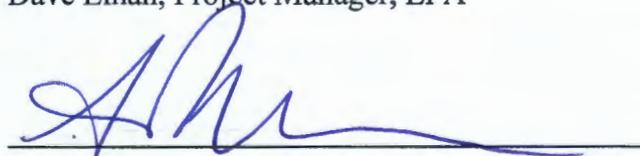


Meeting Minutes – Approval**M-035-09 Biennial Assessments of Information and Data Access Needs with EPA
and Ecology Project Manager Meeting
Federal Bldg
Richland, Washington
12-13-13**

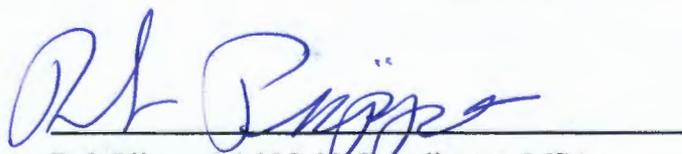
The undersigned indicate by their signatures that these meeting minutes reflect the actual occurrences of the above dated meeting. Signatures denote concurrence with content only and do not imply agreement or commitments.


Date: 2/18/2014
Ben Ellison, Project Lead, DOE-RL

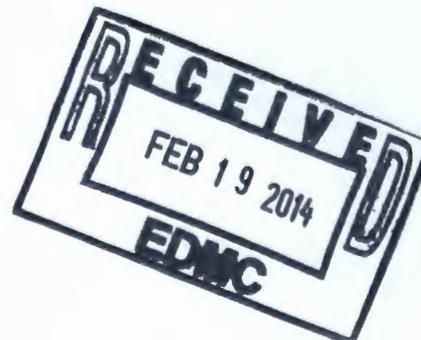

Date: 18 Feb '14
Dave Einan, Project Manager, EPA


Date: 2/18/2014
Adam Palomarez, Project Manager, Washington State Department of Ecology

Contractor Concurrence


Date: 2-18-14
Rob Piippo, M-035-09 Coordinator, MSA

Purpose: Discuss M-035-09 related topics
The attached minutes are comprised of the following:
Attachment 1 - Meeting Agenda / Minutes
Attachment 2 - Actions
Attachment 3 - Attendance List
CC: Admin Record, M-035-09



Attachment 1
M-035 Biennial Assessments of Information and Data Access Needs with EPA
and Ecology Project Manager Meeting
Federal Bldg
Richland, Washington
12-13-13

Meeting Minutes

1. Review of TPA 9.6 Data Access and Delivery Requirements

The requirements of the TPA noted above were reviewed with a discussion on the TPA project manager meeting (PMM) process along with MSA TPA roles and responsibilities in administration of the PMM. It was agreed to conduct formal TPA PMMs documenting actions in the Biennial review of data needs.

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

The status of the document was discussed and it was agreed that it should be included into TPA Appendix F as section 9.6.2 identifies that it should be identified in the Appendix. The Ecology TPA Lead was contacted per telecom and agreed that the document should be listed in Appendix F via the processing of a TPA change control form and was in agreement with performing formal TPA PMMs. It was pointed out that the document was not in the Administrative Record (AR) and should be placed into the AR. The PMs agreed and authorized MSA TPA to place the document into the AR.

3. Update on Agency assessments of information and data access needs

The PMs discussed each agency's data access needs and the changes that have occurred in technology and systems since the last time they met to conduct a biennial assessment of information and data needs. DOE identified three actions that were agreed to be documented in the action tracking table in attachment 2. DOE also agreed to evaluate the Strategic Data Management Plan and make suggestions for its improvement at the next PMM.

4. Action Item Status

Three action items were agreed to be established by the project managers noted below.

5. Documents to be submitted to the Administrative Record

Strategic Data Management Plan DOE/RL-93-69 Rev 5

6. Next meeting (date and time):

Attachment 2

Action Tracking

<u>Action #</u>	<u>Responsible Party</u>	<u>Description</u>	<u>Status</u>
1	Ben Ellison	Provide Work Flow and Shared Area information and swap a thin client to Ecology for a trial	2/13/14
2	Rob Piippo	Draft a TPA change control form for Project Manager review to modify TPA Appendix F adding DOE/RL-93-69	2/13/14
3	Rob Piippo	Place the Strategic Data Management Plan DOE/RL-93-69 Rev 5 into the AR	12/11/13 Complete

Attachment 3

Attendance List

Name	Organization
Ben Ellison	DOE-RL
Dave Einan	EPA
Adam Palomarez	Ecology
Cliff Clark	DOE-RL
Rob Piippo	MSA