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

February 20, 2018

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.
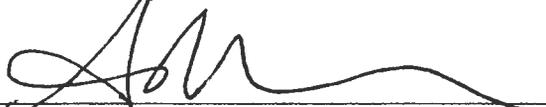
Approval: _____ Date: 3/21/18
Ben Ellison, Project Lead
U.S. Department of Energy,
Richland Operations Office

Approval: _____ Date: 3/21/18
Adam Palomarez, Project Lead
Washington State Department of Ecology
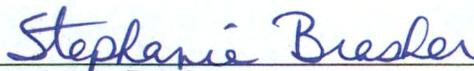
Approval: _____ Date: 3/22/18
Dave Einan, Project Manager
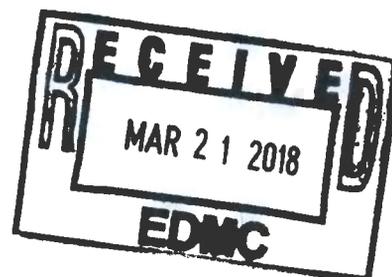U.S. Environmental Protection Agency

Minutes Prepared by: _____ Date: 3/20/18
Stephanie Brasher
Mission Support Alliance, LLC

M-035-09 Project Manager Meeting
2/20/2018 Meeting Minutes

Attendees: See Enclosure 1

Agenda: See Enclosure 2

Minutes:

1. **Approval of the last PMM Meeting Minutes:** MSA brought the January 16, 2018 Meeting Minutes for the Parties to sign. The meeting minutes were approved and were placed in the Administrative Record.

2. **Status of Actions from January 16, 2018 Meeting:**

    Action 1 – Remove dual citizenship from VHCAR form: Ecology has some issues with the automation for the VHCAR form. MSA-IM has taken the action to remove the dual citizenship from the automated form.

    Action 2 – IDMS search criteria and details: Ecology still does not have access to the Integrated Document Management System (IDMS), so the Parties agreed that a meeting with respective attorneys present needs to occur in order to resolve the IDMS access areas. Ecology is not convinced that IDMS is the root of this issue, so they would like to discuss with attorneys present. Ecology took the action to contact their attorney to coordinate meeting with DOE legal. Ecology and DOE also agreed to come up with a couple possible solutions to the IDMS issue prior to the meeting with the attorneys. The possible solutions will be discussed at the next M-035-09K PMM, scheduled for March 6, 2018.

    Ecology noted that DOE/RL-93-69, *Tri-Party Agreement Databases, Access Mechanism, and Procedures*, Section 4.1, Tri-Party Agreement-Related Databases does not list IDMS. Section 4.3, Abstracts also does not list IDMS. MSA-IM took the action to add IDMS into Sections 4.1 and 4.3.

    Action 3 – Correct PopFon permissions to allow Ecology access to email addresses and phone numbers: New version of PopFon installer was completed and Ecology has access. This action can be closed.

    Action 4 – Update Section 2.0, Security Point of Contact Responsibilities in DOE/RL-93-69 (LACS return will follow badge return process): Ecology needs to review changes made to Section 2.0 in DOE/RL-93-69 to make sure revision is good.

    Action 5 – M-035 IAMIT Determination to be reviewed for the next IAMIT meeting: Ecology does not want to sign the Determination yet until the IDMS issue is resolved (see Action 2 above).

3. **M-035 Milestone IAMIT Determination (Documents what will be reported in the M-035 PMMs to stay complaint with the TPA):** Ecology does not want to sign the Determination yet until the IDMS issue is resolved (see Action 2 above).

4. **Final Steps for M-035-09K milestone** (Due 3/31/2018): Ecology indicated that a 90-day extension to this milestone may be needed. MSA-TPA took the action to draft change control form with 90-day extension to have at the Quarterly Milestone Review meeting.

Ecology would like additional time at the Quarterly Milestone Review meeting scheduled for March 15, 2018 to discuss this milestone, IDMS issue and IAMIT Determination.

Ecology requested to review the milestone slides that will be presented at the Quarterly Milestone Review meeting being held on March 15, 2018 to ensure that both Parties agree to what is being presented. MSA-TPA took the action to draft the milestone slide and have it reviewed prior to the meeting.

5. **Around the room:** DOE asked Ecology how the Document Clearance process was working for them. Ecology stated that folks are referencing Smart Plant and Ecology does not have access to Smart Plant. Ecology stated it just depended on what is being asked for.

Ecology asked if a document can exist in IDMS without a clearance. DOE stated that documents can exist IDMS without a clearance. The issue is getting the document through clearance, not that DOE does not want to provide the document. DOE has a process that must be followed in order to release a document to Ecology (or any other public entity).

Ecology mentioned they had a computer and router they were not using and requested DOE to pick it up. MSA-IM took the action to pick up the computer and router.

DOE wanted to confirm with MSA-IM that the AMS accounts were populated. MSA-IM stated that they would have to manually input the "Manager" responsible at Ecology, in order for the notifications to work properly. MSA-IM took the action to manually set the AMS "manager" email address to the Security point of contact on the VHCAR form and ensure the AMS accounts were populated correctly to provide the badge expiration notifications necessary to Ecology.

6. New Agreements and Commitments

No.	Action	Actionee	Due Date
1	Add IDMS into Sections 4.1. and 4.3 of DOE/RL-93-69	MSA-IM	3/6/2018
2	Draft change control form to extend milestone M-035-09K by 90-days	MSA-TPA	3/6/2018
3	Draft milestone slide for Quarterly Milestone Review meeting	MSA-TPA	3/6/2018
4	Draft possible solutions to the IDMS issue prior to the meeting with the attorneys	DOE/Ecology	3/6/2018
5	Pickup computer and router from Ecology	MSA-IM	3/6/2018
6	Ensure AMS accounts were populated for Ecology badge expiration notifications	MSA-IM	3/6/2018

Distribution

Adam Palomarez	ECY	H0-57
Will Deluna	ECY	H0-57
John Price	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
Tony McKarns	RL	H5-20
Bryan Trimberger	ORP	H6-60
Marnelle Sheriff	MSA	G3-17
Brittany Scales	MSA	A3-01
Stephanie Brasher	MSA	H4-35
Scott Davis	MSA	A3-01
Michael Turner	MSA	A3-01
Administrative Record (M-035-09)		H6-08

Enclosure 1 – Attendees

Tri-Party Agreement

U.S. Department of Energy
Washington State Department of Ecology
U.S. Environmental Protection Agency

Meeting Attendees
Project Manager Meeting
M-035-09K: Biennial Assessments of Information and Data Access Needs with EPA and Ecology
February 20, 2018

Name	Organization
Scott Davis	MSA TPA
Stephanie Brasher	MSA TPA
Adam Palomarez	ECY
Ben Olson	DOE
Sali Dawson	DOE
Will deLuna	Ecy
Bryan Trinberger	ORP
Marvelle Sheriff	MSA IT
John Price	Ecology

Enclosure 2 – Agenda

Agenda
M-035-09K Project Manager Meeting
February 20, 2018 10:00-11:00 am
Ecology 3A-Snake River Room

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

1. Approval of the last PMM Meeting Minutes

2. Status of Actions from January 16, 2018 Meeting:

3. M-035 Milestone IAMIT Determination (Documents what will be reported in the M-035 PMMs to stay complaint with the TPA)

4. Final Steps for M-035-09K Milestone *(Due 3/31/2018)*
   - Current Status
   - Next PMM

5. Around the room

M-035-09K Action Items

No.	Action	Actionee	Due Date	Status
1	Remove dual citizenship from VHCAR form	DOE-RL	2/7/18	1/16 – Confirm if dual citizenship can be removed from VHCAR form or if it is acceptable to leave on and not be an OUO E-6 document
2	IDMS search criteria and details	DOE-RL	1/31/18	1/04 - Ecology does not have access to the following areas in IDMS: • Search All Meta Data tool (SAM) – currently have no access to SAM • Non-sensitive released docs and drawings for WRPS, MSA, CHPRC • Non-sensitive procedures for WRPS, MSA, CHPRC • Non-sensitive work packages for WRPS, MSA, CHPRC • Non-sensitive PRC-waste & fuels PIN files 1/11 – Information Management is working with Ecology to trouble shoot and gain access to IDMS files identified above. 1/16 – DOE-RL to verify information that can be shared and verify with supervisor resources for information review
3	Correct PopFon permissions to allow Ecology and EPA access to email addresses and phone numbers	MSA-Doc Control	2/7/18	1/16 – New version of Popfon installer is in progress. 1/17 – New installer was completed for PopFonLite and Ecology has pulled the files of the SFTP server.
4	Update Section 2.0, Security Point of Contact Responsibilities in DOE/RL-93-69 (LACS return will follow badge return process)	MSA-Doc Control	2/7/18	1/04 - LACS return process to follow Central Badging's process. Bullet from DOE-RL 93/69 to be deleted.
5	M-035 IAMIT Determination to be reviewed for the next IAMIT meeting	Ecology	2/7/18	1/16 – Ecology is review the draft IAMIT Determination.