

Meeting Minutes – Approval

M-035-09 Project Manager Meeting

January 9, 2019, 09:00 – 10:00 a.m.
3100 Port of Benton Blvd., Room 3C

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:

4/22/19

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:

4/22/19

Attendees: Attachment 1

Agenda: Attachment 2

Acton List: Attachment 3

Minutes:

1. Approval of the Last Project Manager Meeting Minutes

MSA explained that the draft December project manager meeting minutes had been approved by RL and were with Ecology for review.

2. Tri-Party Agreement Database Access Form

MSA stated that the VHCAR approval notification email was updated. MSA described having (1) removed the reference to help available for non-Windows platforms, and (2) clarified that two forms of identity would be required for Central Badging to issue LACS cards.

Issues 2018.12.001 and 2018.12.002 will be closed.

3. Hanford Operating Record – Pilot Project Status Update

RL stated that the project is moving forward according to the phased approach the parties discussed in December. RL stated that an IDMS folder had been established, and an initial set of CHPRC documents had been loaded. RL continued that the RL records officer would be working with CHPRC to develop a more faceted folder structure, and that additional files would be loaded. RL committed to sending a link to the IDMS folder to Ecology. RL explained that CHPRC's impact assessment was scheduled for delivery in January, and that WRPS had stopped work until the task could be clarified in more detail.

4. Status of Action Tracking List

2018.06.001 Centralized Operating Record for Ecology and EPA Access

This item was described in item 3 and will be closed.

2018.12.001 Confirm Central Badging practices for verifying identification before issuing LACS cards

This item was described in item 2 and will be closed.

2018.12.002 Remove reference to non-Windows support from notification email

This item was described in item 2 and will be closed.

2018.12.003 Provide Ecology with a link to SOCRATES

The RL TPA representative explained that a link had been provided to TPA Section Manager John Price. The Ecology project manager stated that he had not received the link, and RL committed to forwarding the link. This action will remain open.

5. Steps towards Signing M-035-09K Milestone

This item was discussed under item 3.

6. Upcoming Dates

MSA announced the following upcoming meeting dates:

- Next PMM tentatively scheduled for February 6, 2019, at RL.
- Next IAMIT is scheduled for January 17, 2019.
- Next CP/RC quarterly meeting is scheduled for March 21, 2019.

7. Around the Room

The RL TPA representative presented draft IAMIT determination 2017-003 (Attachment 4), and explained that RL would like to present the form to IAMIT for signature on January 17, 2019. Ecology noted that the draft form RL presented did not include redline changes that Ecology had previously proposed. Ecology presented a draft determination that included redlined changes (Attachment 5). RL reviewed the form and the RL project manager agreed the redlined changes were reasonable. RL requested and Ecology agreed to send the redlined form to the group.

8. New Agreements and Commitments

No.	Action	Actionee	Due Date
2019.01.001	Forward link to IDMS area to Ecology	RL – CIO	02/06/2019
2019.01.002	Forward Socrates information to Ecology project manager	RL – TPA	02/06/2019
2019.01.003	Forward redlined draft IAMIT determination to RL	Ecology	02/06/2019

Meeting Attendees
M-035-09K Project Manager Meeting
January 9, 2019, 9:00-10:00 am
3100 Port of Benton Blvd., Room 3C

Name	Organization
Carolyn Norman	MSA
Kathy Higgins	DOE
Ben Elson	DOE
Adam ^{ADAM} PALMAREZ	ECY
Ydessa ^{WILL} Delvaag	ECY
Bryan Trimberger	ORP

Agenda

M-035-09K Project Manager Meeting

January 9, 2019, 9:00-10:00 am
3100 Port of Benton Blvd., Room 3C

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. Hanford Operating Record – Pilot Project Status Update

4. Status of Action Tracking List

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

- Schedule currently extended through March 31, 2019.

6. Upcoming Dates

- Next PMM tentatively scheduled for February 6, 2019, at RL.
- Next IAMIT is scheduled for January 17, 2019 (will be cancelled if the government still shut down).
- Next CP/RC quarterly meeting is scheduled for March 21, 2019.

7. Around the Room

M-035-09 Project Manager Meeting

Action Tracking List

January 9, 2019

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
2018.12.001	Confirm Central Badging practices for verifying identification before issuing LACS cards	MSA	01/09/2019	Complete
2018.12.002	Remove reference to non-Windows support from notification email	MSA	01/09/2019	Complete
2018.12.003	Provide Ecology with a link to SOCRATES	DOE	01/09/2018	In process

**HANFORD FEDERAL FACILITY AGREEMENT AND CONSENT ORDER
INTERAGENCY MANAGEMENT INTEGRATION TEAM (IAMIT)
DECISION / DETERMINATION / ACTION ASSIGNMENT**

Number: 2017-003

This form is intended to document the decisions and determinations made by the IAMIT within their authorities under the terms and conditions of the Hanford Federal Facility Agreement and Consent Order. This form is also intended to provide notification, to the affected persons, of the IAMITs decisions / determinations or actions assigned.

SUBJECT Milestone M-035-09 Project Management Meeting (PMM) Documentation

DECISION / DETERMINATION / ACTION ITEM

In accordance with Tri-Party Agreement (TPA) Action Plan Section 4.1, "Project Manager Role,"

The assigned DOE and lead regulatory agency project managers have the authority to jointly determine and agree on what information shall be provided at the [Project Managers] meeting; any such agreements will be documented and approved by the [Interagency Management Integration Team] IAMIT, as a Determination.

This IAMIT determination will serve to document the PMM documentation agreements listed below for TPA Milestone M-035-09, Biennial Assessments of Information and Data Access.

It is determined that for the M-035-09 PMM documentation will consist of:

- Current status of ongoing activities associated with the milestone submittal(s)
- Any anticipated delay(s) in meeting the milestone schedule, the reason(s) for such delay(s) and actions taken to prevent or mitigate the delay(s), along with any potential problems that may result in a departure from the requirements and milestone schedule
- Status of previous agreements and commitments
- Any new agreements and commitments
- Any approved changes signed off at the meeting or since the previous PMM in accordance with Section 12.2, "Authority to Approve Changes"
- Documents to be submitted to the Administrative Record (AR)

IS THIS DECISION / DETERMINATION / ACTION ITEM

FINAL INTERIM (Further action to be taken)

IAMIT MEMBER APPROVALS

William F. Hamel, DOE-RL

Date

Alex K. Smith, Ecology

Date

David R. Einan, EPA

Date

**HANFORD FEDERAL FACILITY AGREEMENT AND CONSENT ORDER
INTERAGENCY MANAGEMENT INTEGRATION TEAM (IAMIT)
DECISION / DETERMINATION / ACTION ASSIGNMENT**

Number: 2017-003

This form is intended to document the decisions and determinations made by the IAMIT within their authorities under the terms and conditions of the Hanford Federal Facility Agreement and Consent Order. This form is also intended to provide notification, to the affected persons, of the IAMIT's decisions / determinations or actions assigned.

SUBJECT Milestone M-035-09 Project Management Meeting (PMM) Documentation

DECISION / DETERMINATION / ACTION ITEM

In accordance with Tri-Party Agreement (TPA) Action Plan Section 4.1, "Project Manager Role,"

The assigned DOE and lead regulatory agency project managers have the authority to jointly determine and agree on what information shall be provided at the [Project Managers'] meeting; any such agreements will be documented and approved by the [Interagency Management Integration Team] IAMIT, as a Determination.

This IAMIT determination will serve to document the PMM documentation agreements listed below for TPA Milestone M-035-09, Biennial Assessments of Information and Data Access.

It is determined that for the M-035-09 PMM documentation will consist of:

- Current status of ongoing activities associated with the milestone submittal(s)
- Detailed near-term schedules
- Any anticipated delay(s) in meeting work or the milestone schedule(s), the reason(s) for such delay(s) and actions taken to prevent or mitigate the delay(s), along with any potential problems that may result in a departure from the requirements and milestone schedule
- Current work schedule information including project task element schedule status and associated "float"
- Schedules to address ongoing activities associated with milestones
- Monthly and cumulative budget if applicable
- Actual monthly and cumulative costs if applicable
- Performance measurement information etc.
- Status of previous agreements and commitments
- Any new agreements and commitments
- Any approved changes signed off at the meeting or since the previous PMM in accordance with Section 12.2, "Authority to Approve Changes"
- Documents to be submitted to the Administrative Record (AR)

IS THIS DECISION / DETERMINATION / ACTION ITEM

FINAL INTERIM (Further action to be taken)

IAMIT MEMBER APPROVALS

William F. Hamel, DOE-RL

Date

Alex K. Smith, Ecology

Date

David R. Einan, EPA

Date