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Tri-Party Agreement Databases, Access Mechanism and Procedures

United States
Department of Energy

Richland, Washington

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Tri-Party Agreement Databases, Access Mechanism and Procedures

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Date Published
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United States
Department of Energy
P.O. Box 550
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CONTENTS

1.0	INTRODUCTION	1-1
1.1	PURPOSE	1-1
1.2	DOCUMENT STRUCTURE	1-1
2.0	SECURITY POINT OF CONTACT RESPONSIBILITIES	2-1
3.0	HANFORD SITE DATA NETWORKS ACCESS PROCESS	3-1
3.1	USER PREREQUISITE FOR OBTAINING NETWORK ACCESS	3-1
3.1.1	Hanford Computer Access Request Form	3-1
3.1.2	Security Training Requirements	3-1
3.2	NETWORK ACCESS METHODS	3-1
3.2.1	Access Passwords	3-5
3.2.2	Database Access Procedures	3-5
4.0	DATABASE ABSTRACTS	4-1
4.1	TRI-PARTY AGREEMENT RELATED DATABASES	4-1
4.2	OVERVIEW	4-1
4.2.1	Computer Access Date	4-2
4.2.2	Computer Access Procedures	4-2
4.2.3	Training Required for Access and Effective Usage	4-2
4.3	ABSTRACTS	4-2
	Environmental Data Management System Common User Interface	4-3
	Environmental Release Summary System	4-4
	Environmental Sites Database	4-5
	Hanford Environmental Information System	4-6
	Hanford Geographic Information System	4-7
	Hanford Meteorological System	4-8
	Liquid Effluent Monitoring Information System	4-9
	Performance Measurement Control System	4-10
	Project and Data Management System	4-11
	Solid Waste Information and Tracking System	4-12
	Surveillance Analysis Computer System	4-13
	Tank Characterization Database	4-14
	Tank Vapor Database	4-15
5.0	HANFORD LOCAL AREA NETWORK APPLICATIONS ACCESS PROCESS	5-1
5.1	INTRODUCTION	5-1
5.2	HANFORD LOCAL AREA NETWORK APPLICATIONS	5-1
5.2.1	cc:Mail	5-1
5.2.2	cc:Mail Remote	5-1
5.2.3	Hanford Pop-Up Phone Directory	5-1
5.2.4	Soft Reporting	5-2
5.2.5	LANcal	5-2
6.0	HANFORD SITE COMPUTER RESOURCE - ROLES AND RESPONSIBILITIES	6-1
6.1	INTRODUCTION	6-1
6.2	ECOLOGY/EPA RESPONSIBILITIES	6-1
6.2.1	InterAgency Management Integration Team Representatives	6-1
6.2.2	Project Managers	6-1
6.2.3	SECURITY POINT OF CONTACT	6-1
6.2.4	Ecology and EPA Users	6-1

6.3	RL RESPONSIBILITIES	6-2
6.3.1	Project Managers	6-2
6.3.2	Data Management Project Manager	6-2
6.4	HANFORD SITE PRIME CONTRACTORS' RESPONSIBILITIES	6-2
6.4.1	Project Contractor Representative	6-2
6.4.2	WHC Computer Protection Program Manager	6-2
6.4.3	WHC Tri-Party Agreement Integration Representative	6-3
6.4.4	WHC Data Administrator	6-3
6.4.5	Database Trustee for Tri-Party Agreement Related Databases	6-3
6.4.6	Hanford Local Area Network Applications Administration	6-4
6.4.7	Customer technical service	6-4
7.0	REFERENCES	7-1
8.0	TRADEMARKS	8-1
	APPENDIX A HANFORD SITE DATABASE CONTACTS LIST	A-1
	APPENDIX B ACCESS PROCESS GUIDELINE MATRIX	B-1
	APPENDIX C HANFORD LOCAL AREA NETWORK MAINTENANCE ACTIVITIES AND RESPONSIBILITIES	C-1

LIST OF FIGURES

Figure 3-1.	Hanford Computer Access Request Form - Part 1 (Form A-6001-503).	3-2
Figure 3-2.	Hanford Computer Access Request Form - Part 2 (Form A-6001-503).	3-3
Figure 3-3.	Instructions for Completing Hanford Computer Access Request Form	3-4

ABBREVIATIONS AND ACRONYMS

CPPM	Computer Protection Program Manager
CTS	Customer Technical Service
DOE	U.S. Department of Energy
Ecology	Washington State Department of Ecology
EDMS	Environmental Data Management System Common User Interface
EPA	U.S. Environmental Protection Agency
ERS	Environmental Release Summary System
ESD	Environmental Sites Database
HCAR	Hanford Computer Access Request
HEIS	Hanford Environmental Information System
HGIS	Hanford Geographic Information System
HLAN	Hanford Local Area Network
HMS	Hanford Meteorological System
IAMIT	InterAgency Management Integration Team
LANCa1	Local Area Network Calendaring
LEMIS	Liquid Effluent Monitoring Information System
N/A	not applicable
NPL	National Priorities List
PDMS	Project and Data Management System
PMCS	Performance Management Control System
RL	U.S. Department of Energy, Richland Operations Office
SACS	Surveillance Analysis Computer System
SPC	Security Point of Contact
SR	Soft Reporting
SWITS	Solid Waste Information and Tracking System
TCD	Tank Characterization Database
TPAI	Tri-Party Agreement Integration
TVD	Tank Vapor Database
TPA	<i>Hanford Federal Facility Agreement and Consent Order</i>
WHC	Westinghouse Hanford Company
WHC/DA	Westinghouse Hanford Company/Data Administrator
WHC/LAN	Westinghouse Hanford Company/Local Area Network Administration

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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 *Administrative 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 does 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 Westinghouse Hanford Company (WHC) Tri-Party Agreement Integration (TPAI) representative. See Appendix A for the address and phone number of the TPAI representative. The SPC ensures compliance with the following requirements.

1. The SPCs and alternates will take annual training as identified by the WHC Computer Protection Program Manager (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.
 - b. 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 TPAI representative.
 - 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.
 - Do not risk introducing computer VIRUSES by using unauthorized software.
 - Protect against SYSTEM MISUSE; log off when not in use.
 - 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 RL, the cognizant SPC, and the WHC CPPM as documented in this document.
3. The SPC must inform the TPAI representative, within 3 working days, of any staff member no longer needing access to Hanford Site computing resources.

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 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 an Hanford Computer Access Request (HCAR) form (Form A-6001-503) (Figures 3-1 and 3-2). 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 TPAI representative
- The signature of the cognizant SPC or CPPM.

The form should be sent to the TPAI representative for distribution and processing. See Figure 3-3 for detail instructions on how to complete the HCAR form. Access should be provided within 3 weeks. If the requester has not been provided access within this time frame, the TPAI 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 WHC CPPM.

3.2 NETWORK ACCESS METHODS

Ecology and EPA can access Hanford Site computer resources via several methods. The document entitled *Communicating with the Hanford Data Network* (DOE/RL-95-16) (RL 1994) addresses these methods in detail. The document also discusses software and hardware requirements for each of these access methods. NOTE: All databases identified in the document 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.

Figure 3-1. Hanford Computer Access Request Form - Part 1
(Form A-6001-503).

HANFORD COMPUTER ACCESS REQUEST		PART 1
☐ New application ☐ Revised application		
Last Name _____ First Name _____ MI _____		
U.S. Citizen: (circle one) Yes *No Phone No. (_____) _____ - _____		
Hanford Employee Hanford ID No. _____ Org. Code _____	Hanford Mailing Address (if applicable) MSIN _____ Area/Bldg/Room _____	
Hanford Affiliation: (circle one) BCSR BHI DOE-RL HEHF ICF KH MACTEC PNL WHC		
Hanford Employee Manager or Hanford Sponsor (Manager) Signature and Printed Name _____ Org. Code _____ Date _____		
<small>Signature certifies citizenship of applicant and that the applicant has a business requirement to access the resources requested.</small>		
**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 _____		
<small>Signature certifies applicant has completed required computer security training.</small>		
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 _____		
<small>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.</small>		
*If not a U.S. citizen, a "Request for Foreign National Unclassified Visit or Assignment" form (Form IA-473) is required. * *Required only on new application.		
FOR ADMINISTRATIVE USE ONLY Signature and Printed Name _____ Date _____		
<small>Signature required for confirmation of receipt of IA-473 (required for Non-US Citizen).</small>		

A-6001-503 (11/95)

Figure 3-2. Hanford Computer Access Request Form - Part 2
(Form A-6001-503).

NETWORK SERVICES REQUEST		PART 2
<p>Select the designated access by placing a mark (/ or X) in box next to the name of each service. Work order and expiration dates are required when indicated.</p>		
<p>Dial-up Access</p> <div style="display: flex; justify-content: space-between;"> <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> <small>ADD</small> ☐ </div> <div style="margin-right: 10px;"> <small>REMOVE</small> ☐ </div> </div> <div> ACE Smart Card Work Order: _____ Expires: _____ </div> </div>		
<p>Hanford Local Area Network (HLAN) Services</p> <div style="display: flex; justify-content: space-between;"> <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> <small>ADD</small> ☐ </div> <div style="margin-right: 10px;"> <small>REMOVE</small> ☐ </div> </div> <div> HLAN account* cc:Mail cc:Mail remote Hanford Phone Directory TPA1 Soft Reporting </div> </div>		
<p>Tank Waste Information Network (TWINS)</p> <div style="display: flex; justify-content: space-between;"> <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> <small>ADD</small> ☐ </div> <div style="margin-right: 10px;"> <small>REMOVE</small> ☐ </div> </div> <div> Surveillance Analysis Computer System (SACS) Tank Characterization Database (TCD) </div> </div>		
<p>Data Access</p> <div style="display: flex; justify-content: space-between;"> <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> <small>ADD</small> ☐ </div> <div style="margin-right: 10px;"> <small>REMOVE</small> ☐ </div> </div> <div> Hanford Environmental Information System (HEIS) Liquid Effluent Monitoring System (LEMIS) Program Management Control System (PMCS) Solid Waste Information and Tracking System (SWITS) Waste Information Data System (WIDS) </div> </div>		
<p>*Property Number is Required for HLAN Access (Please note if the system does not have a property tag)</p>		
<p>FOR SYSTEM ADMINISTRATION USE ONLY</p>		
<div style="display: flex; justify-content: space-between;"> <div>Received on: _____</div> <div>User Name: _____</div> </div>		
<div style="display: flex; justify-content: space-between;"> <div>Customer Notification Comments: _____</div> <div>Other Comments: _____</div> </div>		
<div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div>		
<div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div>		
<p>Setup by:</p>		
<div style="display: flex; justify-content: space-between;"> <div>Signature and Printed Name _____</div> <div>Date: _____</div> </div>		
<p><small>After access is granted, return form to BCSR Computer Access Administration MSIN A1-05</small></p>		
<p>Please return completed form (Part 1 and Part 2) to:</p> <p>BCSR COMPUTER ACCESS ADMINISTRATION 2420 STVCN/153 MSIN H8-03 RICHLAND, WA 99352 FAX # (509) 376-5772</p>		

A-6001-503R (11/95)

Figure 3-3. Instructions for Completing Hanford Computer Access Request Form.

SELECT ONE	<u>New Application:</u> Check if this is the first request for this user. <u>Revised application:</u> Check if user has completed form previously; this request is for additional access.
ENTER USER INFORMATION	<u>Last Name:</u> Last name of user requesting access <u>First Name:</u> First name of user requesting access <u>MI:</u> Middle initial of user requesting access <u>U.S. Citizen:</u> Circle correct answer (yes or no) ****NOTE: if user is not a U.S. Citizen, a "Request for Foreign National Unclassified Visit or Assignment" form (Form 1A-473) must be completed prior to this request**** <u>Phone#:</u> Phone number of user requesting access
HANFORD EMPLOYEE'S ONLY ENTER	<u>Hanford Identification Number:</u> N/a <u>Org Code:</u> N/a
ENTER HANFORD MAILING ADDRESS (If applicable)	<u>MSIN:</u> MSIN of user requesting access <u>Address Area/Bldg/Room:</u> Address of user requesting access
CIRCLE WHC	<u>Hanford Affiliation:</u> Circle contractor sponsor - WHC
SIGNED BY HANFORD	<u>Hanford Employee Manager or Hanford Sponsor (Manager):</u> TPAI Manager must sign form, print name and date the form.
NON-HANFORD EMPLOYEE ENTER (Required first time only)	<u>Company Name:</u> Enter company that user is employed with <u>Address:</u> Enter MAILING address of company <u>City:</u> Enter city associated with mailing address <u>State:</u> Enter state associated with mailing address <u>Hanford Contract Number:</u> N/A <u>Expiration Date:</u> N/A
SPC SIGNATURE REQUIRED	<u>CPPM OR SPC SIGNATURE:</u> SPC sign and date
USER SIGNATURE	<u>User Acknowledgement of Restriction and Responsibilities:</u> The user requesting the access signs and dates.
PART 2 (Network Services Requested)	
CHECK EACH BOX FOR ACCESS REQUESTED	Return application to TPAI Representative

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 cognizant CPPM(s).

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.

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4.0 DATABASE ABSTRACTS

4.1 TRI-PARTY AGREEMENT RELATED DATABASES

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

- Environmental Data Management System (EDMS) Common User Interface
- Environmental Sites Database (ESD)
- Hanford Environmental Information System (HEIS)
- Hanford Geographic Information System (HGIS)
- Hanford Meteorological System (HMS)
- Liquid Effluent Monitoring Information System (LEMIS)
- Performance Measurement Control System (PMCS)
- Project and Data Management System (PDMS) in HEIS
- Solid Waste Information and Tracking System (SWITS)
- Surveillance Analysis Computer System (SACS)
- Tank Characterization Database (TCD)
- Tank Vapor Database (TVD)

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.

Manuals in the process of being cleared for release or being written are referred to in general terms. Once cleared, the manual number and name of the document will be provided to the SPCs. These documents will be available on or before the access date of the database. These documents can be obtained from an RL Unit Manager, or by contacting the Environmental Data Management Center at 2440 Stevens Drive, Richland, WA 99352.

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.

SYSTEM NAME: Environmental Data Management System Common User Interface (EDMS)

PURPOSE:

- Provides an interactive user interface to BHI environmental data management systems, HEIS and HGIS. FY96 tasks will integrate ESD and BHI project specific databases.

FUNCTIONS PERFORMED:

- Cross system queries and data selections
- Data downloads in various formats
- Reports
- Graphics.

SCOPE OF DATA:

- BHI Databases.

TYPES OF DATA:

- BHI Databases.

VALIDATION PROCEDURES USED:

- N/A

HARDWARE:

- PC server

SOFTWARE:

- Microsoft Access.

COMPUTER ACCESS DATE:

- January 1, 1996.

COMPUTER ACCESS PROCEDURES:

- Users guide to be developed.

TRAINING REQUIREMENTS:

- Microsoft Access.

SYSTEM NAME: Environmental Release Summary System (ERS)

PURPOSE:

- The ERS reports estimated releases of radionuclides to the environment during specified time periods, from specified locations.

FUNCTIONS PERFORMED:

- Maintains database of radionuclides concentrations by specified location and time
- Calculates and reports releases of radionuclides.

SCOPE OF DATA:

- Samples from WHC facilities (100, 200/600, and 300/400 Areas).

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.

VALIDATION PROCEDURES USED:

- WHC-IP-0697-1, *Effluent Monitoring Program - 200 600 Areas* (Manley 1992).

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 (includes information from all DOE sites.)
- WHC Operational Environmental Monitoring Annual Report
- Cumulative Decayed Inventories for Hanford Waste Disposal Sites
- On-demand report by sampling points, data type, time periods, and location
- Air Emissions Report to EPA
- Environmental Release Report to RL.

COMPUTER ACCESS PROCEDURES:

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

TRAINING REQUIRED FOR ACCESS:

- N/A.

SYSTEM NAME: Environmental Sites Database (ESD)

PURPOSE:

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

FUNCTIONS PERFORMED:

- Menu selection buttons
- Data entry screens and data display screens
- Database queries
- Standard reports, e.g., (Hanford Site Waste Management Units Report)
- Interface to HGIS for maps
- Site photograph display

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 bit map format
- Change history
- Data validation.

VALIDATION PROCEDURES USED:

- As described in BHI-EE-09, Environmental Data Management Procedures.

DATABASE HARDWARE:

- PC Server.

DATABASE SOFTWARE:

- Microsoft Access.

COMPUTER ACCESS DATE:

- January 1, 1996.

COMPUTER ACCESS PROCEDURES:

- User guide to be developed.

TRAINING REQUIREMENTS:

- Microsoft Access

SYSTEM NAME: Hanford Environmental Information System (HEIS)

PURPOSE:

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

FUNCTIONS PERFORMED:

- Sample number assignment
- Sample scheduling and tracking
- Data storage
- Database query and report generation.

SCOPE OF DATA:

- Analytical data and associated metadata.

TYPES OF DATA:

- Groundwater
- Soils (surface and geologic)
- Biota
- Waste site
- Atmospheric
- Wells
- Water levels
- Samples
- Locations
- Constituents.

VALIDATION PROCEDURES USED:

- WHC-SD-EN-SPP-002, *Data Validation Procedures for Chemical Analysis*, (Clark 1993a).
- WHC-SD-EN-SPP-001, *Data Validation Procedures for Radiological Analysis* (Clark 1993b).

DATABASE HARDWARE:

- Sequent.

DATABASE SOFTWARE:

- Oracle.

COMPUTER ACCESS DATE:

- Currently available.

COMPUTER ACCESS PROCEDURES:

- DOE/RL 93-24-1, *Hanford Environmental Information System - HEIS - Users Manual* (Schreck 1993). There are nine subject area-related volumes.

TRAINING REQUIRED FOR ACCESS:

- Application database training will be provided to the EPA and Ecology software trainer. Orientation training to new database interfaces, such as ArcView or other software tools, also will be provided to the trainers as necessary.

SYSTEM NAME: Hanford Geographic Information System (HGIS)

PURPOSE:

- HGIS stores spatial data to support Hanford Site cleanup.

FUNCTIONS PERFORMED:

- Store data
- Display data
- Model data
- Prepare reports.

SCOPE OF DATA:

- National Priorities List (NPL) data for the Hanford Site
- Sitewide data - Hanford Site and 80-km radius.

TYPES OF DATA:

<u>NPL</u>	<u>Site</u>	<u>Data</u>
<u>area</u>	<u>wide</u>	
x	x	Orthophotography maps
x	x	Administrative boundaries
x	x	Topography
x	x	Waste sites
x	x	Infrastructures
x	x	Facilities/buildings
x	x	Transportation
x	x	Hydrogeology
x	x	Wells
x	x	Hydrography
x	x	Historic
	x	Utilities
	x	Climate
	x	Geology
	x	Land use
	x	Land cover
	x	Soils
	x	Plant and animal species
	x	Population.

VALIDATION PROCEDURES USED:**DATABASE HARDWARE:**

- SUN and PC Applications Server.

DATABASE SOFTWARE:

- Arc-Info, Oracle (SUN)
- ArcView, Foxpro (PC applications server).

COMPUTER ACCESS DATE:

- March 1, 1994
- Data are also distributed via magnetic media (tape [SUN] and diskette [PC]).

COMPUTER ACCESS PROCEDURES:

- ArcView User's Guide (from vendor for access procedures).
- Geographic Information System document does not exist; contact database trustee for instruction sheets.

TRAINING REQUIRED FOR ACCESS:

- See HEIS.

SYSTEM NAME: Hanford Meteorological System (HMS)

PURPOSE:

- The HMS provides 24-hour-a-day 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 28 locations around the Hanford Site and surrounding area.

TYPES OF DATA:

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

VALIDATION PROCEDURES USED:

- N/A.

DATABASE HARDWARE:

- IBM RISC/System 6000.

DATABASE SOFTWARE:

- C, FORTRAN, UNIX, Windows.

COMPUTER ACCESS DATE:

- Access is not planned at this time. Access to data will be through hard copy reports.

COMPUTER ACCESS PROCEDURES:

- N/A (see Computer Access Date).

TRAINING REQUIRED FOR ACCESS:

- N/A.

SYSTEM NAME: 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.

FUNCTIONS PERFORMED:

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

SCOPE OF DATA:

- All liquid effluent streams on the Hanford Site.

TYPES OF DATA:

- Identification and location of waste streams and sample collection points
- Identification, frequency, 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:

- WHC-CM-5-3, *Sample Management Administration*, Sections 2.0 and 2.4.

DATABASE HARDWARE:

- SUN.

DATABASE SOFTWARE:

- Oracle.

COMPUTER ACCESS DATE:

- September 30, 1993.

COMPUTER ACCESS PROCEDURES:

- *Liquid Effluent Monitoring Information System (LEMIS) Specialized Users Instructions*, WHC-SD-WMUM015

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.

SYSTEM NAME: Performance Measurement Control System (PMCS)

PURPOSE:

- The PMCS provides logic-tied and resource-loaded schedules to validate the planning, budgeting, accounting, and adjustment of work scope from the job control detail up to the multi-year program plan. The PMCS integrates the Job Control System used in the actual performance of tank farm operations with the Financial Data System via the baseline multi-year program plan. This integration provides an audit trail from the production work package level to financial data and integrates planning and performance.

FUNCTIONS PERFORMED:

- Perform query and report generation.
- Provide scheduling and budget data.
- Perform "Data Warehouse" activities.
- Support critical path methodology.
- Display milestone data.
- Display work breakdown structures.

SCOPE OF DATA:

- Schedule, budget, planning, performance, compliance, and milestone data for tank farms operations.

TYPES OF DATA:

- Schedule
- Budget
- Milestone
- Performance
- Change control
- Planning.

VALIDATION PROCEDURES USED:

- N/A.

DATABASE HARDWARE:

- Microprocessor-based client-server architecture.

DATABASE SOFTWARE:

- Primavera, Microsoft NT SQL Server.

COMPUTER ACCESS DATE:

- On hold.

COMPUTER ACCESS PROCEDURES:

- N/A.

TRAINING REQUIRED FOR ACCESS:

- N/A.

SYSTEM NAME: Project and Data Management System (PDMS)

PURPOSE:

- The PDMS supports surface environmental surveillance activities for the Hanford Site.

FUNCTIONS PERFORMED:

- Sample scheduling
- Sample tracking
- Storage of analytical results
- Support of data analysis activities (graphics, statistics, data reporting, quality assurance).

SCOPE OF DATA:

- The Hanford Site and surrounding area, except for the various facilities onsite.

TYPES OF DATA:

- Air
- Water
- Foodstuffs
- Soil
- Vegetation
- Sediment
- Wildlife
- External radiation surveys and thermoluminescent dosimeter surveys
- River flow rate and temperature.

VALIDATION PROCEDURES USED:

- N/A.

DATABASE HARDWARE:

- Sequent.

DATABASE SOFTWARE:

- Oracle.

COMPUTER ACCESS DATE:

- February 1, 1994, via HEIS (PDMS is being replaced by HEIS).

COMPUTER ACCESS PROCEDURES:

- DOE/RL 93-24-1, *Hanford Environmental Information System - HEIS - Users Manual* (Schreck 1993).

TRAINING REQUIRED FOR ACCESS:

- See HEIS.

SYSTEM NAME: 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:

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

VALIDATION PROCEDURES USED:

- N/A.

DATABASE HARDWARE:

- SUN.

DATABASE SOFTWARE:

- Oracle.

COMPUTER ACCESS DATE:

- April 1, 1994.

COMPUTER ACCESS PROCEDURES:

- *SWITS Users Manual* (being developed).

TRAINING REQUIRED FOR ACCESS:

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

SYSTEM NAME: Surveillance Analysis Computer System (SACS)

PURPOSE:

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

FUNCTIONS PERFORMED:

- Instantaneous analysis of current surface liquid levels and temperature data.

SCOPE OF DATA:

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

TYPES OF DATA:

- Measurements from surface level and temperature sensors.

VALIDATION PROCEDURES USED:

- N/A.

DATABASE HARDWARE:

- SUN/PC.

DATABASE SOFTWARE:

- Sybase.

COMPUTER ACCESS DATE:

- May 31, 1994.

COMPUTER ACCESS PROCEDURES:

- PNL8824-2-AD-940, *TWINS User Guide Tank Waste Information Network System, Version 4.0* (PNL 1994).

TRAINING REQUIRED FOR ACCESS:

- TWINS Interface
- SACS Application.

SYSTEM NAME: Tank Characterization Database (TCD)

PURPOSE:

- The TCD was initially developed to support a leave/retrieve decision for tank waste. Under revised Tri-Party Agreement Milestone 10, the TCD also supports final disposal decisions for tank waste and performs characterization requirements.

FUNCTIONS PERFORMED:

- Maintain tank waste content data.

SCOPE OF DATA:

- The TCD includes physical properties and all laboratory analysis results for single-shell tank core, double-shell tank core, double-shell tank supernatant grout candidate tanks, and grout feed tanks.

TYPES OF DATA:

- Core sample analytical results including the following:
 - Qualifiers
 - Flags
 - Spike recovery
 - Rheology
- Inventory of tank contents.

VALIDATION PROCEDURES USED:

- WHC-CM-5-3, *Sample Management Administration*; Sections 2.0 and 2.4.

DATABASE HARDWARE:

- Sequent.

DATABASE SOFTWARE:

- Oracle.

COMPUTER ACCESS DATE:

- January 30, 1994.

COMPUTER ACCESS PROCEDURES:

- PNL-8824-2 AD-940, *TWINS User Guide: Tank Waste Information Network System, Version 4.0* (PNL 1994).

TRAINING REQUIRED FOR ACCESS:

- TWINS Interface
- TCD System.

One-time training will be provided to EPA and Ecology training staff or initial users (limited to four). The EPA and Ecology will be required to train any future or additional users.

SYSTEM NAME: Tank Vapor Database (TVD)

PURPOSE:

- The TVD is used to store, retrieve, and analyze data collected from the vapor phase of Hanford Site waste tanks. The data are used to aid in the process of tank characterization, and to help make decisions on worker safety issues.

FUNCTIONS PERFORMED:

- Data storage
- Database query and reporting.

SCOPE OF DATA:

- Analytical and observational data and associated metadata.

TYPES OF DATA:

- Sample data
- Analysis results
- Meteorological observations
- Chemical properties
- Toxicological.

VALIDATION PROCEDURES USED:

- N/A.

DATABASE HARDWARE:

- Sparc 1000.

DATABASE SOFTWARE:

- Sybase.

COMPUTER ACCESS DATE:

- March 31, 1995.

COMPUTER ACCESS PROCEDURES:

- TVD is accessible through the TWINS, under the vapor subject.
- PNL-8824-2-AD-940, *TWINS User Guide: Tank Waste Information Network System Version 4.0* (PNL 1994).

TRAINING REQUIRED FOR ACCESS:

- TWINS Interface.

5.0 HANFORD LOCAL AREA NETWORK APPLICATIONS ACCESS PROCESS

5.1 INTRODUCTION

This section identifies Hanford Local Area Network (HLAN) applications available for direct connect network users. One exception, cc:Mail Remote, is available to dial up network access users. An HCAR form must be submitted to obtain approval to use any of the HLAN applications (see Section 3.1.1). The applications currently available to Ecology and EPA are as follows:

- cc:Mail
- cc:Mail Remote
- Hanford Pop-Up Phone Directory
- Soft Reporting
- Local Area Network Calendaring (LANCal).

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).

5.2 HANFORD LOCAL AREA NETWORK APPLICATIONS

5.2.1 cc:Mail

cc:Mail is an electronic mail program. Virtually anything created on a PC can be sent to another PC on the Hanford Site network. Text, graphics, and entire DOS files can be sent or received in the same message.

Documentation is available by calling CTS and requesting a cc:Mail Users Manual and/or cc:Mail Learning Guide.

5.2.2 cc:Mail Remote

cc:Mail Remote has the same functionality as cc:Mail. cc:Mail Remote allows remote standalone PCs to send and receive mail from the HLAN.

The use of cc:Mail Remote requires a copy of the cc:Mail Remote software and a modem. cc:Mail Remote software can be purchased from software vendors.

The CTS will provide a set of instructions to the user requesting this utility.

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 Directory manual.

5.2.4 Soft Reporting

Soft Reporting is a network-based report viewing application. It allows users to view, download, and print stored reports and eliminates the need to print multiple copies for distribution.

Soft Reporting reports to be viewed by Ecology and EPA are located in the TPA1 fileservers.

Complete instructions on how to use Soft Reporting are in the Soft Reporting User's Guide, which may be printed from within Soft Reporting.

5.2.5 LANCal

LANCal is a program that allows individuals to schedule meetings with other LANCal 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 LANCal are as follows:

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

Documentation is available by calling CTS and requesting the LANCal User Manual.

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 (IAMIT) Representatives

The roles of the IAMIT representatives are as follows:

- Inform the TPAI representative 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 managers 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 TPAI 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 PRIME 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 WHC Computer Protection Program Manager

The WHC CPPM ensures security for the Hanford Site computer resources (see Section 2.0 for details). The CPPM approves Ecology and EPA user access to the Hanford Site computer resources of all Hanford Site contractors. As noted in Section 6.4.3, this signature approval has been delegated to the TPAI representative.

6.4.3 WHC Tri-Party Agreement Integration Representative

The TPAI representative is the primary contact for Hanford Site computer resources, and has the following responsibilities.

- Interface with EPA and Ecology to evaluate regulator data requirements and ensure access to RL-authorized information.
- Approve (for all Hanford Site contractors) the use of Hanford Site computer resources and access to Tri-Party Agreement related databases for Ecology and EPA users.
- Notify HLAN administrators to add/delete Ecology and EPA users to/from HLAN.
- Request the WHC Data Administrator to document new Tri-Party Agreement related databases.
- Notify the prime contractors' CPPM of Ecology and EPA SPC changes.

6.4.4 WHC Data Administrator

The WHC Data Administrator is the WHC representative for data management issues, and has the following responsibilities.

- Provide HLAN access to Ecology and EPA.
- 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.

6.4.5 Database Trustee for Tri-Party Agreement Related Databases

The database trustee administers data in the best interests of the owner or highest authority (WHC, 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 WHC Data Administrator 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.

6.4.6 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).

6.4.7 Customer technical service

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.

7.0 REFERENCES

- Clark, D. E., 1993a, *Data Validation Procedures for Chemical Analysis*, WHC-SD-EN-SPP-002, Rev. 2, Westinghouse Hanford Company, Richland, Washington.
- Clark, D. E., 1993b, *Data Validation Procedures for Radiological Analysis*, WHC-SD-EN-SPP-001, Rev. 1, Westinghouse Hanford Company, Richland, Washington.
- 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

cc:Mail is a trademark of cc:Mail, Inc.

Cisco is a trademark of Cisco Systems, Inc.

DynComm is a trademark of Futuresoft Engineering, Inc.

Foxpro is a trademark of Fox Holdings, Inc.

IBM RISC/System 6000 is a trademark of International Business Machines Corporation.

Oracle is a trademark of Oracle Corporation.

Paradox is a trademark of Borland International, Inc.

Primavera is a trademark of Primavera Systems, Inc..

Sequent is a trademark of Sequent Computer Systems, Inc.

SUN is a trademark of Sun Microsystems.

Sybase is a trademark of Sybase, Inc.

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

Windows is a trademark of Microsoft Corporation.

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APPENDIX A

HANFORD SITE DATABASE CONTACTS LIST

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APPENDIX A

HANFORD SITE DATABASE CONTACTS LIST

PRIMARY CONTACT - Tri-Party Agreement Integration Contact

Westinghouse Hanford Company
Tri-Party Agreement Integration
Frank T. Calapristi
MSIN B2-35
P.O. Box 1970, Richland, WA 99352
Phone (509) 376-6693

TECHNICAL DATABASE CONTACTS

Environmental Data Management System Common User Interface
Environmental Sites Database
Hanford Environmental Information System
Hanford Geographic Information System
Richard T. Adams, Manager, Data Management
Phone (509) 372-9504

Environmental Release Summary System
Larry P. Diediker, Manager, Effluent Monitoring
Phone (509) 373-1716

Hanford Meteorological System
Dana J. Hoitink, Project Manager, Meteorological and Climatological
Services
Phone (509) 372-6414

Liquid Effluent Monitoring Information System
Don L. Flyckt, Manager, Liquid Effluent Facilities Regulatory
Compliance
Phone (509) 372-3142

Performance Measurement Control System
Chuck E. Wilson III, Manager, Baseline Development/Management Systems
Phone (509) 373-6630

Project and Data Management System
Roger L. Dirkes, Program Manager, Surface Environmental Surveillance
Phone (509) 376-8177

Solid Waste Information and Tracking System
Ken L. Hladek, Manager, Solid Waste Systems Engineering
Phone (509) 372-3201

Tank Characterization Database

John G. Kristofzski, Manager, Characterization Plans Coordinates/
Reports
Phone (509) 373-4225

Tank Vapor Database

David R. Bratzel, Manager, Vapor Program
Phone (509) 373-3579

CUSTOMER TECHNICAL SUPPORT

Richard (Dick) E. Cartmell, Manager, CTS and Telecom
Phone (509) 376-1546

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	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 Tri-Party Agreement Integration representative (see Appendix A for address and phone number)	Security Point of Contact	3.1.1	2.0
Complete computer security training	Person requesting access	3.1.3	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 RESPONSIBILITIESTable C-1. Hanford Local Area Network Maintenance
Activities and Responsibilities.

Task	RL	Ecology
Maintain HLAN workstation software (ESOE) on a reference machine, one each at Lacey and Kennewick	✓	
Maintain DynComm 3.2 Terminal Emulation software capability, one each at Kennewick and at Lacey	✓	
Provide and maintain Ecology with Hanford Pop-Phone software and Windows.PIF	✓	
Provide and maintain Ecology with cc:Mail for Windows 2.03 software (installed from the LAN)	✓	
Install and maintain Ecology client PCs with Windows for Workgroups		✓
Integrate/install/support Windows for Workgroups Network stack (NWLINK) on Ecology client PCs		✓
Upgrade Ecology client PC software as needed		✓
Add/delete new Ecology user-level security accounts (HAN domain)	✓	
Maintain Microsoft NT Server trust relationships	✓	✓
Create shared areas on Ecology NT Servers (INITIAL)	✓	
Create shared areas on Ecology NT Servers (SUBSEQUENT)		✓
Backup NT servers		✓
Recover files from backup tapes as needed		✓
Maintain Hanford Phone Directory		✓
Maintain S:\BIN files (common area programs)		✓
Provide notice of HLAN server and workstation configuration changes	✓	
Maintain cc:Mail post office on NT servers	✓	✓
Provide overall system status and network control functions	✓	
Maintain the T-1 Links and associated modems	✓	
Troubleshoot problems	✓	✓
Maintain and monitor Cisco Router program configuration and status	✓	
Maintain, monitor, troubleshoot, and repair Cisco hardware configuration, Hanford Site end	✓	
Maintain and repair Cisco hardware configuration, Ecology end		✓
Maintain the HLAN server hardware and software in Kennewick	✓	
Maintain the HLAN server hardware in Lacey		✓
Maintain the HLAN server software in Lacey	✓	
Maintain associated space such as rooms, racks, power, and HVAC at each end of the link	✓	✓

Ecology = Washington State Department of Ecology
 ESOE = End system operating environment
 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