

## 4.0 Agreement Management

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### 4.1 Project Manager Role

The DOE and the lead regulatory agency(ies) (see Section 5.6 for discussion of lead regulatory agency) shall each designate an individual as a project manager for each operable unit, TSD group/unit, and specific milestone to be completed under this Agreement. Project managers will only be identified for those areas where effort is ongoing or planned. A listing of currently assigned project managers shall be maintained and distributed to all parties by the DOE. Each project manager shall represent his/her respective party and keep his/her agency informed on the status and any problems that arise.

Project managers from each party will have experience and capabilities necessary to carry out their assigned responsibilities. The lead regulatory agency(ies) will assign a project manager with the experience and capability to provide all the routine regulatory oversight necessary for DOE's successful completion of the assigned milestone. DOE will assign a project manager with the experience and capability to manage the project, to oversee the actions of contractor staff, and to maintain regulatory compliance necessary to the completion of the milestone. The project manager from the lead regulatory agency shall have oversight as defined in Section 5.6 of all activities required by this action plan for completion of the milestone as agreed to by the project managers.

The primary responsibilities of the project managers are to implement the scope, terms, and conditions of the Agreement, direct and provide guidance to their respective contractors and staff, maintain effective communication among each other, and report status to their respective management.

Subject to the limitations set forth in Article XXXVII (Access) of the Agreement and, in addition to other authorities and responsibilities, the Ecology and EPA project managers, or their designated representative(s), shall have the authority to: (1) notify and/or take/issue compliance actions deemed necessary should DOE and/or its contractors fail to comply with Agreement terms, (2) take samples, request split samples of the DOE samples, and ensure that work is performed properly and pursuant to the EPA protocols as well as pursuant to the attachments and plans incorporated into this Agreement; (3) observe all activities performed pursuant to this Agreement, take photographs, and make sure other reports are prepared on the progress of the work as the project manager deems appropriate; and (4) review records, files, and documents relevant to this Agreement. In addition, the project manager for the lead regulatory agency has authority to require changes to any procedural, design, or specification document that is referenced in a supporting work plan. Such required changes will be subject to the appropriate dispute resolution process as specified in the Agreement.

The DOE project managers or their representatives shall be physically present on the Hanford Site or reasonably available to supervise work performed at the Hanford Site during the performance of work pursuant to this Agreement and shall be available to the EPA and Ecology project manager for the pendency of this Agreement. Other authorities and responsibilities are identified in the context of this action plan. The project managers may delegate their authority and responsibilities with notice to the other affected party(ies).

Project managers for DOE and the lead regulatory agency shall meet to discuss progress (including the status of all key project tasks), address issues, and review near-term plans pertaining to their respective projects, milestones, operable units and/or TSD groups/units. For TSD groups and operable units, meetings shall be held monthly, unless the project managers agree that a meeting is not appropriate. The meetings shall emphasize technical issues and work progress. The assigned DOE and lead regulatory agency project managers have the authority to jointly determine and agree on what information shall be provided at the meeting; any such agreements will be documented and approved by the IAMIT, as a Determination.

Absent such Determination, DOE shall provide: current work schedule information including project task element schedule status and associated “float” (defined as the projected number of days until a task becomes critical path), marked up schedules from the RI/FS work plan, closure plan, etc., and appropriate detailed near-term schedules prior to the meeting. The schedules shall address all ongoing activities associated with the milestones, operable unit or separate TSD groups/units, to include actions on specific units (e.g., sampling). For any anticipated delays in meeting work schedules, the reason(s) for such delay and actions taken to prevent or mitigate the delay shall be provided, along with any potential problems that may result in a departure from the requirements and work schedule. These schedules will be provided to all parties and reviewed at the meeting.

The TPA milestone review reports shall include for each program: monthly and cumulative budget, actual monthly and cumulative costs, performance measurement information including explanations of cost/schedule variances, progress in achievement of milestones, and notification of problems and program/project delays. The project managers can modify the content of the reports if a Determination has been approved by the IAMIT.

Any agreements and commitments (within the project manager’s level of authority) resulting from the meeting will be prepared and signed by all parties as soon as possible after the meeting. Signed meeting minutes will be issued to the lead regulatory agency and the administrative record by the DOE project manager summarizing the discussion at the meeting. The minutes will include, at a minimum, the following:

- Status of previous agreements and commitments
- Any new agreements and commitments
- Schedules (with current status noted) or alternative meeting materials agreed to by the project managers
- Any approved changes signed off at the meeting in accordance with Section 12.2

The project managers will jointly decide which documents are appropriate for inclusion in the administrative record.

In the event that the lead regulatory agency project manager forms an opinion that DOE actions or failure to act jeopardizes completion of an Agreement milestone, the project manager shall notify DOE of that fact in a timely manner. Such notification shall be in writing and shall provide the project manager's detailed rationale for the opinion. On receipt, DOE's project manager will reply in writing within 15 working days. Such reply will either assure that compliance is intact and that DOE's ability to meet Agreement milestones has not been unduly jeopardized, or will describe in detail, expected impact(s), causative factors, and action(s) DOE has/is taking in response.

## 4.2 Interagency Management Integration Team

The DOE, EPA and Ecology shall each designate a representative to act as a member of the Interagency Management Integration Team (IAMIT). The DOE representative shall be an Assistant Manager (in the instance of DOE's Richland Operations Office the DOE has designated the Assistant Manager for the Central Plateau, in the instance of DOE's Office of River Protection, DOE shall designate two (2) IAMIT members i.e. the ORP Assistant Manager for Waste Treatment and Immobilization Plant, and the ORP Assistant Manager for Tank Farms). The EPA representative shall be the Program Manager, Hanford Project Office. The Ecology representative shall be the Program Manager for the Nuclear Waste Program. The assigned representatives acting as members of the IAMIT shall be reasonably available in the Tri-Cities to perform the roles described in this section. Roles of the IAMIT or their designated representatives shall include the following responsibilities.

- The IAMIT shall be the first level of formal dispute resolution for those issues which remain unresolved by the project managers. It is the role of the IAMIT to act decisively and effectively to resolve issues within their respective authorities.
- The IAMIT shall have approval authority for changes to the Agreement as specified in Section 12.0 of this Action Plan.
- The IAMIT shall act as the primary interface with the established Hanford Advisory Board.
- The IAMIT shall serve as the primary point of focus for the three parties for discussion and resolution of budget issues.

IAMIT meetings will be conducted as needed, with a focus on making decisions to ensure progress in meeting Agreement milestones and to resolve disputes. IAMIT meetings to resolve disputes, to consider change requests, or to take other action on a milestone, operable unit or TSD unit will generally only involve the affected lead regulatory agency and DOE IAMIT members. A meeting of the IAMIT members of all 3 parties shall be conducted at least quarterly to discuss matters of concern to all three parties. Any agreements and commitments (within the IAMIT level of authority) resulting from the meeting will be prepared and signed by all parties as soon as possible after the meeting. Signed meeting minutes summarizing the

discussion at the meeting will be issued to the lead regulatory agency and the administrative record by the DOE. The minutes will include, as discussed, the following:

- Status of previous agreements and commitments
- Any new agreements and commitments
- Schedules (with current status noted)
- Any approved changes signed off at the meeting in accordance with Section 12.2.

#### 4.3 Senior Executive Committee

The DOE, EPA and Ecology shall each designate a representative to act as a member of the Senior Executive Committee (SEC). The DOE representative shall be the Deputy Manager for the Hanford Site or Manager of DOE's Office of River Protection in the instance of tank waste remediation issues. The EPA representative shall be the Director, Office of Environmental Clean Up. The Ecology representative shall be Ecology's Deputy Director.

SEC meetings shall be conducted as needed, with a focus on making decisions to ensure progress in meeting Agreement milestones and to resolve disputes. SEC meetings to resolve disputes, will generally only involve the affected lead regulatory agency and DOE SEC member. A meeting of the SEC members of all 3 parties shall be conducted as necessary.