

1243923

[0071422H]

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

Federal Building  
Richland, Washington  
March 23, 2017

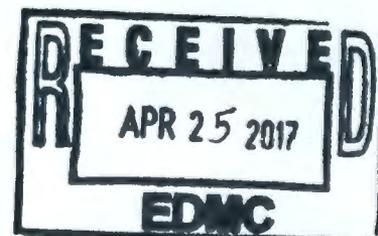
The undersigned indicate by their signatures that these meeting minutes reflect the actual occurrences of the above dated meeting. Signatures denote concurrence with content only and do not imply agreement or commitments.

Approval:  Date: 4/17/17  
Ben Ellison, Project Lead  
U.S. Department of Energy,  
Richland Operations Office

Approval:  Date: 8 Apr 17  
Dave Einan, Project Manager  
U.S. Environmental Protection Agency

Approval:  Date: 4/25/2017  
Adam Palomarez, Project Manager <sup>LEAD</sup>   
Washington State Department of Ecology

Minutes Prepared by:  Date: 4/17/17  
Stephanie Brasher  
Mission Support Alliance, LLC



# M-035-09 Project Manager Meeting

## 3/23/2017 Meeting Minutes

**Agenda:** See Attachment 1

**Attendees:** See Attachment 2

### Minutes:

**1. Introductions – new MSA RL TPA lead and configuration control lead**

Mission Support Alliance, LLC (MSA) began the meeting with introductions of the new U.S. Department of Energy (DOE), Richland Operations Office (RL) Tri-Party Agreement (TPA) Lead, new MSA RL TPA lead, and the new MSA TPA Configuration Control lead.

**2. Document VHCAR renewal process (Cliff's email, ECY, DOE, and MSA)**

Ecology discussed the need to formalize the Visitor Hanford Computer Access Request (VHCAR) renewal process and liked the process that DOE-RL outlined in an email, dated 01/11/2017 (see Attachment 3). Ecology took the action to send the email to all meeting attendees for review. Ecology suggested that if no one disagrees with the process as outlined in the email, DOE-RL should consider including it in the new draft revision of DOE/RL-93-69, *Tri-Party Agreement Databases, Access Mechanism, and Procedures*.

DOE-RL recommended linking the VHCAR renewal process with the annual badge renewal process. DOE-RL took action to check into the records and disposition schedule of the VHCAR forms to ensure they are kept on file long enough to support an annual renewal process. DOE-RL also noted that the VHCAR forms still have the Official Use Only (OUO) (when filled in) marking, this needs to be researched further as the form no longer contains any Personally Identifiable Information (PII), which dictates the forms OUO designator if the form did contain PII.

**3. Document the reactivation process (if a user account is disabled after 30 days)**

Ecology inquired about the reactivation process and the number of days it takes for the Hanford Local Area Network (HLAN) accounts to be disabled or removed. DOE-RL responded with the following timeline:

- 60 days of inactivity – HLAN account is disabled
- 90 days of inactivity – HLAN account is removed

DOE-RL and Ecology discussed the steps needed to reactivate an account after the 60/90 day timeline has taken effect. DOE-RL stated that after the 60-day mark, Ecology needs to send an email to the DOE-RL Host/Sponsor and Federal GSSC IT Systems to get the account reinstated. After the 90-day mark, Ecology would have to go through the VHCAR renewal process again to get access reinstated. Ecology requested DOE-RL

## M-035-09 Project Manager Meeting 3/23/2017 Meeting Minutes

consider formalizing this process in the new draft revision of DOE/RL-93-69, *Tri-Party Agreement Databases, Access Mechanism, and Procedures*.

4. **Review workflow including Smart Card request and pickup, Lost/Stolen cards**  
Ecology has Logical Access Control System (LACS) cards, a locally issued smart card, only valid for logging into HLAN. Ecology stated they like using the LACS card method for logging into HLAN with a pin instead of using the RSA tokens.
5. **Password vs pin policy (120 day frequency), do users still have to change their password?**

Ecology stated they have the LACS card with a pin to log into HLAN, but asked if they still needed to maintain their password for the HLAN account.

DOE-RL confirmed that both pin and password need to be maintained and asked Ecology if they were receiving HLAN account and password expiration notices via email. Ecology stated they were not receiving any notices and would like to see an automated workflow for receiving these notices instead of relying on the human notification chain. Ecology requested email notifications for:

- HLAN account expiration before the 60-day account expiration deadline
  - DOE-RL suggested Ecology add a flag into Microsoft Outlook as a reminder to log into HLAN once a month to prevent accounts from being disabled.
- HLAN password expiration before the 180-day expiration deadline
  - DOE-RL requested that Ecology HLAN account users be included in the regular password expiration notices sent to all other HLAN users.

DOE-RL also directed MSA to perform a high-level audit of the email/HLAN account notification and expiration process, as Ecology should have already been receiving the automated HLAN account expiration notifications via email.

Ecology stated their HLAN access expires on December 1<sup>st</sup>, but their badges don't expire until December 31<sup>st</sup> and asked why their HLAN access is shut down before their badge expires.

- Until the audit is complete and the issue is resolved, DOE-RL requested that MSA correct the HLAN expiration date to coincide with the badge expiration date.

## M-035-09 Project Manager Meeting 3/23/2017 Meeting Minutes

6. Status of revisions to the Strategic Data Management Plan (DOE/RL-93-69) – document update and review  
DOE-RL is currently reviewing a draft revision of DOE/RL-93-69, *Tri-Party Agreement Databases, Access Mechanism, and Procedures*. Once DOE-RL is finished with their review, they will provide it to Ecology and EPA for review.

### 7. Agreements and Commitments

No.	Action	Actionee	Status
1	Capture process outlined in DOE-RL email (Attachment 3) in the next revision of DOE/RL-93-69, <i>Tri-Party Agreement Databases, Access Mechanism, and Procedures</i>	Ellison / Rains	
2	Check into the records and disposition schedule of the VHCAR forms	Ellison / Rains	
3	Need to discuss removal of OUO from VHCAR	Ellison / Rains	
4	Perform high-level audit of the email/HLAN account notification and expiration process	Rains	
5	Correct the HLAN expiration date to coincide with the badge expiration date	Rains	
6	Incorporate DOE's comments into the draft revision of DOE/RL-93-69, <i>Tri-Party Agreement Databases, Access Mechanism, and Procedures</i>	Rains	DOE reviewed and provided comments to MSA on 3/30/17
7	Provide Ecology and EPA for review, the draft revision of DOE/RL-93-69, <i>Tri-Party Agreement Databases, Access Mechanism, and Procedures</i>	Ellison / Clark	

M-035-09 Project Manager Meeting  
3/23/2017 Meeting Minutes

Distribution

---

Adam Palomarez	ECY	H0-57
Will Deluna	ECY	H0-57
Dave Einan	EPA	A3-46
Bryan Trimberger	ORP	H6-60
Cliff Clark	RL	H5-30
Ben Ellison	RL	A6-35
Jodi Dawson	RL	A5-11
Allison Wright	RL	A5-30
Dennis Rains	MSA	G3-29
Stephanie Brasher	MSA	A3-01
Scott Davis	MSA	A3-01
Rob Piippo	MSA	A3-01
Michael Turner	MSA	A3-01
Administrative Record (M-035-09)		H6-08

**M-035-09 Project Manager Meeting  
3/23/2017 Meeting Minutes**

**Attachment 1 – Agenda**

**Project Manager Meeting**

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

---

825 Jadwin Avenue, Rm. 359,  
03/23/2017, 1:00 p.m.

**Agenda**

1. Introductions – new MSA RL TPA lead and configuration control lead
2. Document VHCAR renewal process (Cliff's email, ECY, DOE, and MSA)
3. Document the reactivation process (if a user account is disabled after 30 days)
4. Review workflow including Smart Card request and pickup, Lost/Stolen cards
5. Password vs pin policy (120 day frequency), do users still have to change their password?
6. Status of revisions to the Strategic Data Management Plan (DOE/RL-93-69) – document update and review
7. Around the room

M-035-09 Project Manager Meeting  
3/23/2017 Meeting Minutes

Attachment 2 – 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-035-09J: Biennial Assessments of Information and Data  
Access Needs with EPA and Ecology  
March 23, 2017*

<u>Name</u>	<u>Organization</u>
Scott Daw	WSA
H. Fisher	ECY
A. Salamony	ECY
Stephanie Brasher	MSA
Dave Finon	EPA
Cliff Clark	DOE-RL
BOB TIPPO	MSA-TOPA
Ben Ellison	DOE RL/ERP
Dennis Rains	MSA

## M-035-09 Project Manager Meeting 3/23/2017 Meeting Minutes

### Attachment 3 – DOE-RL Email

**From:** Clark, Clifford E (Cliff)

**Sent:** Wednesday, January 11, 2017 6:00 PM

**To:** Palomarez, Adam (ECY); Eddy, Mike W; Blosser, Ann M; Rains, Dennis J

**Cc:** Mitchell, James E (Jim); Ellison, Ben A; Faust, Eric T; Frey, Jeffrey A; Stickney, Brian J

**Subject:** RE: Verify account date has changed

Adam, Mike, et al,

Quite frankly I don't remember exactly what was agreed to last March. However, I do understand the desire to not have to submit a complete new VHCAR each year for each Ecology employee (who are members of the public under DOE security rules) and at the same time I am very sensitive to the need to keep close control on HLAN access by non-DOE, non-DOE contractor personnel.

We have a similar, although somewhat different, issue with listing of Ecology personnel in PeopleCore so their email addresses and phone numbers are available to everyone on Site.

The process we have to make sure Ecology personnel aren't dropped from PeopleCore is as follows:

- All Ecology personnel are issued badges good from January 1 through December 31 each year.
- To ensure that they always have a valid badge each year Ecology must provide me with a badge application request for each person for whom a badge is necessary by no later than mid-November.
- I then process the requests and submit them to DOE security by December 1<sup>st</sup> for approval.
- Each Ecology person for whom a badge is needed, must complete HGET and come into the Federal Building Badging Office before December 31<sup>st</sup> to obtain a new badge for the next year.
- Failure to get a new badge prior to December 31<sup>st</sup> will result in that person being prevented from having access to any areas where DOE badges are required and deleted from PeopleCore.
- I also request, and get by early November, a listing from MSA of all Ecology personnel that are listed in PeopleCore.
- I send that list to Ecology for their verification and any necessary additions or deletions.
- When I get the updated list, it is provided to MSA to correct the listings in PeopleCore.

## M-035-09 Project Manager Meeting 3/23/2017 Meeting Minutes

I propose that we institute a similar process for HLAN access. My proposal is that:

- By mid-November each year MSA would provide me with a listing of all Ecology personnel that have been granted HLAN access.
- I will then send the list to Ecology for verification that the personnel listed still require HLAN access.
- Ecology will verify the continuing needs.
- Ecology will send me the validated list of Ecology personnel who require HLAN access to enable them to perform their assigned regulatory oversight responsibilities.
- Individuals who have a continuing need will be identified and access maintained, no new VHCAR will be needed.
- If there are any Ecology personnel listed who no longer are in positions that require HLAN access they can be identified and the access will be terminated.
- When I receive that verified or corrected list, I will provide it to Mike Eddy, who will provide any necessary direction to MSA.
- If any of the individuals for whom HLAN access has been granted fail to renew their badge before December 31<sup>st</sup>, their HLAN access will be terminated.
- To have it re-instated at that point, a new VHCAR for will need to be submitted.

I believe this should work for everyone.

Cliff