

Lifecycle Report Project Managers Meeting  
September 13, 2018  
2420 Stevens Center, Room 328  
**Meeting Minutes**

1250222  
[0064644H]

**Distribution:**

G.A. Jones	DOE-RL	H5-20
S.M Ortiz	DOE-RL	H5-20
J.F Grindstaff	DOE-ORP	H6-60
J.B. Price	Ecology	H0-57
D.R. Einan	EPA	A3-46
C. Cameron	EPA	A3-46
K.R. Moser	MSA	A3-07
R.D. Potter	MSA	A3-07
M.C. Thompson	MSA	A3-07
S.W. Davis	MSA	A3-01
C.P. Noonan	MSA	A3-01

ADMINISTRATIVE RECORD – Heather Childers H6-08

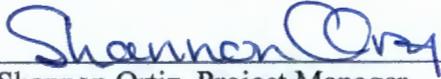
Please send comments on Meeting Minutes to Shannon Ortiz ([shannon.ortiz@rl.doe.gov](mailto:shannon.ortiz@rl.doe.gov)) or Ken Moser ([kenneth\\_moser@rl.gov](mailto:kenneth_moser@rl.gov))

original for  
M-036-01I  
Thanks, Ken

September 13, 2018

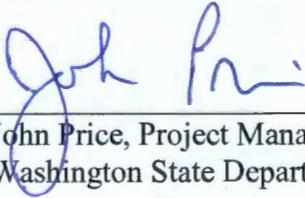
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The undersigned indicate by their signatures that these meeting minutes reflect the actual occurrences of the September 13, 2018 Lifecycle Report Project Managers Meeting.



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

9-27-18  
Date



John Price, Project Manager  
Washington State Department of Ecology

9-27-18  
Date



Craig Cameron, Project Manager  
U.S. Environmental Protection Agency

9/27/18  
Date

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## **1.0 Administrative Items**

The list of attendees for the September 13, 2018 Lifecycle Report Project Managers Meeting (PMM) is provided as Attachment A. Action items were reviewed 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 in Attachment C.

Joni Grindstaff replaced Jon Peschong as the ORP Lifecycle Report Project Manager.

### Approval of Previous Meeting Minutes:

Meeting minutes from the June 13, 2018 PMM were signed by the M-036-01 Project Managers; Shannon Ortiz from RL, John Price from Ecology and Craig Cameron from EPA.

### Upcoming Meetings:

The next M-036-01 quarterly milestone review meeting is scheduled for September 20, 2018. The Project Managers reviewed and signed a form to document the milestone status for this review meeting in lieu of a presentation. The next Lifecycle Report PMM will be scheduled around February 12, 2019.

### Attachments:

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

## **2.0 Review of Lifecycle Report Status**

### 2019 Lifecycle Report:

The draft 2019 Lifecycle Report was prepared and submitted to DOE for review on August 30, 2018. The DOE review period is until October 31, 2018 and then the final 2019 Lifecycle Report will be prepared by December 31, 2018 for DOE submittal by the milestone due date of January 31, 2019. DOE-RL noted some uncertainty in obtaining DOE Headquarters review within 30 days, so a delay in meeting the milestone date is possible.

The draft lifecycle report cost summary and draft Section 1.4 Changes from Previous Report were briefly reviewed by DOE-RL and DOE-ORP.

## **3.0 Action Items**

The Project Managers reviewed the Action Tracking List in Attachment B. No new actions were added.



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**ATTACHMENT B – ACTION TRACKING LIST**

This Action Tracking List is current as of September 13, 2018. No new actions were added at the Project Managers Meeting.

<b>Action No.</b>	<b>Actionee</b>	<b>Action Description</b>	<b>Date Opened</b>	<b>Date Closed</b>	<b>Status Notes</b>

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**ATTACHMENT C – ADMINISTRATIVE RECORD ITEMS**

The following documents were identified to be entered into the Administrative Record:

- June 13, 2018, Lifecycle Report Project Managers Meeting minutes.