

Tri-Party Agreement Milestone M-035-09
Project Manager Meeting
March 27, 2024



SIGNATURES:

In accordance with the Tri-Party Agreement Section 4.1, Project Manager Role, any agreements and commitments resulting from the meeting will be prepared and signed by all parties as soon as possible after the meeting. The undersigned indicate by their signatures (or their delegate's signature) that these meeting minutes reflect the actual discussion during this meeting. Signatures denote concurrence with the agreements and commitments resulting from this meeting and do not imply agreement with statements made during this meeting. Attachments to these meeting minutes are provided for informational purposes only.

Approval: *Kathleen Higgins* Date: 4/1/2024
K.L. Higgins, DOE Project Manager

Approval: DeLuna, Will Digitally signed by DeLuna, Will
(ECY) (ECY) Date: 2024.04.01 09:37:42 -07'00'
G.G. Deluna, Ecology Project Manager Date: _____

Approval: *David E. Einan* Digitally signed by DAVID EINAN
Date: 2024.04.01 09:59:12 -07'00'
D.R. Einan, EPA Project Manager Date: _____

cc: Administrative Record

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1.0 WELCOME AND LOGISTICS/FORMAT

The Tri-Party Agreement (TPA) Milestone M-035-09 Project Manager Meeting (PMM) has been scheduled monthly on the last Wednesday of each month and are held between the U.S. Department of Energy (DOE), Washington State Department of Ecology (Ecology), and the U.S. Environmental Protection Agency (EPA).

This meeting was held remotely via video and telecom, utilizing the Microsoft Office Teams software, a communication and collaboration platform.

The agenda for this meeting is provided in Attachment 1.

2.0 STATUS/APPROVAL OF THE PREVIOUS PMM MINUTES

HMIS noted the last PMM was held on February 28, 2024, and the approved meeting minutes were entered into the Hanford Administrative Record (AR) on March 12, 2024.

3.0 STATUS OF TPA M-035 MILESTONES

HMIS noted that the M-035 series milestones are all on schedule and Milestones M-035-09N and M-035-12 were completed on March 6, 2024. HMIS also noted that the approval of TPA Change Control Form M-35-24-01 on March 6, 2024, completed Milestone M-035-12 and created Milestone M-035-14, and the completion letter for Milestone M-035-09N is currently in process with DOE-RL.

4.0 STATUS OF PREVIOUS AGREEMENTS AND COMMITMENTS

HMIS noted there was nothing new to report on the M-035 Settlement Agreement requirements for A-023-03, A-023-04, and A-023-05.

5.0 STATUS OF ACTIONS

5.1 Action 2023.10-02, Discuss and Establish M-035 Technical Approach/Pilot Project Status Meetings with Ecology

At the November 29, 2023 PMM, DOE stated that a letter of direction from the DOE Contracting Office was submitted to HMIS last week and the letter of direction allows HMIS to start work on the technical approach. DOE suggested meeting with HMIS to establish a schedule for the deliverable and then once that schedule is built, then schedule a meeting with Ecology to start the discussions on the details of the technical approach and file structure of the repository. Ecology acknowledged this was a good plan.

At the January 31, 2024 PMM, DOE stated that a team consisting of DOE and One Hanford contractors had met a few times to develop a draft file structure in the Integrated Document Management System (IDMS) and believes the draft file structure would be ready to share with

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Ecology in approximately two weeks. DOE shared that they plan to schedule a meeting with Ecology to review the file structure and get Ecology's feedback. DOE noted that they hope to demonstrate the draft file structure in IDMS real-time with Ecology towards the end of February or early March 2024. Ecology acknowledged this was a good plan and referenced an email Ecology received from DOE which described the general idea of the file structure and that it made sense. DOE added that the team was utilizing the Permit as the basis for the file structure and could incorporate compliance schedules to help build and map it. Ecology agreed that seemed like a logical way to build it.

At the February 28, 2024 PMM, DOE noted there is a file structure in place with search capability and was looking forward to sharing progress with Ecology. DOE added that one of the items that came up during the dry run is addressing areas in the repository that are going to have substantially larger volumes of records, like inspections and groundwater data, and DOE noted that any discussion or feedback from Ecology would be appreciated. Ecology stated they were looking forward to the demo and that some key staff are not available on March 6 for the demo but did get alternates that plan to attend. The alternates would take the information back and Ecology would make sure DOE received any questions or feedback and may request an additional demo, if needed. DOE offered Ecology the opportunity to see the demo in-person and noted that a hybrid or online option is also available for the meeting. Ecology responded by saying some staff would prefer the demo in-person and others may prefer to attend the meeting online (via Microsoft Teams).

At the March 27, 2024 PMM, HMIS noted that DOE provided a live demonstration of the IDMS repository to Ecology on March 6, 2024 and then followed up by providing screenshots of the IDMS filing plan and search functionality to Ecology on March 7, 2024. HMIS asked Ecology if Ecology had any comments resulting from the demonstration of the IDMS repository. Ecology responded by saying the information was passed on to their staff and Ecology would provide any comments received back to DOE.

5.2 Action 2024.02-01, EPA Access to HLAN and HANDI Database

At the February 28, 2024 PMM, DOE noted that an email was received from EPA regarding data access needs and asked EPA to share what data access needs they had. EPA stated they were interested in obtaining connection to the Hanford Local Area Network (HLAN) and access to the Hanford Data Integrator (HANDI), which is a TPA-related database identified in [DOE/RL-93-69, Tri-Party Agreement Databases, Access Mechanism, and Procedures, Revision 7](#). EPA noted they used to have access to HLAN previously, before relocating offices many years ago. HMIS took the action to evaluate EPA's connection to the HLAN, which would provide access to the HANDI database. HMIS also took the action to provide EPA with a link to DOE/RL-93-69, which describes the process for obtaining access to HLAN and the TPA-related databases.

At the March 27, 2024 PMM, HMIS noted the process steps in DOE/RL-93-69 were provided to EPA via email for getting access to HLAN and HANDI and EPA had submitted their Visitor Hanford Computer Access Request (VHCAR) forms to the DOE-RL Host/Sponsor for processing. DOE-RL stated the VHCAR forms are currently being processed. HMIS noted this action would be extended until EPA has access.

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6.0 APPROVED CHANGES

HMIS noted there was one approved change:

- TPA CCF M-35-24-01 was approved on 3/06/2024 (reference [AR-28547](#))

7.0 DOCUMENTS SUBMITTED TO THE HANFORD ADMINISTRATIVE RECORD

HMIS noted there were two documents submitted to the Hanford AR:

- February 28, 2024 TPA Milestone M-035-09 PMM Meeting Minutes (reference [AR-28651](#))
- TPA CCF M-35-24-01 approved and posted to the AR on 3/06/2024 (reference [AR-28547](#))

8.0 REVIEW OF TODAY’S ACTIONS/UPCOMING MEETING

There were no actions captured during this meeting.

No.	Topic	Actions from 03/27/24 Meeting

The next M-035-09 PMM is scheduled for April 24, 2024.

9.0 LIST OF ATTENDEES

Bowers, Holly	WRPS
Brasher, Stephanie	HMIS
Burnett, Kaylin	DOE
Deluna, Will	Ecology
Eddy, Mike	DOE
Einan, Dave	EPA
Higgins, Kathy	DOE
Martinez, Meagan	HMIS
Turner, Michael	HMIS

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ATTACHMENT 1 – AGENDA

Agenda

Tri-Party Agreement (TPA) Milestone M-035-09

Project Manager Meeting (PMM)

March 27, 2024, 11:00 am-12:00 pm
Virtual via MS Teams

M-035-09: Conduct Biennial Assessments of Information and Data Access Needs

1. Status/Approval of the Previous PMM Minutes

- Last PMM was held on February 28, 2024, and the meeting minutes were approved on March 12, 2024 and submitted to the Hanford Administrative Record (reference [AR-28651](#))

2. Status of TPA M-035 Milestones

Milestone	Status	Due Date	Milestone Description
M-035-09N	Complete 3/06/2024	3/31/2024	Conduct Biennial Assessments of Information and Data Access Needs
M-035-12	Complete 3/06/2024	3/31/2024	Submit CCF to Make Documents, Records, and Data Accessible for LERF/ETF to Ecology
M-035-10	On Schedule	12/31/2024	Make Documents/Records/Data Accessible for Building 2403-WD, 219-S Tank System, and TSCR/LAWPS
M-035-11	On Schedule	12/31/2025	Make Documents/Records/Data Accessible for 6 CWC Buildings and 222-S DMWSA
M-035-14	On Schedule	12/31/2025	Make Documents/Records/Data Accessible for the LERF/ETF TSD
M-035-13	On Schedule	TBD	Submit TPA CCF with Enforceable Milestones that follow Technical Approach in Preceding Milestones
M-035-09O	On Schedule	3/31/2026	Conduct Biennial Assessments of Information and Data Access Needs
M-035-09P	On Schedule	3/31/2028	Conduct Biennial Assessments of Information and Data Access Needs
M-035-00	In Program Planning	TBD	Complete Data Management Enhancements

- Completion letter in progress for TPA Milestone M-035-09N
- [TPA Change Control Form \(CCF\) M-35-24-01](#) approved 3/06/2024 completed TPA Milestone M-035-12 and created TPA Milestone M-035-14

3. Status of Previous Agreements and Commitments

- [M-035 Settlement Agreement \(SA\)](#) approved 9/13/2023. Court issued dismissal Order on 9/22/2023, which established the SA "Effective Date" and created the following requirements:

No.	Status	Due Date	Date Complete	Requirement
A-023-03	On Schedule	9/22/2025		Complete Supplemental Environmental Project 1 - Site-Wide Noxious Weed Control Project
A-023-04	On Schedule	9/22/2026		Complete Supplemental Environmental Project 2 - Gable Mountain Project
A-023-05	On Schedule	TBD		Revise TPA Legal Agreement Part Two Article VIII, Paragraph 30, Dispute Resolution Process

Agenda

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4. Status of Actions

No.	Action	Actionee	Due Date	Status
2023.10-02	Discuss and establish M-035 Technical Approach/Pilot Project Status Meetings with Ecology	Burnett, Kaylin DOE	TBD	<p>During the PMM held on October 25, 2023, DOE agreed to discuss and establish meetings with Ecology to work through the M-035 Technical Approach/Pilot Project process as it's being implemented.</p> <p>On February 12, 2024, DOE scheduled the M-035 Technical Approach Repository Demo to Ecology to be held on March 6, 2024.</p> <p>On March 6, 2024, DOE provided a demo of the repository to Ecology.</p> <p>On March 7, 2024, DOE sent screenshots of the IDMS filing plan and search functionality to Ecology.</p>
2024.02-01	EPA Access to HLAN and HANDI	Brasher, Stephanie, HMIS	3/27/2024	<p>During the PMM held on February 28, 2024, EPA requested access to the Hanford Local Area Network (HLAN) and the Hanford Data Integrator (HANDI) database. HMIS took the action to evaluate EPA's connection to the HLAN, which would provide access to HANDI.</p> <p>On February 29, 2024, HMIS provided the process steps in DOE/RL-93-69 to EPA via email for getting access to HLAN and HANDI.</p> <p>On March 8, 2024, EPA submitted their Visitor Hanford Computer Access Request (VHCAR) forms to DOE-RL Host/Sponsor. RL Host/Sponsor is processing the VHCAR forms for approval, which will provide EPA with HLAN access once approved, and EPA receives their Logical Access Control System (LACS) cards and card readers.</p>

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5. Approved Changes

- [TPA CCF M-35-24-01](#) approved 3/06/2024

6. Documents Submitted to the Hanford Administrative Record (AR)

- February 28, 2024 TPA Milestone M-035-09 PMM Meeting Minutes approved 3/12/2024 and posted to the AR on 3/13/2024 (reference [AR-28651](#))
- TPA CCF M-35-24-01 approved and posted to the AR on 3/06/2024 (reference [AR-28547](#))

7. Scheduled Meetings

- 4/24/2024 – TPA Milestone M-035-09 PMM
- 5/29/2024 – TPA Milestone M-035-09PMM
- 6/20/2024 – Quarterly Milestone Review for the Central Plateau/River Corridor
- 6/25/2024 – TPA Milestone M-035-09PMM