

# Tri-Party Agreement Milestone M-035-09


## Project Manager Meeting Minutes


### July 31, 2024




#### SIGNATURES:

In accordance with the Tri-Party Agreement Section 4.1, Project Manager Role, any agreements and commitments resulting from the meeting will be prepared and signed by all parties as soon as possible after the meeting. The undersigned indicate by their signatures (or their delegate's signature) that these meeting minutes reflect the actual discussion during this meeting. Signatures denote concurrence with the agreements and commitments resulting from this meeting and do not imply agreement with statements made during this meeting. Attachments to these meeting minutes are provided for informational purposes only.

Approval:  Kaylin W. Burnett  
2024.08.01 12:35:14 -07'00' Date: \_\_\_\_\_  
K.L. Higgins, DOE Project Manager

Approval: **DeLuna, Will**  Digitally signed by DeLuna, Will (ECY)  
**(ECY)** Date: 2024.08.01 07:34:16 -07'00' Date: \_\_\_\_\_  
G.G. Deluna, Ecology Project Manager

Approval:  Digitally signed by DAVID EINAN  
Date: 2024.08.01 08:02:34 -07'00' Date: \_\_\_\_\_  
D.R. Einan, EPA Project Manager

cc: Administrative Record

# **Tri-Party Agreement Milestone M-035-09 Project Manager Meeting Minutes**

## **July 31, 2024**

### **1.0 WELCOME AND LOGISTICS/FORMAT**

The Tri-Party Agreement (TPA) Milestone M-035-09 Project Manager Meeting (PMM) has been scheduled monthly on the last Wednesday of each month and are held between the U.S. Department of Energy (DOE), Washington State Department of Ecology (Ecology), and the U.S. Environmental Protection Agency (EPA).

This meeting was held remotely via video and telecom, utilizing the Microsoft Office Teams software, a communication and collaboration platform.

For this meeting, Kaylin Burnett was the delegated Project Manager to represent Kathy Higgins for DOE.

The agenda for this meeting is provided in Attachment 1.

### **2.0 STATUS/APPROVAL OF THE PREVIOUS PMM MINUTES**

HMIS noted the last PMM was held on June 26, 2024, and the approved meeting minutes were entered into the Hanford Administrative Record (AR) on July 15, 2024.

### **3.0 STATUS OF TPA M-035 MILESTONES**

HMIS noted that the M-035 series milestones are all on schedule and Milestone M-035-10 is coming due on December 31, 2024.

### **4.0 STATUS OF PREVIOUS AGREEMENTS AND COMMITMENTS**

HMIS noted there was nothing new to report on the M-035 Settlement Agreement requirements for A-023-03, A-023-04, and A-023-05.

### **5.0 STATUS OF ACTIONS**

#### **5.1 Action 2023.10-02, Discuss and Establish M-035 Technical Approach/Pilot Project Status Meetings with Ecology**

During the November 29, 2023 PMM, DOE stated that a letter of direction from the DOE Contracting Office was submitted to HMIS last week and the letter of direction allows HMIS to start work on the technical approach. DOE suggested meeting with HMIS to establish a schedule for the deliverable and then once that schedule is built, then schedule a meeting with Ecology to start the discussions on the details of the technical approach and file structure of the repository. Ecology acknowledged this was a good plan.

At the January 31, 2024 PMM, DOE stated that a team consisting of DOE and One Hanford contractors had met a few times to develop a draft file structure in the Integrated Document Management System (IDMS) and believes the draft file structure would be ready to share with Ecology in approximately two weeks. DOE shared that they plan to schedule a meeting with

## **Tri-Party Agreement Milestone M-035-09 Project Manager Meeting Minutes**

### **July 31, 2024**

Ecology to review the file structure and get Ecology's feedback. DOE noted that they hope to demonstrate the draft file structure in IDMS real-time with Ecology towards the end of February or early March 2024. Ecology acknowledged this was a good plan and referenced an email Ecology received from DOE which described the general idea of the file structure and that it made sense. DOE added that the team was utilizing the Permit as the basis for the file structure and could incorporate compliance schedules to help build and map it. Ecology agreed that seemed like a logical way to build it.

At the February 28, 2024 PMM, DOE noted there is a file structure in place with search capability and was looking forward to sharing progress with Ecology. DOE added that one of the items that came up during the dry run is addressing areas in the repository that are going to have substantially larger volumes of records, like inspections and groundwater data, and DOE noted that any discussion or feedback from Ecology would be appreciated. Ecology stated they were looking forward to the demo and that some key staff are not available on March 6 for the demo but did get alternates that plan to attend. The alternates would take the information back and Ecology would make sure DOE received any questions or feedback and may request an additional demo, if needed. DOE offered Ecology the opportunity to see the demo in-person and noted that a hybrid or online option is also available for the meeting. Ecology responded by saying some staff would prefer the demo in-person and others may prefer to attend the meeting online (via Microsoft Teams).

At the March 27, 2024 PMM, HMIS noted that DOE provided a live demonstration of the IDMS repository to Ecology on March 6, 2024 and then followed up by providing screenshots of the IDMS filing plan and search functionality to Ecology on March 7, 2024. HMIS asked Ecology if Ecology had any comments resulting from the demonstration of the IDMS repository. Ecology responded by saying the information was passed on to their staff and Ecology would provide any comments received back to DOE.

At the April 24, 2024 PMM, the Ecology PM noted that he was communicating via email with DOE on the M-035 Technical Approach/Pilot Project and didn't have anything to add or any issues.

At the May 29, 2024 PMM, the Ecology PM noted he has access and can view the new M-035 Repository in IDMS and that it looked good and plans to share it with the rest of the Ecology staff.

At the June 26, 2024 PMM, Ecology and DOE did not have any updates to report.

At the July 31, 2024 PMM, DOE reported that the contractors are working through procedure changes and DOE will be sending letters to the contractors to get them aligned and implementing the technical approach. DOE also noted the pilot project is on schedule.

#### **5.2 Action 2024.02-01, EPA Access to HLAN and HANDI Database**

During the February 28, 2024 PMM, DOE noted that an email was received from EPA regarding data access needs and asked EPA to share what data access needs they had. EPA stated they were interested in obtaining connection to the Hanford Local Area Network (HLAN) and access to the Hanford Data Integrator (HANDI), which is a TPA-related database identified in [DOE/RL-93-69, Tri-Party Agreement Databases, Access Mechanism, and Procedures, Revision](#)

## **Tri-Party Agreement Milestone M-035-09 Project Manager Meeting Minutes**

### **July 31, 2024**

7. EPA noted they used to have access to HLAN previously, before relocating offices many years ago. HMIS took the action to evaluate EPA's connection to the HLAN, which would provide access to the HANDI database. HMIS also took the action to provide EPA with a link to DOE/RL-93-69, which describes the process for obtaining access to HLAN and the TPA-related databases.

At the March 27, 2024 PMM, HMIS noted the process steps in DOE/RL-93-69 were provided to EPA via email for getting access to HLAN and HANDI and EPA had submitted their Visitor Hanford Computer Access Request (VHCAR) forms to the DOE-RL Host/Sponsor for processing. DOE-RL stated the VHCAR forms are currently being processed. HMIS noted this action would be extended until EPA has access.

At the April 24, 2024 PMM, HMIS noted that EPA was not able to attend this meeting, although, the EPA PM sent an email to DOE on April 22, 2024, requesting an update on the status of the HLAN access they submitted to DOE on March 8, 2024. EPA also noted in their email that if EPA does not see progress soon, they will be looking at enforcement and elevation. HMIS noted that DOE responded via email to EPA, that DOE is working on it, hit a snag they are trying to resolve, hope to have it sorted soon, and apologized for the delay.

At the May 29, 2024 PMM, the DOE PM noted that the VHCAR forms for EPA had been approved and would follow-up with EPA to ensure they were able to access HLAN. DOE agreed this action will remain open until HLAN access is confirmed with EPA.

At the June 26, 2024 PMM, HMIS noted an email was received from the EPA PM, which stated progress has been made on our HLAN access. Ms. McCartney has the account and can get to the virtual machine, but there have been issues getting to applications; it's being worked as a "profile issue" by the Helpdesk. Not quite ready to close out the action item, but significant progress. DOE agreed this action will remain open until HLAN access can be verified with EPA.

At the July 31, 2024 PMM, the EPA PM declared access success to HLAN and HANDI and noted this action item could be closed.

### **5.3 Action 2024.04-01, Ecology Requested Status on VHCAR Form Processing**

During the April 24, 2024 PMM, Ecology requested from DOE a status on VHCAR form processing as some of Ecology's staff were still waiting for VHCAR form approval and HLAN access. DOE took the action to follow-up with Ecology and provide a status.

At the May 29, 2024 PMM, the Ecology PM stated this issue had been resolved and this action could be closed.

At the June 26, 2024 PMM, the Ecology PM noted he would like to leave this action open as they have an individual experiencing delayed access. The Ecology PM noted he would provide the name of the individual via email to the DOE PM to check the status of their VHCAR form.

At the July 31, 2024 PMM, the Ecology PM reported the individual has HLAN access and noted this action item could be closed.

## **6.0 APPROVED CHANGES**

HMIS noted there are no approved changes.

**Tri-Party Agreement Milestone M-035-09 Project Manager Meeting Minutes**  
**July 31, 2024**

**7.0 DOCUMENTS SUBMITTED TO THE HANFORD ADMINISTRATIVE RECORD**

HMIS noted the Jun 26, 2024 TPA Milestone M-035-09 PMM Meeting Minutes (reference [AR-30384](#)) was submitted to the Hanford AR on July 15, 2024.

**8.0 GENERAL DISCUSSION**

HMIS asked the Parties if there were any items they would like to discuss. The Parties did not have any additional discussion items.

**9.0 REVIEW OF TODAY’S ACTIONS/UPCOMING MEETING**

There were no actions captured during this meeting.

No.	Topic	Actions from 07/31/24 Meeting

The next M-035-09 PMM is scheduled for August 28, 2024.

**10.0 LIST OF ATTENDEES**

Brasher, Stephanie	HMIS
Burnett, Kaylin	DOE
Deluna, Will	Ecology
Einan, Dave	EPA
Heidelberg, Don	HLMI
Martinez, Meagan	HMIS
Turner, Michael	HMIS

**Tri-Party Agreement Milestone M-035-09 Project Manager Meeting Minutes**  
July 31, 2024

**ATTACHMENT 1 – AGENDA**

**Agenda**  
**Tri-Party Agreement (TPA) Milestone M-035-09**  
**Project Manager Meeting (PMM)**

July 31, 2024, 11:00 am-12:00 pm  
Virtual via MS Teams

**Milestone M-035-09: Conduct Biennial Assessments of Information and Data Access Needs**

**1. Status/Approval of the Previous PMM Minutes**

- Last PMM was held on June 26, 2024, and the meeting minutes were approved on July 15, 2024, and submitted to the Hanford Administrative Record (reference [AR-30384](#))

**2. Status of TPA M-035 Milestones**

Milestone	Status	Due Date	Milestone Description
M-035-10	On Schedule	12/31/2024	Make Documents/Records/Data Accessible for Building 2403-WD, 219-S Tank System, and TSCR/LAWPS
M-035-11	On Schedule	12/31/2025	Make Documents/Records/Data Accessible for 6 CWC Buildings and 222-S DMWSA
M-035-14	On Schedule	12/31/2025	Make Documents/Records/Data Accessible for the LERF/ETF TSD
M-035-13	On Schedule	TBD	Submit TPA CCF with Enforceable Milestones that follow Technical Approach in Preceding Milestones
M-035-09O	On Schedule	3/31/2026	Conduct Biennial Assessments of Information and Data Access Needs
M-035-09P	On Schedule	3/31/2028	Conduct Biennial Assessments of Information and Data Access Needs
M-035-00	In Program Planning	TBD	Complete Data Management Enhancements

**3. Status of Previous Agreements and Commitments**

- [M-035 Settlement Agreement \(SA\)](#) approved 9/13/2023. Court issued dismissal Order on 9/22/2023, which established the SA "Effective Date" and created the following requirements:

No.	Status	Due Date	Date Complete	Requirement
A-023-03	On Schedule	9/22/2025		Complete Supplemental Environmental Project 1 - Site-Wide Noxious Weed Control Project
A-023-04	On Schedule	9/22/2026		Complete Supplemental Environmental Project 2 - Gable Mountain Project
A-023-05	On Schedule	TBD		Revise TPA Legal Agreement Part Two Article VIII, Paragraph 30, Dispute Resolution Process

# Agenda

## Tri-Party Agreement (TPA) Milestone M-035-09

### Project Manager Meeting (PMM)

July 31, 2024, 11:00 am-12:00 pm  
Virtual via MS Teams

#### 4. Status of Actions

No.	Action	Actionee	Due Date	Status
2023.10-02	Discuss and establish M-035 Technical Approach/Pilot Project Status Meetings with Ecology	Burnett, Kaylin DOE	TBD	<p>During the PMM held on October 25, 2023, DOE agreed to discuss and establish meetings with Ecology to work through the M-035 Technical Approach/Pilot Project process as it's being implemented.</p> <p>On February 12, 2024, DOE scheduled the M-035 Technical Approach Repository Demo to Ecology to be held on March 6, 2024.</p> <p>On March 6, 2024, DOE provided a demo of the repository to Ecology.</p> <p>On March 7, 2024, DOE sent screenshots of the IDMS filing plan and search functionality to Ecology.</p> <p>On April 24, 2024, the Ecology PM noted that he was communicating via email with DOE on the M-035 Technical Approach/Pilot Project and didn't have anything to add or any issues.</p> <p>On May 29, 2024, the Ecology PM noted they have access and can view the new M-035 Repository in IDMS and planned to share it with the rest of the Ecology staff.</p> <p>On June 26, 2024, Ecology and DOE did not have any updates to report on this action.</p>
2024.02-01	EPA Access to HLAN and HANDI	<del>Brasher,</del> <del>Stephanie</del> HMIS Higgins, Kathy DOE	<del>3/27/2024</del> 4/30/2024 <del>5/29/2024</del> 6/26/2024	<p>During the PMM held on February 28, 2024, EPA requested access to the Hanford Local Area Network (HLAN) and the Hanford Data Integrator (HANDI) database. HMIS took the action to evaluate EPA's connection to the HLAN, which would provide access to HANDI.</p> <p>On February 29, 2024, HMIS provided the process steps in DOE/RL-93-69 to EPA via email for getting access to HLAN and HANDI.</p> <p>On March 8, 2024, EPA submitted their Visitor Hanford Computer Access Request (VHCAR) forms to DOE-RL Host/Sponsor. RL Host/Sponsor is processing the VHCAR forms for approval, which will provide EPA with HLAN access once approved, and EPA receives their Logical Access Control System (LACS) cards and card readers.</p>



# Agenda

## Tri-Party Agreement (TPA) Milestone M-035-09

### Project Manager Meeting (PMM)

July 31, 2024, 11:00 am-12:00 pm  
Virtual via MS Teams

No.	Action	Actionee	Due Date	Status
				<p>On March 27, 2024, this action was extended as the VHCAR forms were still being processed and to ensure EPA gets the requested access.</p> <p>On April 24, 2024, HMIS noted that EPA was not able to attend this meeting, although, the EPA PM sent an email to DOE on April 22, 2024, requesting an update on the status of the HLAN access they submitted to DOE on March 8, 2024. EPA also noted in their email that if EPA does not see progress soon, they will be looking at enforcement and elevation.</p> <p>On May 29, 2024, the DOE PM noted that the VHCAR forms for EPA had been approved and would follow-up with EPA to ensure they were able to access HLAN.</p> <p>On June 26, 2024, HMIS noted an email was received from the EPA PM, which stated progress has been made on their HLAN access. Ms. McCartney has the account and can get to the virtual machine, but there have been issues getting to applications; it's being worked as a "profile issue" by the Helpdesk. Not quite ready to close out this action item, but significant progress. DOE agreed this action will remain open until HLAN access can be verified with EPA.</p>
2024.04-01	Ecology Requested Status on VHCAR Form Processing	Higgins, Kathy		<p>During the April 24, 2024 PMM, Ecology requested from DOE a status on VHCAR form processing as some of Ecology's staff were still waiting for VHCAR form approval and HLAN access. DOE took the action to follow-up with Ecology and provide a status.</p> <p>On May 29, 2024, the Ecology PM stated this issue had been resolved, this action was closed, and will no longer be tracked.</p> <p>On June 26, 2024, the Ecology PM noted he would like to leave this action open as they have an individual experiencing delayed access. The Ecology PM noted he would provide the name of the individual via email to the DOE PM to check the status of their VHCAR form.</p> <p>On July 15, 2024, the Ecology PM confirmed via email, the individual has access to HLAN.</p>

**Agenda**  
**Tri-Party Agreement (TPA) Milestone M-035-09**  
**Project Manager Meeting (PMM)**

July 31, 2024, 11:00 am-12:00 pm  
Virtual via MS Teams

**5. General Discussion**

**6. Approved Changes**

- None at this time.

**7. Documents Submitted to the Hanford Administrative Record (AR)**

- June 26, 2024 TPA Milestone M-035-09 PMM Meeting Minutes approved 7/15/2024 and posted to the AR on 7/15/2024 (reference [AR-30384](#))

**8. Scheduled Meetings**

- 8/28/2024 – TPA Milestone M-035-09 PMM
- 9/19/2024 – Quarterly Milestone Review for the Central Plateau/River Corridor
- 9/25/2024 – TPA Milestone M-035-09 PMM
- 10/30/2024 – TPA Milestone M-035-09 PMM
- 11/27/2024 – TPA Milestone M-035-09 PMM