

Meeting Minutes Transmittal

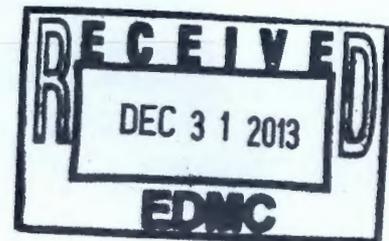
M-091 Milestone
 Project Managers Meeting
 825 Jadwin / Room 554
 Richland, Washington
 October 24, 2013

The undersigned indicate by their signatures that these meeting minutes reflect the actual occurrences of the above dated Project Managers Meeting. Signatures denote concurrence with the content only and are not intended to imply agreement to any commitments.


 _____ Date: 12/17/2013
 Project Manager Representative, Ecology


 _____ Date: 19 Dec 2013
 Project Manager Representative, RL

M-091 Administrative Records	H6-08
MS Collins	A6-38
BJ Dixon	T4-09
EE Eberlein	H0-57
RH Engelmann	H8-45
SK Johansen	T1-41
PW Martin	H8-45
GL Pyles	A5-11
DG Singleton	H0-57
LC Tuott	T4-06



M-091 PROJECT
Project Managers Meeting Minutes
825 Jadwin/Room 554/700 Area
Richland, Washington

October 24, 2013

I. The approved June 27, 2013 Project Managers Meeting (PMM) minutes were submitted to the Administrative Record (AR). The August 22, 2013 PMM minutes were approved by RL and Ecology during today's meeting. Elis Eberlein (Ecology) made hand-marked spelling corrections to the August minutes, which will be corrected and sent to Ecology and RL/CHPRC. There was no September 2013 PMM held, by agreement between RL and Ecology.

II. Status Report

A. TPA Milestone Update

Gary Pyles (RL) reported that a meeting was held October 16, 2013, with Ecology to discuss comment responses to the Project Management Plan (PMP). Mr. Pyles stated that Ecology is still in the process of reviewing RL's responses to Ecology's comments on the PMP. Mr. Pyles added that RL is starting the process to revise the PMP as comments are resolved. Deborah Singleton (Ecology) stated that another meeting will be scheduled to discuss the PMP comments, and that she would set up the meeting. Lorna Dittmer (CHPRC) noted that from a Tri-Party Agreement (TPA) perspective, there is a 45-day period for comment resolution and then the 45-day period starts for updating the PMP. Ms. Dittmer indicated that comment resolution will not be completed within the allotted time frame. Ms. Singleton agreed that the comment responses would not be resolved within the time frame, and stated that she will send RL an email extending the comment response period. Mr. Pyles asked if RL needed to send a formal letter to Ecology requesting an extension. Ms. Singleton responded that since the PMP comment resolution is still at the project managers' level, granting an extension to the comment response period via email would be sufficient. Ms. Singleton added that the email would be submitted to the AR to document the extension to the PMP comment response period.

Mr. Eberlein inquired about the process to document that Ecology sent a letter requesting that RL follow the TPA process to update the PMP with the current comments to create a final document this year. Rick Engelmann (CHPRC) responded that Ecology's letter would be documented in today's meeting minutes, and that it also relates to the action (see status of action below). Ms. Dittmer suggested modifying the action to include the TPA milestone number. Ms. Dittmer noted that there is a different extension number to the milestone each year because it is an annual requirement.

B. SAP Implementation (M-091-40)

Mr. Pyles stated that no sampling was conducted in the fourth quarter of fiscal year 2013. Ms. Dittmer noted that the sampling is associated with the burial ground substrate sampling.

III. Status of Previous Agreements and Commitments

A. There were no previous agreements or commitments to status.

- IV. New Agreements and Commitments
 - A. There were no new agreements or commitments to status.
- V. Near Term Schedules and Ongoing Activities (Milestones, TSD Unit)
 - A. There was no discussion.
- VI. Approved Changes Signed Off in Accordance with TPA Section 12.2
 - A. There were no approved changes to status.
- VII. General Discussion
 - A. There were no topics for general discussion.
- VIII. Actions
 - A. There were no actions to status.

Unit	Description of Action	Status	Date
M-091-03: RL and Ecology to review the current and previous comment letters to determine if formal clarification is needed from Ecology.	There is a need to come to an agreement if formal clarification is necessary. (E. Eberlein indicated that Ecology expects its current comments to be incorporated into a final document this year; not to wait to address in next year's draft.)	New Action	8/22/13
		Ecology sent RL a letter requesting an updated PMP.	10/24/13

- IX. Documents for Submittal to the Administrative Record
 - A. Today's meeting minutes and Ecology's letter regarding the PMP (to be attached to the minutes) were identified for submittal to the AR.
- X. Next Project Managers Meeting
 - A. The next PMM was scheduled for December 19, 2013, on the bimonthly basis agreed to between RL and Ecology.



STATE OF WASHINGTON
DEPARTMENT OF ECOLOGY

3100 Port of Benton Blvd • Richland, WA 99354 • (509) 372-7950
711 for Washington Relay Service • Persons with a speech disability can call 877-833-6341

August 27, 2013

13-NWP-091

Mr. Oliver A. Farabee, Federal Project Director
Milestone M-91-00 Project Manager
United States Department of Energy
Richland Operations Office
P.O. Box 550, MSIN: A5-11
Richland, Washington 99352

Re: M-91 Transuranic Mixed/Mixed Low-Level Waste Project Management Plan, Revision 12,
June 2013

Dear Mr. Farabee:

The Department of Ecology received the 2012 M-91 Transuranic Mixed/Mixed Low-Level Waste Project Management Plan (PMP) dated June 2013. We transmitted a request by email to Mr. Mike Collins on July 25, 2013 to extend our deadline for review until August 30, 2013. We submitted a letter with our comments on August 12, 2013.

However, there seems to be some confusion about the meaning of our letter with comments. This confusion was voiced during the Project Manager Meeting (PMM) on August 22, 2013. Let me explain our expectation.

Ecology found that the PMP document did not meet the criteria in TPA Action Plan Section 11.5 (pages 11-3 and 11-4). The document is therefore incomplete and not finalized. The process for resolving comments on a primary document such as this is clearly outlined in Figure 9-1 on page 9-4 in the Tri-Party Agreement. All the outlined pathways in this figure for responding to comments assume the creation of a final document, and that the document meets the criteria in the TPA Action Plan, mentioned above.

Ecology agreed to rolling over the comments from the 2011 PMP to the 2012 PMP document, but Ecology did not thereby agree to permanently change the process outlined in Figure 9-1. Contrary to what was argued during the PMM meeting, precedence regarding the process plays no role whatsoever.

Ecology expects that we follow the process agreed on in the TPA. We expect responses to all the comments, agreements reached on how to update the document, and the final document produced within the timeframe outlined in Figure 9-1 of the TPA. This document can then serve as a template for future documents in the series of deliverables under Milestone M-91-03.

We look forward to working with USDOE to resolve all of our concerns with this document prior to finalization.

If you have any questions, please feel free to contact me at DeborahSingleton@ecy.wa.gov or 509-372-7923.

Sincerely,

Deborah Singleton
Waste Management Project Manager
Nuclear Waste Program

M-091
Project Managers Meeting
825 Jadwin / Room 554
Hanford, Washington

October 24, 2013
ATTENDEE LIST

Name	Organization	Phone Number
1. Kathy Knox	Knox Court Reporting	946-5535
2. Rick Engelmann	CHPRC	376-7985
3. Stephanie Johansen	CHPRC	373-1031
4. Gary Pyles	DOB-RL	376-2670
5. LEE Tuott	CHPRC	376-1045
6. Brett Barnes	CHPRC	521-3053
7. PAUL W. MARTIN	CHARC	376-6129
8. Deborah Singleton	Ecology	372-7923
9. Elis Eberlein	Ecology	372-7906
10. Al Cause	CHPRC	376-3143
11. Jeanne Saver	CHPRC	376-7510
12. LEE FEARON	ECOLOG	372-7933
13. P. Sharon Badbada	CHPRC	373-9792
14. Brian Dixon	CHPRC	via phone
15. LANA Strickling	CHPRC	via phone
16. Lorna M Dittmer	CHPRC	376-7017
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		
25.		

M-091 PROJECT MANAGERS MEETING

825 Jadwin / Room 554

Hanford, Washington

October 24, 2013

9:30 a.m. to 10:00 a.m.

Agenda

- I. The approved June 27, 2013, Project Managers Meeting (PMM) Minutes were submitted to Administrative Record. The August 22, 2013, PMM Minutes are pending approval by RL and Ecology.
- II. Status Report
 - A. TPA Milestone Update
 - B. SAP Implementation (M 91-40)
- III. Status of Previous Agreements and Commitments
- IV. New Agreements and Commitments
- V. Near Term Schedules and Ongoing Activities (Milestones)
- VI. Approved Changes Signed Off in Accordance with TPA Section 12.2
- VII. General Discussion
- VIII. Actions

Unit	Description of Action	Status	Date
RL and Ecology to review the current and previous comment letters to determine if formal clarification is needed from Ecology.	There is a need to come to an agreement if formal clarification is necessary. (E. Eberlein indicated that Ecology expects its current comments to be incorporated into a final document this year; not to wait to address in next year's draft.)	New Action	8/22/13

- IX. Documents for Submittal to the Administrative Record
 - A.
- X. Next Project Managers Meeting