

Lifecycle Report Project Managers Meeting
January 31, 2011
Federal Building/PACE, Richland, WA
Meeting Minutes Transmittal

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Distribution:

J.A. Frey	DOE-RL	A5-13
S.M Ortiz	DOE-RL	N3-20
J.C. Peschong	DOE-RL	A5-16
S.L. Charboneau	DOE-ORP	H6-60
J.A. Diediker	DOE-ORP	H6-60
M.J. Brown	Ecology	H0-57
J.B. Price	Ecology	H0-57
E.R. Skinnarland	Ecology	H0-57
D.R. Einan	EPA	B1-46
D.A. Faulk	EPA	B1-46
D.H Butler	MSA	A3-07
S.L. Moore	MSA	H7-28
R.E. Piippo	MSA	H7-28

ADMINISTRATIVE RECORD – Heather Childers: H6-08

Please send comments on Meeting Minutes to Shannon Ortiz (shannon.ortiz@rl.doe.gov)



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The undersigned indicate by their signatures that these meeting minutes reflect the actual occurrences of the January 31, 2011, Lifecycle Report Project Managers Meeting.



Shannon Ortiz, Project Manager
U.S. Department of Energy, Richland Operations Office

4-18-2011

Date



Melinda Brown, Project Manager
Washington State Department of Ecology

04-18-2011

Date



David Einan, Project Manager
U.S. Environmental Protection Agency

18 Apr 2011

Date

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1.0 Administrative Items

The list of attendees for the January 31, 2011, Lifecycle Report Project Managers Meeting (PMM) is provided as Attachment A. Action items were discussed during the PMM and current status is summarized in Attachment B. No documents or other items were identified for entry in the Administrative Record.

Approval of Previous Meeting Minutes: This was the first Project Managers Meeting (PMM) for Milestone M-036-01, so there were no previous meeting minutes to review or approve.

Upcoming Meetings: The next PMM will be February 28, 2011, in the afternoon. Agenda topics for the next PMM will include:

- The Tri-Party Agencies will discuss legal insights, intentions, and other topics regarding the comment resolution process for M-036-01 as is written into the milestone language. It may be necessary to clarify how comments from EPA and Ecology will be incorporated. The comment resolution process should be developed and explained clearly, and communicated to stakeholders when the 2011 Lifecycle Report is released.
- The Tri-Party Agencies should discuss and outline the public review process for the 2011 Lifecycle Report.

Initially the M-36-01 PMM will meet monthly, and will consider quarterly meetings as the Lifecycle Report preparation process matures.

Other Items: None

Attachments:

Attachment A – List of Attendees
Attachment B – Action Tracking List

2.0 Review of Lifecycle Report Status

The Tri-Party Agreement Project Managers for M-036-01 are:

- Shannon Ortiz, DOE-RL
- David Einan, EPA
- Melinda Brown, Ecology

The M-036-01A (initial Lifecycle Report) is due no sooner than July 25, 2011, according to milestone language. However, DOE intends to issue the 2011 Lifecycle Report as soon as

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possible to support the budget development process. The current schedule is expected to produce the 2011 Lifecycle Report by late April 2011.

DOE expressed its intent that EPA and Ecology staff have time to become familiar with the Lifecycle Report before it becomes publicly available, so DOE will provide an advance copy of the 2011 Lifecycle Report for EPA and Ecology review while DOE completes its internal final release/signature process. DOE intends to provide EPA and Ecology with advance copies of the 2011 Lifecycle Report in mid to late April 2011. When the 2011 Lifecycle Report is provided to EPA and Ecology, DOE will conduct a roundtable meeting for interested EPA and Ecology staff to walk through the document and will also provide a review primer and possibly a Fact Sheet to assist in understanding the Lifecycle Report. DOE intends to make the 2011 Lifecycle Report publicly available online and to provide hard-copies as requested.

The Tri-Party Agencies discussed the need to anticipate and be prepared for receiving and handling comments on the 2011 Lifecycle Report, and they agreed this process needs to be defined in time to support the public review. DOE offered to draft a process for incorporating comments received on the 2011 Lifecycle Report.

A chapter has been reserved in the Lifecycle Report to summarize future comments received and how subsequent Lifecycle Reports have reflected the received input. DOE observed that EPA, Ecology, Tribal Government, and stakeholder input will be needed by early July 2011 if DOE is going to have enough time to account for the input in the 2012 Lifecycle Report. To the extent possible, comments received on the 2011 Lifecycle Report will be reflected in the 2012 Lifecycle Report.

3.0 Action Items

The Tri-Party Agencies discussed and updated the agreed to list of actions. The current status for action items as of the January 31, 2011, PMM is reflected in Appendix B (attached).

4.0 Agreements

There were no major agreements established.

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ATTACHMENT A - LIST OF ATTENDEES

M-36-01 Lifecycle Report
 Project Manager Meeting
 January 31, 2011

Attendance Record

PRINTED NAME	ORGANIZATION
Miranda Rittenberg	PFM
Don Butler	PFM
DENNIS FAULTZ	EPA
Sharon Braswell	MSA-External Affairs
Pamela McCann	DOE/DRP
Terry Noland	MSA
Reed Kaldor	MSA
Kimber Vitis	PFM
CAROLYN NOONAN	VET / PFM
Ross Potter	PFM-MSA
Robinson, Patricia	PFM
Ron Skarnesland	Ecology
STACY CHARBONNEAU	DOE/DRP
Shannon Ortiz	DOE-RL

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ATTACHMENT B – ACTION TRACKING LIST

This Action Tracking List was last updated at the January 31, 2011, Lifecycle Report Project Managers Meeting.

Action No.	Actionee	Action Description	Date Opened	Date Closed	Status Notes
11-01	S. Ortiz	Develop a draft process for incorporating comments received on the 2011 Lifecycle Report.	1/31/2011		
11-02	S. Ortiz	Provide an advance copy of the 2011 Lifecycle Report for EPA and Ecology review while DOE completes internal final release/signature process (expected to be mid to late April 2011).	1/31/2011		
11-03	S. Ortiz	Schedule and conduct a roundtable meeting for interested EPA and Ecology staff to walk through the Lifecycle Report; provide a review primer and possibly a Fact Sheet to assist in understanding.	1/31/2011		