DOE/RL-93-69
Revision 4

Tri-Party Agreement Databases, Access Mechanism and Procedures

Prepared for the U.S. Department of Energy
Assistant Secretary for Environmental Management

United States Department of Energy
P.O. Box 550
Richland, Washington 99352

Project Hanford Management Contractor for the
U.S. Department of Energy under Contract DE-AC06-96RL13200

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KK Friday, Fluor Hanford

April 2004

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ABBREVIATIONS AND ACRONYMS

CIO	Chief Information Officer
CPPM	Computer Protection Program Manager
CTS	Customer Technical Service
DOE	U.S. Department of Energy
Ecology	Washington State Department of Ecology
EPA	U.S. Environmental Protection Agency
ERS	Environmental Release Summary System
FH	Fluor Hanford, Inc.
HCAR	Hanford Computer Access Request
HEIS	Hanford Environmental Information System
HGIS	Hanford Geographic Information System
HWIS	Hanford Well Information System
HLAN	Hanford Local Area Network
HMS	Hanford Meteorological System
IAMIT	InterAgency Management Integration Team
LEMIS	Liquid Effluent Monitoring Information System
N/A	not applicable
NPL	National Priorities List
PHMC	Project Hanford Management Contract
PTH	Protection Technology Hanford
RL	U.S. Department of Energy, Richland Operations Office
RMIS	Records Management Information Systems Administrative Records
SACS	Surveillance Analysis Computer System
SPC	Security Point of Contact
SWITS	Solid Waste Information and Tracking System
TCD	Tank Characterization Database
TVD	Tank Vapor Database
TPA	Hanford Federal Facility Agreement and Consent Order
WIDS	Waste Information Data System

TRI-PARTY AGREEMENT DATABASES, ACCESS MECHANISM AND PROCEDURES

1.0 INTRODUCTION

1.1 PURPOSE

This document contains the information required for the Washington State Department of Ecology (Ecology) and the U.S. Environmental Protection Agency (EPA) to access databases related to the *Hanford Federal Facility Agreement and Consent Order* (Tri-Party Agreement) (Ecology et al. 1994). It identifies the procedure required to obtain access to the Hanford Site computer networks and the Tri-Party Agreement related databases. It addresses security requirements, access methods, database availability dates, database access procedures, and the minimum computer hardware and software configurations required to operate within the Hanford Site networks.

This document supersedes any previous agreements including the a*dministrative Agreement to Provide Computer Access to U.S. Environmental Protection Agency (EPA)* (Wisness 1990a) and the *Administrative Agreement to Provide Computer Access to Washington State Department of Ecology (Ecology)* (Wisness 1990b), agreements that were signed by the U.S. Department of Energy (DOE), Richland Operations Office (RL) in June 1990. Access approval to EPA and Ecology is extended by RL to include all Tri-Party Agreement relevant databases named in this document via the documented access method and date. Access to databases and systems not listed in this document will be granted as determined necessary and negotiated among Ecology, EPA, and RL through the Tri-Party Agreement Project Managers. The Tri-Party Agreement Project Managers are the primary points of contact for all activities to be carried out under the Tri-Party Agreement Action Plan. They are responsible for identifying and disseminating Tri-Party Agreement relevant data (data that are relevant to work performed, or to be performed, under the Tri-Party Agreement). The RL, Ecology, and EPA managers, for the different projects, are responsible for identifying new database access requirements in a cost-effective manner.

Access to the Tri-Party Agreement related databases and systems do not provide or imply any ownership on behalf of Ecology or EPA whether public or private of either the database or the system. Access to identified systems and databases does not include access to network/system administrative control information, network maps, etc.

1.2 DOCUMENT STRUCTURE

The organization of this document is as follows.

- Section 2.0 defines the responsibilities of the Ecology/EPA Security Point of Contact (SPC) relating to the use of Hanford Site computer resources.

- Section 3.0 identifies the requirements and process to access the Hanford Site computer networks. This includes the network access methods, access request form, and training requirements.

- Section 4.0 identifies the Tri-Party Agreement related databases and summary information about each database. Key information includes the access availability date and means of access.

- Section 5.0 identifies the Hanford Local Area Network (HLAN) applications available and summary information about each application.

- Section 6.0 describes basic roles and responsibilities governing the use and access of Hanford Site computer resources.

- Appendix A identifies the individuals who can be contacted if there are questions about the data and/or database access procedures.

- Appendix B is a matrix of the actions required to obtain access to Hanford Site computer resources.

- Appendix C is a matrix of RL and Ecology HLAN maintenance activities and responsibilities.

2.0 SECURITY POINT OF CONTACT RESPONSIBILITIES

Access to Hanford Site computer resources requires compliance to administrative and technical controls that protect DOE and Hanford Site contractor telecommunication, computer, and information resources. This document initiates the policies and procedures needed to grant access to non-Hanford Site entities as required by the DOE and other national directives.

The first step in this administrative control process is the appointment, by Ecology and EPA, of a Security Point of Contact (SPC) within their respective agencies. The SPCs will implement a computer security program that meets the requirements identified in this section. Failure to comply with security provisions poses a threat to the integrity of Hanford Site computer resources and may result in the cancellation of access authorization by RL or its contractors.

Ecology and EPA must assign an SPC and an alternate (acceptable to RL) before RL will authorize access to Hanford Site database systems. The SPCs will be responsible for the following:

- Training the respective user community
- Aiding in investigating any suspected breaches of security by their user community
- Coordinating the resolution of security problems with RL or the cognizant contractor as necessary.

The name, business address, and phone number of the SPCs and alternates must be provided to the Fluor Hanford, Inc. Chief Information Officer (FH CIO). See Appendix A for the address and phone number of the FH CIO. The SPC ensures compliance with the following requirements.

1. The SPCs and alternates will take annual training as identified by the PHMC Computer Protection Program Manager (PHMC CPPM).

2. The SPCs and alternates will ensure that prescribed security measures are followed. These include the following.

    a. Implement the administrative, technical, physical, and personnel security measures employed to control access to Hanford Site databases described in the SPC training. NOTE: Hanford Site security policy requires separation from external computer networks while connected to the Hanford network. Specifically, this policy requires that any PC connected to the Hanford site must be physically separated from the internal Ecology / EPA networks. This separation may be accomplished by dedicated Hanford-only PC’s, separate “Ethernet” switchboxes or other means as approved by the PHMC CPPM.

b. The SPC is responsible for completing a computer risk assessment with the help of the PHMC CPPM, to outline the administrative, technical, physical, and personnel security measures used to control access to the HLAN and Hanford Site databases as mentioned above. Once the initial risk assessment is completed, the SPC is responsible for notifying the PHMC CPPM of any significant changes made to the security measures used so that the assessment can be updated accordingly. The SPC and the PHMC CPPM must maintain a copy of the assessment on file. In addition, the PHMC CPPM or computer security designee may periodically conduct physical reviews of the WDOE and EPA work locations to verify compliance with the risk assessment.

c. Provide computer security awareness training to personnel who manage, design, develop, operate, maintain, or use unclassified Hanford Site computer systems.

c. Ensure all personnel who access unclassified computer systems have a working knowledge of unclassified computer security responsibilities (as stated in item f).

d. Ensure all actions constituting suspected or confirmed computer security incidents are brought to the immediate attention of the PHMC CPPM.

e. Ensure the following items are included in all computer security awareness training given to any user authorized access to Hanford Site computing resources.

- Use only for AUTHORIZED job functions.
- Do not disclose Personal Identification Numbers or PASSWORDS.
- NOTE: Hanford site security policy is to delete access ID's which have not been used within the past 90 days.
- Do not risk introducing computer VIRUSES by using unauthorized software.
- Protect against SYSTEM MISUSE; log off or use a password-protected screensaver.
- Notify the SPC of any unusual or SUSPICIOUS EVENTS, such as misuse or destruction of software or data.

f. Ensure all Ecology and EPA staff accessing Hanford Site computing resources have written approval for access by the cognizant SPC or the PHMC CPPM as documented in this document.

3. The SPC must inform CTS, within 3 working days, of any staff member no longer needing access to Hanford Site computing resources so that the account may be terminated.

3.0 HANFORD SITE DATA NETWORKS ACCESS PROCESS

3.1 USER PREREQUISITE FOR OBTAINING NETWORK ACCESS

Certain prerequisites are required for users to obtain access to Hanford Site computer resources. Each prospective user must submit a Hanford Computer Access Request (HCAR) form, take computer security training, and read and sign the Computer Security Rules. Both forms are found in site forms (A-6001-503 - Figure 3.1 and Figure 3.2 & A-6001-678 - Figure 3.3). The prospective user must also have a computer that meets minimum hardware and software requirements. The services and data access requested via the HCAR form will be evaluated and detail information on hardware/software requirements will be provided the requester.

3.1.1 Hanford Computer Access Request Form

Each Ecology and EPA prospective user wanting access to the Hanford Site network is required to complete a Hanford Computer Access Request (HCAR) form (Form A-6001-503) (Figures 3-1). Completion of this application requires the following:

- The requester's signature
- Acknowledging an understanding of the responsibilities
- Restrictions stated on the form
- The signature of the cognizant SPC or CPPM.
    - If the person requesting access is not a U.S. citizen, the approval of the PHMC CPPM is required.
- Expiration Date

The form should be sent to the address identified on the bottom of Part 2 for processing. See Figure 3-2 for detailed instructions on how to complete the HCAR form. Access should be provided within 1 day after the properly completed HCAR is received by Hanford Computer Access Administration (Hanford Mail Stop – G3-38). If the requester has not been provided access within this time frame, the FH CIO representative should be contacted.

3.1.2 Security Training Requirements

Annual computer security training is required for all users provided access to the Hanford Site network. Training materials will be provided to the SPCs by the PHMC CPPM.

Figure 3-1 Hanford - Computer Access Request Form

HANFORD COMPUTER ACCESS REQUEST	PART 1

O FH O CH2M O DOE O Other _____

Last Name: _____ First Name: _____ MI: _____

U.S. Citizen: (check one) O Yes O No* Business Phone No.: _____

Hanford Mailing Address (if applicable): Area/Bldg/Room: _____ MSIN: _____

HID Number: _____ Badge Number: _____ Badge Expiration Date: _____

Hanford Affiliation (Fluor Hanford/CH2M HILL/ORP/Other- Please Specify): _____

Hanford Manager (Please Print): _____

Hanford Manager's Signature: _____ Org. Code: _____ Date: _____

Billing Information:

If your HLAN Account's monthly charge is to be charged to a Hanford charge account number (CACN), please fill out the following information.

CACN: _____ COA: _____ (*Default is AJ40)

If account not charged to a CACN/COA, complete information below.

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contracts POC: _____ Phone: _____

Applicant's Signature: _____ Date: _____

Non-Hanford Badged Employees must complete Part 2

Please return completed form to:

HLAN Access Administration
1981 Snyder MSIN: G3-38
Richland, WA 99352
or
FAX to: (509) 376-8994

A-6001-503 (06/03)

Figure 3-1 Hanford - Computer Access Request Form

HANFORD COMPUTER ACCESS REQUEST	PART 2

****NON-HANFORD EMPLOYEE**

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Hanford Contract Number (if applicable): _____ Expiration Date: _____

Hanford Computer Protection Program Manager (CPPM) or Security Point of Contact (SPC)

Signature and Printed Name: _____ Date: _____

Signature certifies applicant has completed required computer security training.

User acknowledgement of restriction and responsibilities:

I understand that the Hanford networks, computers, systems and other resources are to be used for approved Government business.
I will protect any passwords or smart cards issued to me and will not share them with any other person.
I will notify the SPC or a Hanford CPPM of any unusual or suspicious events, such as computer viruses or misuse or destruction of software or data.
I will not attempt to use passwords or smart cards issued to me for access to the Hanford networks, computers, systems, and other resources subsequent to the termination of my need to perform official business.
I understand that any abuse or misuse or failure to comply with any of the above may result in disciplinary action or criminal prosecution, loss of access privilege and/or loss of employment.

Signed: _____ Date: _____

Signature certifies the statements herein have been read and the information supplied by me is true, accurate and complete to the best of my knowledge.

******NOTE** **The user requesting access must also read and sign HCAR Computer Security Rules (Site Form Number A-6001-678) and attach to Part 1 and Part 2.**

*If not a U.S. citizen, a "Project Hanford Foreign National Visit/Assignment Request" (Site Form Number A-6001-978) is required. CPPM signature is required for all non-U.S. citizens.

**Required only on new application.

FOR ADMINISTRATIVE USE ONLY

Signature and Printed Name: _____ Date: _____

Signature required for confirmation of receipt of A-6001-978 (required for Non-US Citizen).

Please return completed form to:

HLAN Access Administration
1981 Snyder MSIN: G3-38
Richland, WA 99352
or
FAX to: (509) 376-8994

A-6001-503 (06/03)

Figure 3-2 Instructions for Completing Hanford Computer Access Form

INSTRUCTIONS FOR HANFORD COMPUTER ACCESS REQUEST

PART 1

Check the box for the company responsible for your account - If none of them are applicable, fill in the Other line.

Last Name: Enter last name of user requesting access.

First Name: Enter first name of user requesting access.

MI: Enter middle initial of user requesting access.

U.S. Citizen: Check correct answer (yes or no).

*** **NOTE: If user is not a U.S. Citizen, a "Project Hanford Foreign National Visit/Assignment Request" (Site Form Number A-6001-978) must be completed prior to this request. CPPM signature is required on Part 2 of the Hanford Computer Access Request.** ***

Business Phone No.: Enter Business phone number of user requesting access.

Hanford Mailing Address: Enter your physical location on site - Area/Bldg./Room.

MSIN: Enter your mailstop number.

HID Number: Enter your Hanford Identification Number which is issued when badge is picked up. If you do not have a Hanford site badge and have never been on site before, contact badging to be assigned an HID number.

Badge Number: Enter the number that is at the top of your Hanford site badge - if applicable.

Badge Expiration Date: Enter the expiration date on your Hanford site badge.

Hanford Affiliation: Enter the correct Hanford company name.

Hanford Manager (Please Print) and Hanford Manager's Signature: If user requesting access is a Hanford Employee, the manager of the user must sign the form and print the manager's name. If the user requesting access is NOT a Hanford Employee, the manager of the user's Hanford Point of Contact must sign form and print manager's name.

Org. Code: Enter Org. Code of Hanford Manager.

Date: Enter date Hanford Manager signed form.

Billing Information:

CACN: Enter the appropriate CACN.

COA: Enter the appropriate COA.

If account not charged to a CACN/COA, provide correct information for:

Company Name: Enter the name of the company responsible for the charges for the account.

Address: Enter MAILING address of company.

City: Enter city associated with mailing address.

State: Enter state associated with mailing address.

ZIP: Enter zip code associated with mailing address.

Contracts POC: Enter the name/phone number of the contract point of contact for this company.

Applicant's Signature: Enter signature of service requestor and date signed.

Figure 3-2 Instructions for Completing Hanford Computer Access Form

INSTRUCTIONS FOR HANFORD COMPUTER ACCESS REQUEST (continued)

PART 2

*** **NON-Hanford Employee: (Non-Hanford Employee Requests only)**

Company Name: Enter MAILING name of company.

Address: Enter MAILING address of company.

City: Enter city associated with mailing address.

State: Enter state associated with mailing address.

ZIP: Enter zip code associated with mailing address.

Hanford Contract Number: Enter contract number between Hanford Contractor and user's employer.

Expiration Date: Enter date contract expires. Will not be processed without an expiration date.

Hanford CPPM or SPC:

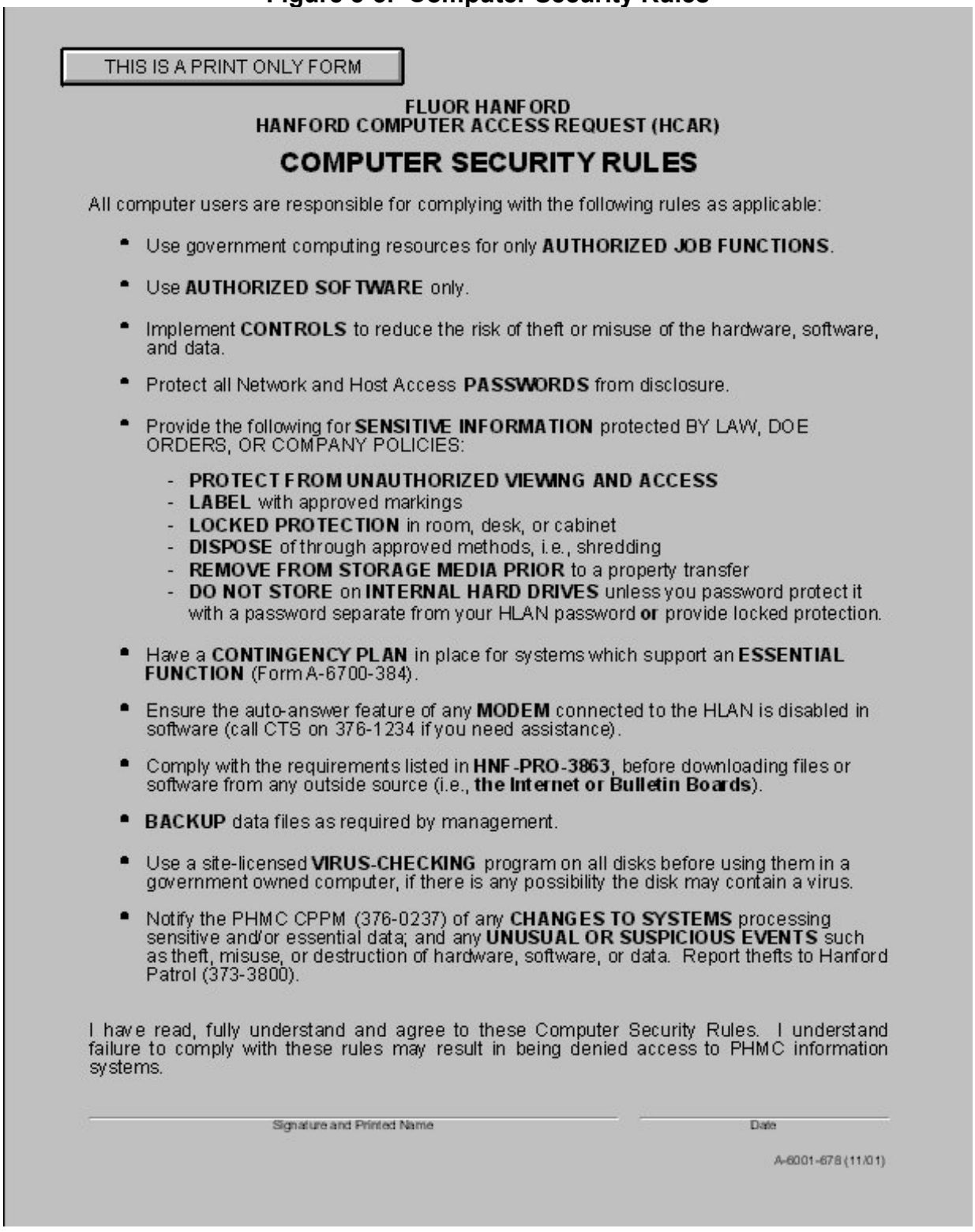
Company	SPC/CPPM
Dept. of Ecology (Kennewick)	Ron Riedner (Hanford manager signature not required - per TPA)
Dept. of Ecology (Lacey)	Ginnie Schiendelman
EPA	Dave Einan
FH/CH2M	Bary Elison*
HEHF	Janet Spencer
DOE	Nancy Schreckhise*
PNNL	JD Fluckiger
BHI	Thomas B. Walters

*Signature required only for non-U.S. citizens.

User Acknowledgement of Restriction and Responsibilities: The user requesting the access signs and dates.

*** **NOTE: The user requesting access must also read and sign the Computer Security Rules (Site Form Number A-6001-678) and attach a copy of the signed rules with Part 1 and Part 2.** ***

Figure 3-3. Computer Security Rules



THIS IS A PRINT ONLY FORM

FLUOR HANFORD
HANFORD COMPUTER ACCESS REQUEST (HCAR)

COMPUTER SECURITY RULES

All computer users are responsible for complying with the following rules as applicable:

- Use government computing resources for only **AUTHORIZED JOB FUNCTIONS**.
- Use **AUTHORIZED SOFTWARE** only.
- Implement **CONTROLS** to reduce the risk of theft or misuse of the hardware, software, and data.
- Protect all Network and Host Access **PASSWORDS** from disclosure.
- Provide the following for **SENSITIVE INFORMATION** protected BY LAW, DOE ORDERS, OR COMPANY POLICIES:
  - **PROTECT FROM UNAUTHORIZED VIEWING AND ACCESS**
  - **LABEL** with approved markings
  - **LOCKED PROTECTION** in room, desk, or cabinet
  - **DISPOSE** of through approved methods, i.e., shredding
  - **REMOVE FROM STORAGE MEDIA PRIOR** to a property transfer
  - **DO NOT STORE** on **INTERNAL HARD DRIVES** unless you password protect it with a password separate from your HLAN password **or** provide locked protection.
- Have a **CONTINGENCY PLAN** in place for systems which support an **ESSENTIAL FUNCTION** (Form A-6700-384).
- Ensure the auto-answer feature of any **MODEM** connected to the HLAN is disabled in software (call CTS on 376-1234 if you need assistance).
- Comply with the requirements listed in **HNF-PRO-3863**, before downloading files or software from any outside source (i.e., **the Internet or Bulletin Boards**).
- **BACKUP** data files as required by management.
- Use a site-licensed **VIRUS-CHECKING** program on all disks before using them in a government owned computer, if there is any possibility the disk may contain a virus.
- Notify the PHMC CPPM (376-0237) of any **CHANGES TO SYSTEMS** processing sensitive and/or essential data; and any **UNUSUAL OR SUSPICIOUS EVENTS** such as theft, misuse, or destruction of hardware, software, or data. Report thefts to Hanford Patrol (373-3800).

I have read, fully understand and agree to these Computer Security Rules. I understand failure to comply with these rules may result in being denied access to PHMC information systems.

Signature and Printed Name _____ Date _____

A-6001-678 (11/01)

3.2 NETWORK ACCESS METHODS

Ecology and EPA can access Hanford Site computer resources via the instructions laid out in Section 3.1. NOTE: All Hanford databases may not be provided to Ecology and EPA. Only the Tri-Party Agreement related databases identified in Section 4.1 of this document will be provided to Ecology and EPA.

3.2.1 Access Passwords

Access to the Hanford Site network and to each Tri-Party Agreement related database requires a password. The passwords will be provided to the Ecology and EPA staff by the Computer Access Administration representative (Hanford Mail Stop – A2-15). NOTE: It is Hanford Site security policy to delete access ID's which have not been used within the past 60 days.

3.2.2 Database Access Procedures

Each database has its own access method. Specific access method procedures are documented in the associated system user manual identified in Section 4.3. Besides access methods, these manuals contain information on the content and capabilities of the system. These documents are the same documents used by the Hanford Site staff. Some features documented in the manuals, such as update and delete capabilities, will not be available to the Ecology and EPA staffs.

3.3 WORLD WIDE WEB ACCESS

Access to some databases is provided via a World Wide Web Internet interface. Users of this interface can easily extract tabular data from these databases in a format that is compatible with standard spreadsheet and database programs. Address for this information is provided in the database abstracts.

4.0 DATABASE ABSTRACTS

4.1 TRI-PARTY AGREEMENT RELATED DATABASES

The following list identifies the Hanford Site Tri-Party Agreement related databases:

- **Environmental Release Summary System (ERS)**
- **Hanford Data Integrator (HANDI)**
- **Hanford Environmental Information System (HEIS)**
- **Hanford Geographic Information System (HGIS)**
- **Hanford Meteorological System (HMS)**
- **Hanford Well Information System (HWIS)**
- **Liquid Effluent Monitoring Information System (LEMIS)**
- **Records Management Information Systems Administrative Records (RMIS)**
- **Solid Waste Information and Tracking System (SWITS)**
- **Surface Environmental Surveillance Project (SESP) in HEIS**
- **Surveillance Analysis Computer System (SACS)**
- **Tank Characterization Database (TCD)**
- **Tank Vapor Database (TVD) in TWINS**
- **Tank Waste Information Network System (TWINS)**
- **Waste Information Data System (WIDS)**

As documented in Section 4.3, some databases' data are accessed via HEIS, and a few databases have no direct computer access. In the future, some databases may use other access systems, and/or changes in technology may require changes in access methods and procedures. Updates to access procedures will be provided to the SPCs as required.

4.2 OVERVIEW

Once users have accessed the Hanford Site network, they will be able to access most authorized databases listed above. Information on how to access a specific database can be found in the computer access procedure documents identified in Section 4.3. Each abstract contains the following basic information about a database:

- Purpose
- Functions performed
- Scope of data
- Types of data
- Validation procedures used
- Database hardware
- Database software
- Computer access date

- Computer access procedures
- Training required for access.

Details on key items of information found in the abstracts are provided in the following subsections. Also note that unless stated otherwise, the validation procedures referred to in the abstracts apply only to laboratory analytical data.

4.2.1 Computer Access Date

The computer access date is the date that Ecology and EPA will be able to access the database. User access on this date is contingent on submission of the required access form.

Access type, if other than direct computer access, is also noted under this heading. Data are provided via computer or hard copy reports. Computer access is either directly to a database via the Hanford Site network or through a copy of the data provided on tape or disk.

4.2.2 Computer Access Procedures

The manuals containing access information for specific databases are identified under this heading on each abstract. These are the same manuals used by the Hanford Site staff.

These documents can be obtained from the database contact listed in Appendix A. If available on the Internet, the address or instructions on how to find the document are provided.

4.2.3 Training Required for Access and Effective Usage

The application training required to effectively access a specific database is identified under this heading. Contact the database trustee listed in Appendix A to schedule training. Suggested software training may also be identified. It is the responsibility of EPA and Ecology to provide commercial database software procurement and training (e.g., Oracle, ArcView, etc.) to their users.

4.3 ABSTRACTS

An abstract of each system listed in Section 4.1 follows.

Environmental Release Summary Database (ERS)

PURPOSE:

- The ERS calculates and reports releases of radionuclides in airborne and liquid effluents to the environment and radionuclides present in the environment (for example, ambient air, soil, and vegetation) at specified locations and for specified periods. It also calculates the cumulative decayed inventory of radionuclides in past discharges of liquid effluents to waste sites.

FUNCTIONS PERFORMED:

- Maintains database of radionuclide concentrations and effluent flow data by specified location and time.
- Calculates and reports releases of radionuclides.
- Calculates cumulative decayed inventory of radionuclides in past liquid effluents discharged to waste sites.

SCOPE OF DATA:

- Effluent and environmental samples from ERC, PHMC, and RPP radiological activities on the Hanford Site.

TYPES OF DATA:

- Radiological analyses of effluent and environmental samples, i.e.:
  - Stack emissions
  - Ambient air samples
  - Soil and vegetation samples.
  - Waste streams
  - Standing water samples
  - Cumulative decayed liquid effluent radionuclide inventory

VALIDATION PROCEDURES USED:

- EP-DI-505 Rev 1, Environmental Monitoring and Reporting Desk Instruction (2003).

DATABASE HARDWARE:

- PC.

DATABASE SOFTWARE:

- FORTRAN.

COMPUTER ACCESS DATE:

- Access not planned at this time. Access to data will be through hard-copy reports.
- Current Reports
  - Annual Effluent Information System/Onsite Discharge Information System Report
  - Annual Hanford Site Environmental Report
  - Cumulative Decayed Inventories for Hanford Waste Disposal Sites
  - On-demand report by sampling points, data type, time periods, and location
  - Annual NESHAP Air Emissions Report to EPA
  - Annual Environmental Release Report to RL.

COMPUTER ACCESS PROCEDURES:

- Not applicable (N/A) (see Computer Access Date)

TRAINING REQUIRED FOR ACCESS:

- N/A.

Hanford Data Integrator (HANDI)

PURPOSE:

- HANDI is a data warehouse and display tool providing access to Fluor Hanford and CH2M Hill planning, performance, and forecast data relating to Hanford projects.

FUNCTIONS PERFORMED:

- Data storage
- Database query and report generation

SCOPE OF DATA:

- Budgeted Cost, Actual Cost, Schedule, Milestone, and Performance Data

TYPES OF DATA:

- Budgeted Cost of Work Scheduled
- Actual Cost of Work Scheduled
- TPA Milestone Status
- P3 Schedules
- Budgeted Cost of Work Performed
- Cost and Schedule Variances
- Technical Baseline Descriptions
- Monthly Environmental Mgmt Progress
- Monthly Environmental Management Progress Reports

VALIDATION PROCEDURES USED:

- Data validated in source systems.

DATABASE HARDWARE:

- SUN Solaris – Unix Server.

DATABASE SOFTWARE:

- Oracle.

COMPUTER ACCESS DATE:

- Currently available.

COMPUTER ACCESS PROCEDURES:

- Available on the Hanford local Area Network (HLAN) as installed from Software Distribution.

TRAINING REQUIRED FOR ACCESS:

- None.

Hanford Environmental Information System (HEIS)

PURPOSE:

- The HEIS provides computer-based access to Hanford Site environmental sample data.

FUNCTIONS PERFORMED:

- Data warehouse for sample results.

SCOPE OF DATA:

- Analytical data and associated metadata.

TYPES OF DATA:

Media Types

- Groundwater
- Soil
- Miscellaneous Material
- Biota
- Surface water
- External Radiation
- Atmospheric

Related Data

- Constituents
- Well survey data
- Waste Site

VALIDATION PROCEDURES USED:

- HNF-20433, *Data Validation Procedures for Chemical Analysis*
- HNF-20434, *Data Validation Procedures for Radiological Analysis*

DATABASE HARDWARE:

- SUN and PC.

DATABASE SOFTWARE:

- Oracle.

COMPUTER ACCESS DATE:

COMPUTER ACCESS PROCEDURES:

TRAINING REQUIRED FOR ACCESS:

- Data is retrieved through the internet, direct access or by HEIS Staff.

Hanford Geographic Information System (HGIS)

PURPOSE:

- HGIS stores spatial data to support Hanford Site cleanup.

FUNCTIONS PERFORMED:

- Data warehouse for geographic layers.

SCOPE OF DATA:

- Hanford Reservation. Includes sitewide and localized data for Hanford areas.

- **TYPES OF DATA**:
- Administrative boundaries
- Topography
- Waste sites Geology
- Land use
- Facilities/buildings
- Transportation
- Wells
- Hydrography
- Utilities
- Plant and animal species
- Geology
- Land cover
- Soils

VALIDATION PROCEDURES USED:

DATABASE HARDWARE:

- SUN and PC

DATABASE SOFTWARE:

- Arc-Info, ArcGIS
- ArcView

COMPUTER ACCESS DATE:

- October 1, 2003
- Data are also distributed via CDROM.

COMPUTER ACCESS PROCEDURES:

Geographic Information System information may be accessed through the Geospatial Map Portal (QMAP). QMAP is accessed through the Hanford Intranet from the "General Information" web page.

TRAINING REQUIRED FOR ACCESS:

- Dependent on software tool being used to retrieve and view data.

Hanford Meteorological System (HMS)

PURPOSE:

- The HMS provides meteorological and climatological support for emergency response, weather forecasting, climatological data, and special meteorological requests to RL and Hanford Site contractors.

FUNCTIONS PERFORMED:

- Surface observations
- Weather forecasting
- Data collection
- Data archival
- Data summarization.

SCOPE OF DATA:

- Data are collected every 15 minutes from 30 locations around the Hanford Site and surrounding area.

TYPES OF DATA:

- Wind speed and direction
- Precipitation
- Sky cover
- Weather (rain, snow)
- Temperature
- Atmospheric Pressure
- Obstructions to visibility
- Relative humidity.

VALIDATION PROCEDURES USED:

- N/A.

DATABASE HARDWARE:

- Personal computer network.

DATABASE SOFTWARE:

- C, FORTRAN, Windows.

COMPUTER ACCESS DATE:

- Access to some historical data is available via the internet at http://etd.pnl.gov:2080/HMS. Access to historical data is also available through hard copy reports.
- Real-time access data is available through the internet at http://etd.pnl.gov:2080/HMS

COMPUTER ACCESS PROCEDURES:

- N/A

TRAINING REQUIRED FOR ACCESS:

- N/A.

Hanford Well Information System (HWIS)

- HWIS is a well maintenance tool. Well information may be obtained by using the Environmental Information System (EIS) web site which is accessed through the "General Information" web page. Well information relevant to sampling activities is stored in the HEIS.

Liquid Effluent Monitoring Information System (LEMIS)

PURPOSE:

- The LEMIS schedules, documents, and records sample collection activity and sample results obtained from each of the effluent streams that discharge to the soil column. NOTE: This database will only be available through September 30, 2004 at which time LEMIS will be transitioned to HEIS.

FUNCTIONS PERFORMED:

- Schedule sample events.
- Prepare sample authorization forms.
- Store analytical results.

SCOPE OF DATA:

- All liquid effluent streams discharged to the soil column and groundwater monitoring wells for soil column disposal sites on the Hanford Site, 200 Area.

TYPES OF DATA:

- Identification and location of waste streams and sample collection points
- Identification and location of samples
- Laboratory results of sample collection analysis from each waste stream by location and date
- Analytical methods
- Field sample collection information.

VALIDATION PROCEDURES USED:

- N/A.

DATABASE HARDWARE:

- HP.

DATABASE SOFTWARE:

- Oracle.

COMPUTER ACCESS DATE:

- September 30, 1993.

COMPUTER ACCESS PROCEDURES:

- *Liquid Effluent Monitoring Information System (LEMIS) Specialized Users Instructions*, WHC-SD-WM-UM-015

TRAINING REQUIRED FOR ACCESS:

- System menu driven; Oracle software training is not required.

A self-explanatory manual is provided to users of the system, so training is not needed. However, optional training can be provided one-on-one or via class by contacting the database trustee.

Records Management Information Systems Administrative Records (RMIS)

PURPOSE:

- Administrative Record file provides access to Records of Decision documents on the cleanup of the Hanford site.

FUNCTIONS PERFORMED:

- Database query and reporting. Ability to retrieve images.

SCOPE OF DATA:

- Documents used to determine appropriate cleanup practices for the Hanford site.

TYPES OF DATA:

- Publicly available environmental cleanup documents.

VALIDATION PROCEDURES USED:

- N/A

DATABASE HARDWARE:

- PC

DATABASE SOFTWARE:

- Microsoft SQL Server

COMPUTER ACCESS DATE:

- Currently Available.

COMPUTER ACCESS PROCEDURES:

- *RMIS Retrieval User Guide* is available online from the system. A hardcopy can be obtained from the database trustee.

TRAINING REQUIRED FOR ACCESS:

- Application database training will be provided to the EPA and Ecology software trainer.

Solid Waste Information and Tracking System (SWITS)

PURPOSE:

- The SWITS supports the solid waste management program in managing radioactive mixed and hazardous solid waste treatment and storage and eventual disposition onsite or offsite.

FUNCTIONS PERFORMED:

- Provide real-time inventories for onsite treatment, storage, and disposal facilities.
- Track waste shipments onsite and offsite.
- Provide regulatory reports for federal and state agencies.
- Provide information in support of Remediation activities.

SCOPE OF DATA:

- Container-specific radioactive and nonradioactive solid waste data from onsite and offsite facilities from 1944 to present. The SWITS information includes waste characterization, shipment, location history, and final disposition.

TYPES OF DATA:

- Radio nuclides, quantity
- Storage location
- EPA dangerous waste numbers.
- Chemical and physical components
- Shipment and manifest data

VALIDATION PROCEDURES USED:

- N/A.

DATABASE HARDWARE:

- HP.

DATABASE SOFTWARE:

- Oracle.

COMPUTER ACCESS DATE:

- April 1, 1994.

COMPUTER ACCESS PROCEDURES:

- *SWITS* User Manual HNF-IP-1265.

TRAINING REQUIRED FOR ACCESS:

- Contact database trustee to schedule application training on an as-needed basis.

Surveillance Analysis Computer System (SACS)

PURPOSE:

- The SACS is the central, long-term data storage system (database) for tank farm surveillance data. The SACS has the flexibility for future additions of data types.

FUNCTIONS PERFORMED:

- Timely analysis of current surface liquid levels, interstitial liquid and temperature data, ventilation system HEPA filter differential pressures, CAM readings, and Deentrainer differential pressures.

SCOPE OF DATA:

- Surveillance data of underground nuclear waste storage tanks and systems located in the Hanford Site's 200 Areas.

TYPES OF DATA:

- Timely analysis of current surface liquid levels, interstitial liquid and temperature data, and ventilation system performance.

VALIDATION PROCEDURES USED:

- N/A.

DATABASE HARDWARE:

- PC.

DATABASE SOFTWARE:

- Microsoft SQL Server.

COMPUTER ACCESS DATE:

- May 31, 1994.

COMPUTER ACCESS PROCEDURES:

- Access via the World- Wide- Web at http://twins.pnl.gov
- Onsite users via a custom Visual Basic Application known as PCSACS

TRAINING REQUIRED FOR ACCESS:

- None

Tank Characterization Database (TCD)

PURPOSE:

- The TCD supports final disposal decisions for tank waste and provides data for a variety of purposes including preparation of Tank Characterization Reports.

FUNCTIONS PERFORMED:

- Maintains tank waste analytical data, historical data, inventory and surveillance data via the TWINS2 web interface.

SCOPE OF DATA:

- The TCD includes physical properties and all laboratory analysis results for tank contents including QC information. It also contains tank inventory data and provides access to tank vapor and surveillance data.

TYPES OF DATA:

- Post 1989 core sample analytical results including the following:
  - Qualifiers - Flags - Spike recovery - Rheology
- Inventory of tank contents, including HTCE, TCR and best basis (standard inventory estimates
- Pre-1989 (historical) analytical data

VALIDATION PROCEDURES USED:

- Self-assessment Standards Checklist for Data Systems, HNF-SD-WM-TRD-005, Rev. 1.

DATABASE HARDWARE:

- Windows NT

DATABASE SOFTWARE:

- Microsoft SQL Server

COMPUTER ACCESS DATE:

- January 30, 1994.

COMPUTER ACCESS PROCEDURES:

- Access via the World- Wide- Web at URL:http://twins.pnl.gov:8001/TCD/main.html

TRAINING REQUIRED FOR ACCESS:

- Can be accessed via the Hanford Home Page, Projects and Activities, TWRS, Characterization.

Tank Waste Information Network System (TWINS)

PURPOSE:

- The Tank Waste Information Network System (TWINS) is an interactive, Hanford Local Area Network (HLAN) electronic access tool for a wide variety of Hanford waste tank information and data. The TWINS homepage at http://twins.pnl.gov provides access to data and information using a library metaphor.

FUNCTIONS PERFORMED:

- Data storage
- Key document access
- On-demand, custom electronic reports
- Access to document listing available in the Tank Characterization and Safety Resource Center.
- Database query and reporting
- Access to selected photographs

SCOPE OF DATA:

- Analytical and observational data and associated metadata, including tank vapor data, tank levels and temperatures, best basis inventory data, Tank Characterization Reports and Tank Interpretive Reports.

TYPES OF DATA:

- Sample data
- Analysis results
- Chemical properties
- Toxicological.
- Tank vapor data
- Best basis inventory estimates
- Waste transfer data
- Physical properties data

VALIDATION PROCEDURES USED:

- Data is qualified using a standard set of qualifiers. In addition, anomalous data is electronically routed for checking and interpretation by tank chemistry experts.

DATABASE HARDWARE:

- Dell PowerEdge with Windows 2000 Server operating system.

DATABASE SOFTWARE:

- Microsoft SQL Server.

COMPUTER ACCESS DATE:

- March 31, 1995.

COMPUTER ACCESS PROCEDURES:

- Access via the HLAN at http://twins.pnl.gov

TRAINING REQUIRED FOR ACCESS:

- None although training is offered on request and is recommended for full utilization of the system.

Waste Information Data System (WIDS)

PURPOSE:

- The WIDS provides interactive access to potential, rejected, accepted, and remediated waste sites.

FUNCTIONS PERFORMED:

- Database queries
- Site photograph display
- Standard reports, e.g., (Hanford Site Waste Management Units Report)
- Custom Reports via QMAP

SCOPE OF DATA:

- Hanford Reservation

TYPES OF DATA:

- Descriptive information: Names, size, extent, appearance, location (site centroid), site type, categorization, testing or sampling efforts
- Regulatory
- Bibliographic references: Type, name, number, revision, title
- Image: photograph in JPEG and GIF image formats
- Change history

VALIDATION PROCEDURES USED:

- As described in CP-GPP-EE-09-1.1, Environmental Information System Procedures.

DATABASE HARDWARE:

- PC

DATABASE SOFTWARE:

- Microsoft SQL Server / Internet Explorer

COMPUTER ACCESS DATE:

- January 1, 1996.

COMPUTER ACCESS PROCEDURES:

- Access is available to any users on the Hanford Intranet. The QMAP, Geospatial Map Portal, supports queries via maps or direct reports from the WIDS database.

TRAINING REQUIREMENTS:

- No training requirements. Hands-on training sessions are available on an as-needed basis. A user guide is available.

5.0 NETWORK APPLICATIONS ACCESS PROCESS

5.1 INTRODUCTION

This section identifies Hanford Local Area Network (HLAN) applications available for direct connect network users and dial-up networking users. A HCAR form must be submitted to obtain approval to use any of the HLAN applications (see Section 3.1.1). The desktop applications currently available to Ecology and EPA are as follows:

- Microsoft Outlook
- Secure Remote Access (SRA)
- Hanford Pop-Up Phone Directory
- Crystal Reporting
- Microsoft Outlook Calendar

Contact the Customer Technical Support (CTS) manager (see Appendix B) for assistance in using the applications or to obtain the documentation listed below. No additional training is provided on these applications. Additional information on these HLAN applications is contained in DOE/RL-95-16, *Communicating with the Hanford Data Network* (RL 1994).

Dial-up networking may be provided to HLAN users under specific conditions. With Dial-up networking, HLAN users can remotely connect to e-mail and shared network resources via a dial-up modem connection. This function is referred to as Secure Remote Access (SRA).

5.2 HANFORD LOCAL AREA NETWORK APPLICATIONS

5.2.1 Microsoft Outlook

Microsoft Outlook is the site's electronic mail program.

5.2.2 Secure Remote Access (SRA)

Secure Remote Access (SRA) provides the same functionality as a direct network connection except that the access is via a dial-up modem connection. This function allows the remote users to have access to site e-mail and shared network files. SRA replaces Remote Access Server (RAS) as the dial-up access method.

5.2.3 Hanford Pop-Up Phone Directory

The Hanford Pop-Up Phone Directory system consists of two directories. The first is an alphabetic directory of RL, RL prime contractor, subcontractor, and other Hanford Site-related personnel and associated information. The second is an alphabetic directory of services available at the Hanford Site, and is otherwise known as the 'Yellow Pages.'

Documentation is available by calling CTS and requesting the Hanford Pop-Up Phone Help Menu.

5.2.4 Crystal Reports

Crystal Reports are report distribution and viewing systems designed to receive report inputs from various host systems and publish them for viewing via the Intranet and/or client. The Crystal Reports web interface, training, and capabilities, etc. are presented at **http://apweb02.rl.gov/phmc/bms/index.cfm?PageNum=1**.

5.2.5 Microsoft Outlook Calendar

Calendar is a complete personal scheduling center that allows users to schedule meetings with other Calendar users. Single or recurring events can be scheduled, and meetings can be cloned. Scheduled meetings can be confirmed or rejected, and several formatted reports of scheduled meetings can be printed. Typical uses of Calendar are as follows:

- Scheduling of meetings or appointments
- Setting aside personal time (e.g., vacation, personal business).

6.0 HANFORD SITE COMPUTER RESOURCE - ROLES AND RESPONSIBILITIES

6.1 INTRODUCTION

This section augments the Tri-Party Agreement Action Plan (Ecology et al. 1994) to show how functions are accomplished in day-to-day business operations. This document does not replace or change any roles or responsibilities identified in the Tri-Party Agreement Action Plan. This section contains information regarding the roles and responsibilities of those who use and access data via Hanford Site computer resources.

6.2 ECOLOGY/EPA RESPONSIBILITIES

6.2.1 InterAgency Management Integration Team Representatives

The roles of the InterAgency Management Integration Team (IAMIT) Representatives are as follows:

- Inform the FH CIO in writing of the name of their SPC. (See Section 2.0 for detailed information.)

- Inform the RL Data Management Project Manager of his/her network requirements for the next fiscal year. This consists of the number of users, their location, and the number of users requiring access to each specific database.

6.2.2 Project Managers

Project mangers are responsible, along with the RL Project Managers and the contractor representatives, for identifying Tri-Party Agreement related databases.

6.2.3 Security Point of Contact

The SPC's role and responsibilities are discussed in detail in Section 2.0. In addition, Ecology's SPC is responsible for HLAN maintenance, as discussed in Appendix C. The EPA has a direct connection to the HLAN and therefore these maintenance activities do not pertain to EPA.

6.2.4 Ecology and EPA Users

Ecology and EPA users' responsibilities are discussed in detail in Section 2.0.

6.3 RL RESPONSIBILITIES

6.3.1 Project Managers

The RL Project Managers are responsible for the following:

- Initiate activities to provide required network resources.
- Approve Ecology and EPA access to Tri-Party Agreement related databases.
- Inform CIO representative when a database has been approved for access by Ecology and EPA.

6.3.2 Data Management Project Manager

The RL Data Management Project Manager is responsible for the following:

- Provide legal authority for Ecology and EPA to use Hanford Site computer resources.
- Approve Ecology and EPA SPCs.
- Maintain and publish this document (DOE/RL-93-69, *Tri-Party Agreement Databases, Access Mechanism and Procedures*).
- Audit user access requests and training.

6.4 HANFORD SITE CONTRACTORS' RESPONSIBILITIES

6.4.1 Project Contractor Representative

The Project Contractor Representative is jointly responsible with the Project Managers to identify Tri-Party Agreement related databases.

6.4.2 PHMC Computer Protection Program Manager

The PHMC CPPM ensures security for the Hanford Site computer resources (see Section 2.0 and 3.0 for details).

6.4.3 FH Chief Information Officer

The FH CIO is the representative for data management issues, and has the following responsibilities:

- Provide HLAN access to Ecology and EPA.
- Notify the prime contractors' CPPM of Ecology and EPA SPC changes.
- Manage integration activities required to provide Ecology and EPA access to Tri-Party Agreement-relevant data.
- Administer Ecology and EPA computer access cost.
- Maintain this document (DOE/RL-93-69, *Tri-Party Agreement Databases, Access Mechanism and Procedures*).
- Assess Hanford Site and offsite users' data requirements.

6.4.4 Database Trustee for Tri-Party Agreement Related Databases

The database trustee administers data in the best interests of the owner or highest authority (FH, the DOE, etc.). A data trustee determines policies, procedures, quality requirements, and constraints for data in his/her area of business. The database trustee's Hanford Site computer resource responsibilities include the following.

- Provide access and passwords to Ecology and EPA users for Tri-Party Agreement related databases.
- Provide training to Ecology and EPA users as identified in Section 4.0.
- Provide user documentation as identified in Section 4.0.
- Provide documentation to the FH CIO required to maintain this document (DOE/RL-93-69, *Tri-Party Agreement Databases, Access Mechanism and Procedures*).

- Provide funding for Ecology and EPA non-network access cost and training cost to their database.

6.4.5 Hanford Local Area Network Applications Administration

The HLAN Administration maintains the direct HLAN connection for Ecology and EPA. All access to Hanford Site computer resources is provided through an HLAN connection. The HLAN Administration responsibilities include the following:

- Install Ecology and EPA users on HLAN.

- Maintain links between HLAN and Ecology (see Appendix C for detailed information).

6.4.6 Customer Technical Support (CTS)

The CTS responsibilities include the following:

- Notify the database trustee of Ecology and EPA user access needs.

- Maintain the file authorizing Ecology and EPA user access to Hanford Site computer resources.

- Provide HLAN password administration function for the WDOE and EPA.

7.0 REFERENCES

Ecology, EPA, and DOE, 1994, *Hanford Federal Facility Agreement and Consent Order*, as amended, Washington State Department of Ecology, U.S. Environmental Protection Agency, and U.S. Department of Energy, Olympia, Washington.

Manley, C. L., 1992, *Effluent Monitoring Program - 200 600 Areas*, WHC-IP-0697-1, Westinghouse Hanford Company, Richland, Washington.

PNL, 1994, *TWINS User Guide: Tank Waste Information Network System Version 4.0*, PNL-8824-2-AD-940, Pacific Northwest Laboratory, Richland, Washington.

RL, 1994, *Communicating with the Hanford Data Network*, DOE/RL-95-16, U.S. Department of Energy, Richland Operations Office, Richland, Washington.

Schreck, R. I., 1993, *Hanford Environmental Information System - HEIS Users Manual, Rev 1 and Vol 1*, DOE/RL 93-24-1, Rev. 1, Westinghouse Hanford Company, Richland, Washington.

WHC-CM-5-3, *Sample Management Administration*, Westinghouse Hanford Company, Richland, Washington.

Wisness, S. H., 1990a, *Administrative Agreement to Provide Computer Access to U.S. Environmental Protection Agency (EPA)* (letter 9002523 to P. T. Day, June 28), U.S. Department of Energy, Richland Field Office, Richland, Washington.

Wisness, S. H., 1990b, *Administrative Agreement to Provide Computer Access to Washington State Department of Ecology (Ecology)* (letter 9002523 to T. L. Nord, June 23), U.S. Department of Energy, Richland Field Office, Richland, Washington.

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8.0 TRADEMARKS

Arc-Info is a trademark of Environmental Systems Research Institute, Inc.

ArcView is a trademark of R. R. Donnelley & Sons Company

Cisco is a trademark of Cisco Systems, Inc.

Internet Explorer is a trademark of Microsoft Corporation

Microsoft is a registered trademark of Microsoft Corporation

Oracle is a trademark of Oracle Corporation.

SUN is a trademark of Sun Microsystems.

UNIX is a trademark of AT&T in the U.S.A. and other countries

Windows is a trademark of Microsoft Corporation.

APPENDIX A

HANFORD SITE DATABASE CONTACTS LIST

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APPENDIX A

HANFORD SITE DATABASE CONTACTS LIST

PRIMARY CONTACT(S) - Chief Information Officer

Fluor Hanford, Inc.
Chief Information Officer
David W. Fraley
David_W_Fraley@rl.gov
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Fluor Hanford, Inc. Chief Information Office
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Fluor Hanford, Inc.
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Phone (509) 372-8216

TECHNICAL DATABASE CONTACTS

Hanford Environmental Information System
Hanford Geographic Information System
Hanford Well Information System
Waste Information Data System

Carl W. Connell, Manager, Environmental Information Systems
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Environmental Release Summary System

Larry P. Diediker, Manager, Monitoring and Reporting
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Hanford Data Integrator (HANDI)

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Hanford Meteorological System
Dana J. Hoitink, Project Manager, Meteorological and Climatological Services
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Liquid Effluent Monitoring Information System
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Records Management Information Systems Administrative Records
Nancy Kenny, Records & Information Management
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Solid Waste Information and Tracking System
Nancy Weston, Team Lead Waste Services - Data Management
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Surveillance Analysis Computer System
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Tank Vapor Database (included in Tank Waste Information Network System (TWINS).
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APPENDIX B

ACCESS PROCESS GUIDELINE MATRIX

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APPENDIX B

ACCESS PROCESS GUIDELINE MATRIX

Table B-1. Access Process Guideline Matrix.

Action required	By	Source of instructions (Section)	Additional information (Section)
Complete Hanford Computer Access Request form Sign Computer Security Rules and file	Person requesting FIRST TIME access to any Hanford Site computer resource OR requesting NEW/ADDITIONAL computer resources	3.1.1	5.0
Sign Hanford Computer Access Request form and send it to the address identified on Part 2 of the form.	Security Point of Contact If the request is for a non-U.S. Citizen, the PHMC CPPM must approve. Send the form to Hanford Mail Stop – G3-38.	3.1.1	2.0
Complete computer security training	Person requesting access	3.1.2	2.0
Check computer hardware requirements	Person requesting access	--	3.2
Access Hanford Site computer resources	Person accessing data	3.2.2	--

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APPENDIX C

HANFORD LOCAL AREA NETWORK MAINTENANCE ACTIVITIES AND RESPONSIBILITIES

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APPENDIX C

HANFORD LOCAL AREA NETWORK MAINTENANCE

ACTIVITIES AND RESPONSIBILITIES

Table C-1. Hanford Local Area Network Maintenance Activities and Responsibilities.

Task	RL	Ecology
Maintain HLAN workstation software on a reference machine, one at Lacey and three at Kennewick	✓	
Provide and maintain Ecology with Hanford Pop-Phone software	✓	
Install and maintain Ecology client PCs with current Windows operating system		✓
Upgrade Ecology client PC software as needed		✓
Add/delete new Ecology user-level security accounts (HAN domain)	✓	
Maintain Microsoft Server trust relationships	✓	✓
Recover network files from backup tapes as needed (U:drive only)	✓	
Provide notice of HLAN server and workstation configuration changes	✓	
Provide overall system status and network control functions	✓	
Maintain the Telecommunication Links	✓	
Troubleshoot problems	✓	✓
Maintain and monitor Telecommunication Router configuration and status	✓	
Maintain, monitor, troubleshoot, and repair Telecommunication hardware configuration, Hanford Site end	✓	
Maintain and repair Telecommunication hardware configuration, Ecology end		✓
Maintain associated space such as rooms, racks, power, and HVAC at each end of the link	✓	✓

Ecology = Washington State Department of Ecology
HAN = Hanford Area Network
HLAN = Hanford Local Area Network
HVAC = Heating, ventilating, and air conditioning
LAN = Local Area Network
PC = Personal computer
RL = U.S. Department of Energy, Richland Operations Office

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