

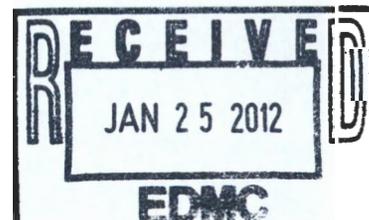
Lifecycle Report Project Managers Meeting  
 July 20, 2011  
 Federal Building – PACE  
**Meeting Minutes Transmittal**

**Distribution:**

K.L. Flynn	DOE-RL	A2-15
R.G. Hastings	DOE-RL	A4-19
S.M. Ortiz	DOE-RL	A5-16
P.M. Pak	DOE-RL	A4-19
P.J. Zimmerman	DOE-RL	A7-89
S.L. Charboneau	DOE-ORP	H6-60
J.A. Diediker	DOE-ORP	H6-60
P.K. McCann	DOE-ORP	H6-60
M.J. Brown	Ecology	H0-57
J.B. Price	Ecology	H0-57
E.R. Skinnarland	Ecology	H0-57
D.R. Einan	EPA	B1-46
D.A. Faulk	EPA	B1-46
D.H. Butler	MSA	A3-07
S.M. Braswell	MSA	H1-20
T.W. Noland	MSA	H7-28
R.E. Pippo	MSA	H7-28

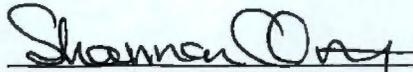
ADMINISTRATIVE RECORD – Heather Childers: H6-08

Please send comments on Meeting Minutes to Shannon Ortiz ( [shannon.ortiz@rl.doe.gov](mailto:shannon.ortiz@rl.doe.gov) ) or  
 Dru Butler ( [drusilla\\_h\\_butler@rl.gov](mailto:drusilla_h_butler@rl.gov) )



Lifecycle Report Project Managers Meeting  
July 20, 2011  
Federal Building – PACE  
Meeting Minutes Transmittal

The undersigned indicate by their signatures that these meeting minutes reflect the actual occurrences of the July 20, 2011 Lifecycle Report Project Managers Meeting.

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

10-13-2011  
Date

  
\_\_\_\_\_  
Melinda Brown, Project Manager  
Washington State Department of Ecology

10-13-2011  
Date

  
\_\_\_\_\_  
David Einan, Project Manager  
U.S. Environmental Protection Agency

13 Oct 2011  
Date



Lifecycle Report Project Managers Meeting  
July 20, 2011  
Federal Building – PACE  
**Meeting Minutes Transmittal**

## **1.0 Administrative Items**

The list of attendees for the July 20, 2011 Lifecycle Report Project Managers Meeting (PMM) is provided as Attachment A. Action items were discussed during the PMM and current status is summarized in Attachment B. Any items that were agreed to be entered in the Administrative Record are listed and included in Attachment C.

### Approval of Previous Meeting Minutes:

Meeting minutes from the April 18, 2011 PMM meeting were signed by the M-36 project managers; Shannon Ortiz from DOE, Melinda Brown from Ecology and David Einan from EPA.

### Upcoming Meetings:

TPA Quarterly Performance Review of M-36-01 will be held on July 21, 2011.

### Attachments:

- Attachment A – List of Attendees
- Attachment B – Action Tracking List
- Attachment C – Administrative Record Items

### Next Meeting:

The next PMM will be scheduled for September 19, 2011 at 2:00 pm in the PACE.

## **2.0 Lifecycle Report Status and Updates**

### Review and Discussion of Project Managers Agreement for Managing TPA Milestone M-036-01 and TPA M-36 Draft Change Control Form

The draft Project Managers Agreement on Managing TPA Milestone M-36-01 and draft Change Control Form (titled Clarification of M-036-01 Milestone Completion Criteria) were discussed but were not approved by the M-36 project managers at this time.

The Draft Project Managers Agreement on managing TPA Milestone M-36-01 will serve as guidance. It will be revisited following consideration of input received on the 2011 Lifecycle Report.

The Draft TPA Change Control Form will be withdrawn at this time and redrafted later if required.

### Public Outreach – Upcoming Meetings and Events

1. Tribal consultation is scheduled for August 16 and DOE will invite EPA and Ecology representatives to attend this meeting.

Lifecycle Report Project Managers Meeting  
July 20, 2011  
Federal Building – PACE  
**Meeting Minutes Transmittal**

2. The HAB Budget and Contacts Committee will have a webinar format meeting on August 17 from 1:00pm – 4:00pm and the 2011 Lifecycle Report will be an agenda item. Shannon Ortiz will present the 2011 Lifecycle Report for DOE-RL.
3. The 2011 Lifecycle Report will be an agenda item at the HAB meeting on September 8 in Seattle. Shannon Ortiz will provide a briefing as requested.
4. A workshop to discuss the 2011 Lifecycle Report will be considered for October if it is requested.

A draft Fact Sheet is being reviewed and will be ready when the 2011 Lifecycle Report is posted to the DOE website. An email address has been created to receive written feedback. Feedback from the public will be accepted until November 10, 2011.

Status of 2011 Lifecycle Report

Advance copies of the report were provided to EPA and Ecology on July 15, and also to the Oregon Department of Energy. DOE anticipates that the report will be officially submitted the week of July 25, 2011, and released to the DOE website by mid August.

Following this meeting, the 2011 Lifecycle Report will be presented and discussed by DOE. A User Guide was prepared and will be provided to assist EPA and Ecology reviewers.

Status of 2012 Lifecycle Report

The report submittal date is January 31, 2012. DOE will not make major changes from the 2011 Lifecycle Report, but there may be updates (e.g., K Basins project, Waste Treatment and Immobilization Plant project). As previously agreed, there will be no Central Plateau alternative analysis; instead several scenarios from ORP's System Plan 6 will be included. Comments and feedback on the 2011 Lifecycle Report will be accounted for in the 2013 Lifecycle Report, due to the short period between submittal of the 2011 and 2012 Lifecycle Reports.

**3.0 Action Items**

The current status for action items as of the July 20, 2011 PMM is reflected in Appendix B (attached). All open actions have been closed.

Lifecycle Report Project Managers Meeting  
July 20, 2011  
Federal Building – PACE  
**Meeting Minutes Transmittal**

**4.0 Agreements**

None



Lifecycle Report Project Managers Meeting  
 July 20, 2011  
 Federal Building – PACE  
 Meeting Minutes Transmittal

**ATTACHMENT B – ACTION TRACKING LIST**

This Action Tracking List was last updated at the July 20, 2011 Lifecycle Report Project Managers Meeting.

Action No.	Actionee	Action Description	Date Opened	Date Closed	Status Notes
11-01	S. Ortiz	Develop a draft public outreach process for the 2011 Lifecycle Report and future reports.	1/31/2011	7/20/2011	Sharon Braswell, MSA will coordinate the preparation of a public process with DOE, EPA and Ecology public involvement managers.
11-02	S. Ortiz	Provide an advance copy of the 2011 Lifecycle Report for EPA and Ecology review while DOE completes internal final release/signature process	1/31/2011	7/15/2011	Late July 2011.
11-03	S. Ortiz	Schedule and conduct a roundtable meeting for interested EPA and Ecology staff to walk through the Lifecycle Report; provide a review primer.	1/31/2011	7/20/2011	Include Oregon. Late July or early August 2011.
11-04	S. Ortiz	Prepare a draft dispute resolution process and flow sheet	2/28/2011	7/20/2011	Draft distributed by Ross Potter, MSA at April 18 PMM. EPA and Ecology to review.
11-05	S. Ortiz	Meet with EPA and Ecology to identify the reasonable upper bound cleanup action and technical considerations to be used in the alternatives analyses for the 2012 Lifecycle Report (DOE-RL).	2/28/2011	4/18/2011	Agreement signed at April 18 PMM

Lifecycle Report Project Managers Meeting  
July 20, 2011  
Federal Building – PACE  
**Meeting Minutes Transmittal**

**ATTACHMENT C – ADMINISTRATIVE RECORD ITEMS**

The following documents were identified to be entered into the Administrative Record, and have been included in this Attachment:

- July 20, 2011 Lifecycle Report Project Managers Meeting Minutes