Tri-Party Agreement Databases, Access Mechanism, and Procedures

December 2009

**United States
Department of Energy**
Richland Operations Office
P.O. Box 550
Richland. Washington 99352

Approved for Public Release
(Upon receipt of Clearance approval)
Further Dissemination Unlimited

Table of Contents

ABBREVIATIONS AND ACRONYMS

ATI	Applied Technology Information
CHPRC	CH2M Hill Plateau Remediation Company
CIO	Chief Information Officer
CTS	Customer Technical Support
DOE	U.S. Department of Energy
Ecology	Washington State Department of Ecology
EPA	U.S. Environmental Protection Agency
ERS	Environmental Release Summary System
HCAR	Hanford Computer Access Request
HEIS	Hanford Environmental Information System
HGlS	Hanford Geographic Information System
HWlS	Hanford Well Information System
HLAN	Hanford Local Area Network
HMS	Hanford Meteorological Station
IAMlT	InterAgency Management Integration Team
IDMS	Integrated Data Management System
ISSM	Information System Security Manager
ISSO	Information System Security Officer
MSA	Mission Support Alliance
N/A	not applicable
ORP	U. S. Department of Energy, Office of River Protection
OUO	Official Use Only
PCSACS	Surveillance Analysis Computer System Interface
PRC	Plateau Remediation Contractor
PII	Personally Identifiable Information
QMAP	Hanford Geospatial Map Portal
RIMS	Richland Information Management System
RL	U.S. Department of Energy, Richland Operations Office
SACS	Surveillance Analysis Computer System
SPC	Security Point-of–Contact
STS	Secure Terminal Services
SWlTS	Solid Waste Information and Tracking System
TCD	Tank Characterization Database
TVD	Tank Vapor Database
TPA	Hanford Federal Facility Agreement and Consent Order (Tri-Party Agreement)
UCNI	Unclassified Controlled Nuclear Information
VL	Virtual Library
WIDS	Waste Information Data System
WRPS	Washington River Protection Solutions
VHCAR	Visitor Hanford Computer Access Request

TRI-PARTY AGREEMENT DATABASES, ACCESS MECHANISM AND PROCEDURES

1.0 INTRODUCTION

1.1 PURPOSE

This document describes and defines the procedure for the U. S. Environmental Protection Agency (EPA) and the Washington State Department of Ecology (Ecology) to obtain access to the Hanford Site computer networks and databases as agreed to in the Hanford Federal Facility Agreement and Consent Order (Tri-Party Agreement). It defines security requirements, access methods, and database access procedures.

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 U. S. Department of Energy, Richland Operations Office (RL), EPA, and Ecology managers, for the different projects, are responsible for identifying new database access requirements in a cost-effective manner.

Access approval for EPA and Ecology includes all Tri-Party Agreement relevant databases named in this document via the documented access method. Access to databases and systems not listed in this document will be granted if determined to be necessary for EPA and Ecology to accomplish their official agency responsibilities and negotiated among EPA, Ecology, and RL through processes defined in the Tri-Party Agreement. National security requirements imposed through federal laws, regulations, and guidance may limit access to some Controlled Information, such as Unclassified Controlled Nuclear Information (UCNI), Export Controlled Information (ECI), Official Use Only Information (OUO), and Applied Technology Information (ATI).

Access to the Tri-Party Agreement related databases and systems do not provide or imply any ownership on behalf of Ecology or EPA 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, or any other DOE or the U.S. Department of Energy (DOE) contractor computer systems, software, information, or databases not specifically identified in this document. Access will be granted to EPA and Ecology as agencies but may not include access by all individuals employed by those agencies. Individuals employed by EPA or Ecology who are foreign nationals will not be granted access to DOE computer systems or databases. Individuals who violate DOE physical security, cyber security, or information security requirements may not be allowed access.

2.0 SECURITY POINT-OF-CONTACT RESPONSIBILITIES

Access to Hanford Site computer resources requires compliance with administrative and technical controls that protect DOE and Hanford Site contractor telecommunication, computer, and information resources. This document describes the policies and requirements regarding access and defines the procedures for requesting read-only access by non-Hanford Site entities to Hanford computer systems and databases. Approval of access by non-Hanford entities must be in accordance with DOE and other national directives. Failure of a non-Hanford user to comply with DOE security and information requirements poses a threat to the integrity of Hanford Site computer resources and will result in the cancellation of access authorization by RL**.**

The first step in this administrative control process is the appointment, by EPA and Ecology, of a Security Point-of-Contact (SPC) within their respective agencies. The SPCs will implement a DOE approved computer security program that meets the requirements identified in this section.

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

- Becoming fully familiar with DOE computer security requirements to assist the RL/ORP Chief Information Officer (CIO) and the RL Host/Sponsor in ensuring that the security integrity of the DOE computer systems and databases is maintained.

- Complete a computer system security risk assessment to define the administrative, technical, physical, and personnel security measures used to control access to Hanford Site computer systems and databases.

- Development of a computer security program that is approvable by DOE that will be followed by EPA and Ecology users who are granted access to Hanford computer systems and databases. The program plan should include a discussion of: allocation/return of access tokens, responsibilities for managing 'Official Use Only' information, security training, reporting of computer security incidents, etc.

- Implementation of the DOE approved computer system security program.

- Training the user community within their agency.

- Aiding in investigating any suspected breaches of security by their user community.

- Coordinating the resolution of security problems with RL and the cognizant contractor as necessary.

The name, business address, and phone number of the SPCs and alternates must be provided to the RL/ORP CIO, RL Host/Sponsor, and the RL/ORP Information System Security Manager (ISSM). The SPC ensures compliance with the following requirements.

- The SPCs and alternates must take annual computer security training as identified by the RL/ORP CIO and RL/ORP ISSM; and

- The SPCs and alternates must ensure that prescribed security measures are followed.

  The security measures include the following:
  o Implementation of the administrative, technical, physical, and personnel security measures employed to control access to Hanford Site databases described in the SPC training.

    NOTE: Connections to the Hanford Local Area Network (HLAN) via means other than Secure Terminal Services (STS) must be approved by the RL/ORP CIO and RL/ORP ISSM.

  o The SPC and alternate are responsible for completing a computer security risk assessment, to define the administrative, technical, physical, and personnel security measures used to control access to the HLAN and Hanford Site databases. These measures will be documented in the security risk assessment that will be approved by the RL ORP ISSM. The SPC is responsible for notifying the DOE Host/Sponsor, RL/ORP CIO, and RL/ORP ISSM of any significant changes made to the security measures used so that the assessment can be updated accordingly. The SPC and the RL/ORP CIO must maintain a copy of the assessment on file. The RL/ORP CIO or computer security designee will conduct annual physical reviews of the EPA and Ecology work locations to verify compliance with the risk mitigation measures identified in the assessment.

  o The SPC and alternates must ensure that their agency personnel who use or access unclassified Hanford Site computer systems take computer security and information awareness training annually.

  o The SPC and alternates must ensure all personnel who access unclassified computer systems have a working knowledge of unclassified computer security and controlled information protection responsibilities (as stated in DOE O 205.1A)

  o The SPC and alternates must ensure all actions constituting suspected or confirmed computer security incidents are brought to the immediate attention of the RL Host/Sponsor and RL/ORP CIO.

  o The SPC and alternates must ensure that:

    ➢ Hanford computer systems and databases are only used to access information directly related to work performed to meet official agency responsibilities and accomplished through authorized job functions.

> ➢ Information obtained through access granted by DOE to Hanford computer systems and databases must not be for anything other than official agency business. Improper use of information obtained through access granted by DOE is a violation of DOE security requirements and will result in termination of access.

> ➢ Users do not disclose Personal Identification Numbers (PINs) or PASSWORDS.

>> **NOTE:** Hanford Site security policy is to delete access IDs which have not been used within the past 60 days.

> ➢ Users do not risk introducing computer viruses by using unauthorized software.

> ➢ Users protect against system misuse, e.g., use a password-protected screensaver and log off the network upon completion of the task requiring access.

> ➢ Users notify the SPC of any unusual or suspicious events, such as misuse or destruction of software or data.

> o The SPCs and alternates must ensure all EPA and Ecology staff accessing Hanford Site computing resources have written approval for access by the RL Host/Sponsor and RL/ORP CIO.

- The SPC must inform the RL Host/Sponsor and RL/ORP CIO 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 read only access to Hanford Site computer resources. Each prospective user must submit a Visitor Hanford Computer Access Request (VHCAR) form to the RL Host/Sponsor. Prior to approval of access by the RL/ORP CIO the user must take computer security training and read, agree to, and sign the Computer Security Rules. The required form is located in Figure 3-1. The system and data access requested via the access request form will be evaluated by DOE. Upon approval, information on the access granted, hardware/software requirements, and information on obtaining necessary tokens, PINs, and passwords will be provided to EPA or Ecology management.

3.1.1 VISITOR HANFORD COMPUTER ACCESS REQUEST FORM

Each EPA and Ecology prospective user wanting access to the Hanford Site network is required to complete a VHCAR form (Figure 3-1). Completion of this application requires the following:

- All information requested on the form must be provided;
- The requester's signature;
- Acknowledgment of an understanding of the responsibilities;
- Agreement to comply with the restrictions stated on the form;
- The signature of the requesting EPA or Ecology manager and the cognizant SPC;
- If the person requesting access is not a U.S. citizen access will not be granted; and
- Badge Expiration Date

    Note: HLAN access approval is for a maximum period of one (1) year; annually renewable at the discretion of the RL Host/Sponsor upon request by the agency. Otherwise, the access approval expires on the person's badge expiration date. Consistent with HLAN policy, access approval is also terminated after 60 days of non-use. Access can be re-instated upon request by the agency to the RL Host/Sponsor. An email request for renewal or re-instatement will suffice.

The form should be sent to the RL Host/Sponsor for processing. (See Figure 3-2 for detailed instructions on how to complete the VHCAR form.) Access should be provided within 3 days after approval of the properly completed VHCAR is obtained from the RL Host/Sponsor and the RL/ORP CIO. If the requester has not been provided access within this time frame, the RL Host/Sponsor or the RL/ORP CIO 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 and satisfy this requirement. All users must take the computer security training module in Hanford General Employee Training (HGET).

Figure 3-1 Visitor Hanford Computer Access Request Form

This form and supporting instructions, DOE Form 719, are available through the HLAN Home Page, under Site Forms or by contacting the RL Host/Sponsor.

Figure 3-2 Computer Security Rules

Computer Security Rules of Behavior

In compliance with the requirements of OMB Circular A-130, Appendix Ill, as required by law under the Clinger-Cohen Act, all users of a Government computer system are required to be appraised of the rules that govern the appropriate use of such data processing resources. This applies to both the computer that has been issued to them as well as any computer they are authorized to use apart from what has been issued to them.

To ensure compliance with regulations in this regard, the following conditions of use apply. These conditions form the Rules of Behavior that shall establish evidence of such compliance on an individual basis. As a condition of system access, you are required to read the following and concur at the bottom of this document.

1. DOE computers and computer systems are provided for the processing of official U.S. Government information.

2. Accessing Government work files to which I have been given access permission, whether by issued computer or privately owned computer, requires that I abide by the Rules of Behavior described herein. I shall protect Personally Identifiable Information (PII) of others, including my own, with due diligence, using the approved protection technologies mandated by my organization. (Such information is considered Official Use Only. See RIMS, Information Management, Information Protection.) I shall seek written supervisory approval through my chain of command for any instance of PII information, in any form of media that I may need to remove from a facility.

3. I have no expectation of privacy on any information entered, stored, or transferred through DOE computers, host systems, or networks.

4. Use of DOE computers, host systems and networks are restricted to authorized users and I am responsible for all actions taken under my user account or identity.

5. If applicable, I have been instructed on Remote Access security concepts and best practices. If using a privately owned computer to access a Government computer network, I will not circumvent the protections that such access may be subject to.

6. I will use the DOE computer, host system, and network only as authorized. I understand that I am permitted to use this system for limited personal use as described in RIMS, Asset and Infrastructure Management, DOE Personal Property, Appropriate Use of Government Resources.

7. If I have been authorized to process classified information, I will not enter classified data into a classified system if that data is of a higher classification level than the system is authorized to process.

8. Under no circumstances will I ever enter classified data into an unclassified system or permit anyone to do so. If I do so accidentally or otherwise receive by email or acquire such information, I will immediately notify my supervisor.

9. If I observe anything that indicates inadequate security, misuse of this system or virus infection, I will immediately notify my supervisor. If I suspect PII information has been compromised on my assigned computer system, I shall notify the RL/ORP Information System Security Manager (ISSM) at 376-2347 or e-mail ^Computer Security HLAN immediately, even if unconfirmed.

10. I will follow office security procedures, official regulations, and policies applicable to computer systems operation, to include the applicable password policy (see RIMS, Information Management, Information Protection).

11. I will not use any DOE computer and/or the host system to gain unauthorized access, or attempt to gain unauthorized access, to other computers or computer systems. Further, I will not use any DOE computer and/or the host system to launch denial of service, or attempt to launch denial of service attacks against other computers or computer systems.

12. I understand that the host system and network is monitored to ensure information security, system integrity, and the limitation of use for official purposes. By using the host system and network, I am expressly consenting to such monitoring and agree that any and all information derived from such monitoring, including connection logs between computers and my subscriber information may be used as a basis for administrative, disciplinary, or criminal proceedings.

13. I understand that my supervisor may instruct me to reduce my level of personal usage based on monitoring reports of such activity.

14. I also hereby consent to the opening of any stored files and/or electronic mail that may be stored either on the host system or on any DOE computer workstation by my supervisor, chain of command, or any individual duly authorized under color of law. If such information has been encrypted by me, I shall freely provide the means of decryption to provide such access.

15. I hereby expressly authorize the system administrator to provide my supervisors and law enforcement personnel with any and all information pertaining to my alleged misuse and abuse of any DOE computer and/or the host system and/or network.

16. I further certify that I am not a Foreign National without the proper credentials to legally reside in this country and that my nationality is not from a country listed on the sensitive countries list as maintained by the Department of Energy.

17. Implement **CONTROLS** to reduce the risk of theft or misuse of the hardware, software, and data.

18. 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).

19. Comply with the requirements listed in applicable policies and procedures (see #6 and #10 above), before downloading files or software from any outside source (i.e., **the Internet or Bulletin Boards).**

20. **BACKUP** data files as required by management.

21. Notify the RL/ORP ISSM (376-2347) 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).

22. If applicable, have a contingency plan in place for systems which support an essential function (see RL/ORP ISSM at 376-2347 for form).

23. I have been provided a copy of this agreement and understand that the RL/ORP ISSM will maintain the original.

I have read, fully understand and agree to these Rules of Behavior. I understand failure to comply with these rules may result in being denied access to RL/ORP information systems.

_____   _____
Signature and Printed Name   Date

3.2   NETWORK ACCESS METHODS

EPA and Ecology can access Hanford Site computer resources via the instructions set forth in Section 3.1.

NOTE: Access to all Hanford computer systems and databases will not be provided to EPA and Ecology. Read only access to the Tri-Party Agreement related databases identified in Section 4.1 of this document will be provided to EPA and Ecology in accordance with the provisions of the Tri-Party Agreement.

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 EPA and Ecology staff by the Computer Access Administration Representative (Hanford Mail Stop **-**A2-15).

NOTE: Access approvals that have not been used for over 60 days are automatically terminated. If access has been terminated for non-use, the user must contact the RL Host/Sponsor to have access reinstated.

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 EPA and Ecology personnel.

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. URL addresses for this information are 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);
- Solid Waste Information and Tracking System (SWITS);
- Surveillance Analysis Computer System (SACS);
- Tank Characterization Database (TCD);
- Tank Waste Information Network System (TWINS); and
- Waste Information Data System (WIDS).

As documented in Section 4.3, information in some databases is accessed via HEIS, and a few databases have no direct computer access. As computer technology and software changes 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; and
- 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 SYSTEM OR DATABASE ACCESS

User access is contingent on submission of the required access form and DOE approval of the requested access. 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 other electronic media.

4.2.2 COMPUTER ACCESS PROCEDURES

The manuals containing access information for specific databases are identified under this heading. 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.

4.3.1   ENVIRONMENTAL RELEASE SUMMARY DATABASE

PURPOSE:
- The Environmental Release Summary Database (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 the Mission Support Alliance (Mission Support Contractor), Washington Closure Hanford (River Corridor Contractor), CH2M Hill Plateau Remediation Company (Plateau Remediation Contractor) and Washington River Protection Solutions (Tank Operations Contractor) radiological activities on the Hanford Site.

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

VALIDATION PROCEDURES USED:
- EP-Dl-505 Rev 1. Environmental Monitoring and Reporting Desk Instruction (2003).

DATABASE HARDWARE:
- PC.

DATABASE SOFTWARE:
- FORTRAN.

COMPUTER SYSTEM OR DATABASE ACCESS:
- 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 National Emissions Standards for Hazardous Air Pollutants Air Emissions Report to EPA; and
  - Annual Environmental Release Report to RL.

COMPUTER ACCESS PROCEDURES:

- Not applicable (N/A).

TRAINING REQUIRED FOR ACCESS:

- N/A.

4.3.2   HANFORD DATA INTEGRATOR

PURPOSE:
- Hanford Data Integrator (HANDI) is a data warehouse and display tool providing access to TPA Milestone data relating to Hanford projects.

FUNCTIONS PERFORMED:
- Data storage; and
- Database query and report generation.

SCOPE OF DATA:
- Milestone Data.

TYPES OF DATA:
- TPA Milestone Status;

VALIDATION PROCEDURES USED:
- Data validated in source systems.

DATABASE HARDWARE:
- SUN Solaris - Unix Server.

DATABASE SOFTWARE:
- Oracle.

COMPUTER SYSTEM OR DATABASE ACCESS:
- Currently available.

COMPUTER ACCESS PROCEDURES:
- Available on HLAN as installed from Software Distribution.

TRAINING REQUIRED FOR ACCESS:
- None.

4.3.3   HANFORD ENVIRONMENTAL INFORMATION SYSTEM

PURPOSE:
- The Hanford Environmental Information System (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; and
  - Atmospheric.

- **Related Data**
  - Constituents;
  - Well survey data; and
  - Waste Site.

VALIDATION PROCEDURES USED:
- HNF-20433, *Data Validation Procedures for Chemical Analysis; and*
- HNF-20434, *Data Validation Procedures for Radiological Analysis.*

DATABASE HARDWARE:
- SUN and PC.

DATABASE SOFTWARE:
- Oracle.

COMPUTER SYSTEM OR DATABASE ACCESS:
- Graphic User Interfaces that are available are:
  - Virtual Library (VL) (separate account needed);
  - Hanford Geospatial Map Portal (QMAP) (separate account needed; Official Use Only).
  - Environmental Dashboard Application (EDA) is a web-based tool to access HEIS, HWIS, and Well data.

COMPUTER ACCESS PROCEDURES:
- HLAN access plus specific user accounts for some systems.

TRAINING REQUIRED FOR ACCESS:
- None. Training classes and e-learning tutorials are available for QMAP and VL.

4.3.4 HANFORD GEOGRAPHIC INFORMATION SYSTEM

PURPOSE:
- Hanford Geographic Information System (HGIS) stores spatial data to support Hanford Site cleanup.

FUNCTIONS PERFORMED:
- Data warehouse with an interactive map for geospatial information.

SCOPE OF DATA:
- The Hanford Site and limited-detail data of the surrounding vicinity.

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

VALIDATION PROCEDURES USED:
- Metadata for the data in the warehouse is available online.

DATABASE HARDWARE:
- Windows network.

DATABASE SOFTWARE:
- Internet Explorer.

COMPUTER SYSTEM OR DATABASE ACCESS:
- HLAN.

COMPUTER ACCESS PROCEDURES:
- HGIS information may be accessed through QMAP. QMAP is accessed through the Hanford Intranet (www.rl.gov) using the shortcut URL "QMAP."

TRAINING REQUIRED FOR ACCESS:
- In-house training is provided for QMAP.

4.3.5   HANFORD METEOROLOGICAL STATION

PURPOSE:
- The Hanford Meteorological Station (HMS) provides meteorological and climatological support for emergency response, weather forecasting, climatological data, and special meteorological requests to RL, ORP, and Hanford Site contractors.

FUNCTIONS PERFORMED:
- Surface observations;
- Data archival;
- Weather forecasting;
- Data summarization; and
- Data collection.

SCOPE OF DATA:
- Data is collected every 15 minutes from 30 locations around the Hanford Site and surrounding area.

TYPES OF DATA:
- Wind speed and direction;
- Temperature;
- Precipitation;
- Atmospheric pressure;
- Sky cover;
- Obstructions to visibility;
- Weather (rain, snow); and
- Relative humidity.

VALIDATION PROCEDURES USED:
- N/A.

DATABASE HARDWARE:
- Personal computer network.

DATABASE SOFTWARE:
- FORTRAN, Visual Basic, and Windows.

COMPUTER SYSTEM OR DATABASE ACCESS:
- Through the Internet at http://hms.pnl.gov/.

COMPUTER ACCESS PROCEDURES:
- N/A.

TRAINING REQUIRED FOR ACCESS:
- N/A.

4.3.6 HANFORD WELL INFORMATION SYSTEM

PURPOSE:
- The Hanford Well Information System (HWIS) provides computer-based access to Hanford Site well data.

FUNCTIONS PERFORMED:
- Data warehouse for sample results.

SCOPE OF DATA:
- Well data and associated metadata.

TYPES OF DATA:
- **Well History Information**
  - Drilling
  - Construction Dates
  - Remediation
  - Decommissioning
  - Current Status
  - Well Synonyms
- **Well Location Information**
  - Horizontal Survey
  - Vertical Survey
  - Horizontal + Vertical Survey
  - Relative Location
- **Latest Well Activity Information**
  - Activity Dates
  - Maintenance Work
  - Inspection Logs
  - Maintenance Measurements
  - Pump Information
- **Well Construction Information**
  - Casing
  - Perforation
  - Screen

VALIDATION PROCEDURES USED:
- DOE/RL-2003-13, *Hanford Site Well Management Plan.*

DATABASE HARDWARE:
- SUN and PC.

DATABASE SOFTWARE:
- Oracle.

COMPUTER SYSTEM OR DATABASE ACCESS:
- Graphic and Web User Interface:
  - o Hanford Geospatial Map Portal (QMAP) (separate account needed; Official Use Only).
  - o Well Information and Document Lookup (WIDL) is a web access to HWIS data.

COMPUTER ACCESS PROCEDURES:
- HLAN access plus specific user accounts for some systems.

TRAINING REQUIRED FOR ACCESS:
- None. Training classes and e-learning tutorials are available for QMAP.

4.3.7 SOLID WASTE INFORMATION AND TRACKING SYSTEM (SWITS)

PURPOSE:
- The Solid Waste Information and Tracking System (SWlTS) 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:
- Provides real-time inventories for onsite treatment, storage, and disposal facilities;
- Tracks waste shipments onsite and offsite;
- Provides regulatory reports for federal and state agencies; and
- Provides 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 SWlTS information includes waste characterization, shipment, location history, and final disposition.

TYPES OF DATA:
- Radio nuclides, quantity;
- Chemical and physical components;
- Storage location;
- Shipment and manifest data; and
- EPA dangerous waste numbers.

VALIDATION PROCEDURES USED:
- N/A.

DATABASE HARDWARE:
- HP.

DATABASE SOFTWARE:
- Oracle.

COMPUTER SYSTEM OR DATABASE ACCESS:
- Available per DOE Approval Form and SWITS Access Request Process.

COMPUTER ACCESS PROCEDURES:
- *SWlTS* User Manual HNF-IP-1265.

TRAINING REQUIRED FOR ACCESS:
- Contact database trustee to schedule application training on an as-needed basis.

4.3.8 SURVEILLANCE ANALYSIS COMPUTER SYSTEM

PURPOSE:
- The Surveillance Analysis Computer System (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, Continuous Air Monitoring 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:
- The SACS user interface (PCSACS) contains a software module for verifying and validating (V&V) all data in the SACS system. It also records the date of the validation and the H-number of the person performing the validation. Security is established such that only a few select individuals have data validation privileges.

DATABASE HARDWARE:
- PC.

DATABASE SOFTWARE:
- Microsoft SQL Server.

COMPUTER SYSTEM OR DATABASE ACCESS:
- Most of the data in the SACS database is available as "view only" via the TWINS web-based user interface (http://twins.pnl.gov on the Hanford domain).   The PCSACS user interface contains significantly more features and flexibility, but is only available to authorized users. Contact Dave Barnes at (509) 373-3667 to request a new PCSACS user account. There are several security levels available, depending on the user's needs. Once a valid account has been established the PCSACS application can be downloaded from Software Distribution.

COMPUTER ACCESS PROCEDURES:

- Access via the World Wide Web at http://twins.pnl.gov; and
- Onsite users via a custom Visual Basic Interface User known as PCSACS. **Note:** PCSACS can be downloaded from Software Distribution after a user account has been established. Contact Dave Barnes at (509) 373-3667 to request a new account.

TRAINING REQUIRED FOR ACCESS:

- None.

4.3.9 TANK CHARACTERIZATION DATABASE

PURPOSE:
- The Tank Characterization Database (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 and historical data providing access via the TWINS web interface.

SCOPE OF DATA:
    The TCD includes physical properties and all laboratory analysis results for tank contents including Quality Control information.

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

VALIDATION PROCEDURES USED:
- *Self-assessment Standards Checklist for Data Systems*, HNF-SD-WM-TRD-005, Rev. 1.

DATABASE HARDWARE:
- Dell Power Edge 6800 running Windows 2003.

DATABASE SOFTWARE:
- Microsoft SQL Server 2005.

COMPUTER SYSTEM OR DATABASE ACCESS:
- Via HLAN at http://twins.pnl.gov.

COMPUTER ACCESS PROCEDURES:
- Access via the World Wide Web granted to pre-approved users at URL http://twinsweb.pnl.gov/.

TRAINING REQUIRED FOR ACCESS:
- Can be accessed via the Hanford Home Page, Projects and Activities, TWRS, Characterization.

4.3.10 TANK WASTE INFORMATION NETWORK SYSTEM

PURPOSE:
- The Tank Waste Information Network System (TWINS) is an interactive. 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;
- Database query and reporting;
- Key document access;
- Access to selected photographs;
- On demand, custom electronic reports; and
- Access to document listing available in the Tank Characterization and Safety Resource Center.

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;
- Tank vapor data;
- Analysis results;
- Best basis inventory estimates;
- Chemical properties;
- Waste transfer data;
- Toxicological; and
- 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 Server operating system.

DATABASE SOFTWARE:
- Microsoft SQL Server 2005.

COMPUTER SYSTEM OR DATABASE ACCESS:
- Via HLAN at http://twins.pnl.gov.

COMPUTER ACCESS PROCEDURES:
- None.

TRAINING REQUIRED FOR ACCESS:

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

4.3.11 WASTE INFORMATION DATA SYSTEM

PURPOSE:
- The Waste Information Data System (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); and
- 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; and
- Change history.

VALIDATION PROCEDURES USED:
- As described in GRP-EE-09-1.1 through GRP-EE-09-1.5, *Environmental Information System Procedures.*

DATABASE HARDWARE:
- PC.

DATABASE SOFTWARE:
- Microsoft SQL Server I Internet Explorer.

COMPUTER SYSTEM OR DATABASE ACCESS:
- Available via the HLAN Intranet per DOE Approval Form.

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's guide is available.

5.0   NETWORK APPLICATIONS ACCESS PROCESS

5.1   INTRODUCTION

This section identifies HLAN applications available. A VHCAR form must be submitted to obtain approval to use any of the HLAN applications (see Section 3.1.1). The only desktop application currently available to EPA and Ecology is Hanford PopFon Directory.

5.2   HANFORD LOCAL AREA NETWORK APPLICATIONS

5.2.1   SECURE TERMINAL SERVICES ACCESS

STS access provides the same functionality as a direct network connection. This function allows the remote users to have access to Hanford computer systems and databases. STS (HLAN's implementation of Remote Desktop Connection) enables a secure remote connection from anywhere to HLAN via a secured tunnel. However, output from within STS can only be transmitted to the user's workstation via their terminal or stored/printed within HLAN.

5.2.2   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://www7.rl.gov/rapidweb/BMS/index.cfm?PageNum=1

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 U. S. ENVIRONMENTAL PROTECTION AGENCY/WASHINGTON STATE DEPARTMENT OF ECOLOGY RESPONSIBILITIES

6.2.1 U.S. ENVIRONMENTAL PROTECTION AGENCY HANFORD PROJECT OFFICE MANAGER AND WASHINGTON STATE DEPARTMENT OF ECOLOGY NUCLEAR WASTE PROGRAM MANAGER

Identify EPA Hanford Project Office and Ecology Nuclear Waste Program SPC and alternates, staff personnel who need Hanford Tri-Party Agreement database access, specific data bases for which access is necessary, and submit HLAN and database access request form to RL Host/Sponsor for processing.

6.2.2 INTERAGENCY MANAGEMENT INTEGRATION TEAM REPRESENTATIVES

The roles of the InterAgency Management Integration Team (IAMIT) Representatives are as follows:
- Inform the RL/ORP CIO in writing of the name of their SPC. (See Section 2.0 for detailed information.); and
- Inform the RL/ORP CIO of his/her network requirements for the next fiscal year. This consists of the number of users, the number of users requiring access to each specific database, and completed VHCAR forms for each requested user. (These should be submitted to the RL Host/Sponsor at the same time the annual badge renewal requests are submitted.).

6.2.3 PROJECT MANAGERS

EPA and Ecology project managers are responsible, along with the RL Host/Sponsor and DOE Project Directors for ensuring access to Tri-Party Agreement related databases is managed consistent with DOE computer security and information requirements.

6.2.4 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.

6.2.5 U. S. ENVIRONMENTAL PROTECTION AGENCY AND WASHINGTON STATE DEPARTMENT OF ECOLOGY USERS

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

6.3 U. S. DEPARTMENT OF ENERGY, RICHLAND OPERATIONS OFFICE RESPONSIBILITIES

6.3.1 U.S. DEPARTMENT OF ENERGY CHIEF INFORMATION OFFICER

The RL/ORP CIO is responsible for the following:
- Provide legal authority for EPA and Ecology to use Hanford Site computer resources;
- Approve (along with RL.ORP ISSM and RL Host/Sponsor) EPA and Ecology requests for access to Hanford computer systems and databases;
- Approve EPA and Ecology SPCs;
- Maintain and publish this document (DOE/RL-93-69, *Tri-Party Agreement Databases, Access, and Procedures*); and
- Assess Hanford Site offsite users' data requirements as required by the TPA.

6.3.2 U.S. DEPARTMENT OF ENERGY INFORMATION SYSTEM SECURITY MANAGER

The RL/ORP ISSM is responsible for the following:
- Approve (along with RL/ORP CIO and RL Host/Sponsor) EPA and Ecology requests for access to Hanford computer systems and databases;
- Review EPA and Ecology computer security assessments and measures to ensure compliance with DOE computer system security requirements;
- Audit EPA and Ecology computer system security training and practices to ensure compliance with DOE computer system security requirements; and
- Advise RL/ORP CIO on EPA and Ecology SPC approvals.

6.3.3 U. S. DEPARTMENT OF ENERGY REGULATORY AGENCY HOST/SPONSOR

The RL Host/Sponsor is responsible for the following:
- Primary point of contact for EPA and Ecology regarding access to Hanford computer systems and Tri-Party Agreement-related databases;
- Receipt and processing of requests for access to Hanford computer systems and Tri-Party Agreement-related databases;
- Feedback to regulatory agencies on access approvals and necessary follow-on actions; and
- Approve (along with the RL/ORP CIO and RL/ORP ISSM) EPA and Ecology requests for access to Hanford computer systems and databases.

6.3.4 PROJECT MANAGERS

The RL/ORP Project Managers are responsible for the following:
- Maintenance of information and data contained in network and database resources; and
- Informing RL/ORP CIO of EPAand Ecology needs for access to Tri-Party Agreement-related databases.

6.4 HANFORD CONTRACTORS' RESPONSIBILITIES

6.4.1 PROJECT CONTRACTOR REPRESENTATIVE

The Project Contractor Representative is jointly responsible with the Project Managers for maintenance of information and data contained in network and database resources.

6.4.2 PROJECT HANFORD MANAGEMENT CONTRACT INFORMATION SYSTEM SECURITY OFFICER

The Mission Support Alliance (MSA) Information System Security Officer (ISSO) assists the RL/ORP ISSM to ensure security for the Hanford Site computer resources (see Section 2.0 and 3.0 for details).

6.4.3 MISSION SUPPORT ALLIANCE CHIEF INFORMATION OFFICER

The MSA CIO is the representative for data management issues and has the following responsibilities, as a minimum:
- Provide HLAN access to Ecology and EPA as directed by the RL/ORP CIO;
- Notify the RL/ORP ISSM and MSA ISSO of Ecology and EPA SPC changes;
- Manage integration activities required to provide EPA and Ecology access to Tri-Party Agreement-relevant data;

- Administer EPA and Ecology computer access cost;
- Assist the RL/ORP CIO to maintain this document (DOE/RL-93-69, *Tri-Party Agreement Databases, Access Mechanism and Procedures*); and
- Assist the RL/ORP CIO to 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 (MSA, 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 EPA and Ecology users for Tri-Party Agreement-related databases when directed by RL/ORP CIO and per this procedure;
- Provide training to EPA and Ecology users as identified in Section 4.0;
- Provide user documentation as identified in Section 4.0;
- Provide documentation to the MSA CIO required to maintain this document (DOE/RL-93-69, *Tri-Party Agreement Databases, Access Mechanism and Procedures*); and
- Provide funding for EPA and Ecology 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. All access to Hanford Site computer resources is provided through STS or a direct HLAN connection. The HLAN Administration responsibilities include the following:

- Install EPA and Ecology users on HLAN; and
- Maintain links between HLAN and Ecology (see Appendix C for detailed information).

6.4.6 MISSION SUPPORT ALLIANCE CUSTOMER TECHNICAL SUPPORT

Customer Technical Support (CTS) responsibilities include the following:

- Maintain the file authorizing EPA and Ecology user access to Hanford Site computer resources; and
- Provide HLAN password administration function for the EPA and Ecology.

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 - HElS Users Manual, Rev1and Vol I,* 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.

This page intentionally left blank.

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.

UNlX 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

PRIMARY CONTACTS

Dana S. Kranz, **Chief Information Officer**
Richland Operations Office/Office of River Protection
U. S. Department of Energy
P.O. Box 550   MSIN A2-15
825 Jadwin Avenue
Richland, WA 99352

Harry E. Bell, **Information System Security Manager**
Richland Operations Office/Office of River Protection
U. S. Department of Energy
P.O. Box 550   MSIN A2-15
825 Jadwin Avenue
Richland, WA 99352

Clifford E. Clark, **Regulatory Agency Host/Sponsor**
Richland Operations Office
U. S. Department of Energy
P.O. Box 550   MSIN A5-15
825 Jadwin Avenue
Richland, WA 99352

TECHNICAL SUPPORT CONTACTS

MSA Information System Security Officer, Unclassified Systems
Paul Jacobsen, Information System Security Officer
Phone (509) 372-8453
Paul_H_Jacobsen@rl.gov

Customer Technical Support
John E. Bongers, Manager, Mission Service Desk, CTS, MSA
Phone (509) 372-2242
John_E_Bongers@rl.gov

TECHNICAL APPLICATIONS CONTACTS

Environmental Release Summary System
John Dorian, Manager
MSA Site Effluent & Near-Facility Monitoring
Phone (509) 376-2343
John_J_Dorian@rl.gov

Hanford Data Integrator (HANDI)
R. Bruce Agee, Manager, MSA Performance Reporting
Phone (509) 373-6321
Robert_B_Bruce_Agee@rl.gov

Hanford Environmental Information System (HEIS)
Hanford Well Information System (HWIS)
Waste Information Data System (WIDS)
Carl W. Connell, Manager, Environmental Database Systems
Phone (509) 376-3920
Carl_W_Connell@rl.gov

Hanford Geographical Information System (HGIS)
Douglas H. Fenske, Lead, MSA Central Mapping Services
Phone (509) 373-9076
Douglas_H_Fenske@rl.gov

Hanford Meteorological System (PNNL System)
Ken Burk, Project Manager, Meteorological and Climatological Services Project
Phone (509) 373-3215
ken.burk@pnl.gov

Integrated Document Management System (IDMS)
Craig Davis, Manager, R/CM
Phone (509)376-0238
Craig_L_Davis@rl.gov

Solid Waste Information and Tracking System (SWITS)
Nancy Weston, Database Administrator - Production, Data & Integration
Phone (509) 372-0574
Nancy_L_Weston@rl.gov

Surveillance Analysis Computer System (SACS)
Mark A. Knight, Manager, Base Operations Engineering
Phone (509) 373-1199
Mark_A_Knight@rl.gov

Tank Characterization Database (TCD - Reports)
Jacob Reynolds, Manager, Tank Waste Inventory and Characterization
Phone (509) 373-5999
Jacob_G_Reynolds@rl.gov

Tank Waste Information Network System (TWINS)
Brian J. Homer, Pacific Northwest National Laboratory
Phone (509) 372-4888
brian.homer@pnl.gov

APPENDIX B

ACCESS PROCESS GUIDELINE MATRIX

Table B-1. Access Process Guideline Matrix

Action Required	By	Source of Instructions (Section)	Additional Information (Section)
Complete and Sign Visitor Computer Access Request form Sign Computer Security Rules and file	Person requesting access to any Hanford Site computer resource OR Requesting NEW/ADDITIONAL computer resources	3.1.1	5.0
Sign Visitor 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 MSA ISSO 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	--

APPENDIX C

HANFORD LOCAL AREA NETWORK MAINTENANCE ACTIVITIES AND RESPONSIBILITIES

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

Task	RL	Ecology
Maintain HLAN workstation software on two machines in Richland Ecology Office	✓	
Provide and maintain Ecology with Hanford PopFon software	✓	
Install and maintain Ecology client PCs with site standard operating system		✓
Upgrade Ecology client PC software as needed		✓
Add/delete new HLAN accounts	✓	
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 Telecommunications Links	✓	
Troubleshoot problems	✓	✓
Maintain and monitor Telecommunications 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	✓	✓