

Meeting Minutes – Approval

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

Federal Building
Richland, Washington
February 18, 2016

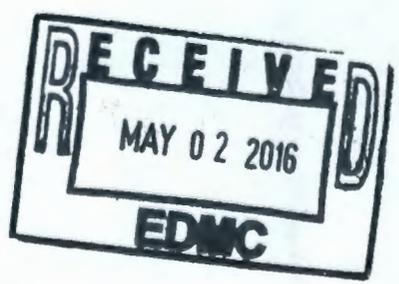
The undersigned indicate by their signatures that these meeting minutes reflect the actual occurrences of the above dated meeting. Signatures denote concurrence with content only and do not imply agreement or commitments

Approval:  Date: 4/26/16
Ben Ellison, Project Lead
U.S. Department of Energy,
Richland Operations Office

Approval: N/A Date: _____
Dave Einan, Project Manager
U.S. Environmental Protection Agency

Approval:  Date: 4/26/16
Adam Palomarez, Project Manager
Washington State Department of Ecology

Minutes Prepared by:  Date: 4/26/16
Carolyn Noonan
Mission Support Alliance, LLC



Project Manager Meeting

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

825 Jadwin Avenue, Rm. 359,
02/18/16, 13:00

Attendees: RL: Cliff Clark, Mike Eddy, Ben Ellison, Ben Vannah; ORP: Bryan Trimmerger;
ECY: Adam Palomarez; MSA: Carolyn Noonan, Rob Piippo, Dennis Rains, Ashley Ward

Not present: EPA: David Einan

Minutes

1. Agency Assessments of Information and Data Access Needs

The U.S. Department of Energy (DOE), Richland Operations Office (RL) reviewed open actions from the 12/09/2015 M-035-09 Project Managers' Meeting. RL reported that a meeting has been scheduled for 02/29/2016, at which time the Mission Support Alliance, LLC (MSA), will demonstrate the Visitor Hanford Local Area Network (HLAN) Computer Access Request (VHCAR) processes from start to finish. DOE and the Washington State Department of Ecology (Ecology) agreed this action item could be closed. In addition, RL reported that a Federal IT Support email box was established to provide Ecology with HLAN information technology (IT) support. Ecology reported that the IT support they have received through this email process is working well, and agreed to close this action (to provide an HLAN assistance contact list, including points of contact for HLAN network applications).

RL and Ecology discussed VHCAR, specifically the VHCAR homepage/splash screen. Ecology indicated some errors with the splash screen and default profile settings had been reported, and requests a followup. Ecology also agreed to review and report any issues with the VHCAR homepage. Ecology inquired whether all employees with HLAN access needed RSA tokens or soft tokens.

The group held a lengthy discussion on the HLAN account renewal process for Ecology staff. At present, the renewal process requires repeating the complete VHCAR access request process when an account lapses. RL's perspective is that this process creates a complete record of active accounts; without this, it is difficult to document each account's activity in IDMS. Ecology is not supportive of this approach, as it is cumbersome and time consuming. MSA suggested a shortened form. For accounts that have lapsed, DOE would like a simpler reinstatement method. RL, MSA, and Ecology discussed the possibility of a modified workflow. RL explained that guest accounts expire after a year to confirm that legitimate reasons to access network remain. Ecology requested notification emails before accounts expire, whether it be the annual expiration or the 30-day inactivity expiration. MSA requested high-level requirements or would-likes for renewal notifications. The parties will discuss notifications in more detail during the VHCAR walk-through. Ecology referred to the account renewal process described in DOE/RL-93-69, *Tri-Party Agreement Databases, Access Mechanism, and Procedures*, which

requires only an email to RL. The parties agreed that the process defined therein will be followed until a refined procedure is developed and implemented.

There was some discussion on multi-factor authentication for contractors and visitors. RL emphasized the need for longer term visitor access.

RL described ESP – a program in development that ultimately may replace HLAN’s Account Management System. When ESP is deployed, the account and badge renewal processes will be integrated, becoming more seamless.

RL and Ecology discussed completing milestone M-035-09J. Ecology is supportive of completing the milestone once the renewal process is refined. MSA committed to schedule a follow-up meeting in April.

2. Status of the Strategic Data Management Plan DOE/RL-93-69 Rev. 5

MSA is updating DOE/RL-93-69. Ecology and EPA will be included in the document review process.

3. Documents to be Submitted to the Administrative Record

Meeting minutes from the 12/09/2015 M-035-09 Project Managers Meeting were signed. MSA will submit the signed minutes to the Administrative Record.

4. Schedules

- VHCAR walk-through with MSA: 02/29/2016
- Brief River Corridor/Central Plateau Quarterly Milestone Review: 03/17/2016
- Milestone M-035-09, “Propose implementation schedules (TPA milestones) for enhancements identified during agency information and data access needs assessment,” due 03/31/2016

5. Agreements and Commitments

No.	Action	Actionee	Status
1	Verify VHCAR working	Palomarez	In process
2	Verify shared areas mapped from splash screen on default profile	Palomarez	In process
3	Schedule followup meeting in April	Noonan	In process
4	Determine if EPA has HLAN users	Noonan	In process
5	Update DOE/RL-93-69 and include Ecology in review process	Ellison/ Rains	In process

Distribution

A.L. Palomarez	ECY	H0-57
S.R. Einan	EPA	A4-19
B.R. Trimberger	ORP	H6-60
C.E. Clark	RL	A5-19
B.A. Ellison	RL	A6-35
B.W. Vannah	RL	A5-11
A.K. Wright	RL	A5-19
C.P. Noonan	MSA	A3-01
R.E. Piippo	MSA	A3-01
M.J. Turner	MSA	A3-01
Administrative Record (M-035-09, M-035-09J)		H6-08