

M-035-09 Project Manager Meeting Minutes

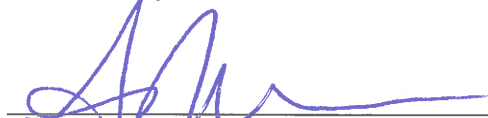
March 7, 2019, 9:00-10:00 am
2420 Stevens Center, Room 328

The undersigned Tri-Party Agreement 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: 5/29/19
Ben Ellison, Project Manager
U.S. Department of Energy,
Richland Operations Office

Approval:


Date: 5/29/19
Adam Palomarez, Project Manager
Washington State Department of Ecology

Approval:

Not present
Date: _____
Dave Einan, Project Manager
U.S. Environmental Protection Agency
Hanford Office

Minutes Prepared
by:


Date: 5/29/19
Carolyn Noonan
Mission Support Alliance, LLC

Attendees: Attachment 1

Agenda: Attachment 2

Acton List: Attachment 3

Minutes:

1. Approval of the Last Project Manager Meeting Minutes

MSA explained that the draft December project manager meeting minutes had been approved by RL and were with Ecology for review; the January meeting minutes had just been approved by RL and would be forwarded to Ecology; and that the February project manager meeting had been cancelled.

2. Tri-Party Agreement Database Access Form

MSA described having held an internal meeting on March 6 with several MSA managers, each with an organization-specific role related to VHCAR processing, to discuss Ecology's recent VHCAR and LACS card experiences. According to the meeting attendees, the actual VHCAR process should have mirrored the process outlined in the VHCAR approval email. The group identified several items that may have hindered the process, including having received direction from DOE (ESQ) to require additional approval steps, and lack of familiarity amongst Central Badging staff with the seldom-encountered process.

MSA inquired who would replace the previous DOE host/sponsor, and DOE indicated that role would be performed by AMMS staff. MSA noted that until DOE/RL-93-69 is updated, the process would be out of compliance with the procedure. MSA suggested that DOE (CIO) provide direction to MSA staff to remove any obsolete or unnecessary requirements from the VHCAR process (e.g., requiring approvals beyond those already inherent in the VHCAR process, requiring a second step to enable created accounts).

Ecology requested that the process be outlined clearly in a revision to DOE/RL-93-69, to include a flow chart, roles and responsibilities, etc.

3. Hanford Operating Record – Pilot Project Status Update

DOE (CIO) explained that contractor estimates for developing a centralized operating record were too high, and that AMRP had instead determined that the permissions for selected folders would be changed to "public" so Ecology staff could access the folders directly.

DOE (TPA) explained that the AMRP division had identified 26 CHPRC IDMS folders containing operating record material. DOE (TPA) continued that a (telephone) meeting was scheduled for the following week to discuss the activity with the folder owners (CHPRC), MSA Records Management, and DOE (TPA and CIO), and that the DOE contracting officer had emailed CHPRC directing them to stay in compliance with the TPA. DOE (CIO) explained

that if any contractor pushback was experienced, the issue would be raised to the RL/ORP manager. DOE (CIO) explained that talks with ORP related to changing permissions of WRPS folders were ongoing.

Ecology stated that Ecology was not requesting access to information to which they did not have a right or a need to know. Ecology continued that in accordance with TPA section 9.6.2, DOE is required to grant Ecology and EPA access to all data relevant to work performed or to be performed under the TPA. Ecology clarified that opening up selected IDMS folders for Ecology to access was one step toward completion of the milestone, but in itself did not satisfy the milestone's requirements (i.e., all data).

DOE and Ecology indicated the agencies did not want another milestone extension. Ecology suggested that the agencies prepare a backup plan to include interim milestones in the event the access provided by DOE did not satisfy Ecology's desires for the milestone. DOE stated confidence that by the end of the following week, Ecology would be provided something to evaluate. Ecology stated that some realignment of milestone scope may be necessary once access to the folders is granted, depending on the contents of the folders.

4. Status of Action Tracking List

2018.06.001 Centralized operating record for Ecology and EPA access.

This item was discussed under item 3.

2018.12.003 Provide Ecology with a link to SOCRATES

MSA explained that RL (TPA) forwarded the SOCRATES link to Ecology IT on January 9. This action will be closed.

2019.01.001 Forward link to IDMS area to Ecology

MSA explained that RL (CIO) forwarded the link to the established IDMS operating record folder structure to Ecology on January 9. This action will be closed.

2019.01.002 Forward redlined draft IAMIT determination to RL.

MSA explained that Ecology forwarded the redlined draft IAMIT determination to DOE and MSA on January 10. This action will be closed.

5. M-035-09K Milestone Due Date

This item was discussed under item 3.

6. Upcoming Dates

MSA announced the following upcoming meeting dates:

- Next M-035-09 PMM is tentatively scheduled for April 8, 2019, at Ecology.
- Next IAMIT is scheduled for March 21, 2019.
- Next CP/RC quarterly meeting is scheduled for March 21, 2019.

7. Around the Room

MSA provided draft slides for the March 21 CP/RC quarterly milestone review. The project managers agreed to discuss the milestone status and any corresponding updates to the slides the following week.

8. New Agreements and Commitments

There were no new agreements or commitments.

Meeting Attendees
M-035-09K Project Manager Meeting

March 7, 2019, 9:00-10:00 am
2420 Stevens Center, Room 328

Name	Organization
Adam Palomarez	Ecology
Will deLuna	Ecology
Carolyn Norman	MSA
Kathy Higgins	DOE
Brittany Scales	MSA
Ben Ellison	DOE

Agenda

M-035-09K Project Manager Meeting

March 7, 2019, 9:00-10:00 am
2420 Stevens Center, Room 328

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

1. Approval of the Last PMM Meeting Minutes

- December meeting minutes are with Ecology.
- January meeting minutes are with DOE.
- The February meeting was cancelled.

2. TPA Database Access Form

3. Hanford Operating Record – Pilot Project Status Update

4. Status of Action Tracking List

5. M-035-09K Milestone Due Date

- Schedule currently extended through March 31, 2019.

6. Upcoming Dates

- Next M-035-09 PMM is tentatively scheduled for April 8, 2019, at Ecology.
- Next IAMIT is scheduled for March 21, 2019.
- Next CP/RC quarterly meeting is scheduled for March 21, 2019 – review slides.

7. Around the Room

M-035-09 Project Manager Meeting

Action Tracking List

March 7, 2019

No.	Action	Actionee	Due Date	Status
2018.06.001	Centralized Operating Record for Ecology and EPA Access	DOE	06/21/18	DOE issued letter the following letters requesting impact assessments for establishing a centralized operating record in IDMS: <ul style="list-style-type: none">• 18-SEI-0119 to MSA on 06/21/18• 18 SEI 0118 to CHPRC on 07/17/18• 18-CPM-0097 to WRPS on 07/31/18
2018.12.003	Provide Ecology with a link to SOCRATES	RL – TPA	01/09/2018	Completed Reference email from Higgins to Ellison and Palomarez, January 9.
2019.01.001	Forward link to IDMS area to Ecology	RL – CIO	02/06/2019	Completed Reference email from Ellison to Palomarez, DeLuna, Noonan (cc), Higgins (cc), and Trimberger (cc) January 9.
2019.01.002	Forward redlined draft IAMIT determination to RL	Ecology	02/06/2019	Completed Reference email from Palomarez to Ellison, Noonan, Higgins (cc), and Brasher (cc) dated January 10.



M-035-09

Conduct Biennial Assessments of Information and Data Access Needs

RICHLAND
OPERATIONS OFFICE

United States Department of Energy

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



- “Conduct biennial assessments of information and data access needs with EPA and Ecology. DOE will propose implementation schedules (TPA Milestones) for enhancements as a result of the biennial assessments.”
- The VHCAR approval notification email has been updated to provide more specific instructions.
- Ecology does not have satisfactory access to operating record files, and will not consider milestone complete until an implementation plan, including schedule, is complete for a centralized operating record repository.
- M-035-09K, originally due March 31, 2018, has been extended through March 31, 2019.