Hanford Advisory Board
Information Technology Sub-Committee
Findings & Recommendations

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HAB
Hanford Advisory Board

Information Technology Sub-Committee Volunteers

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IT Survey Summary

- ❑ **Only one responder out of 40 was <u>not</u> comfortable using computers and did <u>not</u> routinely access HAB related documents on-line.**

- ❑ **Over 75% of responders felt the current system for remote meeting access (Conference Call and Go-To Meeting) was satisfactory.**

- ❑ **Over 75% of responders would like to see an expanded Committee Call Format available when meetings are impacted by inclement weather or for urgent emerging Site issues**

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IT Survey Results

What type of document or information do you need to access?	Need
Board Calendar and meeting information (e.g. Meeting Agendas, Date, Time, Locations).	92%
Past HAB advice and products including responses from the Tri-Party Agencies.	82%
Email, phone, and fax lists to contact HAB membership, Agency and facilitation representatives.	76%
Presentation materials and slides from Board and Committee Meetings.	71%
HAB governing documents (Charter, MOA, Operating Guidelines).	63%
Collaborative draft committee work, or issue manager documents to facilitate and manage document development, review and comment for advice, white paper, etc.	61%
Historic documents (e.g. Future site uses working group, tank waste task force, Hanford environmental dose reconstruction project, or links to access these documents.	42%
Other current, draft, final, and historic DOE contractor and/or related documents & presentations pertaining to committee areas of concern	39%
Access address to resources such as existing web sites and apps. Examples include Hanford cell phone app, DOE info web sites and social media (Hanford.gov, hanfordvapors.com, facebook.com/riverprotection, ecology (TPA) Listserv, etc.)	34%
A resource library (e.g. bibliography with links when those are known or available) of important regulatory documents and guides or links.	32%
Pertinent documents from the SSAB, and other sites.	32%
Links to major document libraries. (e.g. The Hanford reading room (especially including the declassified document retrieval system documents and photos), PNNL, The Retrieval Knowledge Center, and other DOE sites and laboratory libraries.	29%
Hanford site local area network (HLAN)	18%
Videos and audio recordings of HAB meetings.	8%

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IT Survey Analysis

What type of document or information do you need to access?	Open	Controlled
Board Calendar and meeting information (e.g. Meeting Agendas, Date, Time, Locations).	✔	
Past HAB advice and products including responses from the Tri-Party Agencies.	✔	
Email, phone, and fax lists to contact HAB membership, Agency and facilitation representatives.		✔
Presentation materials and slides from Board and Committee Meetings.	✔	
HAB governing documents (Charter, MOA, Operating Guidelines).	✔	
Collaborative draft committee work, or issue manager documents to facilitate and manage document development, review and comment for advice, white paper, etc.		✔
Historic documents (e.g. Future site uses working group, tank waste task force, Hanford environmental dose reconstruction project, or links to access these documents.	✔	
Other current, draft, final, and historic DOE contractor and/or related documents & presentations pertaining to committee areas of concern	✔	
Access address to resources such as existing web sites and apps. Examples include Hanford cell phone app, DOE info web sites and social media (Hanford.gov, hanfordvapors.com, facebook.com/riverprotection, ecology (TPA) Listserv, etc.)	✔	
A resource library (e.g. bibliography with links when those are known or available) of important regulatory documents and guides or links.	✔	
Pertinent documents from the SSAB, and other sites.	✔	
Links to major document libraries. (e.g. The Hanford reading room (especially including the declassified document retrieval system documents and photos), PNNL, The Retrieval Knowledge Center, and other DOE sites and laboratory libraries.	✔	
Hanford site local area network (HLAN)		✔
Videos and audio recordings of HAB meetings.	✔	

Plan of Action

- **Expand HAB page on Hanford.gov for access to open documents or a HAB correlated descriptive link to the document location.**

- **Continue to strictly control access to HAB membership contact information.**

- **Continue to use email for the HAB Advice and document development process. Investigate the value of software applications that would aid in this process.**

- **Develop operating guidance for use of an Expanded Committee Call Format when meetings are impacted by inclement weather or for discussion of urgent emerging Hanford Site issues.**

- **Provide training, as necessary, on the use of any new or expanded access software and technologies.**

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