

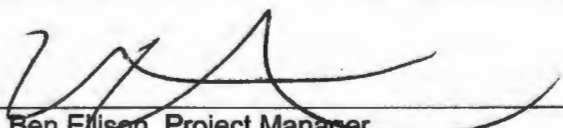
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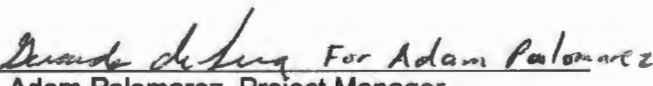
**Meeting Minutes – Approval
M-035-09 Project Manager Meeting
Biennial Assessments of Information and Data Access
Needs with EPA and Ecology**

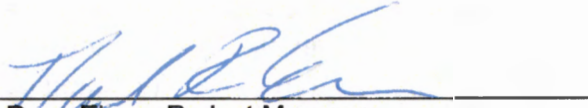
Washington State Department of Ecology, Conference Room 31


May 29, 2018

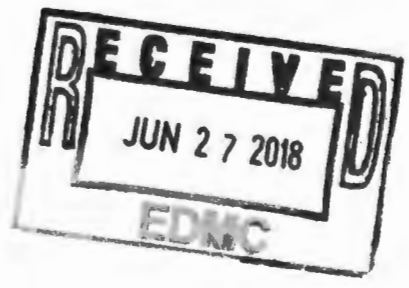
The undersigned Tri-Party Agreement (TPA) Project Managers indicate by their signatures that these meeting minutes reflect the actual occurrences of the above dated meeting. Signatures denote concurrence with content only and do not imply agreement or commitments.

Approval:  Date: 6/20/18
Ben Ellison, Project Manager
U.S. Department of Energy,
Richland Operations Office

Approval:  For Adam Palomarez Date: 6/22/18
Adam Palomarez, Project Manager
Washington State Department of Ecology

Approval:  Date: 6/21/18
Dave Einan, Project Manager
U.S. Environmental Protection Agency
Hanford Office

Minutes Prepared by:  Date: 6/20/18
Stephanie Brasher
Mission Support Alliance, LLC



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M-035-09 Project Manager Meeting 5/29/2018 Meeting Minutes

Attendees: See Enclosure 1

Agenda: See Enclosure 2

Minutes:

1. **Approval of the last Project Manager Meeting (PMM) Minutes:** MSA stated the February 20, 2018 Meeting Minutes were approved by the Parties on March 22, 2018 and placed in the Hanford Administrative Record.
2. **Status of Actions from February 20, 2018 Meeting:**

Action 1 – Remove dual citizenship from VHCAR form: Dual citizenship was removed from the automated form, this action is closed.

Action 1.1 – Add IDMS into Sections 4.1 and 4.3 of DOE/RL-93-69: Integrated Document Management System (IDMS) was added into the sections, this action is closed.

Action 2 – IDMS search criteria and details: Ecology still does not have access to the IDMS, so DOE agreed to pursue having contractors replicate the Operating Records they are putting into IDMS and add them into one central location, and that all contractors will begin managing their Operating Records for Ecology to access. DOE has drafted letters that will be formally submitted to each contractor. The contractors will then have 30 days to evaluate and identify any impacts of placing copies of their Operating Records into a new dedicated location for Ecology to access, and then respond to DOE. The DOE Project Lead plans to get these contract letters through the clearance and procurement processes before June 15, 2018. The letters will go to the prime contractors, CH2M Hill Plateau Remediation Company (CHPRC), Washington River Protection Solutions (WRPS), and MSA.

DOE stated that Bechtel National Inc. (Bechtel) will have some nuances and DOE needs to better understand what Operating Records they are or would provide. DOE took the action to identify the point of contact for Bechtel's Operating Records delivery for DOE.

Wastren Advantage Inc. (WAI) is a prime contractor, but a small prime and most of the information they generate would go through WRPS and into their Operating Records. Ecology took the action to verify if Operating Records are reviewed for WAI.

Action 3 – Update Section 2.0, Security Point of Contact Responsibilities in DOE/RL-93-69 (LACS return will follow badge return process): Ecology reviewed changes made to Section 2.0, this action is closed.

M-035-09 Project Manager Meeting 5/29/2018 Meeting Minutes

Action 4 – M-035 IAMIT Determination to be reviewed for the next IAMIT meeting: Ecology does not want to sign the IAMIT Determination until the IDMS issue is resolved (see Action 2 above).

3. **Final Steps for M-035-09K milestone (Due 6/30/2018):** DOE and Ecology both indicated that an additional 90-day extension to this milestone may be needed. MSA-TPA took the action to draft a TPA Change Control Form with a 90-day extension prior to the next PMM meeting being scheduled for June 19, 2018.

Ecology requested to review the milestone slides that will be presented at the TPA Quarterly Milestone Review meeting being held on July 19, 2018 to ensure that both Parties agree to what is being presented. MSA took the action to draft the milestone slide and have it reviewed prior to the meeting.

4. **Around the room:** DOE and Ecology agreed to schedule a meeting for June 19, 2018 to reconvene and see where DOE is at with the contract letters directing contractors to establish a new repository for Ecology access, and discuss whether or not an additional extension to the milestone due date is necessary. Based upon the agreed to path forward (see Action 2 above) with the contract letters, DOE asked Ecology what it would take to complete TPA milestone M-035-09K, currently due June 30, 2018. Ecology responded by stating as long as the contract letters go out, the contractors respond and there is an implementation plan in place, then it believes this milestone can be met, and Ecology would also like to reevaluate how implementation and access worked during the next TPA milestone M-035-09L review, due in March 2020.

**M-035-09 Project Manager Meeting
5/29/2018 Meeting Minutes**

5. New Agreements and Commitments

No.	Action	Actionee	Due Date
1	Draft change control form to extend milestone M-035-09K by an additional 90-days	MSA-TPA	6/19/2018
2	Draft milestone slide for Quarterly Milestone Review meeting	MSA-TPA	6/21/2018
3	Schedule follow up Project Managers Meeting on June 19, 2018	MSA-TPA	5/31/2018
4	Identify point of contact for Bechtel Operating Records delivery for DOE	DOE	6/19/2018
5	Verify if Operating Records are reviewed for WAI	Ecology	6/19/2018

M-035-09 Project Manager Meeting

5/29/2018 Meeting Minutes

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
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

M-035-09 Project Manager Meeting 5/29/2018 Meeting Minutes

Enclosure 1 – Attendees



Meeting Attendees
Project Manager Meeting
M-035-09K: Biennial Assessments of Information and Data Access Needs
with EPA and Ecology
May 29, 2018

<u>Name</u>	<u>Organization</u>
<u>Alison Holman</u>	<u>Ecology</u>
<u>Will deLuna</u>	<u>Ecology</u>
<u>Stephanie Brasher</u>	<u>MSA</u>
<u>Carolyn Norman</u>	<u>MSA</u>
<u>Ben Ellison</u>	<u>DOE</u>
<u>Brittany Scales</u>	<u>MSA</u>
<u>Scott Davis</u>	<u>MSA TPA</u>

M-035-09 Project Manager Meeting 5/29/2018 Meeting Minutes

Enclosure 2 – Agenda

Agenda

M-035-09K Project Manager Meeting

May 29, 2018 10:00-11:00 am

Ecology 3C Room

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

1. Approval of the last PMM Meeting Minutes

- March 15, 2018 PMM minutes in the Administration Record (AR)

2. Status of Actions Tracking List

3. Final Steps for M-035-09K Milestone *(Due 6/30/2018)*

- M-035 09K Status
- M-035 Quarterly Slides (7/19/2018)
- Next PMM

4. Around the room

M-035-09 Project Manager Meeting 5/29/2018 Meeting Minutes

No.	Action	Actionee	Due Date	Status
1	Remove dual citizenship from VHCAR form	MSA-IM	3/6/18	<p>3/12 – Dual Citizenship was removed from Form (CLOSED)</p> <p>2/20 – Remove dual citizenship from the automated VHCAR form.</p> <p>1/16 – Confirm if dual citizenship can be removed from VHCAR form or if it is acceptable to leave on and not be an OOU E-6 document</p>
1.1	Add IDMS into Sections 4.1. and 4.3 of DOE/RL-93-69	MSA-IM	3/6/18	<p>5/16 – IDMS section updated in DOE/RL-93-69 and out for final clearance (CLOSED)</p> <p>2/20 – 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 took the action to add IDMS into Sections 4.1 and 4.3.</p>
2	IDMS search criteria and details	Ecology	3/6/18	<p>3/12 – M-035 Legal Meeting</p> <ul style="list-style-type: none"> • Draft Operating Record (OR) letter to Hanford Contractors • Evaluate Responses • Draft letter to MSA for shared database • Implement process <p>2/20 – Ecology still does not have access to IDMS, so the Parties agreed that a meeting with respective attorneys present needs to occur in order to resolve the IDMS access areas. Ecology took the action to contact their attorney to coordinate meeting with DOE legal.</p> <p>1/16 – DOE-RL to verify information that can be shared and verify with supervisor resources for information review</p> <p>1/11 – Information Management is working with Ecology to trouble shoot and gain access to IDMS files identified above.</p> <p>1/04 – Ecology does not have access to the following areas in IDMS:</p> <ul style="list-style-type: none"> • 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

M-035-09 Project Manager Meeting 5/29/2018 Meeting Minutes

No.	Action	Actionee	Due Date	Status
3	Update Section 2.0, Security Point of Contact Responsibilities in DOE/RL-93-69 (LACS return will follow badge return process)	Ecology	3/6/18	3/15 – Item completed (CLOSED) 2/20 – Ecology needs to review the changes made to Section 2.0 1/04 – LACS return process to follow Central Badging's process. Bullet from DOE-RL 93/69 to be deleted.
4	M-035 IAMIT Determination to be reviewed for the next IAMIT meeting	Ecology		2/20 – Ecology does not want to sign the Determination until the IDMS issue is resolved (see Action 2 above). 1/16 – Ecology will review the draft IAMIT Determination.