
1. Gather information for the Matrix	G. LaBruyere (INEEL)	K. Harrison (PNNL)	B. Christiansen of INEEL All of WG	8/13/00	
2. Perform a Gap/Redundancy Analysis	K. Harrison	WG		10/01/00	
3. Prepare a White Paper	LaBruyere	D. Ragland (SNL/A)	Peer Review	12/1/00	

WG 1(b): Internal DOE Accreditation Activities

Market the DOE drivers matrix

The following table illustrates the Action Items for 200-2001 that will be performed to market the DOE Drivers Matrix:

Action Item: Market the DOE Drivers Matrix for Accreditation					
Deliverable	Responsible	Interfaces/Support	Needed Resources	Due Dates/ Milestones	Barriers, Questions
1. Gather materials for marketing	K. Harrison (PNNL)	Secretariat		1/15/01	
2. Identify whom to approach for marketing	K. Harrison	WG		2/15/01	
3. Solicit support of identified champions	Steering Committee	WG		2001	
4. Prepare a presentation for each site's upper mgmt and/or make presentations ourselves.	(To Be Determined)				

WG 2: Accreditation Activities External to DOE

Re-establish a link with NACLA

This WG is composed of the following members:
 Dick Pettit (SNL/A), Chair
 Roger Burton (Honeywell/KC)
 Beverly Adams (LMES)
 Ernest Garner (NIST)

The following table illustrates the Action Items for 200-2001 that will be performed to re-establish a link with NACLA and make recommendations to DOE:

Action Item: Re-establish a link with NACLA and Make Recommendations to DOE					
Deliverable	Responsible	Interfaces/Support	Needed Resources	Due Dates/Milestones	Barriers, Questions
1. Select a method to interact with NACLA	D. Pettit	Jim Simons (SNL/A)	Adams/Burton input	6/15/00	
2. Monitor NACLA web site & report to the WG	Larry King (SNL/A)	D. Ragland (SNL/A) E. Garner		Ongoing Quarterly Reports	
3. Personally monitor NACLA	E. Garner		D. Ragland (accreditation dB)	Ongoing	

OTHER MATTERS

Fourth Annual Meeting

Site for fourth annual meeting

The members debated a site for the fourth annual meeting and agreed that the next meeting should again be in conjunction with the DOE Metrology Topical Committee annual meeting and the annual meeting of the DOE Standards Laboratory Managers, scheduled for March 2001 at Oak Ridge National Laboratory.

The members also agreed that all three groups should investigate the possibility of holding their next annual meetings at a NASA site, in order to promote interaction with that organization.

Adjournment

The meeting was adjourned at approximately 4:00 p.m., March 21, 2000.

ATTACHMENTS

ATTACHMENT A: Agenda

**DOE
ACCREDITATION COMMITTEE**



3RD Annual Meeting
Kansas City, MO
March 21, 2000

- 7:45 - 8:15 CHECK-IN
- 8:15 - 8:30 **WELCOMING REMARKS**
- 8:30 – 8:45 **Review** of Accreditation Committee Background & Charter / **Summary** of Working Group Action Items B. Wayland (SNL/A)
- 8:45 - 9:45 **WORKING GROUP REPORTS**
- 8:45 – 9:05 Accreditation-Related Activities within DOE K. Harrison (PNNL)
 - 9:05 – 9:25 Interfacing with External Accreditation Activities D. Pettit (SNL/A)
 - 9:25 – 9:45 Communications D. Ragland (SNL/A))
- 9:45 **BREAK**
- 10:00 – 11:30 New Secretariat introduced
- OPEN FORUM:**
“Identify & Discuss Most Pressing Accreditation Issues”
- Facilitators: Wayland
New Secretariat
Ragland
- 11:30 – 1:00 **LUNCH**
- 1:00 – 2:45 Work the issues identified at morning session
OPTIONS: 1) By Breakout Sessions
2) By General Assembly
- Facilitators:
Wayland,
New Secretariat
Ragland
- 2:45 - 3:00 **BREAK**
- 3:00 - 3:30 Reports/Refine Action Items
- 3:30 - 4:30 Re-cap of meeting
Adjourn
- New Secretariat
Closing Matters

ATTACHMENT B: List of Registrants

ATTENDEES

THIRD ANNUAL COMMITTEE MEETING DOE Accreditation

Honeywell/KC
March 20-24, 2000

FIRST	LAST	SITE/LOC	TITLE	TELEPHO	E-MAIL
Beverly	Adams	LMES/Y-12	Quality Manager	423-241-	bua@ornl.gov
David	Baker	AFMETCA	Deputy Director, Metrology	740-788-	david.baker@afmetcal.
David	Bottrell	DOE/HQ	Chemist	301-903-	david.bottrell@em.doe.
Roger	Burton	HONEYWE	Mgr, Engineering Projects	816-997-	rburton@kcp.com
Alan	Clune	AFMETCA	Special Ass't to the Deputy	740-788-	alan.clune@afmetcal.af
Robert	Effler	ORNL	Supervisor - Maintenance	423-574-	efflerrpjr@ornl.gov
Ernest	Garner	NIST	Deputy Chief, Calibration	301-975-	ernest.garner@nist.gov
Kennet	Hanks	SNLA	Manager, SNL Tech Stds	505-845-	kwhanks@sandia.gov
Kennet	Harrison	PNNL	Senior Quality Engineer	509-372-	ke.harrison@pnl.gov
Steve	Howard	MND	Supervisor, Environmental	937-865-	howasl@doe-md.gov
Larry	King	SNLA	ES&H/Q Coordinator	505-845-	wlking@sandia.gov
Gary	LaBruyer	INEEL	Sr. Engineer, Radiation Health	208-526-	xag@inel.gov
Joseph	Madrid	HONEYWE	Metrology Services Manager	816-997-	jmadrid@kcp.com
Todd	McIntyre	SAIC	Analytical Chemistry Mgmt.	301-924-	mcintyret@saic.com
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