

Meeting Minutes – Approval

M-035-09 Project Manager Meeting

December 6, 2018, 09:30 – 10:30 a.m.

3100 Port of Benton Blvd., Room 31

The undersigned Tri-Party Agreement Project Managers 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:



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

Date:

4/24/19

Approval:



Adam Palomarez, Project Manager
Washington State Department of Ecology

Date:

4/22/2019

Approval:

Not present

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

Date:

Minutes Prepared
by:



Carolyn Noonan
Mission Support Alliance, LLC

Date:

4/28/19

Attendees: Attachment 1

Agenda: Attachment 2

Acton List: Attachment 3

Minutes:

1. Approval of the Last Project Manager Meeting Minutes

MSA explained that the November's M-035-09 project manager meeting minutes had been signed, and that MSA would be submitting the signed minutes package to the Administrative Record office for publishing.

2. Tri-Party Agreement Database Access Form

MSA described actions MSA has taken since the November project manager meeting to improve the VHCAR notification email. MSA's notification email included advice from Central Badging on how identities are verified (one form of ID from primary list or two forms of ID from secondary list). DOE and Ecology reviewed the email language, and Ecology indicated that in practice, Central Badging consistently require two forms of ID, whether or not one is on the primary list. MSA took the action to contact Central Badging staff and verify the language from their procedure accurately reflects their practices. MSA's draft email also included a reference for Service Desk help available for remote access on non-Windows platforms. DOE requested and MSA took the action to remove the reference to other platforms from the email.

MSA also explained that MSA would be drafting redlined changed to the VHCAR form and to DOE/RL-93-69 to reflect the change from RSA tokens to smart cards for remote access.

3. Status of Action Tracking List

2018.06.001 Centralized Operating Record for Ecology and EPA Access

DOE explained that DOE and Ecology held discussions the prior week and agreed to extend milestone M-035-09K through March 31, 2019. Ecology signed the change control form and provided it to MSA for routing and publishing.

DOE described management support of the centralized operating record activity. DOE described the phased approach that had previously been shared. Phase 1 will include DOE ESQ staff coordinating an effort to upload a pilot sample of three CHPRC documents into the newly established IDMS folder. Phase 2 will include testing and coordinated DOE/Ecology strategy development, as well as definition of what constitutes an operating record. Ecology stated that their permitting and compliance staff should be included in the strategy development.

Ecology acknowledged that the IDMS area would be structured, but inquired whether or not the area will have a front end. DOE explained that permissions would be cascaded down through subfolders in the designated folder.

Ecology stated that the effort to prepare a centralized operating record is a first step toward providing Ecology with access to the multitude of things they should be able to access, and that ultimately Ecology should be able to access water permitting documentation, air permitting documentation, and other information in the same way.

DOE explained that contractors will be asked simply to include records that are already being stored elsewhere in IDMS in the Ecology-accessible folder. Ecology clarified that there is no need to duplicate records/information they can already access. Ecology explained that each facility should be able to produce an operating record index, and should be able to locate each of the records included in the index. Those records identified in the index that are stored in IDMS are expected to be stored in the new folder structure.

DOE explained the intent to pursue categorical clearance for many of the document types that will be included in the centralized operating record repository. DOE inquired if Ecology was having issues accessing any other systems, and asked if Ecology was aware of a new system named SOCRATES. DOE took the action to send Ecology a link to the system.

This item remains open.

2018.09.001 Verify whether or not Ecology permitting staff are satisfied with their existing access to BNI operating records

MSA described the November project manager meeting discussion related to BNI not yet being an operating facility, and inquired whether or not this action should be closed. Ecology explained that the item would need to be reconsidered when the facility is operating, but that the action could be maintained outside of the action tracking list.

This item will be closed.

4. Final Steps for M-035-09K Milestone

5. Upcoming Dates

MSA named the following upcoming meeting dates:

- Next PMM scheduled for January 9, 2019, at Ecology's office.
- Next CP/RC quarterly meeting is scheduled for December 20, 2018.

MSA presented draft M-035-09K slides for agency consideration (Attachment 4). DOE and Ecology reviewed and approved of the slides with no changes.

6. Around the Room

No additional topics were discussed.

7. New Agreements and Commitments

No.	Action	Actionee	Due Date
2018.12.001	Confirm Central Badging practices for verifying identification before issuing LACS cards	MSA	01/09/2019
2018.12.002	Remove reference to non-Windows support from notification email	MSA	01/09/2019
2018.12.003	Provide Ecology with a link to SOCRATES	DOE	01/09/2018

Meeting Attendees

M-035-09K Project Manager Meeting

December 6, 2018 9:30-10:30 am
3100 Port of Benton Blvd., Room 31

Name	Organization
Corylyn Noonan	MSA
[Signature]	ECY
Ben Ellison	DOE
John Price	Ecology
Kathy Higgins	DOE

Agenda

M-035-09K Project Manager Meeting

December 6, 2018 9:30-10:30 am
3100 Port of Benton Blvd., Room 31

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

1. Approval of the Last PMM Meeting Minutes

2. TPA Database Access Form

3. Status of Action Tracking List

4. Final Steps for M-035-09K Milestone

- Schedule currently extended through December 31, 2018.

5. Upcoming Dates

- Next PMM scheduled for January 9, 2019, at Ecology's office.
- Next CP/RC quarterly meeting is scheduled for December 20, 2018.

6. Around the room

M-035-09 Project Manager Meeting

Action Tracking List

December 6, 2018

No.	Action	Actionee	Due Date	Status
2018.06.001	Centralized Operating Record for Ecology and EPA Access	DOE	06/21/18	DOE issued letter the following letters requesting impact assessments for establishing a centralized operating record in IDMS: <ul style="list-style-type: none">• 18-SEI-0119 to MSA on 06/21/18• 18 SEI 0118 to CHPRC on 07/17/18• 18-CPM-0097 to WRPS on 07/31/18
2018.09.001	Verify whether or not Ecology permitting staff are satisfied with their existing access to BNI operating records	Ecology	10/09/18	In process.



M-035-09

Conduct Biennial Assessments of Information and Data Access Needs

RICHLAND
OPERATIONS OFFICE

United States Department of Energy

M-035-09: Conduct Biennial Assessments of Information and Data Access Needs



- “Conduct biennial assessments of information and data access needs with EPA and Ecology. DOE will propose implementation schedules (TPA Milestones) for enhancements as a result of the biennial assessments.”
- The VHCAR approval notification email has been updated to provide more specific instructions
- Ecology does not have satisfactory access to operating record files, and will not consider milestone complete until an implementation plan, including schedule, is complete for a centralized operating record repository.
- M-035-09K, originally due March 31, 2018, has been extended through March 31, 2019.