

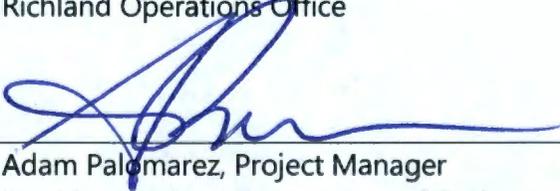
Meeting Minutes – Approval

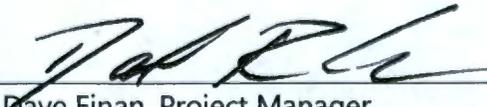
M-035-09 Project Manager Meeting

November 8, 2018, 09:30 – 10:30 a.m.
2420 Stevens Center Room, Room 224

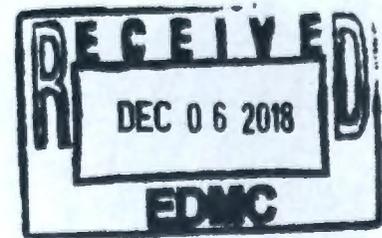
The undersigned Tri-Party Agreement Project Managers indicate by their signatures that these meeting minutes reflect the actual occurrences of the above dated meeting. Signatures denote concurrence with content only and do not imply agreement or commitments.

Approval:  Date: 11/29/18
Ben Ellison, Project Manager
U.S. Department of Energy,
Richland Operations Office

Approval:  Date: 11/30/18
Adam Palomarez, Project Manager
Washington State Department of Ecology

Approval:  Date: 11/28/18
Dave Einan, Project Manager
U.S. Environmental Protection Agency
Hanford Office

Minutes Prepared by:  Date: 11/28/18
Carolyn Noonan
Mission Support Alliance, LLC



Attendees: Attachment 1

Agenda: Attachment 2

Action List: Attachment 3

Minutes:

1. Approval of the Last Project Manager Meeting Minutes

MSA explained that the July and September project manager meeting (PMM) minutes were posted in the Administrative Record on October 18, 2018.

2. Tri-Party Agreement Database Access Form

MSA explained that per the September meeting minutes, Ecology's issues associated with the Visitor Hanford Computer Access Request (VHCAR) form and process appeared to have been resolved, and asked if the project managers wanted to keep the standing agenda item. Ecology described a recent VHCAR request, for which the employee did receive an approval email notification. The email included instruction for the employee to pick up his/her Logical Access Control System (LACS) card, but did not explain how or where to do so. Ecology requested that the notification email be revised to include additional instruction on the process for obtaining the LACS card (e.g., take two forms of identification to 1979 Snyder). MSA took the action to update the notification email. **(2018.11.001)**

3. Status of Action Tracking List

2018.06.001 Centralized Operating Record for Ecology and EPA Access

MSA described a meeting held on November 7 with RL, ORP, MSA, CHPRC, and WRPS, the purpose of which was to discuss activities surrounding DOE's letters of direction for the contractors to prepare impact assessments associated with a centralized operating record in the Integrated Document Management System (IDMS). MSA explained that DOE's goal had been to reach agreement on what constitutes operating record files, and discuss a folder structure and metadata that would provide value. DOE initially had hoped for a coordinated contractor response, but because of the lag between letter issuance and differing contracting approaches, the coordinated response was no longer possible. MSA explained that during the meeting, CHPRC and WRPS stated they had requested clarification on their respective letters of direction, but had not received responses. MSA continued that RL had reported having provided responses to the respective contracting officers, and took the action to ensure the responses were disseminated. MSA explained that the MSA impact assessment was submitted in September.

The PMM attendees discussed the use of IDMS versus a different records management system, and both Ecology and RL project managers stated the operating record files will be

shared in IDMS. RL explained that one of the contractors believed the request was simply to copy files already going into IDMS into a separate IDMS location. RL and Ecology both indicated that copying records would be problematic, that Ecology's access must include access to the official record copies for auditing purposes.

The group discussed official use only information, which Ecology claimed rights to access through established procedures. The group continued discussion on personally identifiable information, which DOE is obligated to protect.

ORP asked Ecology which documents they are having trouble accessing. Ecology stated that irrespective of which documents Ecology inspectors were having trouble accessing, Tri-Party Agreement section 9.6.2 states that Ecology has the right to access "all data that is relevant to work performed, or to be performed, under the Agreement," that IDMS contains data relevant to work performed under the TPA, and therefore Ecology has the right to access IDMS.

Ecology expressed dissatisfaction at the lack of progress towards a solution, and stated that neither he nor Ecology management wanted to extend the milestone.

MSA took an action to inquire about the most requested document types during Ecology inspections, in an attempt to determine if any of these "high-priority" items might qualify for a categorical exclusion from the clearance process. (2018-11-02) Ecology took an action to confer with Ecology inspection staff and identify the document types they are most interested in accessing to help inform MSA's action. (2018-11-03)

2018.09.001 Verify whether or not Ecology permitting staff are satisfied with their existing access to BNI operating records

Ecology and ORP discussed that because BNI is not yet operating, there are no operating records. Ecology described how during the startup and commissioning process, the facility will move in and out of operations, and the affected contractors will have to develop a process that ensures Ecology can access their records. RL described the Hanford Local Area Network/BNI network challenges, and explained that the contractor is already expected to send documents produced on or for the project to ORP. This action will remain open.

2018.09.002 Schedule teleconference first week of October and PMM first week of November

This item was completed September 5, 2018, and will now be closed.

2018.09.003 Draft and route change control form extending milestone due date 3 months

This item was completed September 4, 2018, and will now be closed.

2018.09.004 Update quarterly milestone slides and route for review

This item was completed September 4, 2018, and will now be closed.

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

This item has been overcome by events and will be closed. The M-035-09 project managers pursued an Interagency Management Integration Team determination, which was signed by the TPA signatories on October 18, 2018. The determination is in the Administrative Record at <https://pdw.hanford.gov/arpir/index.cfm/viewDoc?accession=0064551H>.

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

Ecology described brainstorming ideas on how to close the milestone before its due date, expressing that Ecology may consider closing the milestone if DOE provides a very well laid out plan for contractors to establish a centralized operating record file structure in IDMS, including budget and schedule. However, Ecology stated that, in addition to the plan and schedule, an interim solution would have to be in place before Ecology would consider the milestone complete.

MSA proposed that the attendees that the meeting attendees connect the next week via phone, and took the action to coordinate the call. (2018.11.04)

5. Upcoming Dates

MSA stated the next project manager meeting is scheduled for December 6, 2018, at Ecology's office, and the next Central Plateau/River Corridor quarterly milestone review is scheduled for December 20, 2018. MSA provided a copy of the last quarterly review slides for the project managers to consider (Attachment 4). Ecology noted there likely will be significant changes to the slides for the December 20 meeting.

6. Around the Room

No additional topics were discussed.

7. New Agreements and Commitments

No.	Action	Actionee	Due Date
2018.11.001	Update the VHCAR approval notification email to include specific instructions for retrieving LACS cards.	MSA	12/06/18

No.	Action	Actionee	Due Date
2018.11.02	Inquire about the most frequently requested document types during Ecology inspections, and determine if any of these "high-priority" items might qualify for a categorical exclusion from the clearance process.	MSA	12/06/18
2018.11.03	Confer with Ecology inspection staff and identify the document types they are most interested in accessing to help inform MSA's action.	Ecology	12/06/18
2018.11.04	Schedule status call	MSA	11/15/18

Meeting Attendees
M-035-09K Project Manager Meeting

November 8, 2018 9:30-10:30 am
2420 Stevens Center Room, Room 224

Name	Organization
Adam PALOMAREZ	Ecology
Kaelly Higgins	DOE
Will deLuca	Ecology
Bryan Trimberger	OPP
Ben Ellison	DOE
Cardyn Norman	MSA

Agenda

M-035-09K Project Manager Meeting

November 8, 2018 9:30-10:30 am

2420 Stevens Center Room, Room 224

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 Action Tracking List**
- 4. Final Steps for M-035-09K Milestone**
 - Schedule currently extended through December 31, 2018.
 - Actions for closure?
- 5. Upcoming Dates**
 - Next PMM scheduled for December 6, 2018, at Ecology's office.
 - Next CP/RC quarterly meeting is scheduled for December 20, 2018.
- 6. Around the room**

M-035-09 Project Manager Meeting

Action Tracking List

November 8, 2018

No.	Action	Actionee	Due Date	Status
2018.06.001	Centralized Operating Record for Ecology and EPA Access	DOE	06/21/18	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 on 06/21/18 • 18 SEI 0118 to CHPRC on 07/17/18 • 18-CPM-0097 to WRPS on 07/31/18
2018.09.001	Verify whether or not Ecology permitting staff are satisfied with their existing access to BNI operating records	Ecology	10/09/18	In process.
2018.09.002	Schedule teleconference first week of October and PMM first week of November	MSA	10/09/18	Completed 09/05/18.
2018.09.003	Draft and route change control form extending milestone due date 3 months	MSA	10/09/18	Completed 09/04/18.
2018.09.004	Update quarterly milestone slides and route for review	MSA	10/09/18	Completed 09/04/18.
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	Closed. The project managers moved forward with IAMIT determination 2018-008, which was placed in the Administrative Record/Public Information Repository on 10/18/18.



M-035-09

RICHLAND
OPERATIONS OFFICE

United States Department of Energy

*Conduct Biennial Assessments of Information
and Data Access Needs*

M-035-09K Milestone



- “Conduct biennial assessments of information and data access needs with EPA and Ecology. DOE will propose implementation schedules (TPA Milestones) for enhancements as a result of the biennial assessments”.
 - Due 3/31/98 (and biennially thereafter).
- M-035-09K DOE is requesting an additional 3 month extension until 12/31/2018



