

Tri-Party Agreement Milestone M-035-09
Project Manager Meeting
October 25, 2023



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: Kathleen Higgins Digitally signed by Kathleen Higgins
Date: 2023.11.14 07:40:25 -08'00' Date: _____
K.L. Higgins, DOE Project Manager

Approval: DeLuna, Will (ECY) Digitally signed by DeLuna, Will
(ECY)
Date: 2023.11.14 07:58:51 -08'00' Date: _____
G.G. Deluna, Ecology Project Manager

Approval:  Digitally signed by DAVID
EINAN
Date: 2023.11.20 11:21:59
-08'00' Date: _____
D.R. Einan, EPA Project Manager

cc: Administrative Record

Tri-Party Agreement Milestone M-035-09 Project Manager Meeting

October 25, 2023

1.0 WELCOME AND LOGISTICS/FORMAT

The Tri-Party Agreement (TPA) Milestone M-035-09 Project Manager Meeting (PMM) have 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.

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 March 7, 2019 under TPA Milestone M-035-09 and the approved meeting minutes were entered into the Hanford Administrative Record (AR) on May 30, 2019.

3.0 STATUS OF TPA M-035 MILESTONES

HMIS noted that the M-035 series milestones are all on schedule and Milestones M-035-09N and M-035-12 are coming due March 31, 2024.

4.0 STATUS OF PREVIOUS AGREEMENTS AND COMMITMENTS

HMIS noted DOE and Ecology approved a M-035 Settlement Agreement on September 13, 2023, which became effective on September 22, 2023 and created five requirements that are currently being tracked with due dates. HMIS reported requirement A-023-02 is due November 21, 2023 to issue DOE/RL-93-69, *Tri-Party Agreement Databases, Access Mechanism, and Procedures*, Revision 7 and includes updating TPA Action Plan, Appendix F with DOE/RL-93-69, Revision 7 via a TPA Change Control Form.

5.0 STATUS OF DOE/RL-93-69, TRI-PARTY AGREEMENT DATABASES, ACCESS MECHANISM, AND PROCEDURES, REV 7

HMIS noted the schedule for accomplishing the review and approval of DOE/RL-93-69, Revision 7 was provided as an attachment to the agenda (see Attachment 1).

DOE reported the draft of DOE/RL-93-69, Revision 7 would be sent to Ecology by the end of this week. DOE also reported that DOE/RL-93-69, Revision 7 will not be the complete final version of what DOE anticipates the document to look like in the future as it will need to incorporate items agreed upon in the M-035 Settlement Agreement. DOE noted that as the Technical Approach is implemented, DOE and Ecology will most likely need to produce a Revision 8 of DOE/RL-93-69 to further define and possibly make the document more procedural in nature to capture the Technical Approach process. The Technical Approach process is being implemented for DOE to provide Ecology with direct access to an agreed upon initial list of

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documents, records, and data in an accessible electronic repository. DOE stated that they did not want to set the expectation that DOE/RL-93-69, Revision 7 will be the perfect document as there is going to be some additional work that DOE and Ecology will need to discuss outside of this PMM to work through those changes as DOE progresses in implementing the Technical Approach.

Ecology asked if DOE/RL-93-69, Revision 6 was used as the baseline to produce the revisions being made to DOE/RL-93-69, Revision 7. HMIS noted that revision 6 was used to produce revision 7 and that any additions or deletions made to the document were incorporated via track change to make Ecology's review process easier when DOE/RL-93-69, Revision 7, Draft is delivered to Ecology by the end of this week for review.

6.0 M-035 TECHNICAL APPROACH/PILOT PROJECT STATUS

DOE noted the intent in planning the Technical Approach Pilot Project going forward is to continue working with Ecology to align the process. DOE plans to pursue a partition in Integrated Document Management System (IDMS) for the electronic repository where DOE would put the agreed upon initial list of documents, records, and data for Ecology to access. There would be a mapping feature or file structure established where the contractors put their documents, records, and data in that would automatically copy over into the electronic repository in IDMS. DOE noted that Official Use Only or Controlled Unclassified Information would not be provided in the electronic repository within IDMS pursuant to the Settlement Agreement. However, DOE is trying to find a way to minimize the time it takes to make documents publicly available. DOE stated this will most likely involve establishing two parts to the electronic repository in IDMS, one part that includes the pre-released documents and the other part that would be available for Ecology to use and see the documents as real-time as possible with the intent of them being publicly available. DOE noted they are working with the contractors to establish the file structure in IDMS and would like to work with Ecology to obtain their input into this process as DOE starts to develop it.

Ecology agreed that's a logical way to approach it and a good idea to continue to work together as the process is developed and implemented.

DOE reiterated the desire to continue meeting with Ecology outside of this PMM to work through implementing the Technical Approach.

7.0 APPROVED CHANGES

HMIS noted that TPA Change Control Form M-35-23-06 was approved on September 14, 2023 and the milestones were added into TPA Action Plan, Appendix D.

8.0 DOCUMENTS SUBMITTED TO THE HANFORD ADMINISTRATIVE RECORD

HMIS noted there were three documents added to the Hanford AR.

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9.0 REVIEW OF TODAY’S ACTIONS/UPCOMING MEETING

There were two actions captured during this meeting:

No.	Topic	Actions from 10/25/23 Meeting
2023.10-01	Draft DOE/RL-93-69, Rev 7	DOE to submit draft document to Ecology by the end of this week for review. This action was completed on 10/25/23 following this meeting.
2023.10-02	Discuss and establish M-035 Technical Approach/Pilot Project Status Meetings with Ecology	DOE to discuss and establish meetings with Ecology to work through Technical Approach process as it’s being implemented.

The next M-035-09 PMM is scheduled for November 29, 2023.

10.0 LIST OF ATTENDEES

Brasher, Stephanie	HMIS
Burnett, Kaylin	DOE
Cameron, Craig	EPA
Colton, Ingrid	DOE
Deluna, Will	Ecology
Eddy, Mike	DOE
Higgins, Kathy	DOE
Johnson, April	HMIS
Martinez, Meagan	HMIS
Maruska, Tammy	DOE
Trimberger, Bryan	DOE
Turner, Michael	HMIS

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ATTACHMENT 1 – AGENDA

Agenda

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

Project Manager Meeting

October 25, 2023, 11:00 am-12:00 pm
Virtual via MS Teams

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 3/07/2019 under TPA Milestone M-035-09K (reference [AR-01364](#))

2. Status of TPA M-035 Milestones

Milestone	Status	Due Date	Milestone Description
M-035-09N	On Schedule	3/31/2024	Conduct Biennial Assessments of Information and Data Access Needs
M-035-12	On Schedule	3/31/2024	Submit CCF to Make Documents, Records, and Data Accessible for LERF/ETF to Ecology
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-035-13	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-023-01	Completed	10/22/2023	9/28/2023	Add DOE/RL-93-69 Revision 6 into the AR within 30 Days of Effective Date
A-023-02	On Schedule	11/21/2023		Document Data Access Concept and Procedure in DOE/RL-93-69 Revision 7
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

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4. Status of DOE/RL-93-69, *Tri-Party Agreement Databases, Access Mechanism, and Procedures, Rev 7*

- See schedule for completing DOE/RL-93-69, Rev 7 by 11/21/2023 on page 3

5. M-035 Technical Approach/Pilot Project Status

6. Approved Changes

- TPA Change Control Form (CCF) M-35-23-06, Establish New M-035 Series Milestones for Ecology's Direct Access to Agreed-upon Data to Settle Dispute with Regard to TPA Action Plan Sections 9.6.2, 9.6.5, and Milestones M-035-09K, M-035-09L, and M-035-09M, approved 9/14/2023

7. Documents Submitted to the Administrative Record (AR)

- M-035 Settlement Agreement, reference [AR-26113](#)
- TPA CCF M-35-23-06, reference [AR-26094](#)
- DOE/RL-93-69, Rev 6, reference [AR-26252](#) – completed A-023-01 on 9/28/2023

8. Scheduled Meetings

- 11/29/2023 – M-035-09 PMM
- 12/21/2023 – Quarterly Milestone Review meeting
- 12/27/2023 – M-035-09 PMM

Agenda

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Project Manager Meeting

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Schedule for Completing DOE/RL-93-69, Rev 7

Settlement Agreement Requirement A-023-02, due 11/21/2023 :				
<p>Within sixty (60) days of the effective date of the Agreement, document the data access concept and procedures detailed in the Agreement in a Revision 7 of DOE/RL-93-69 and include the "Easy List" (Attachment A in Agreement) as an attachment in DOE/RL-93-69. TPA Appendix F will be updated to list Revision 7 as the current version of DOE/RL-93-69. Upon completion of this process, DOE will add Revision 7 to the Hanford AR.</p>				
No	Action	Due Date	Date Complete	Notes
1	Include "Easy List" as an Attachment in DOE/RL-93-69, Rev 7	Complete	9/14/2023	Incorporated "Easy List" as Appendix D and is now called the Document List as required by the SA.
2	Draft TPA Change Control Form (CCF) to Add Rev 7 of DOE/RL-93-69 into TPA Action Plan, Appendix F	Complete	9/28/2023	CCF assigned as F-23-01.
3	Add document access concept and procedures detailed in Agreement into DOE/RL-93-69, Rev 7	Complete	9/28/2023	Added summary level of concept and process in as new Section 7.0.
4	Review and incorporate any needed software/database platform changes in DOE/RL-93-69, Rev 7	10/5/2023	10/5/2023	Draft sent to IM to initiate review on 9/28/23.
5	Send draft of DOE/RL-93-69, Rev 7 to DOE for review	10/9/2023	10/9/2023	Draft sent to DOE for review on 10/9/23.
6	DOE complete review and send any changes/comments to HMIS	10/19/2023	10/19/2023	10/13/23 – DOE requested meeting to get clarification and discuss their comments. HMIS scheduled meeting for 10/17/23. HMIS received comments on 10/19/23.
7	HMIS review/resolve DOE comments	10/20/2023	10/20/2021	
8	Send final draft of DOE/RL-93-69, Rev 7 to DOE for review	10/21/2023	10/21/2023	HMIS sent final draft to DOE for review 10/21/23.
9	DOE complete second review and provide concurrence to HMIS	10/23/2023		
10	Send final drafts of DOE/RL-93-69, Rev 7 and TPA CCF F-23-01 to Ecology for review	10/24/2023		
11	Ecology complete review and send any changes/comments to DOE/HMIS	10/27/2023		
12	HMIS work with DOE to review/resolve Ecology comments	10/31/2023		
13	Send final drafts of DOE/RL-93-69, Rev 7 and TPA CCF F-23-01 to Ecology for review	11/1/2023		
14	Ecology complete second review and provide concurrence to DOE/HMIS	11/3/2023		
15	HMIS initiates clearance process of DOE/RL-93-69, Rev 7	11/6/2023		
16	HMIS completes clearance process of DOE/RL-93-69, Rev 7	11/9/2023		
17	HMIS initiates approval process of TPA CCF F-23-01 with DOE	11/13/2023		
18	Parties complete approval of TPA CCF	11/16/2023		
19	HMIS updates TPA Action Plan, Appendix F with Rev 7 of DOE/RL-93-69	11/20/2023		
20	HMIS submits DOE/RL-93-69, Rev 7 to AR	11/21/2023		