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Meeting Minutes – Approval

M-035-09 Biennial Assessments of Information and Data Access Needs with EPA and Ecology Project Manager Meeting

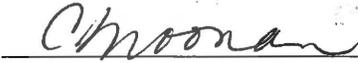
Federal Building
Richland, Washington
December 9, 2015

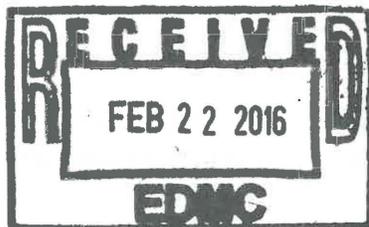
The undersigned indicate by their signatures that these meeting minutes reflect the actual occurrences of the above dated meeting. Signatures denote concurrence with content only and do not imply agreement or commitments

Approval:  Date: 2/18/16
Ben Ellison, Project Lead
U.S. Department of Energy,
Richland Operations Office

Approval: N/A Date: _____
Dave Einan, Project Manager
U.S. Environmental Protection Agency

Approval:  Date: 2/18/16
Adam Palomarez, Project Manager
Washington State Department of Ecology

Minutes Prepared by:  Date: 2/18/16
Carolyn Noonan
Mission Support Alliance, LLC



Project Manager Meeting

M-035-09: Biennial Assessments of Information and Data Access Needs with EPA and Ecology

825 Jadwin Avenue, Rm. 359,
12/09/2015, 09:00

Attendees: RL: Cliff Clark, Ben Ellison, Ben Vannah, Allison Wright; ORP: Bryan Trimberger;
ECY: Adam Palomarez; MSA: Carolyn Noonan, Rob Piippo, Michael Turner

Not present: EPA: David Einan

Minutes

1. Agency Assessments of Information and Data Access Needs

The parties discussed the Visitor Hanford Computer Access Request (VHCAR) process, which had been updated following a 2014 kaizen. The Washington State Department of Ecology (ECY) requested that the VHCAR process be updated to include, at minimum, an automated email response to ECY Hanford Local Area Network (HLAN) account requests. ECY also requested the ECY M-035 Project Manager be copied on other emails pertaining to ECY staff data access requests, statuses, any issues or problems being worked, etc. ECY also requested to be notified and the website be updated when the VHCAR process or associated forms are updated.

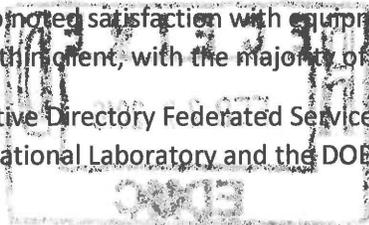
The parties discussed the appropriate name to complete the manager field for ECY employees in PeopleCore, the Account Management System, and PopFon.

Because ECY employees frequently call the internal Hanford Site helpdesk, and given the internal helpdesk's focus on internal HLAN processes, ECY requested an assistance contact list for account activation, database administration, etc. for ECY users.

ECY also requested that the U.S. Department of Energy (DOE) Richland Operations Office (RL) review the group management protocol for new ECY access requests. The parties discussed establishing a turnaround time expectation for HLAN access requests in order to measure effectiveness of data management processes. Agreement to such a timeframe was not achieved, with RL citing limited resources.

Overall, ECY reported satisfaction in the ability to access and find databases and information. ECY noted the splash screen/portal with relevant TPA links is no longer the default webpage on ECY staff logins. ECY also noted satisfaction with equipment infrastructure, and reported currently using only one thin client, with the majority of staff accessing HLAN via remote access.

The parties discussed Active Directory Federated Services capabilities, which RL will be testing with Pacific Northwest National Laboratory and the DOE Headquarters in the coming year.



2. Status of the Strategic Data Management Plan DOE/RL-93-69 Rev. 5

RL has initiated a review and update of DOE/RL-93-69, *Tri-Party Agreement Databases, Access Mechanism, and Procedures*, Rev. 5. When completed, the update will reflect changes to the HLAN access request process.

3. Documents to be Submitted to the Administrative Record

No documents were presented for submittal to the Administrative Record.

4. Schedules

- Next M-035-09 Project Manager Meeting: 01/26/2016
- Milestone M-035-09, "Propose implementation schedules (TPA milestones) for enhancements identified during agency information and data access needs assessment," due 03/31/2016
- Brief River Corridor/Central Plateau Quarterly Milestone Review: 03/17/2016

5. Status of Previous Agreements and Commitments

Action	Actionee	Status
Schedule a meeting to discuss the VHCAR process	Ellison	In process
Provide an HLAN assistance contact list, including POCs for HLAN to ECY	Ellison	In process
Schedule next M-035-09 PMM	Turner	Complete

Distribution

A.L. Palomarez	ECY	H0-57
S.R. Einan	EPA	A4-19
B.R. Trimberger	ORP	H6-60
C.E. Clark	RL	A5-19
B.A. Ellison	RL	A6-35
B.W. Vannah	RL	A5-11
A.K. Wright	RL	A5-19
C.P. Noonan	MSA	A3-01
R.E. Piippo	MSA	A3-01
M.J. Turner	MSA	A3-01
Administrative Record (M-035-09, M-035-09J)		H6-08