

## TRI-PARTY AGREEMENT CHANGE SYSTEM

[Tri-Party Agreement Action Plan Section 12.0](#) contains a procedural process, and the actual form, to address the inevitable need for changes as the Hanford cleanup progresses. Anytime that a current requirement of the Tri-Party Agreement is modified or new requirements are added, a change form must be completed and approved by the U. S. Department of Energy and the “Lead Regulatory Agency” which is either the State of Washington Department of Ecology, the U. S. Environmental Protection Agency, or occasionally both of these agencies.

**Within the Tri-Party Agreement change system there are three classes of changes. These classes are defined as:**

### **Class I**

These are changes to major milestones or to requirements within the so called “legal” portion of the Tri-Party Agreement numbered as parts one through five in the [table of contents](#). Most Class I change forms are considered “significant” by the [Tri-Party Agreement Community Relations Plan](#) and are required to undergo a public comment period of at least 45 days.

### **Class II**

These are changes to interim milestones or to requirements within the Action Plan (including it’s appendices) portion of the Tri-Party Agreement numbered as sections one through fourteen in the [table of contents](#). A few Class II change forms are considered “significant” by the Tri-Party Agreement Community Relations Plan and are required to undergo a public comment period of at least 45 days.

### **Class III**

These are changes to target dates. Class III change forms are essentially never considered “significant” by the Tri-Party Agreement Community Relations Plan and are not required to undergo a public comment period.

**Within the Tri-Party Agreement there are three main types of commitments. The types of commitments are broadly defined as:**

### **Major Milestones**

A major milestone is a legally enforceable milestone that generally represents a long-term (generally >five years) major scope of work that, when completed, demonstrates progress towards full compliance. For example: *“Complete closure of all single-shell tank farms” (M-45-00)*. A Major milestone can be distinguished by its assigned number such as M-45-00. The double zeros after the second dash indicate a major milestone. The work areas under the Tri-Party Agreement are divided up into major milestone areas.

- [Complete list of all Major Milestones](#)

### **Interim Milestone**

An interim milestone is a legally enforceable milestone that represents an intermediate term (<five years) significant scope of work that, when completed, supports the ultimate completion of a major milestone. For example: *“Submit annual updates to SST retrieval sequence document” (M-45-02)*. An interim milestone can be distinguished by its assigned number such as M-45-02. Any number other than zero after the second dash indicates an interim milestone.

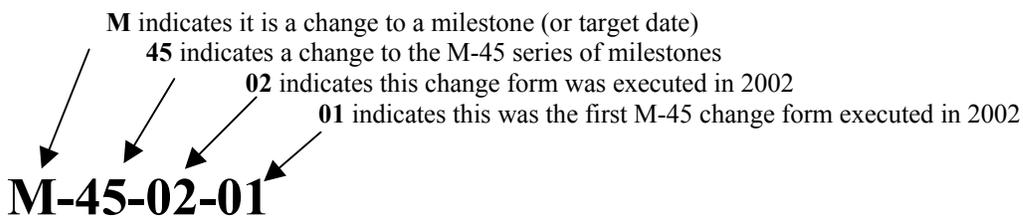
### Target Date

A target date is not legally enforceable and generally represents a smaller, near-term (6-18 months) scope of work or work with a high degree of uncertainty in support of interim and/or major milestones. Target dates are generally used to track progress toward the completion of interim and/or major milestones. For example: “*Submit S-112 saltcake waste retrieval technology demonstration functions and requirements document*” (M-45-03-T03). Target dates can be distinguished by its assigned number such as M-45-03-T03. A “T” designator in the target date number after the third dash indicates a target date.

A complete list of all uncompleted milestones and target dates is available in [Tri-Party Agreement Action Plan Appendix D](#).

### Change Form Numbering System

Each Tri-Party Agreement change form is assigned a unique number to facilitate future tracking and retrieval. The numbering system was developed to aid in identifying the specific areas of the Tri-Party Agreement being modified and the general time frame in which the change form was executed. A typical change form number would be M-45-02-01. The number, in this case, is made up of four components which aid in identifying the subject matter of the change form as follows:



Other designators in addition to the M for milestones are used to indicate changes to other areas of the Tri-Party Agreement. These indicators include:

A = a change to Appendix A of the Tri-Party Agreement Action Plan

B = a change to Appendix B of the Tri-Party Agreement Action Plan

C = a change to Appendix C of the Tri-Party Agreement Action Plan

Note: Appendix D is covered by the M designator since Appendix D is the listing of existing milestones

E = a change to Appendix E of the Tri-Party Agreement Action Plan

F = a change to Appendix F of the Tri-Party Agreement Action Plan

G = a change to Appendix G of the Tri-Party Agreement Action Plan

H = a change to Appendix H of the Tri-Party Agreement Action Plan

L = a change to the “legal” portion of the Tri-Party Agreement (Parts one through five)

P = a change to the Action Plan of the Tri-Party Agreement (Sections 1 through 14)

Another example of the change form numbering system could be C-98-01. In this case the C would indicate a change to Appendix C, no milestone number would appear since this change form would not affect a milestone, the 98 would indicate this change form was executed in 1998, and the 01 would indicate this change form was the first change to Appendix C in 1998. If you are preparing a Tri-Party Agreement change form and need a change form number, please contact Ms. Lori Crass on (509) 373-9485 or via email at [Lori\\_D\\_Crass@ri.gov](mailto:Lori_D_Crass@ri.gov).

As a different example, let’s assume you wanted to locate a change form which, for example, modified the commitments regarding the installation of Resource Conservation and Recovery Act (RCRA) Groundwater Monitoring Wells. First you would go to the [List of Major Milestone](#) areas and look down the list until you came to Major Milestone M-24-00 which covers RCRA Ground

Water Monitoring Well installations. Next, if you know approximately what year the changes were made, say for example 1996, you could now go to the main list of approved Tri-Party Agreement change forms and descend the list to the M-24 change forms. Knowing that the change of interest was executed in approximately 1996, you would look for any change forms with the identifying number of M-24-96. On the list you would find one change form M-24-96-01 which would then most likely be the change form of interest. If the date is uncertain simply look at the change forms immediately preceding and following M-24-96-01.