Tri-Party Agreement Milestone M-035-09
Project Manager Meeting Minutes
May 28, 2025

Tri-Party Agreement

U.S. Department of Energy
Washington State Department of Ecology
U.S. Environmental Protection Agency

SIGNATURES:

In accordance with the Tri-Party Agreement Section 4.1, Project Manager Role, any agreements and commitments resulting from the meeting will be prepared and signed by all parties as soon as possible after the meeting. The undersigned indicate by their signatures (or their delegate's signature) that these meeting minutes reflect the actual discussion during this meeting. Signatures denote concurrence with the agreements and commitments resulting from this meeting and do not imply agreement with statements made during this meeting. Attachments to these meeting minutes are provided for informational purposes only.

Approval: KAYLIN BURNETT 2025.05.28 15:10:37 -07'00' Date:_____

K.W. Burnett, Acting DOE Project Manager

Approval: DeLuna, Will (ECY) Date: 2025.05.28 12:43:51 -07'00' Date:_____

G.G. Deluna, Ecology Project Manager

Approval: Digitally signed by DAVID EINAN Date: 2025.05.28 13:57:15 -07'00' Date:_____

D.R. Einan, EPA Project Manager

cc: Administrative Record

1.0 WELCOME AND LOGISTICS/FORMAT

The Tri-Party Agreement (TPA) Milestone M-035-09 Project Manager Meeting (PMM) has been scheduled monthly on the last Wednesday of each month and are held between the U.S. Department of Energy (DOE), Washington State Department of Ecology (Ecology), and the U.S. Environmental Protection Agency (EPA).

This meeting was held remotely via video and telecom, utilizing the Microsoft Office Teams software, a communication and collaboration platform.

Kaylin Burnett has been delegated as the Acting Project Manager (PM) for DOE. The EPA PM was unable to attend this meeting.

The agenda for this meeting is provided in Attachment 1.

2.0 STATUS/APPROVAL OF THE PREVIOUS PMM MINUTES

HMIS noted the last PMM was held on April 30, 2025, and the approved meeting minutes were entered into the Hanford Administrative Record (AR).

3.0 STATUS OF TPA M-035 MILESTONES

HMIS noted TPA Milestones M-035-11 and M-035-14 are on schedule.

4.0 STATUS OF PREVIOUS AGREEMENTS AND COMMITMENTS

HMIS noted work is in progress on the two Supplemental Environmental Projects (A-023-03 and A-023-04). The Parties agreed to quarterly updates being provided for A-023-03, Site-Wide Noxious Weed Control Project, and the next update will be provided during the June 25, 2025 PMM.

5.0 STATUS OF ACTIONS

5.1 Action 2023.10-02, Discuss and Establish M-035 Technical Approach/Pilot Project Status Meetings with Ecology

During the November 29, 2023 PMM, DOE stated that a letter of direction from the DOE Contracting Office was submitted to HMIS last week and the letter of direction allows HMIS to start work on the technical approach. DOE suggested meeting with HMIS to establish a schedule for the deliverable and then once that schedule is built, then schedule a meeting with Ecology to start the discussions on the details of the technical approach and file structure of the repository. Ecology acknowledged this was a good plan.

At the January 31, 2024 PMM, DOE stated that a team consisting of DOE and One Hanford contractors had met a few times to develop a draft file structure in the Integrated Document Management System (IDMS) and believes the draft file structure would be ready to share with Ecology in approximately two weeks. DOE shared that they plan to schedule a meeting with

Ecology to review the file structure and get Ecology's feedback. DOE noted that they hope to demonstrate the draft file structure in IDMS real-time with Ecology towards the end of February or early March 2024. Ecology acknowledged this was a good plan and referenced an email Ecology received from DOE which described the general idea of the file structure and that it made sense. DOE added that the team was utilizing the Permit as the basis for the file structure and could incorporate compliance schedules to help build and map it. Ecology agreed that seemed like a logical way to build it.

At the February 28, 2024 PMM, DOE noted there is a file structure in place with search capability and was looking forward to sharing progress with Ecology. DOE added that one of the items that came up during the dry run is addressing areas in the repository that are going to have substantially larger volumes of records, like inspections and groundwater data, and DOE noted that any discussion or feedback from Ecology would be appreciated. Ecology stated they were looking forward to the demo and that some key staff are not available on March 6 for the demo but did get alternates that plan to attend. The alternates would take the information back and Ecology would make sure DOE received any questions or feedback and may request an additional demo, if needed. DOE offered Ecology the opportunity to see the demo in-person and noted that a hybrid or online option is also available for the meeting. Ecology responded by saying some staff would prefer the demo in-person and others may prefer to attend the meeting online (via Microsoft Teams).

At the March 27, 2024 PMM, HMIS noted that DOE provided a live demonstration of the IDMS repository to Ecology on March 6, 2024 and then followed up by providing screenshots of the IDMS filing plan and search functionality to Ecology on March 7, 2024. HMIS asked Ecology if Ecology had any comments resulting from the demonstration of the IDMS repository. Ecology responded by saying the information was passed on to their staff and Ecology would provide any comments received back to DOE.

At the April 24, 2024 PMM, the Ecology PM noted that he was communicating via email with DOE on the M-035 Technical Approach/Pilot Project and didn't have anything to add or any issues.

At the May 29, 2024 PMM, the Ecology PM noted he has access and can view the new M-035 Repository in IDMS and that it looked good and plans to share it with the rest of the Ecology staff.

At the June 26, 2024 PMM, Ecology and DOE did not have any updates to report.

At the July 31, 2024 PMM, DOE reported that the contractors are working through procedure changes and DOE will be sending letters to the contractors to get them aligned and implementing the technical approach. DOE also noted the pilot project is on schedule.

At the August 28, 2024 PMM, Ecology and DOE did not have any updates to report.

At the September 25, 2024 PMM, DOE noted that the contractors are initiating the pilot to start populating the M-035 Repository in IDMS on October 1, 2024 to get some process implementation run time in and make sure everything is working. DOE requested to meet with Ecology before the Thanksgiving holiday to work on defining the completion criteria for TPA Milestone M-035-10 and the follow-on milestones related to the M-035 Technical Approach/Pilot Project. Ecology agreed to meet with DOE and DOE took the action to schedule the meeting with Ecology.

At the October 30, 2024 PMM, DOE stated a meeting was held with the Ecology PM to discuss the mechanism to close out Milestone M-035-10. DOE noted the mechanism would be an email sent from DOE to the Ecology PM, providing the Ecology PM with the information that provides the

ability to access the M-035 Repository in IDMS, and then the Ecology PM would confirm access and then send an email back to DOE to close out the milestone. DOE added that training on the M-035 Repository in IDMS would be provided to Ecology in mid-January 2025, and that the Ecology PM would be getting back to DOE on a specific date to schedule the training. The Ecology PM agreed and noted he would check with the Ecology staff to coordinate the January 2025 training and get back to DOE with the specific date to schedule the training.

At the November 20, 2024 PMM, the Ecology PM noted their TPA Manager was taking another position and he would check with the new manager or program manager to coordinate the January 2025 training and get back to DOE with the specific date to schedule the training. DOE noted they will be coordinating with the Ecology PM in December to check the box for completing Milestone M-035-10.

At the December 18, 2024 PMM, the Ecology PM noted that DOE had sent an email stating that Ecology should have access to the M-035 Repository early, but by the end of the month at the latest, to complete TPA Milestone M-035-10. The Ecology PM also noted that they haven't hired a new TPA Manager yet but is thinking the M-035 Repository training will likely be scheduled in mid-January 2025.

At the January 29, 2025 PMM, HMIS noted the M-035 Repository training is scheduled to be provided to Ecology personnel the afternoon of January 29, 2025, and the training session was scheduled as a hybrid session to accommodate both in-person and online attendees via Teams. Ecology asked if the training session would be recorded because not all the individuals interested in the training will be available to attend. HMIS confirmed the training session will be recorded.

At the February 26, 2025 PMM, DOE asked Ecology if Ecology staff were utilizing the M-035 Repository as it appears unused. DOE added they wanted to make sure there are no technical issues that Ecology may be experiencing in accessing or using the M-035 Repository. The Ecology PM stated that no technical issues have been reported and he would follow-up with Ecology management to make sure there are no issues.

At the March 26, 2025 PMM, the Ecology PM stated he had a discussion with Ecology management about whether there are any technical issues associated with the M-035 Repository. Ecology added there are no issues, and everyone seems to be fine with the progress on the project.

At the April 30, 2025 PMM, there were no updates.

At the May 28, 2025 PMM, there were no updates.

6.0 APPROVED CHANGES

HMIS noted there are no approved changes.

7.0 DOCUMENTS SUBMITTED TO THE HANFORD ADMINISTRATIVE RECORD

HMIS noted the April 30, 2025 TPA Milestone M-035-09 PMM Meeting Minutes (reference AR-34709), posted to the AR on May 7, 2025.

8.0 GENERAL DISCUSSION

The DOE PM stated a revision to DOE/RL-93-69, *Tri-Party Agreement Databases, Access Mechanism, and Procedures*, Revision 7 is in process and pursuant to the Settlement Agreement, Ecology gets to review and concur on the changes. DOE noted that when the revision is in its final draft state, DOE will work with Ecology to obtain review and concurrence prior to finalizing revision 8.

9.0 REVIEW OF TODAY'S ACTIONS/UPCOMING MEETING

There were no actions captured during this meeting.

No.	Topic	Actions from 5/28/25 Meeting

The next M-035-09 PMM is scheduled to be held on June 25, 2025.

10.0 LIST OF ATTENDEES

Brasher, Stephanie	HMIS
Burnett, Kaylin	DOE
Deluna, Will	Ecology
Eddy, Mike	DOE
Heidelberg, Don	HLMI
Martinez, Meagan	HMIS
Turner, Michael	HMIS

ATTACHMENT 1 – AGENDA

Agenda
Tri-Party Agreement (TPA) Milestone M-035-09
Project Manager Meeting (PMM)

May 28, 2025, 11:00 am-12:00 pm
Virtual via MS Teams

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

1. Status/Approval of the Previous PMM Minutes

- Last PMM was held on April 30, 2025.
- Meeting minutes were approved on May 6, 2025, and submitted to the Hanford Administrative Record (reference AR-34709).

2. Status of TPA M-035 Milestones

Milestone	Status	Due Date	Milestone Description
M-035-10	Completed 12/19/2024	12/31/2024	Make Documents/Records/Data Accessible for Building 2403-WD, 219-S Tank System, and TSCR/LAWPS
M-035-11	On Schedule	12/31/2025	Make Documents/Records/Data Accessible for 6 CWC Buildings and 222-S DMWSA
M-035-14	On Schedule	12/31/2025	Make Documents/Records/Data Accessible for the LERF/ETF TSD
M-035-13	On Schedule	TBD	Submit TPA CCF with Enforceable Milestones that follow Technical Approach in Preceding Milestones
M-035-09O	On Schedule	3/31/2026	Conduct Biennial Assessments of Information and Data Access Needs
M-035-09P	On Schedule	3/31/2028	Conduct Biennial Assessments of Information and Data Access Needs
M-035-00	In Program Planning	TBD	Complete Data Management Enhancements

3. Status of Previous Agreements and Commitments

- M-035 Settlement Agreement (SA) approved 9/13/2023. Court issued dismissal Order on 9/22/2023, which established the SA "Effective Date" and created the following requirements:

No.	Status	Due Date	Date Complete	Requirement
A-023-03	On Schedule	9/22/2025		Complete Supplemental Environmental Project 1 - Site-Wide Noxious Weed Control Project
A-023-04	On Schedule	9/22/2026		Complete Supplemental Environmental Project 2 - Gable Mountain Project
A-023-05	On Schedule	TBD		Revise TPA Legal Agreement Part Two Article VIII, Paragraph 30, Dispute Resolution Process

During the September 25, 2024 M-035 PMM, the Project Managers (PM) agreed to quarterly updates being provided on the Site-wide Noxious Weed Project. The next update will be provided during the June 25, 2025 PMM.

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4. Status of Actions

No.	Action	Actionee	Due Date	Status
2023.10-02	Discuss and establish M-035 Technical Approach/Pilot Project Status Meetings with Ecology	Burnett, Kaylin DOE	TBD	During the PMM held on October 25, 2023, DOE agreed to discuss and establish meetings with Ecology to work through the M-035 Technical Approach/Pilot Project process as it's being implemented. On February 12, 2024, DOE scheduled the M-035 Technical Approach Repository Demo to Ecology to be held on March 6, 2024. On March 6, 2024, DOE provided a demo of the repository to Ecology. On March 7, 2024, DOE sent screenshots of the IDMS filing plan and search functionality to Ecology. On April 24, 2024, the Ecology PM noted that he was communicating via email with DOE on the M-035 Technical Approach/Pilot Project and didn't have anything to add or any issues. On May 29, 2024, the Ecology PM noted they have access and can view the new M-035 Repository in IDMS and planned to share it with the rest of the Ecology staff. On June 26, 2024, Ecology and DOE did not have any updates to report on this action. On July 31, 2024, DOE reported that the contractors are working through procedure changes and DOE will be sending letters to the contractors to get them aligned and implementing the technical approach. On August 28, 2024, Ecology and DOE did not have any updates to report on this action. On September 25, 2024, DOE noted that the contractors are initiating the pilot to start populating the M-035 Repository in IDMS on October 1, 2024 to get some process implementation run time in and make sure everything is working. DOE requested to meet with Ecology before the Thanksgiving holiday to work on defining the completion criteria for TPA Milestone M-035-10 and the follow-on milestones related to the M-035 Technical

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				Approach/Pilot Project. Ecology agreed to meet with DOE and DOE took the action to schedule the meeting with Ecology. On October 30, 2024, DOE stated a meeting was held with the Ecology PM to discuss the mechanism to close out Milestone M-035-10. DOE noted the mechanism would be an email sent from DOE to the Ecology PM, providing the Ecology PM with the information that provides the ability to access the M-035 Repository in IDMS, and then the Ecology PM would confirm access and then send an email back to DOE to close out the milestone. DOE added that training on the M-035 Repository in IDMS would be provided to Ecology in mid-January 2025, and that the Ecology PM would be getting back to DOE on a specific date to schedule the training. The Ecology PM agreed and noted he would check with the Ecology staff to coordinate the January 2025 training and get back to DOE with a specific date to schedule the training. On November 20, 2024, the Ecology PM noted their TPA Manager was taking another position, and he would check with the new manager or program manager to coordinate the January 2025 training and get back to DOE with the specific date to schedule the training. DOE noted they will be coordinating with the Ecology PM in December to check the box for completing Milestone M-035-10. On December 18, 2024, the Ecology PM noted that DOE had sent an email stating that Ecology should have access to the M-035 Repository early, but by the end of the month at the latest, to complete TPA Milestone M-035-10. The Ecology PM also noted that they haven't hired a new TPA Manager yet but is thinking the M-035 Repository training will likely be scheduled in mid-January 2025. On January 29, 2025, HMIS noted the M-035 Repository training is scheduled to be provided to Ecology personnel the afternoon of January 29, 2025, and the training session was scheduled as a hybrid session to accommodate both in-person and online attendees via

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				Teams. Ecology asked if the training session would be recorded because not all the individuals interested in the training will be available to attend. HMIS confirmed the training session will be recorded. On February 26, 2025, DOE asked Ecology if Ecology staff were utilizing the M-035 Repository as it appears unused. DOE added they wanted to make sure there are no technical issues that Ecology may be experiencing in accessing or using the M-035 Repository. The Ecology PM stated that no technical issues have been reported and he would follow-up with Ecology management to make sure there are no issues. On March 26, 2025, the Ecology PM stated he had a discussion with Ecology management about whether there are any technical issues associated with the M-035 Repository. Ecology added there are no issues, and everyone seems to be fine with the progress on the project. On April 30, 2025, there were no updates.

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5. General Discussion

- DOE PM delegation for the M-035 milestone series:
  - On February 26, 2025, DOE noted they are currently evaluating who the DOE PM will be for the M-035 milestone series and would send out a PM delegation once DOE had determined the new PM
  - Kaylin Burnett has been delegated as the Acting PM for DOE

6. Approved Changes

- None at this time

7. Documents Submitted to the Hanford Administrative Record (AR)

- April 30, 2025 TPA Milestone M-035-09 PMM Meeting Minutes posted to the AR on May 7, 2025 (reference AR-34709)

8. Scheduled Meetings

- 6/25/2025 – TPA Milestone M-035-09 PMM
- 7/17/2025 – TPA Quarterly Milestone Review for the Central Plateau/River Corridor
- 7/30/2025 – TPA Milestone M-035-09 PMM
- 8/27/2025 – TPA Milestone M-035-09 PMM