

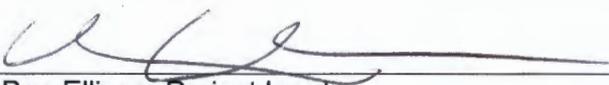
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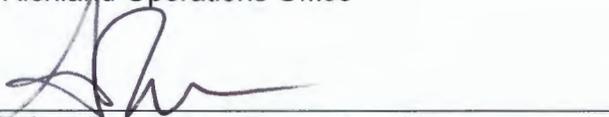
**Meeting Minutes – Approval  
M-035-09 Project Manager Meeting  
Biennial Assessments of Information and Data Access  
Needs with EPA and Ecology**

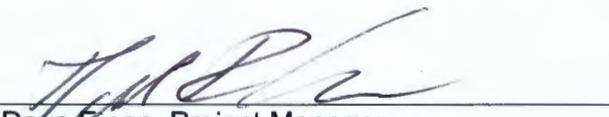
October 3, 2017

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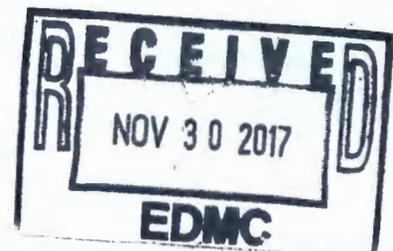
The undersigned indicate by their signatures that these meeting minutes reflect the actual occurrences of the above dated meeting. Signatures denote concurrence with content only and do not imply agreement or commitments.

Approval:  Date: 11/28/17  
Ben Ellison, Project Lead  
U.S. Department of Energy,  
Richland Operations Office

Approval:  Date: 11/29/17  
Adam Palomarez, Project Lead  
Washington State Department of Ecology

Approval:  Date: 11/29/17  
Dave Einan, Project Manager  
U.S. Environmental Protection Agency

Minutes Prepared by:  Date: 11/13/17  
Stephanie Brasher  
Mission Support Alliance, LLC



# M-035-09 Project Manager Meeting

## 10/03/2017 Meeting Minutes

**Attendees:** See Enclosure 1

**Agenda:** See Enclosure 2

**Minutes:**

### 1. **Status of Action from May 30, 2017 Meeting:**

**Action 1.a – Need to discuss removal of OOU from VHCAR:** The Visitor Hanford Computer Access Request (VHCAR) form was identified by the U.S. Department of Energy-Richland Operations Office (DOE-RL) as Official Use Only (OOU) as it pertains to the dual citizenship question on the form. If someone completes the form and has dual citizenship, the form would contain Personally Identifiable Information (PII), therefore, making it OOU. The OOU designation effects the handling, storage, and retention of the VHCAR form. The Washington State Department of Ecology (Ecology) asked DOE-RL if the dual citizenship question on the VHCAR form is absolutely necessary. DOE-RL responded by saying you cannot have Hanford Local Area Network (HLAN) access without a Hanford Identification (HID) number and you can't get a HID without getting a Hanford badge, that means completing the Security Badge Request Form (A-6001-782). The Security Badge Request Form has the "citizenship" requirement covered, therefore, DOE-RL prefers to remove the dual citizenship question from the VHCAR form. DOE-RL took the action to get the dual citizenship removed from the VHCAR form.

**Action 1.b – Perform high-level audit of the email/HLAN account notification and expiration process:** MSA stated the accounts do not have an email address set, so notifications are not being sent out and recommended adding email addresses for each user, using their Ecology or Environmental Protection Agency (EPA) email addresses. Ecology stated their email addresses are in PeopleSoft and available in PopFon. This will resolve the issue of users not getting an email notification advising when their HLAN account will expire. DOE-RL and Ecology discussed who should be designated as the "manager" on users HLAN accounts. It was agreed that the Company/Organization Security Point of Contact listed on page 4 of the VHCAR form will be the "manager", which will receive the email notifications on expiring accounts for Ecology users. MSA took the actions to 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, and check to see if notifications can be sent to a distribution list.

**Action 1.c – Define the access control methods for each of the databases listed on the VHCAR form:** MSA completed the access control methods for all databases. MSA built a table listing the system, method of access or URL, access control, owner, and technical lead for each database. MSA identified the Environmental Release Summary (ERS) database listed on the table has no public access. Everything else is available with a HLAN account.

## **M-035-09 Project Manager Meeting 10/03/2017 Meeting Minutes**

### **Action 1.d – Define the HLAN access that is provided through the VHCAR**

**process:** Ecology discussed having access to all relevant electronic data necessary to perform their jobs. DOE-RL stated the VHCAR form should allow Ecology access to only those databases that are identified in the Tri-Party Agreement (TPA). DOE-RL indicated the system is not set up to differentiate between the data the TPA is required to allow access to and DOE-RL is equally adamant in not allowing access to the systems the TPA DOE-RLs not require access to. DOE-RL stated they can identify the databases the regulators should have access to and if they don't, all it takes is a change control form to make the data or database available.

### **Action 1.e – Address Ecology's comment in Section 2.0 of DOE-RL/RL-93-69, Rev 6 Draft – "DOE-RLs EPA and Ecology have to handle allocations/return of LACS cards in a certain way?"**

Ecology began by saying they do not receive any notifications or instructions for picking up their LACS cards when their LACS cards are ready to be picked up. MSA responded by saying Central Badging has a process for issuing Logical Access Control System (LACS) cards. Ecology requested notifications from Central Badging to pick up the LACS cards. MSA took the action to provide Ecology the Central Badging process for issuing LACS cards.

DOE-RL stated they would like to maintain accountability of LACS cards when regulator employees leave and had a LACS card issued to them. Ecology responded by saying they will ensure when their employees are out-processing, to incorporate the return of badges and LACS cards into their process. DOE-RL indicated that in 2019, the LACS and badges will be one in the same.

**2. IDMS Permissions for Regulators:** Ecology indicated they are currently experiencing issues with the Integrated Document Management System (IDMS), for example, inspection reports. Ecology is collecting and recording search criteria and details to see if the data they are searching for in IDMS is data they should have access to. Once collected, Ecology will share this information with DOE.

**3. New VHCAR Workflow:** Parties agreed the VHCAR process is working and did not have any issues to report.

### **4. Final Steps for M-035-09K Milestone:**

The parties agreed to work on and close the actions (see Section 6 below, new agreements and commitments) that were discussed during this meeting and to schedule the next meeting in mid to late January 2018.

## M-035-09 Project Manager Meeting 10/03/2017 Meeting Minutes

MSA took the action to update Section 2.0, Security Point of Contact Responsibilities in DOE/RL-93-69, *Tri-Party Agreement Databases, Access Mechanism, and Procedures* as the parties agreed the LACS return will follow badge return process.

The parties agreed that TPA milestone M-035-09K is on schedule to complete by its due date, March 31, 2018.

### 5. Around the Room:

DOE-RL would really like to see the remote access resolved so EPA can have access to the information they need. MSA took the action to look into the remote access issue of HTML 5 View vs. View Client. DOE-RL asked MSA if we are ready to turn it back on as this will allow EPA the remote access they need.

Ecology and EPA indicated they do not have access to the same information in the Hanford PopFon that general HLAN users do (i.e., email addresses and phone numbers). DOE-RL does not have an issue in allowing Ecology and EPA to have access to PopFon. MSA took the action to get the PopFon permissions corrected, to allow Ecology and EPA access.

### 6. New Agreements and Commitments

No.	Action	Actionee	Due Date
1	Remove dual citizenship from VH CAR form	DOE-RL	12/15/17
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 VH CAR form. Check to see if notifications can be sent to a distribution list	MSA	12/15/17
3	Provide Ecology the Central Badging process for issuing LACS cards	MSA	12/15/17
4	Incorporate return of badges and LACS cards into employee out-processing	Ecology	12/15/17
5	Share with DOE, the IDMS search criteria and details	Ecology	12/15/17
6	Remote access issue of HTML 5 View Plan vs. View Client	MSA	12/15/17
7	Correct PopFon permissions to allow Ecology and EPA access to email addresses and phone numbers	MSA	12/15/17
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

# M-035-09 Project Manager Meeting

## 10/03/2017 Meeting Minutes

### Distribution

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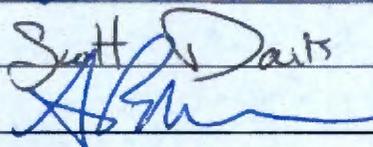
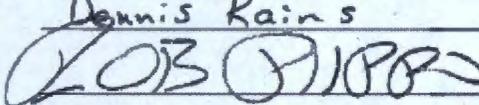
Adam Palomarez	ECY	H0-57
Will Deluna	ECY	H0-57
Dave Einan	EPA	A3-46
Cliff Clark	RL	H5-30
Ben Ellison	RL	H5-20
Jodi Dawson	RL	H5-20
Allison Wright	RL	H5-30
Bryan Trimberger	ORP	H6-60
Dennis Rains	MSA	G3-29
Marnelle Sheriff	MSA	G3-17
Stephanie Brasher	MSA	A3-01
Scott Davis	MSA	A3-01
Rob Piippo	MSA	A3-01
Michael Turner	MSA	A3-01
Administrative Record (M-035-09)		H6-08

**M-035-09 Project Manager Meeting  
10/03/2017 Meeting Minutes**

**Enclosure 1 – Attendees**



**Meeting Attendees**  
**Project Manager Meeting**  
**M-035-09J: Biennial Assessments of Information and Data Access Needs**  
**with EPA and Ecology**  
**October 3, 2017**

<u>Name</u>	<u>Organization</u>
Cliff Clark	DOE-RL
Dave Einar	EPA
Gerardo de Luna	Ecology
Scott Daults	MSA-TPA
	Ecology
Dennis Raines	MSA
	MSA
Stephanie Brasher	MSA-TPA
Ben Ellison	DOE

# **M-035-09 Project Manager Meeting 10/03/2017 Meeting Minutes**

## **Enclosure 2 – Agenda**

### **Agenda**

#### **M-035-09J Project Manager Meeting**

**October 3, 2017, 10:00-11:00 am**

**Ecology 3B-Yakima River Room**

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

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- 1. Status of Actions from May 30, 2017 Meeting:**
  
- 2. IDMS Permissions for Regulators**
  
- 3. New VHCAR Workflow**
  
- 4. Final Steps for M-035-09K Milestone *(Due 3/31/2018)***
  - Next PMM
  
- 5. Around the room**

# M-035-09 Project Manager Meeting 10/03/2017 Meeting Minutes

## M-035-09J Project Manager Meeting

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

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### 1. Status of Open Actions from the May 30, 2017 Meeting:

No.	Actions	Actionee	Date Due	Status
1.a	<b>Need to discuss removal of OOU from VHCAR</b>	Rains	8/31/17	<p>6/26/17 – The issue is the question on citizenship and dual citizenship status. OOU Exemption 6 Personal Privacy examples listed by DOE HQ and our own procedure includes citizenship data as protected E-6 information. When a person lists their dual citizenship data on the form the form then needs to be marked as OOU. (Reference email from Chet Braswell dated May 30, 2017 regarding OOU marking. <b>See Attachment 1 - RE: VHCAR – OOU change request</b>)</p> <p>Maybe the form could have the OOU markings removed and a warning statement added that when listing citizenship data the form then needs to be marked OOU E-6?</p> <p>5/30/17 – Ben Ellison wants more detail and what exemption is driving this</p> <p>5/30/17 – Per MSA Information Security and Legal, the form will remain OOU when filled in because of the “country of citizenship” in Section 1 of the VHCAR form.</p> <p>5/8/17 – VHCAR form sent to MSA Information Security for review regarding the OOU statement on the form</p>

# M-035-09 Project Manager Meeting 10/03/2017 Meeting Minutes

## M-035-09J Project Manager Meeting

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

No.	Actions	Actionee	Date Due	Status
				<p>8/31/2017 – Notifications are sent to the user “account” email address. None currently set so notifications are not sent. Recommendation is to enter user email addresses as the account email address. What address should be used for the manager email account?</p> <p>See Attachment 2 - Notifications for detail on account/password expiration and the notification process.</p> <p>7/27/17 – On Schedule to be completed by 8/31/17            5/30/17 – Need to perform a test to see why this is not working. One theory is that the email is not being sent outside of HLAN to non rl.gov email addresses.            5/8/17 – The accounts are managed by our automated system according to our account management policies. The accounts will be automatically expired if inactive for 60 days, and removed 90 days after expiration. In a quick review of the history of these accounts, the system is working as intended.</p> <p>The owner of the accounts are set to the individual user, and since there is no HLAN email address associated with the owner, no notifications are being sent.</p> <p>We could reset the owner to Cliff (or some other HLAN user) so he/they receive all notifications regarding the VHCAR accounts, or we could add an external email on the account (as long as it is not currently listed as a contact in active directory).</p> <p>Automatic notifications are sent 30 days prior to the account expire date. There is no warning message for accounts that will be expired due to inactivity, but messages are sent as soon as the account is expired due to inactivity and will continue being sent until the account is disabled (typically on the first of the month).</p>
1.b	Perform high-level audit of the email/HLAN account notification and expiration process	Rains	8/31/17	

# M-035-09 Project Manager Meeting 10/03/2017 Meeting Minutes

## M-035-09J Project Manager Meeting

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

No.	Actions	Actionee	Date Due	Status
1.c	Define the access control methods for each of the databases listed on the VHCAR form	Rains	8/31/17	<p style="color: red;">8/15/2017 – Access control methods complete for all databases. See Attachment 3 - VHCAR Systems</p> <p>7/27/17 - Access control methods for each database on the VHCAR form shown on the attached spreadsheet (VHCAR systems.xlsx). Complete except for HWIS.</p> <p>5/30/17 – Some databases on the VHCAR form are inconsistent (comment from EPA)</p>
1.d	Define the HLAN access that is provided through the VHCAR process	Rains	8/31/17	<p style="color: red;">8/31/2017 – Users are in the WDOE user group. This group is used for access control to the ECY_TPA file share.</p> <p>7/27/17 - VHCAR Users are made part of the WDOE Users group. The only access control found for this group was for FS_ECY_TPA_W, which controls access to the ECY_TPA file share.</p> <p>5/30/17 – Ecology and EPA do not have access to some HLAN systems they should have access to</p>
1.e	Address Ecology's comment in Section 2.0 of DOE/RL-93-69, Rev 6 Draft ("Does EPA and Ecology have to handle allocations/return of LACS cards in a certain way?")	Rains	8/31/17	<p>7/27/17 - Central badging has a process for issuing LACS cards. This process must be followed. There is no need for Ecology to have their own process</p> <p>5/30/17 – Ben Ellison stated Ecology's comment applies more to the badging process. The LACS should be treated like a badge. Validate this with Kelly Butts.</p>

# M-035-09 Project Manager Meeting 10/03/2017 Meeting Minutes

## M-035-09J Project Manager Meeting

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

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### 2. Completed Actions:

No.	Actions	Actionee(s)	Date Complete	Status
2.a	Capture process outlined in DOE-RL email in the next revision of DOE/RL-93-69, <i>Tri-Party Agreement Databases, Access Mechanism, and Procedures</i>	Ellison / Rains	5/11/17	MSA provided draft revision to DOE for review
2.b	Check into the records and disposition schedule of the VHCAR forms	Ellison / Rains	5/30/17	<p>There is an established sensitive records area in IDMS for the Visitor Hanford Computer Access Request (VHCAR)</p> <p>Record Detail: Folders include a collection of ESTARS Task reports, Request for Account, Incoming Email messages, VHCAR form, and other related documents Record Electronic.</p> <p>Records Schedule: ADM-18.17a Destroy 5 years after final entry or 5 years after date of document, as appropriate.</p> <p>Custodian: Ellison, Benjamin A 700/825JADWIN/401</p>
2.c	Correct the HLAN expiration date to coincide with the badge expiration date	Rains	5/8/17	There are currently 15 VHCAR accounts, all set to expire according to their badge expire date. The automated process will update the account expire date based on the badge expire date, if the badge expire date is extended, the account expire date will be also.

## M-035-09 Project Manager Meeting 10/03/2017 Meeting Minutes

### M-035-09J Project Manager Meeting

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

No.	Actions	Actionee(s)	Date Complete	Status
2.d	Incorporate DOE's comments into the draft revision of DOE/RL-93-69, <i>Tri-Party Agreement Databases, Access Mechanism, and Procedures</i>	Rains	5/11/17	5/11/17 – MSA provided draft revision to DOE for review 3/30/17 - DOE reviewed and provided comments to MSA
2.e	Provide Ecology and EPA for review, the draft revision of DOE/RL-93-69, <i>Tri-Party Agreement Databases, Access Mechanism, and Procedures</i>	Ellison / Clark	5/16/17	5/16/17 – Draft provided to Ecology and EPA via email 5/23/17 – Received Ecology's comments on DOE/RL-93-69

The Parties agreed the next meeting should be held before the end of the FY, in September 2017.

# M-035-09 Project Manager Meeting 10/03/2017 Meeting Minutes

## Attachment 1 - VHCAR - OUO Change Request

From: Braswell, C E (Chet)  
Sent: Tuesday, May 30, 2017 2:50 PM  
To: Sheriff, Marnelle L; Kent, Sandra H  
Cc: Rains, Dennis J  
Subject: RE: VHCAR - OUO change request

The form is not ours, it's owned by DOE. Site Forms has meta data on this form showing it was identified by the form owner S. Desnoyers as Exemption 6 Personal Privacy dated 10/31/2015.

In my opinion the form can go either way on OUO status. The issue is the question on citizenship and dual citizenship status. OUO Exemption 6 Personal Privacy examples listed by DOE HQ and our own procedure includes citizenship data as protected E-6 information. When a person lists their dual citizenship data on the form the form then needs to be marked as OUO.

Maybe the form could have the OUO markings removed and a warning statement added that when listing citizenship data the form then needs to be marked OUO E-6.

Chet Braswell  
Information Protection Officer  
Mission Support Alliance  
(509) 376-1820

# M-035-09 Project Manager Meeting 10/03/2017 Meeting Minutes

## Attachment 2 - Notifications

<b>Notifications</b>		
<b>Password Expiration</b>	Passwords are valid for 180 days	
Once every 5 days starting at 20 days prior to expiration (20 days, 15 days, 10 days, 5 days)	Notification sent to Account Owner	
Daily messages are sent starting at 5 days prior to expiration (5 days, 4 days, 3 days, 2 days, 1 day)	Notification sent to Account Owner and Manager	
Password expires, daily messages are sent until password is changed or account is disabled	Contact the Mission Service Desk at 376-1234 to reset	
<b>Account Expiration</b>		
Once every 5 days starting at 20 days prior to expiration (20 days, 15 days, 10 days, 5 days)	Accounts are valid for one year from date of issue Notifications sent to Account Owner	The accounts are managed by our automated system according to our account management policies. The accounts will be automatically expired if inactive for 60 days, and removed 90 days after expiration. In a quick review of the history of these accounts, the system is working as intended.  The owner of the accounts are set to the individual user, and since there is no HLAN email address associated with the owner, no notifications are being sent. We could reset the owner to Cliff (or some other HLAN user) so he/they receive all notifications regarding the VHCAR accounts, or we could add an external email on the account (as long as it is not currently listed as a contact in active directory).  Automatic notifications are sent 30 days prior to the account expire date. There is no warning message for accounts that will be expired due to inactivity, but messages are sent as soon as the account is expired due to inactivity and will continue being sent until the account is disabled (typically on the first of the month).
Daily messages are sent starting at 5 days prior to expiration (5 days, 4 days, 3 days, 2 days, 1 day)	Notifications sent to Account Owner and Manager	
Expired, sent daily until account disabled on first of the month	Notification sent to Account Owner and Manager	
<b>Account Inactivity</b>		
Daily messages are sent until the account is disabled	Account suspended after 60 days of inactivity. Contact the Mission Service Desk to reinstate. Notifications sent to Account Owner and Manager	

# M-035-09 Project Manager Meeting

## 10/03/2017 Meeting Minutes

Attachment 3 - VHCAR Systems

System	Method of Access or URL	Access Control	Owner	Technical Lead			
EDA - Environmental Dashboard Application	External: <a href="https://ehs.hanford.gov/eda/">https://ehs.hanford.gov/eda/</a> Internal: <a href="https://ehs.chprc.ri.gov/eda/">https://ehs.chprc.ri.gov/eda/</a>	None (Internal or External)	Bill Webber	Warren Brown			
ERS - Environmental Release Summary	Data is updated and accessed in HEIS	No public access to the ERS application	Scott Johnson	Laurie Ollero			
HANDI - Hanford Data Integrator	<a href="http://oc.ms.ri.gov/handi/">http://oc.ms.ri.gov/handi/</a>	No access control. All users with valid User ID may access site on HLAN.	Paula Freeman	Regina Gifford			
HEIS - Hanford Environmental Information System	HEIS is an environmental database. HEIS data is accessible through several front-end systems including EDA and HWIS	Same as systems accessing the data (HEIS, HWIS)	Bill Webber	Warren Brown / Jason Altman			
HGIS - Hanford Geographic Information System	<a href="http://heis.ri.gov/heis/">http://heis.ri.gov/heis/</a>	No access control. All users with valid User ID may access site on HLAN.	Dennis Rains	Jason Altman			
HMS - Hanford Meteorological System	<a href="http://www.hanford.gov/hms">www.hanford.gov/hms</a>	Public external website. No access control.					
HWIS - Hanford Well Information System	HWIS data is primarily maintained using the Well Maintenance Application (WMA). Access is controlled using Oracle security accounts managed by the Environmental Data Integration (EDI) group. HLAN users have read only access to the well data using URL: <a href="https://ehs.chprc.ri.gov/eda/">https://ehs.chprc.ri.gov/eda/</a> non-HLAN (Public) have access using URL: <a href="https://ehs.hanford.gov/eda/">https://ehs.hanford.gov/eda/</a> which both use the Environmental Dashboard Application (EDA).	EDA: None (Internal or External)	Bill Webber	Aaron Schatz			
SACS - Surveillance Analysis Computer System	Software Distribution	Request Access: Robert lane	Mark Roberts	Robert Lane			
TWINS - Tank Waste Information Network System	<a href="https://twins.labworks.org">https://twins.labworks.org</a> (internal); <a href="https://twinsweb.labworks.org">https://twinsweb.labworks.org</a> (external)	Internal - none external - Matthew Rodgers (WRPS)	Russell Swannack	Thomas Olund			
TCD - Tank Characterization Database (available via TWINS link)	<a href="https://twins.labworks.org">https://twins.labworks.org</a> (internal); <a href="https://twinsweb.labworks.org">https://twinsweb.labworks.org</a> (external)	Internal - none; external - Matthew Rodgers (WRPS)	Russell Swannack	Thomas Olund			
WIDS - Waste Information Data System	The Waste Information Data System (WIDS) is a database that provides a traceable source of information about sites of environmental interest at Hanford. Information is available via QMap, the Hanford Geospatial Mapping Portal, and the Environmental Dashboard Application (EDA).	None for general access to reports or data Contact Jeff Shearer for administrative or data entry access	Bill Webber	Warren Brown			
SWITS - Solid Waste & Information Tracking System	<a href="http://swits.ri.gov/">http://swits.ri.gov/</a>	Application account/password - Request Access: SWITS Admin - John Berger or Kirt Clem. Note: Read Only Access is given.	Rich Clinton	Ron Wandling			
PI System - Desktop Tools	Software Distribution	Request Access: Eric Talbott	Mark Roberts	Eric Talbott			New - Added by Robert Lane
PI System - PI Coresight (PI Vision, online trending tool)	<a href="https://pi-coresight.wrps.ri.gov/Coresight/#">https://pi-coresight.wrps.ri.gov/Coresight/#</a>	Request Access: Eric Talbott	Mark Roberts	Eric Talbott			New - Added by Robert Lane