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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

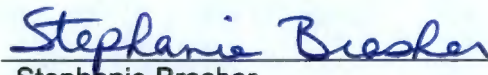
July 17, 2018

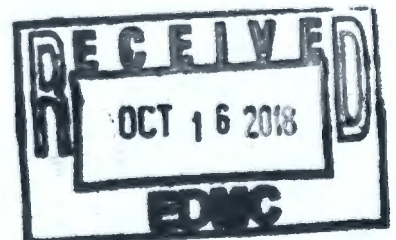
The undersigned Tri-Party Agreement (TPA) Project Managers indicate by their signatures that these meeting minutes reflect the actual occurrences of the above dated meeting. Signatures denote concurrence with content only and do not imply agreement or commitments.

Approval: 
Date: 10/11/18
Ben Ellison, Project Manager
U.S. Department of Energy,
Richland Operations Office

Approval: 
Date: 10/15/18
Adam Palomarez, Project Manager
Washington State Department of Ecology

Approval: 
Date: 10/16/18
Dave Einah, Project Manager
U.S. Environmental Protection Agency
Hanford Office

Minutes Prepared
by: 
Date: 10/10/18
Stephanie Brasher
Mission Support Alliance, LLC



M-035-09K

M-035-09 Project Manager Meeting

7/17/2018 Meeting Minutes

Attendees: See Enclosure 1

Agenda: See Enclosure 2

Minutes:

- 1. Approval of the last Project Manager Meeting (PMM) Minutes:** MSA stated the May 29, 2018 Meeting Minutes were approved by the Parties on June 25, 2018 and placed in the Hanford Administrative Record on June 28, 2018:
<https://pdw.hanford.gov/arpir/index.cfm/viewDoc?accession=0065274H>
- 2. TPA Database Access Form:** Ecology stated that DOE had denied a form RL-719, Visitor Hanford Computer Access Request (VHCAR) request from an Ecology employee, based on confusion during processing. Three weeks had passed and the Ecology requestor still did not have data access. The VHCAR request was originally sent to DOE in May 2018 and Ecology had just received an email notification on July 16, 2018 that the account had been created. Ecology stated that somewhere in the process there is a disconnect and requested DOE's help in tracking it down. DOE (Ben Ellison) took the action to provide the Ecology requestor the details necessary to access the information he was approved access for.
- 3. Status of Actions Tracking List:**

relocate

Action 1 – Centralized Operating Record for Ecology and EPA Access: DOE is pursuing having contractors ~~replicate~~ the Operating Records they are putting into the Integrated Document Management System (IDMS) and add them into one central location, and that all contractors will begin managing making their Operating Records available for Ecology to access electronically. DOE has drafted letters that will be formally submitted to each contractor. A letter was submitted to Mission Support Alliance (MSA) to evaluate and identify any impacts of placing copies of their Operating Records into a dedicated location for Ecology to access, and has 30 days to respond to DOE. DOE indicated that MSA had responded with several questions on their letter and the CH2M Hill Plateau Remediation Company (CHPRC) and Washington River Protection Solutions (WRPS) letters have not gone out yet, and are currently held up and are still being processed to go out.

Action 2 – Identify Point of Contact for Bechtel Operating Records for Delivery for DOE: Ecology has access to Bechtel's Doc Search database, but does not believe that is their official Operating Records. Ecology needs to talk to their Compliance and Waste Treatment Plant folks to ensure they have adequate access to the records they require access to. Ecology (Adam Palomarez) took the action to verify access, this action remains open and will be statused at the next PMM meeting scheduled for August 20, 2018.

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Ecology added that they needed to verify their access to the Pacific Northwest National Laboratory's (PNNL) Operating Records. DOE stated that PNNL's oversight comes from the Pacific Northwest Site Oversight and is out of the purview of the DOE Richland Operations Office.

Action 3 – Verify if Operating Records are Reviewed for Wastren Advantage Inc. (WAI): Ecology will follow-up and verify the WAI records for the 222-S Laboratory records are accessible and adequate. Ecology (Adam Palomarez) took this action and will status it at the next PMM meeting scheduled for August 20, 2018.

Action 4 – Draft Change Control Form to Extend Milestone M-035-09K by an Additional 90-Days: Per the request of the Parties, MSA drafted TPA Change Control Form M-35-18-02, which was approved by the Parties on June 25, 2018, extending the due date of interim milestone M-035-09K by 3 months, from June 30, 2018 to September 30, 2018. This action is complete.

Action 5 – Draft Milestone Slide for Quarterly Milestone Review Meeting: Per the Parties request, MSA drafted the M-035-09K milestone slide for the Quarterly Milestone Review meeting on June 14, 2018, completing this action.

Action 6 – Schedule Follow-up Project Managers Meeting on June 19, 2018: Meeting was scheduled for June 19, 2018 and subsequently cancelled by DOE. The meeting was then rescheduled and held on July 17, 2018.

4. **Final Steps for M-035-09K milestone (Due 9/30/2018):** DOE and Ecology have reviewed the M-035 slide being presented at the Quarterly Milestone Review meeting scheduled to be held on July 19, 2018. The Ecology Project Manager stated his management had been briefed on the progress of accessing the Operating Records.

DOE and Ecology agreed to schedule the next PMM meeting in August 2018 to reconvene as DOE thought it would be better to meet more often to check on progress of actions in order to meet the M-035-09K milestone due date on September 30, 2018.

5. **Around the room:** MSA took the action to schedule the next PMM meeting in August as requested by the Parties.

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6. New Agreements and Commitments

No.	Action	Actionee	Due Date
1	Provide Ecology the details necessary to obtain access to the information Jay Decker was approved for	DOE	8/16/2018
2	Verify adequate access to Bechtel's Operating Records	Ecology	8/16/2018
3	Verify the WAI records for the 222-S Laboratory records are accessible and adequate	Ecology	8/16/2018
4	Schedule follow up Project Managers Meeting to be held in August 2018	MSA-TPA	Complete, meeting scheduled for 8/20/2018

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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

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Enclosure 1 – Attendees



Meeting Attendees Project Manager Meeting M-035-09K: Biennial Assessments of Information and Data Access Needs with EPA and Ecology July 17, 2018

<u>Name</u>	<u>Organization</u>
Scott Daws	MSA - TPA
Will de Luna	ECY
	ECY
Benjamin Olson	DOE
Brittany Scales	MSA
Stephanie Bracher	MSA-TPA
Carolyn Miller	MSA

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Enclosure 2 – Agenda

Agenda

M-035-09K Project Manager Meeting

July 17, 2018 10:00-11:00 am

Ecology 3B Room

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

1. Approval of the last PMM Meeting Minutes

- May 29, 2018 PMM minutes were approved and are available in the Administration Record (AR)

2. TPA Database Access Form

- Ecology was denied TPA Database access due to Ecology's request being a reroute and the approving individual believing it was already approved (6/19/2018)

3. Status of Actions Tracking List

4. Final Steps for M-035-09K Milestone *(Due 9/30/2018)*

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

5. Around the room

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No.	Action	Actionee	Due Date	Status
1	Centralized Operating Record for Ecology and EPA Access	DOE	6/21/2018	6/19 – Letter to Hanford Contractors in DOE routing process 3/12 – M-035 Legal Meeting <ul style="list-style-type: none"> • Draft Operating Record (OR) letter to Hanford Contractors • Evaluate Responses • Draft Implementation Plan • Track Process
2	Identify point of contact for Bechtel Operating Records delivery for DOE	DOE	6/19/2018	
3	Verify if Operating Records are reviewed for WAI	Ecology	6/19/2018	
4	Draft change control form to extend milestone M-035-09K by an additional 90-days	MSA-TPA	6/19/2018	Completed New Due Date 9/30/2018
5	Draft milestone slide for Quarterly Milestone Review meeting	MSA-TPA	6/21/2018	Completed
6	Schedule follow up Project Managers Meeting on June 19, 2018	MSA-TPA	5/31/2018	5/31 – Meeting set