
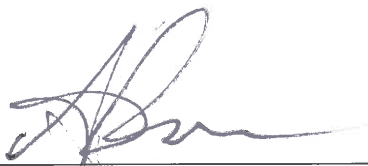


Meeting Minutes – Approval
M-035-09K TPA Dispute Resolution Project Manager Meeting

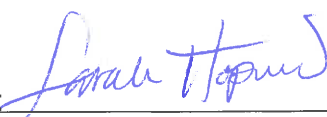
September 3, 2019, 8:45am-9:45am
2420 Stevens Center Place, Room 408

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:  Ben A. Ellison 2019.09.27 06:17:55 -07'00'
Date: _____
Ben Ellison, Project Manager
U.S. Department of Energy,
Richland Operations Office

Approval:  _____ Date: 10.10.19
Adam Palomarez, Project Manager
Washington State Department of Ecology
Nuclear Waste Program

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

Minutes Prepared By:  _____ Date: 9/30/2019
Sarah Hopwood, Administrative Assistant
Washington State Department of Ecology
Nuclear Waste Program

M-035-09 Project Manager Meeting Minutes
September 3, 2019

Attendees: Ben Ellison; William Hamel; Kathleen Higgins; Sarah Hopwood; Adam Palomarez; John Price; Brian Stickney

Agenda: Not Provided

Action List:

- RL will prepare and submit three interim milestones for M-035-09K.
- A draft TPA Data Management Plan preliminary outline will be prepared and submitted to Ecology for review.- Ben Ellison
- Approval of the TPA dispute resolution Project Manager Meeting Minutes
- Attachments:
 - Handout #1 – Attachment 1 - Ellison
 - Handout #2 – Attachment 2 - Hamel

Minutes:

TPA Data Management Plan (Plan)

RL and Ecology reached tentative agreement a comprehensive Plan will be created that will include the inventory of TPA related data categories, where the information is stored, how the information is stored and the access mechanism for regulatory agencies, and any other information that needs to be captured to help facilitate data access. The document will get updated quarterly through the PMM and will be a TPA "Primary Document". EPA will continue to be a participant in this action, but there are restrictions within their network which prohibits them to access the HLAN directly, their standard procedure is to request documents through USDOE, and USDOE responds by sending them the documents. EPA role will remain intact and they will be invited to participate and review the Plan, and in all decision-making.

Plan development:

- Define "TPA Related Documents" criteria
 - Small workshop including key group of people to identify the criteria on what constitutes TPA relevant data and identify any show stoppers (Ecology, USDOE and EPA leadership)
 - Get to agreement with the Tri-Parties on the specific criteria requirements
 - Utilize Interim Milestones to keep progress in motion
 - Hold a small kaizen event with technical staff (Ecology, USDOE, EPA) to identify which categories meet the provided criteria.
- Implementing Milestones will:
 - RL stated it wants to make this document "self-maintaining"
 - Ecology suggested updates happen during the quarterly PMM.
 - RL and Ecology discussed the M-035-09 Milestone. M-035-09L will be completed under the current revision.
 - RL and Ecology agreed to evaluate M-035 to determine if it is still necessary or needs to be modified after the Plan is issued and classified as a primary document.
 - Ecology and RL agree it is imperative to keep progress in motion

Interim Milestones:

Tentative proposed Milestones are:

1. Create the Plan outline Agreement between all 3 parties on the content (how to structure the inventory, where to find the information, etc) of the data management Plan.
2. Define the criteria of what constitutes a “TPA Related document”
3. Implementation of the data management Plan including contractor direction.
4. With the agreed upon required criteria for TPA Related Documents, have a Kaizen to identify the data categories to include in the Plan inventory based on the approved criteria .

Identified Challenges or Risk:

- RL stated M-035 doesn't have a specific framework
- Ecology was concerned about Identifying categories of related data, including ORP and contractors.
- RL was concerned about database migration between databases
- Ecology stated changes to the document may need to be made frequently at least initially
- Ecology stated historical data should be included whenever possible, if data is not readily available electronically, indexes would be helpful as well as the procedure for viewing the data.
- Ecology and RL acknowledged 30 day window by TPA dispute resolution is rapidly approaching

1. Status of Action Tracking List

2. Steps towards signing M-035-09K Milestone

3. Upcoming Dates

4. New Agreements & Commitments