

TEMP 1150  
000004731



# INTEROFFICE CORRESPONDENCE

DATE: July 12, 1993

TO: Distribution

FROM: D. D. Stagg, Sample Management, Bldg. 080, X6991 *DD Stagg*

SUBJECT: CI MEETING NOTES CONDUCTED ON JULY 15, 1993 - DDS-012-93

### MAJOR POINTS COVERED:

- DOE will start setting up formal meetings with CDH and EPA, communicate the progress being made on major milestones.
- Implementation of the Users Group consisting of people from the various organizations is upcoming. Their objective will be to deal with issues involving field operations and data. Constant feedback will help keep communication lines open and make the database more user friendly.
- The initial plan for the acquisition of the Sun Station should be complete by July 16, 1993. Kirk Hayer has taken the lead to follow up on its purchase. A milestone of October 25, 1993 has been implemented for the system to be set up and running, there was no deadline discussed for the conversion of data. Patty Kiefer and Mark Nielsen are to start implementing target dates for the conversion, as well as, notifying the possible impacts the conversion will make on the user groups.
- Modification and finalization of IR Management Plan is coming to a head. A draft should be ready for review by July 16, 1993.
- Tom Waddell along with Chris Daily's assistance will head up the implementation of the Contingency Plan and the Disaster Plan in order to be in compliance with plant Computer Security. Implementation is to begin as soon as possible and will not wait until the new system is up and running.
- Group B found problems in the use of the Air Monitoring. Effluent Air information is being entered by hand on basic spreadsheets. A meeting with Al Howard, EP's-DOE counterpart, may be necessary to improve the working communications. EP seems to want to start their own effort and not combined efforts.
- Group C has implemented a "log" for the chemist to document information from the labs when there is possible problem or discrepancy. Mark Bogner will take the pertinent information and enter it into the database.
- Accomplishments are being made on cleaning up the historical data on each operable unit. A October 1, 1993 milestone date has been set for completion of the cleanup. A procedure will be implemented on the clean up method and sent out for review. A meeting will be conducted with QA in order to set up a standardization of data in the system tables. The procedure will reflect the outcome of this meeting.

**ADMIN RECORD**

*U M*

REVIEWED FOR CLASSIFICATION/UCNI
BY <u>G. T. Ostdiek</u> <i>620</i>
DATE <u>8-11-93</u>

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- The user community is concerned about priority set on QA/Datacap rewrite and COC improvements. Priority has been moved up and Rich Schottler has been given the task to improve the system now and implement the bar code program later.

SHORT TERM DATE SUMMARY:

-Acquisition of Sun Station	July 16, 1993	Kirk Hayer
-Letter to Labs Re-affirming contract requirements	July 16, 1993	Beth Montano
-Letter to Labs reminding them to relay info on problems	July 16, 1993	Beth Montano
-IR Management Plan draft for review	July 16, 1993	Mark Nielsen
-Set up kick-off meeting with the User Group	July 19, 1993	Derryl Stagg
-Set up meeting with C. Daily on Contingency Plan and Disaster Plan	July 19, 1993	Tom Waddell

LONG TERM DATE SUMMARY:

-Completion of clean up of historical data	October 1, 1993
-Set up and running Sun System	October 25, 1993

NOTES:

If there are any changes in the priorities or outlines please notify Sandi Thrasher. We will be keeping a informal schedule of dates in order to track our completion dates and progress. Implementation of dates for interim tasks is strongly recommended and should be voiced to Sandi as soon as they are known.

The next CI Meeting is scheduled for July 29, 1993 at 1:00 p.m. in the East Large Conference Room.

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Distribution

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ERM Records Management (2)