

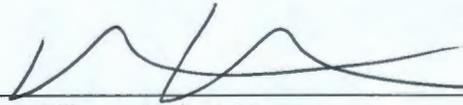
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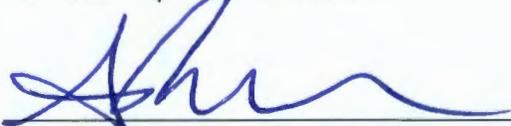
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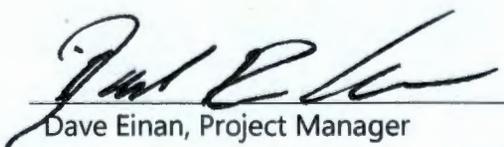
Meeting Minutes – Approval M-035-09 Project Manager Meeting

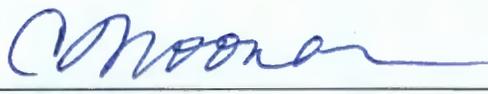
September 4, 2018 10:00-11:00 am
2420 Stevens Center Room, Room 328

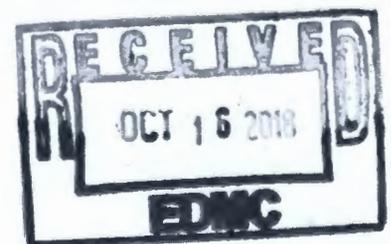
The undersigned Tri-Party Agreement (TPA) Project Managers indicate by their signatures that these meeting minutes reflect the actual occurrences of the above dated meeting. Signatures denote concurrence with content only and do not imply agreement or commitments.

Approval:  Date: 10/11/18
Ben Ellison, Project Manager
U.S. Department of Energy,
Richland Operations Office

Approval:  Date: 10/15/18
Adam Palomarez, Project Manager
Washington State Department of Ecology

Approval:  Date: 10/16/18
Dave Einan, Project Manager
U.S. Environmental Protection Agency
Hanford Office

Minutes Prepared by:  Date: 10/10/18
Carolyn Noonan
Mission Support Alliance, LLC



M-035-09L

Attendees: Cliff Clark (RL ESQ), Ben Ellison (RL SEI), Kathy Higgins (AMRP); Bryan Trimmerger (ORP); Will Deluna, Adam Palomarez (Ecology); Carolyn Noonan, Brittany Scales (MSA)

Agenda: Enclosure

Minutes:

1. Approval of the last PMM Meeting Minutes

MSA sent draft minutes to SEI on August 7. SEI indicated that the minutes are being reviewed. When the review is complete, MSA will route for informal comment before routing for final signature.

2. TPA Database Access Form

MSA explained that during the July PMM, Ecology reported a nearly 2-month turnaround time to get an employee's VHCAR form approved, and asked for SEI's help to identify the apparent flaw in the VHCAR approval process. SEI had also taken the action to identify next steps to ensure the employee could access information he was approved to access. SEI and Ecology explained that they had resolved the issue, and agreed that this action (action 4) could be closed.

ESQ stated that this item is mislabeled, and instead of "TPA Database Access Form," the item should reference the VHCAR form and process.

3. Status of Actions Tracking List

Action 1 – Centralized Operating Record for Ecology and EPA Access

MSA stated that DOE had issued letters requesting impact assessments associated with establishing a centralized operating record in IDMS to MSA, CHPRC, and WRPS.

MSA explained that their response is due to DOE September 13, and that CHPRC and WRPS received their letters and extensions much later.

ESQ described ongoing conversations with DOE Contracts staff, and the intent to halt the response process until the contractors and DOE can meet, discuss, and agree to what constitutes an operating record file, what document types should be included in the IDMS folder, etc. Thereafter, ESQ explained DOE and Ecology needed a common understanding on the content of operating records before the contractors provided responses to DOE's request.

MSA explained that they were working to contract direction, and unless that contract direction changed, the deliverable date of September 13 would be met. SEI suggested that the contractors agree on a date that would accommodate a cohesive, coordinated response, and propose that date to RL. SEI is concerned that MSA's short turnaround time may yield a

poor-quality product that would require rework. Action 1 will remain open. (Action 1 to be renamed 2018.06.001 in future action tracking tables.)

Action 2 – Identify point of contact for Bechtel operating records delivery for DOE

Ecology and RL (SEI) stated that this action was not really necessary at this time, and the item could be closed. Instead, Ecology explained that permitting staff had not yet provided feedback on whether or not they felt their access to WTP's operating records was sufficient and was awaiting input. ORP explained that WTP did not have any actual operating records, because WTP activities are not covered by the RCRA permit, rather RCRA generator standards. MSA explained that RL (SEI) had provided guidance that contractors were to include documents associated with RCRA generating activities in the operating record impact assessment. RL (ESQ) reiterated the need for all DOE divisions, all of the contractors, and Ecology to come to agreement on what document types will be included in the IDMS area. Additionally, Bechtel's operating records will need to be re-evaluated when the facility is closer to completion.

Action 2 will be closed. MSA will add a new action for Ecology to verify whether or not permitting staff are satisfied with their current access to operating record files to adequately capture the concern (2018.09.001).

Action 3 – Verify if operating records are reviewed for WAI

ORP explained that WAI, like Bechtel, operates under RCRA generator requirements. Ecology explained that they confirmed WAI operating records should be included in WRPS records. Action 3 will be closed.

Action 4 – Provide Ecology the details necessary to obtain access to the information Jay Decker was approved for

Reference discussion under minutes' item 2, "TPA Database Access Form." Action 4 will be closed.

Action 5 – Verify adequate access to Bechtel's operating records

Ecology explained that this action was associated with Action 2. Action 5 will be closed.

Action 6 – Verify the WAI records for the 222-S Laboratory records are accessible and adequate

The parties agreed that this action is synonymous with Action 3, which will be closed. Action 6 also will be closed.

Action 7 – Schedule follow-up PMM to be held in August 2018

MSA completed this action item, and will add two new calendar items: a status update teleconference or email during the first week of October, and a project manager meeting

during the first week of November. Action 7 will be closed, and a new action created (2018.09.002).

4. Final Steps for M-035-09K Milestone

M-035-09K schedule extension

MSA asked the project managers if a 60- or 90-day extension would be sufficient to close the action items related to establishing a centralized operating record for Ecology access. (Ecology previously indicated they would not consider the milestone complete until they felt their concerns about access to operating records were satisfactorily addressed.) DOE explained that because WRPS and CHPRC received 60-day extensions, a milestone extension of 60 days may not be sufficient. Ecology explained that 9 months had passed since the initial biennial meeting, stated an unwillingness to extend the milestone indefinitely, and explained that visible progress needed to be made or the issue would be elevated to the IAMIT. The parties agreed that a 90-day milestone extension should be processed. MSA took the action to draft a change control form and route it informally before routing for signature (2018.09.003).

M-035 quarterly slides (9/20/2018)

MSA discussed updating the July quarterly slides as follows:

- Change milestone due date on slide 2 to December 31, 2018
- Delete slide 3.

MSA took the action to update the presentation and send to DOE and Ecology for comment (2018.09.004).

Next PMM

MSA took the action to schedule a status update email or teleconference the first week of October, and a project manager meeting the first week of November (2018.09.002).

5. Around the Room

MSA presented the draft IAMIT determination related to inclusion of air and water permitting documents in the Administrative Record system. The draft had been prepared by MSA, and included markup from SEI and Ecology. ESQ stated a concern with including commitments related to activities regulated by the *Clean Water Act* and *Clean Air Act* in an IAMIT determination. Because work performed to maintain compliance with these acts is not governed by the Tri-Party Agreement, ESQ recommended pursuing either a memorandum of agreement or memorandum of understanding to document the Parties' agreement. MSA took the action to discuss with Legal staff the preferred approach to document this agreement. ESQ clarified that the concern was not related to the inclusion of

records in the system, rather the concern was related to how the agreement was documented.

6. New Agreements and Commitments

No.	Action	Actionee	Due Date
2018.09.001	Verify whether or not Ecology permitting staff are satisfied with their existing access to BNI operating records	Ecology	10/09/18
2018.09.002	Schedule teleconference first week of October and PMM first week of November	MSA	10/09/18
2018.09.003	Draft and route change control form extending milestone due date 3 months	MSA	10/09/18
2018.09.004	Update quarterly milestone slides and route for review	MSA	10/09/18
2018.09.005	Discuss with Legal the use of an MOU or MOA to document the Parties' agreement to include air and water permitting documents in the Administrative Record	MSA	10/09/18

Agenda
M-035-09K Project Manager Meeting

September 4, 2018 10:00-11:00 am
2420 Stevens Center Room, Room 328

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

- 1. Approval of the last PMM Meeting Minutes**
- 2. TPA Database Access Form**
- 3. Status of Actions Tracking List**
- 4. Final Steps for M-035-09K Milestone**
 - M-035-09K Status – schedule extension
 - M-035 Quarterly Slides (9/20/2018)
 - Next PMM
- 5. Around the room**

**M-035-09 Project Manager Meeting
Action Tracking List**
September 4, 2018

No.	Action	Actionee	Due Date	Status
1	Centralized Operating Record for Ecology and EPA Access	DOE	6/21/2018	DOE issued letter the following letters requesting impact assessments for establishing a centralized operating record in IDMS: <ul style="list-style-type: none"> • 18-SEI-0119 to MSA dated June 21, 2018 • 18-SEI-0118 to CHPRC dated July 17, 2018 • 18-CPM-0097 to WRPS dated July 30, 2018 This action will be renumbered 2018.06.001.
2	Identify point of contact for Bechtel Operating Records delivery for DOE	DOE	6/19/2018	Closed September 4, 2018. Reference September meeting minutes.
3	Verify if Operating Records are reviewed for WAI	Ecology	6/19/2018	Closed September 4, 2018. Reference September meeting minutes.
4	Provide Ecology the details necessary to obtain access to the information Jay Decker was approved for	DOE	08/16/2018	Closed September 4, 2018. Reference September meeting minutes.
5	Verify adequate access to Bechtel's operating records	Ecology	08/16/2018	Closed September 4, 2018. Reference September meeting minutes.
6	Verify the WAI records for the 222-S Laboratory records are accessible and adequate	Ecology	08/16/2018	Closed September 4, 2018. Reference September meeting minutes.
7	Schedule follow-up PMM to be held in August 2018	MSA-TPA	05/31/2018	Completed/closed.