

## 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  
2-19-14**

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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.

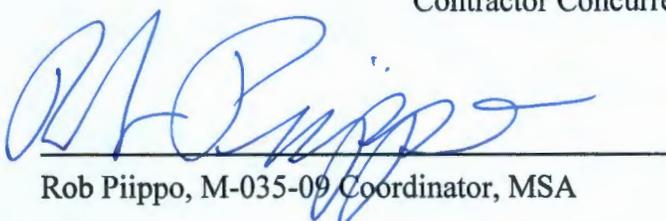
  
Ben Ellison, Project Lead, DOE-RL Date: 3/21/14

  
Dave Einan, Project Manager, EPA Date: 21 Mar 14

  
Adam Palomarez, Project Manager, Washington State Department of Ecology Date: 3/27/14

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Contractor Concurrence

  
Rob Piippo, M-035-09 Coordinator, MSA Date: 3/21/14

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**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**

**Meeting Minutes**

1. 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. A draft Appendix F TPA change control form was handed out and EPA commented that it should include the documents Rev # and the date in the status section. MSA TPA took the action to update the TPA change control form and provide a draft E copy to M-35 project managers for internal agency review. It was agreed that Ray Corey is the DOE approver.

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

DOE updated the completion of providing a thin client to Ecology that is working and a shared area has been established completing action item number 1. An access process workflow session is scheduled to begin this Thursday and EPA and Ecology were both invited to attend. The objective is to map out the AS-IS process and identify what improvements can be made. An action item was established for the next PMM to status the results of the session.

3. Action Item Status

Status noted in the action tracking table

4. Documents to be submitted to the Administrative Record

December project managers meeting minutes were agreed to be placed into the AR.

5. Next meeting (date and time):

March 18, 2014, 10:00 am.

## Attachment 2

### Action Tracking

<u>Action #</u>	<u>Responsible Party</u>	<u>Description</u>	<u>Status</u>
1	Ben Ellison	Provide thin client and shared Area access.	<b>2/18/14 Complete</b>
2	Ben Ellison	Perform a work flow process improvement session and report on results.	<b>3/18/14</b>
3	Rob Piippo	Update TPA change control form and distribute for review.	<b>3/18/14</b>

### Attachment 3

#### Attendance List

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