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(0666395H)

Meeting Minutes – Approval
M-035-09 Project Manager Meeting
Biennial Assessments of Information and Data Access
Needs with EPA and Ecology

January 16, 2018

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.

Approval:



Date:

1/29/18

Ben Ellison, Project Lead
U.S. Department of Energy,
Richland Operations Office

Approval:



Date:

2/20/18

Adam Palomarez, Project Lead
Washington State Department of Ecology

Approval:



Date:

20 Feb 18

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

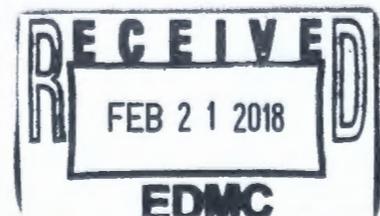
Minutes Prepared
by:



Date:

2/20/2018

Scott Davis
Mission Support Alliance, LLC



M-035-09 Project Manager Meeting

1/16/2018 Meeting Minutes

Attendees: See Enclosure 1

Agenda: See Enclosure 2

Minutes:

1. Status of Actions from October 3, 2017 Meeting:

Action 1 – Remove dual citizenship from VHCAR form: DOE-RL reviewed removing the dual citizenship information from the VHCAR form with MSA Emergency Services. It was unclear if the dual citizenship information needed to be removed or if it could remain on the form. DOE-RL took the action to confirm if the information is acceptable to stay or if it needed to be removed.

Action 2 – Set the AMS “account” email address to the user’s email address. Set the AMS “manager” email address to the Security Point of Contact on the VHCAR form. Check to see if notifications can be sent to a distribution list: Ecology stated VHCAR user’s supervisors continue to receive account expiration emails. Ecology requested that the users receive notifications so they can take action. DOE-RL commented that their supervisors also receive emails alerting them about user expiration. MSA took the action to verify alerting process for users.

Action 3 – Provide Ecology the Central Badging process for issuing LACS cards: MSA provided the team a briefing of the Central Badging LACS card return process. Security Badge procedure is currently being updated to include LACS card returns. However, LACS card returns will follow the Local Site Specific Only (LSSO) badge return. The card return summary email should satisfy this action and can be closed.

Action 4 – Incorporate return of badges and LACS cards into employee out-processing: See comments above. Action item to be closed.

Action 5 – Share with DOE, the IDMS search criteria and details: Ecology indicated they are still experiencing issues with the Integrated Document Management System (IDMS), for example, inspection reports. Ecology has collected data of information that they are unable to attain and shared it in an email. DOE-RL explained that some data located in IDMS is pre-decisional and cannot be shared with Ecology/EPA. DOE-RL has requested that the top folders be reviewed and granted regulator access if information can be shared. DOE-RL also informed the project team that the issue has been elevated for additional resources to review the data and separate/determine the proper information that can be shared. Ecology responded that access is needed as part of the M-035 project Milestone. Ecology and DOE worked through a similar issue on 200-IS-1 in the past and Ecology recommended DOE look at alternative sharing methods. DOE-RL has committed to verify resources with his supervisor and report back by 1/31/2018.

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Action 6 – Remote access issue of HTML 5 View Plan vs. View Client: MSA reported that the HTML version of View does not support use of LACS cards/card readers. The client version of the View client must be used for remote access. Item to be closed.

Action 7 – Correct PopFon permissions to allow Ecology and EPA access to email addresses and phone numbers: DOE-RL discussed that the full version of PopFon indicates security shift schedules and prevents sharing with Ecology/EPA. MSA is currently working on a new PopFon light version that will be installed to share with Ecology/EPA that will allow emails, phone numbers and managers to be available for look up. MSA took the action to report back on the installation timeline.

Action 8 - Update Section 2.0, Security Point of Contact Responsibilities in DOE/RL-93-69 (LACS return will follow badge return process): MSA stated with the LACS card process following MSA Central Badging, the bullet in DOE-RL 93/69 can be deleted. This action can be closed.

2. M-035 Milestone IAMIT Determination (Documents what will be reported in the M-035 PMMs to stay complaint with the TPA): MSA passed out the Change Control form P-04-16-01 that updated Section 4.0 in the TPA Action Plan identifying Project Manager Role. Ecology discussed that the M-035 Milestone differs from other milestones in the fact that there is no schedule and budget. MSA's proposed an IAMIT Determination to document what will be reported at each PMM. Ecology requested additional time to review the Determination prior to bringing it to the IAMIT. Ecology's action to review the IAMIT Determination.

3. Final Steps for M-035-09K milestone (Due 3/31/2018): Milestone M-035-09K is currently on schedule and a follow up meeting is to be held the first week of February.

4. Around the room: It was brought up that VMWARE is currently working for Ecology. DOE-RL indicated that the VMWARE resources can be removed.

5. New Agreements and Commitments

No.	Action	Actionee	Due Date
1	Remove dual citizenship from VHCAR form	DOE-RL	2/06/18
2	Set the AMS "account" email address to the user's email address. Set the AMS "manager" email address to the Security Point of Contact on the VHCAR form. Check to see if notifications can be sent to a distribution list	MSA-Doc Control	2/06/18
3	Share with DOE, the IDMS search criteria and details	DOE-RL	1/31/18

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No.	Action	Actionee	Due Date
4	Correct PopFon permissions to allow Ecology and EPA access to email addresses and phone numbers	MSA-Doc Control	2/06/18
5	M-035 IAMIT Determination to be reviewed for the next IAMIT meeting	Ecology	2/06/2018

Distribution

Adam Palomarez	ECY	H0-57
Will Deluna	ECY	H0-57
Dave Einan	EPA	A3-46
Cliff Clark	RL	H5-30
Ben Ellison	RL	H5-20
Jodi Dawson	RL	H5-20
Allison Wright	RL	H5-30
Tony McKarns	RL	H5-20
Jodi Dawson	RL	H5-20
Bryan Trimberger	ORP	H6-60
Marnelle Sheriff	MSA	G3-17
Brittany Scales	MSA	A3-01
Stephanie Brasher	MSA	H4-35
Scott Davis	MSA	A3-01
Rob Piippo	MSA	A3-01
Michael Turner	MSA	A3-01
Administrative Record (M-035-09)		H6-08

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Enclosure 1 – Attendees



**Meeting Attendees
Project Manager Meeting
M-035-09J: Biennial Assessments of Information and Data Access Needs
with EPA and Ecology
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<u>Name</u>	<u>Organization</u>
Will deluna	Ecology
ADAM PALOMAREZ	Ecology
Scott	MSA-TPA
Tony McKEAS	DOE
Ben Ellison	DOE
Brittany Scales	MSA
John Price	Ecology
Bryan Trimberger	DOE

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Enclosure 2 – Agenda

Agenda M-035-09K Project Manager Meeting January 16, 2018 11:00-12:00 pm Ecology 3A-Snake River Room

M-035-09K: Biennial Assessments of Information and Data Access Needs with EPA and Ecology

1. Status of Actions from October 3, 2017 Meeting:

2. M-035 Milestone IAMIT Determination (Documents what will be reported in the M-035 PMMs to stay complaint with the TPA)

3. Final Steps for M-035-09K Milestone (*Due 3/31/2018*)
 - Current Status
 - Next PMM

4. Around the room

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M-035-09K Action Items**

Status of Open Actions from the October 3, 2017

No.	Action	<u>Actionee</u>	Due Date	Status
1	Remove dual citizenship from VHCAR form	DOE-RL	12/15/17	1/04 - Confirm with DOE, dual citizenship can be removed from VHCAR form
2	Set the AMS "account" email address to the user's email address. Set the AMS "manager" email address to the Security Point of Contact on the VHCAR form. Check to see if notifications can be sent to a distribution list	MSA	12/15/17	1/04 - AMS is being modified to include an alternate email address that can be used for notifications. Programming changes and testing are in process. PRRB presentation anticipated week of (12/20). Production installation would then be 12/27
3	Provide Ecology the Central Badging process for issuing LACS cards	MSA	12/15/17	1/04 - Central Badging to forward process for LACS card issuance. 1/11 - MSA Emergency Service responded and indicated LACS Cards to be returned to Central Badging Office upon termination or when no longer needed. Security Badge procedure is being updated to incorporate the LACS Card return process. LACS card to be treated as local site specific only (LSSO) badge in terms of requirements.

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4	Incorporate return of badges and LACS cards into employee out-processing	Ecology	12/15/17	1/04 - Pending Central Badging forwarding process for return of badges and LACS cards
5	Share with DOE, the IDMS search criteria and details	Ecology	12/15/17	<p>1/04 - Ecology does not have access to the following areas in IDMS:</p> <ul style="list-style-type: none"> ● Search All Meta Data tool (SAM) – currently have no access to SAM ● Non-sensitive released docs and drawings for WRPS, MSA, CHPRC ● Non-sensitive procedures for WRPS, MSA, CHPRC ● Non-sensitive work packages for WRPS, MSA, CHPRC ● Non-sensitive PRC-waste & fuels PIN files <p>1/11 – Information Management is working with Ecology to trouble shoot and gain access to IDMS files identified above.</p>
6	Remote access issue of HTML 5 View Plan vs. View Client	MSA	12/15/17	1/04 - The HTML version of View does not support use of LACS cards/card readers. The client version of the View client must be used for remote access.

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7	Correct <u>PopFon</u> permissions to allow Ecology and EPA access to email addresses and phone numbers	MSA	12/15/17	<p>It's been reported that cell phone numbers are considered PII data now. However email addresses can be included in the data set that is sent to Ecology.</p> <p>1/11 – Information Management is working with Ecology to update and to verify data is being received</p> <p>1/16 – New version of <u>Popfon</u> installer is in progress.</p>
8	Update Section 2.0, Security Point of Contact Responsibilities in DOE/RL-93-69 (LACS return will follow badge return process)	MSA	12/15/17	1/04 - LACS return process to follow Central Badging's process. Bullet from DOE-RL 93/69 to be deleted.