

Lifecycle Report Project Managers Meeting  
February 25, 2021  
MS Teams Meeting  
**Meeting Minutes**

**Distribution**

Greg Jones	DOE-RL	H5-20
Shannon Ortiz	DOE-RL	H5-20
Kaylin Burnett	DOE-ORP	H6-60
Anne Knapp	Ecology	H0-57
Craig Cameron	EPA	A3-46
Brian Esparza	HMIS – PP&O	H1-27
S. Seiler	HMIS – PP&O	H1-27
S. Brasher	HMIS – TPA	A3-01
S. Davis	HMIS – TPA	A3-01
	ADMINISTRATIVE RECORD	H6-08

Please send comments on Meeting Minutes to Shannon Ortiz ([shannon.ortiz@rl.doe.gov](mailto:shannon.ortiz@rl.doe.gov)) and Scott Seiler ([Scott W Seiler@rl.gov](mailto:Scott_W_Seiler@rl.gov))

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The undersigned indicate, by signature, these meeting minutes accurately reflect the occurrences of the February 25, 2021 Lifecycle Report Project Manager Meeting.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Anne Knapp via email  
Anne Knapp, Project Manager  
Washington State Department of Ecology

\_\_\_\_\_  
March 9, 2021  
Date

\_\_\_\_\_  
Craig Cameron, Project Manager  
U.S. Environmental Protection Agency

\_\_\_\_\_  
Date

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### **1.0 Administrative Items**

Shannon Ortiz thanked everyone for logging into the meeting and confirmed the agenda for this PMM.

The list of attendees for this meeting is provided in Attachment A. Action Items identified during this meeting are documented in Attachment B. Any items from this meeting that belong in the Administrative Record are documented in Attachment C.

#### Approval of Previous Meeting Minutes:

Meeting Minutes from the January 14, 2021 PMM were signed by the M-036-01 Project Managers; Shannon Ortiz of DOE-RL, Anne Knapp of Ecology, and Craig Cameron of EPA and have been placed in the Administrative Record.

#### Upcoming Meetings:

The next Quarterly TPA Review Meeting is scheduled for March 18, 2021. The PMs confirmed it is planned that a Hanford Federal Facilities and Consent Order IAMIT Milestone Review Form (*For Milestones Without Issues or Significant Activity*) will be submitted for Milestone M-036-01J for the meeting with no presentation.

#### Attachments:

A – List of Attendees

B – Action Tracking List

C – Administrative Record Items

### **2.0 2022 Lifecycle Report Update Status**

Shannon Ortiz provided status on the baseline updates that are in progress. At this time these updates are in work and on schedule. No significant issues are apparent at this time. As such, progress for completion of the LCR TPA Milestone M-036-01J is on schedule.

### **3.0 Prep for 3/18/21 Quarterly TPA Review Meeting**

The LCR Project Managers confirmed that the *M-036-01 IAMIT Milestone Review Form* will be finalized and submitted in advance of the Quarterly TPA Review Meeting. No attendance at this meeting is planned for the LCR Project Managers. Craig Cameron will be in attendance, regarding other matters, and will field any related questions that may come up re: the Milestone Review Form.

**(Actions S Seiler: send Final Draft Milestone Review Form to the PMs for Approval – and then submit to S Brasher and S Davis for inclusion in the Quarterly TPA Review Mtg package)**

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**4.0 Upcoming Meetings and Events**

Quarterly TPA Review Meeting (March 18, 2021) – a Milestone Review Form will be submitted but no presentation is anticipated.

LCR PMM (June 2, 2021) – **(Action Seiler: Schedule for 6-2-21 @ 1:30pm)**

Quarterly TPA Review Meeting (June 17, 2021) – a Milestone Review Form will be submitted but no presentation is anticipated.

Draft LCR for review (August 2021) – draft report aligning ORP baseline to System Plan, Rev. 9 and RL baseline adjustments in concert with Environmental Liability

Completion of M-036-01J (January 31, 2022) – submittal of updated LCR

**5.0 Action Tracking Items and Status**

All prior Action Items are completed. New Actions identified in these meeting minutes will be incorporated for tracking purposes.

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**Attachment A – List of Attendees**

Shannon Ortiz	DOE-RL
Kaylin Burnett	DOE-ORP
Anne Knapp	Ecology
Craig Cameron	EPA
Stephanie Brasher	HMIS
Scott Davis	HMIS
Scott Seiler	HMIS

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**Attachment B – 2021 Action Tracking List**

<b>Action No.</b>	<b>Actionee</b>	<b>Description</b>	<b>Date Opened</b>	<b>Date Closed</b>	<b>Status Notes</b>
2021-1	MSA-Seiler	Schedule next LCR PMM Mtg.	1-14-21	1-18-21	PMM scheduled for 02/25/2021 @ 1:30pm
2021-2	MSA-Esparza	Prepare TPA Quarterly Milestone Status Review Form	1-14-21	2-23-21	Draft completed for internal review
2021-3	HMIS-Seiler	Send Draft Milestone Review Form to PMs for Approval – then submit to S Davis for inclusion in Qrtly TPA Review Mtg package	2-25-21	3-8-21	Reviewed and approved by PMs - forwarded to S Davis to include in TPA mtg pkg
2021-4	HMIS-Seiler	Schedule next LCR PMM Mtg.	2-25-21	2-25-21	PMM scheduled for 06/02/2021 @ 1:30pm

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**Attachment C – Administrative Record Items**

The previous PMM Meeting Minutes for January 14, 2021 have been entered into the Administrative Record (AR-08428). The minutes for this 2-25-21 LCR PMM will be entered into the Administrative Record upon review and approval by the Project Managers.