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Document Control

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HISTORY OF REVISIONS

Document Number, Rev	Issue Date	Action	Description
EP-DIR-AP-10001, R0	9/21/2010	New Document	<ul style="list-style-type: none"> Supersedes EP-DIR-SOP-4001, R.5 IPC-1. Changed from standard operating procedure (SOP) to administrative procedure (AP) based on procedure categories in Rev. 1 of Conduct of Ops Manual, P315. Removed PCR, incorporated Document Action Request (DAR) form from P315, R1, and updated Verification Checklist per P315, R1.
EP-DIR-AP-10001, R1	12/7/10	Minor Revision	<ul style="list-style-type: none"> Changed Sec. 2.2, Precautions, to clarify use of "Working Copy." Changed Sec. 2.3.18 wording on Working Copy Added section to DAR and Quality Verification Checklist for superseded documents.
EP-DIR-AP-10001, R.1 IPC-1	12/16/10	IPC	<ul style="list-style-type: none"> IPC put DAR back into the document as an attachment rather than a link since the content changed somewhat from DAR in P315 R.1. Added DC reviewer to DAR form Modified QVC in order to incorporate process improvements Rephrased IPC submittal process in section 4.2
EP-DIR-AP-10001, R2	2/15/11	Major Revision	<ul style="list-style-type: none"> Removed reference to training documents in Section 4.2.5 on page 6.
EP-DIR-AP-10001, R3	6/6/11	Major Revision	<ul style="list-style-type: none"> Document updated to reflect change from Domino to new SharePoint ® Document Control System. Changed requirement to use the Quality Verification Checklist as required to "use as necessary." Removed explanation of how to perform Immediate Procedure Changes (IPCs). Updated Document Action Request (DAR) to include DUSA reviews.
EP-DIR-AP-10001, R4	9/15/11	Major Revision	<ul style="list-style-type: none"> Added ADEP to document title, changed document template, updated other definitions Added Sec. 5, Responsibilities, updated Sec. 6.1, Processing Controlled Documents, revised Sec. 6.3, Controlled Copy Distribution Section, updated Sec. 6.5, Document Periodic Review Notification, added Sec 7., Records Processing
EP-DIR-AP-10001, R5	2/13/12	Major Revision	<ul style="list-style-type: none"> Added Procedure Feedback Process instructions Added PCR# block to DAR in Section 2. Added submittal process and clarification for efficient control of ADEP IWDs Added information regarding Shift Operations Manager/Designee responsibilities for Controlled Copies Added information pertaining to forms protection and filling.

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Reference

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HISTORY OF REVISIONS (continued)

Document No./Revision No.	Issue Date	Action	Description
EP-DIR-AP-10001, R6	6/25/13	Major Revision	<ul style="list-style-type: none">• Updated DAR form with P315 DAR changes.• Numerous editorial changes• Clarified Scope
EP-AP-10001, R0	8/12/15	Major Revision	<ul style="list-style-type: none">• Complete rewrite in response to DOE/IG-0922. Revised responsibilities, added requirements section, and incorporated steps within performance sections.

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Attachment

Attachment 1, Document Action Request 23

1. PURPOSE

This procedure defines the roles, responsibilities, and process for managing revision controlled documents for the Environmental Programs Directorate (ADEP) and Environment Waste Management Operations (EWMO), including subcontractor procedures used in the execution of ADEP work or within ADEP facilities.

This procedure implements document control requirements in accordance with SD330, *Los Alamos National Laboratory Quality Assurance Program*; P1020-2, *LANL Document Control Program*; EP-DIR-QAP-0001, *Quality Assurance Plan for the Environmental Programs Directorate*; and the control portion of Los Alamos National Laboratory (LANL) P315, *Conduct of Operations Manual, Attachment 16, Local Procedures*. This procedure also implements document control functions identified in the institutional Conduct of Engineering program.

2. SCOPE

This procedure governs the administrative process for initiation, revision, review, approval, distribution, immediate change, suspension, and cancellation of policies, plans, or procedures, to include work instructions, forms, and other documents that prescribe processes or specify requirements and necessitate formal revision control.

Non-procedural technical requirements documents and implementing engineering documents, such as Integrated Work Documents (IWDs), Standing Orders, engineering drawings, and Unreviewed Safety Questions are controlled and made available in the ADEP Electronic Document Management System (EDMS); however, the initiation, development, revision, and/or review are carried out in accordance with the document's governing process or procedure, with the exception noted below.

Excluded from the requirements of this procedure are Documented Safety Analysis and its sub-tier documents, which are developed, managed, and made available by the originating organization.

Documents managed and controlled by the ADEP Document Control Team can be submitted to Document Control via adep-dcrm@lanl.gov.

3. RESPONSIBILITIES

3.1 Responsible Line Manager (RLM)

NOTE *The RLM has the responsibility, authority, and accountability for issuing procedures within their scope of work. The RLM will be designated as a Level 4 Manager or higher; assignment of a lower level manager requires written delegation by the Associate Director/Deputy for Environmental Programs.*

- Approves development of new procedures and the revision or cancellation of existing procedures.
- Identifies branching procedures associated with the procedure being changed to ensure that those branching procedures are evaluated for change.
- Provides a detailed description of procedure changes and the reason for changes on the Document Action Request (DAR).
- Designates the Integrated Process Control Team (IPCT) and develops the charter.
- Identifies Subject Matter Expert (SME) reviewers and provides guidance for these SME reviews.
- Identifies individuals qualified to act in the role of Reviewer and perform procedure reviews on behalf of their area of responsibility.
- Ensures procedures receive adequate review.
- Ensures reviewers receive Supplemental Review Packages containing relevant documents, such as key references and white papers, to assist in technical review.
- Determines whether proposed changes constitute a major or minor change to the procedure.
- Resolves reviewer and IPCT comments and maintains final authority for comment disposition and resolution.
- Ensures procedure is validated by Field Operator SMEs.
- Reviews compiled Document History File (DHF), including disposition comment forms, validation forms, Unreviewed Safety Question (USQ) determinations, and training determinations, and provides final approval of a completed document action.
- Approves and submits procedure to Document Control for issuance and distribution.
- Ensures programmatic work is performed in accordance with P300.

3.2 Facility Operations Director (FOD)

- Establishes and maintains the facility safety and security envelopes.
- Serves as the Responsible Line Manager (RLM) for facility-related work in accordance with P300.
- Reviews procedures for other work within the facility to ensure the activity/facility interface is appropriately addressed.

3.3 Document Control

- Ensures that current document revisions are available on EDMS.
- Manages the process for performing a document action, including initiation, revision, review, approval, control, and distribution.
- Assigns document numbers.
- Initiates and coordinates the procedure review cycle.
- Ensures reviewers receive Supplemental Review Packages to assist in technical review.
- Ensures reviewers receive description of procedures changes and reason for changes within the review notification.
- Tracks reviewer comments and responses and notifies RLM of outstanding reviews.
- Maintains documentation generated during the course of developing or revising a procedure.
- Reviews DHF for completeness.
- Obtains classification review and USQ review, as required.
- Notifies training team when procedure is ready for training review or development.
- Tracks periodic review cycles and notifies RLM of upcoming due dates.
- Maintains and updates the Reviewer Matrix and the Approved Reviewer List.

3.4 Preparer

- Collaborates with Document Control to manage documentation associated with the procedure development process, such as comment-resolution forms, validation checklists, and the DAR.
- Proofs procedures to ensure readability, usability, and the correctness of style, format, grammar, terminology, acronyms, and references.
- Maintains the working draft of a document during the drafting process, and submits a copy of the formal review draft and the final draft to Document Control for processing.
- Submits all relevant documentation used in the development of the procedure to Document Control for inclusion in the DHF.

3.5 Reviewers/Approvers

- Interacts with RLM and preparer to address review comments.
- Participates in roundtable discussions, procedure validations, and comment-resolution meetings as requested.
- Evaluates review documents for overlap, conflicts, and inconsistencies with other documents.
- Ensures that technical and safety aspects of procedures are correct.

3.6 **Integrated Process Control Team**

NOTE *Use of an IPCT is mandatory in the development of waste remediation and treatment processing procedures. An IPCT may also be established for other procedure types as determined by the RLM.*

- Provides discipline-specific review and comment for waste remediation and treatment processing procedures.
- Interacts with RLM and preparer to address review comments.
- Participates in roundtable discussions and comment-resolution meetings as requested.
- Completes review of procedure by the assigned due date.
- Notifies RLM if assigned due date is insufficient for adequate review.

3.7 **Training Specialist**

- Supports the RLM to complete the Systematic Approach to Training (SAT) Determination Form for moderate/high hazard work.
- Develops or revises curricula associated with new or revised documents in accordance with P781-1, *Conduct of Training Manual*.

4. REQUIREMENTS

4.1 Supplemental Review Package

During procedure development and procedure review, the preparer, SME reviewers, and IPCT members have access to any information that may be pertinent to the development or review process, such as white papers, solutions packages, technical references, and process flow diagrams. Prior to procedure revision or development, the RLM identifies those documents to be included as part of the Supplemental Review Package. Additionally, SMEs can identify additional documents that need to be added to the Supplemental Review Package and provide them to Document Control. Document Control ensures those documents are provided to the preparers and other personnel involved in the procedure development process. Supplemental Review Package documents should be listed as references in the procedure.

4.2 Review Cycles

Review cycles are established for certain revision controlled documents to ensure the RLM periodically reviews the document for necessity and accuracy. Each document type has a maximum review cycle; the review cycle is calculated from the document's effective date or the date of the last Periodic Review.

Document Category	Maximum Review Cycle
Technical Procedures <ul style="list-style-type: none"> • Detailed Operating Procedure – DOP • Standard Operating Procedure – SOP • Administrative Procedure – AP 	3 years
Emergency Response Procedures	1 year
Alarm Response Procedures	1 year
Plans	3 years
Other	3 years

Maximum review cycles may be extended for 60 days by the RLM to allow time to complete a Periodic Review; IWD-equivalent procedure extensions require concurrence by the FOD. Extensions beyond 60 days may be authorized by the RLM's Associate Director or designee. Extensions may be documented via email.

5. PERFORMANCE—INITIATION OR MAJOR REVISION TO POLICIES, PROCEDURES OR PLANS

The following subsections detail the steps associated with processing a new procedure/plan or a major revision. While the RLM maintains responsibility and final approval for the document action, aspects of the process may be delegated at the RLM's discretion.

Major revisions are characterized as changes in the intent, scope, purpose, steps, responsibilities, safety, or technical content described in a document. Inconsequential editorial changes are considered **minor revisions**.

Appendix 1, Document Action Flow Chart, provides a visual depiction of the document control process described in the following subsections. A working DAR template is provided as Attachment 1 to this procedure. Other forms utilized to process a document action, such as the validation checklist and comment-resolution form, are provided in P315, Conduct of Operations Manual.

5.1 Document Action Initiation

Developing or revising a plan/procedure is a significant activity that should only be done for appropriate cause, such as when a procedure cannot be executed as written. Minor changes that do not affect performance should be deferred until a revision is performed, at which time they can be incorporated.

RLM

- [1] **REVIEW** request for document action: new or major revision.
- [2] **COMPLETE** Section 1 of the DAR.
- [3] **CHECK** (√) “Approved” or “Disapproved” for processing the document action, and **SIGN** Section 1 of the DAR.
- [4] **IF** not approved,
THEN SUBMIT the DAR to Document Control, and **EXIT** the procedure.
- [5] **IF** the procedure is a waste remediation and treatment processing procedure,
THEN NOTIFY the IPCT Chairperson of the document action and obtain approval to write or revise the procedure.

IPCT Chairperson

- [6] **IF** the procedure is a waste remediation and treatment processing procedure,
THEN CHECK (√) “Approved” or “Disapproved” for processing the document action, and **SIGN** Section 1 of the DAR.

RLM

- [7] **IDENTIFY** required reviewers in Section 2 of the DAR.
- [8] **SUBMIT** the DAR to Document Control.

5.1 Document Action Initiation (continued)

Document Control

- [9] **ASSIGN** the DAR number.
- [10] **IF** the DAR is not approved,
THEN FILE the DAR and **EXIT** this section of the procedure.
- [11] **IF** the request is for a new document,
THEN PROVIDE the RLM with a unique document number, and **RECORD** this number on Section 1 of the DAR.

5.2 Document Development

RLM or Preparer

- [1] **OBTAIN** the approved template for a new document or a controlled copy of the most recent revision of an existing document from Document Control or EDMS.
- [2] **DEVELOP** in accordance with appropriate template and applicable guidance.
- [3] **MAINTAIN** development, review, validation, and/or verification documentation for inclusion in the Document History File.

RLM

- [4] **WHEN** document is ready to be sent for formal review,
THEN SUBMIT the review draft to Document Control electronically.

5.3 Document Review and Comment Resolution

The formal review process is essential to ensuring a document is accurate, complete, and ready for use. During the review process, reviewers evaluate the content of the document. Review comments should not be limited to only those related to the reviewer's area of expertise for compliance with established requirements; reviewers also participate in comment resolution of other reviewer's comments that are within their area of expertise.

Major revisions to documents that specify quality requirements shall be reviewed by the same organizations that performed the original review unless specifically designated; additional reviewers may be added. A review is not complete until essential comments are dispositioned. The RLM has the final decision on comment resolution.

Document Control

- [1] **FINALIZE** with the RLM the dates for review period and other requirements for review.
- [2] **PREPARE** the document for formal review by examining document format, file naming conventions, and draft watermark, as applicable.
- [3] **VERIFY** the mandatory reviewers in accordance with the Reviewer Matrix for technical procedures.
- [4] **VERIFY** that the Supplemental Review Package has been provided, as required.
- [5] **SEND** the document, Supplemental Review Package (as required), and other documents and forms to the personnel identified on the DAR for review, including pertinent information in the review notification, such as:
 - Review completion date
 - Revision description, if applicable
 - Reason for revision, if applicable
 - Guidance for documenting review, such as use of comment resolution form
 - Contact information for where to send comments/concurrence
- [6] **COPY** the RLM, the preparer, and the training specialist on the review notification.

Reviewers

- [7] **REVIEW** the document within area of expertise for accuracy, clarity, and compliance with established requirements.
- [8] **PROVIDE** formal comments as directed by the review notification by the review completion date.
- [9] **COLLABORATE** with the RLM and preparer to resolve comments.

5.3 Document Review and Comment Resolution (continued)

RLM

- [10] **DISPOSITION** comments in conjunction with the preparer and **DOCUMENT** the comment resolution.
- [11] **IF** additional interaction with reviewers and/or IPCT is required, **THEN HOLD** a roundtable discussion or equivalent method to review the revision.

NOTE *Procedure validations are performed by a team composed of at least one validator and one preparer. The validator should be an SME and user of the procedure, and is assigned by the RLM.*

Preparer

- [13] **IF** revisions resulting from comment resolution or validation substantially change the technical content, **THEN COORDINATE** with Document Control to perform another review cycle.
- [14] **WHEN** the document has completed formal review and other conditions listed on the DAR, **THEN:**
 - [A] **FINALIZE** the draft of the document.
 - [B] **RECORD** additional documentation on the DAR from the completed review cycle, such as supplementary comments and electronic signatures.
 - [C] **COMPILE** documentation associated with the review and validation process.
 - [D] **SUBMIT** the documentation and the final draft to Document Control electronically.

5.4 **Final Approval**

Final approval of a document is the responsibility of the RLM and is completed by reviewing associated documentation, such as comment resolution forms, reviewer concurrence, validation paperwork, the finalized procedure, and other records included in the DHF, then signing the document.

Document Control

- [1] **PERFORM** cursory review of the document for formatting and style, such as header/footer configuration, page numbering, effective date accuracy, and margin and spacing consistency.
- [2] **SEND** the signature-ready document to final actionees identified on the DAR:
 - USQ Review
 - Derivative Classifier
 - Training
- [3] **UPDATE** the DAR with any outstanding information.
- [4] **PROVIDE** the RLM with the signature-ready copy.

RLM

- [5] **REVIEW** the compiled DHF and finalized document to ensure it is accurate, complete, and ready for use.
- [6] **SIGN** Section 3 of the DAR for final approval.

Training Specialist

- [7] **IF** training is required,
THEN COORDINATE training with the RLM and document users.
- [8] **NOTIFY** Document Control when training has been completed for necessary selection of target audience.

Document Control

- [9] **OBTAIN** Authorized for Use signature or notification from the RLM.
- [10] **PLACE** the Effective Date and/or Next Review Date on the document.
- [11] **UPLOAD** the approved/authorized document into EDMS.
- [12] **PROVIDE** electronic notification of the completed document action.
- [13] **ASSEMBLE** the completed DHF.
- [14] **UPLOAD** the DHF into EDMS.

6. PERFORMANCE—MINOR REVISIONS TO POLICIES, PROCEDURES OR PLANS

Minor changes, such as inconsequential editorial corrections, do not require that the revised document receive the same review and approval as the original documents.

RLM

- [1] **REVIEW** request for a minor revision.
- [2] **COMPLETE** Section 1 of the DAR.
- [3] **CHECK** (√) “Approved” or “Disapproved” for processing the document action, and **SIGN** Section 1 of the DAR.
- [4] **IF** not approved,
THEN SUBMIT the DAR to Document Control, and **EXIT** the procedure.
- [5] **IF** the procedure is a waste remediation and treatment processing procedure,
THEN NOTIFY the IPCT Chairperson of the document action to obtain concurrence that the change is minor and approval to revise the procedure.

IPCT Chairperson

- [6] **CHECK** (√) “Approved” or “Disapproved” for processing the document action, and **SIGN** Section 1 of the DAR.

Document Control

- [7] **ASSIGN** the DAR number.
- [8] **IF** the DAR is not approved,
THEN FILE the DAR and **EXIT** this section of the procedure.

RLM or Preparer

- [9] **OBTAIN** the most recent revision of existing document from Document Control or EDMS.
- [10] **MAKE** minor change, and **SUBMIT** the review draft to Document Control electronically.

Document Control

- [11] **OBTAIN** Authorized for Use signature or notification from the RLM.
- [12] **PLACE** the Effective Date and/or Next Review Date on the document.
- [13] **UPLOAD** the approved/authorized document into EDMS.
- [14] **PROVIDE** electronic notification of the completed document action.
- [15] **ASSEMBLE** the completed DHF.
- [16] **UPLOAD** the DHF into EDMS.

7. PERFORMANCE—IMMEDIATE PROCEDURE CHANGE TO POLICIES, PROCEDURES OR PLANS

An Immediate Procedure Change (IPC) provides a method for expedited processing of document actions. Changes are limited to those required to continue work-in-progress, to support temporary modifications, or for critical activities as identified by the RLM. Developing and processing IPCs shall be performed in accordance with P315; basic process steps are identified below.

RLM

- [1] **REVIEW** request for an IPC.
- [2] **COMPLETE** the initial sections of the IPC Form provided in P315 in conjunction with the preparer and **IDENTIFY** required reviewers.

Preparer

- [3] **MAKE** revisions associated with the IPC either electronically or by hand in accordance with P315.
- [4] **WHEN** IPC is ready to be sent for formal review, **THEN SEND** the document to the identified reviewers along with pertinent information, such as IPC description, reason for revision, and review completion time.

Reviewers and IPCT (if required)

- [5] **REVIEW** the IPC for accuracy, clarity, and compliance with established requirements.
- [6] **PROVIDE** formal comments as directed by the review notification by the review completion time.
- [7] **COLLABORATE** with the RLM and preparer to resolve comments.

RLM

- [8] **DISPOSITION** comments in conjunction with the RLM, and **DOCUMENT** the comment resolution.

Preparer

- [9] **WHEN** formal review is complete, **THEN:**
 - [A] **FINALIZE** the draft of the IPC in accordance with P315.
 - [B] **OBTAIN** other requirements noted on the IPC Form, such as FOD signature, USQ review, and/or Derivative Classification.
 - [C] **COMPILE** documentation and signatures associated with the review process into a DHF.
 - [D] **WHEN** all other required approvals have been obtained, **THEN PROVIDE** the RLM with the finalized procedure.

**7. PERFORMANCE—IMMEDIATE PROCEDURE CHANGE TO POLICIES,
PROCEDURES OR PLANS (continued)**

RLM

- [10] **REVIEW** the compiled DHF and finalized procedure to ensure it is accurate, complete, and ready for field use.
- [11] **SIGN** the IPC Form for final approval.
- [12] **UPDATE** applicable log books, such as shift turnover and operations center logbook.
- [13] **SUBMIT** the final draft and accompanying documentation to Document Control electronically within 3 working days.

Document Control

- [14] **UPLOAD** the approved/authorized IPC into EDMS.
- [15] **PROVIDE** electronic notification of the completed document action.
- [16] **ASSEMBLE** the completed DHF.
- [17] **UPLOAD** the DHF into EDMS.

8. PERFORMANCE—CANCELLATION OR DEACTIVATION OF POLICIES, PROCEDURES OR PLANS

Deactivation is the temporary withdrawal of a document from authorized use. Deactivated documents are exempt from periodic review requirements, but must be reviewed before reactivation if the next review date has passed.

Cancellation is the permanent removal of a document from active status. Cancelled documents cannot be reactivated.

RLM

- [1] **REVIEW** request for cancellation or deactivation.
- [2] **COMPLETE** Section 1 of the DAR.
- [3] **CHECK** (√) “Approved” or “Disapproved” for processing the document action, and **SIGN** Section 1 of the DAR.
- [4] **IF** not approved,
THEN SUBMIT the DAR to Document Control, and **EXIT** the procedure.
- [5] **IF** the procedure is a waste remediation and treatment processing procedure,
THEN NOTIFY the IPCT Chairperson of the document action and obtain approval to cancel or deactivate the procedure.

IPCT Chairperson

- [6] **IF** the procedure is a waste processing procedure,
THEN CHECK (√) “Approved” or “Disapproved” for processing the document action, and **SIGN** Section 1 of the DAR.

RLM

- [7] **IDENTIFY** required reviewers in Section 2 of the DAR.
- [8] **SUBMIT** the DAR to Document Control.

Document Control

- [9] **ASSIGN** the DAR number.
- [10] **IF** the DAR is not approved,
THEN FILE the DAR and **EXIT** this section of the procedure.
- [11] **VERIFY** that the Supplemental Review Package has been provided, as required.

8. PERFORMANCE—CANCELLATION OR DEACTIVATION TO POLICIES, PROCEDURES OR PLANS (continued)

[12] **SEND** the document, Supplemental Review Package (as required), and other documents and forms to the personnel identified on the DAR for review.

[13] **INCLUDE** pertinent information in the review notification such as:

- Review completion date
- Reason for cancellation or deactivation
- Guidance for documenting review, such as use of comment resolution form
- Contact information for where to send comments/concurrence

[14] **COPY** the RLM, the preparer, and the training specialist on the review notification.

Reviewers

[15] **REVIEW** the document within area of expertise to ensure the cancellation or deactivation will not affect safety basis, quality, regulatory requirements, or the safety/security of personnel using the document.

[16] **COLLABORATE** with the RLM and preparer to resolve issues or concerns associated with cancellation/deactivation of the document.

Document Control

[17] **OBTAIN** approval signature from RLM to cancel/deactivate.

[18] **UPDATE** the cancelled/deactivated document in EDMS to reflect new status.

[19] **PROVIDE** electronic notification of the completed document action.

[20] **ASSEMBLE** the completed DHF.

[21] **UPLOAD** the DHF into EDMS.

9. PERFORMANCE—PERIODIC REVIEW OF POLICIES, PROCEDURES OR PLANS

Periodic reviews are conducted to ensure the document is still required and accurately implements current technical and administrative requirements.

Document Control

- [1] **NOTIFY** the RLM of an upcoming review.

RLM

- [2] **CONDUCT** review of document.
- [3] **COMPLETE** the Periodic Review Form.
- [4] **IF** the document is still required and is accurate,
THEN UPLOAD the Periodic Review Form into EDMS and **RESET** the effective date of the document.
- [5] **IF** the document is still required but needs to be revised,
THEN:
 - [A] **UPLOAD** the Periodic Review Form into EDMS.
 - [B] **RESET** the effective date of the document.
 - [C] **GO TO** Section 5 for major revisions or Section 6 for minor revisions to revise the document.
- [6] **IF** the document is no longer required,
THEN GO TO Section 8 to deactivate or cancel the document.

10. PERFORMANCE—PROCESSING OF TECHNICAL REQUIREMENTS OR IMPLEMENTING ENGINEERING DOCUMENTS

Non-procedural technical requirements and implementing engineering documents are made available in the ADEP EDMS upon final approval or issuance.

Document Control

- [1] **VERIFY** the document received is complete and applicable metadata has been provided by the submitter.
- [2] **UPLOAD** the document into EDMS, utilizing submitter instructions as provided.

11. RECORDS

Records generated in the course of performing this procedure must be maintained and managed in accordance with EP-AP-10003, *Records Management*.

Record	QA Record	Non-QA Record
Document Action Request	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Immediate Procedure Change form	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Periodic Review Form	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Approved, revised procedure – signed	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Revised procedure – redlined	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Supplemental Review Package	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reviewer comment spreadsheets, forms, or other documentation with reviewers name, credentials/signature, date, and comment category	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Document review markups without reviewers name, credentials/signature, date, and comment category	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Discipline-Specific Checklists	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Verification Checklist	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Validation Checklist	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hazards Analysis documentation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Process Flow Diagram	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Systematic Approach to Training (SAT) form	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Additional email	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

12. REFERENCES

AP-341-403, *Master Document List*

EP-AP-10003, *Records Management*

EP-DIR-QAP-0001, *Quality Assurance Plan for the Environmental Programs Directorate*

P204-1, *Controlled Unclassified Information*

P300, *Integrated Work Management*

P315, *Conduct of Operations Manual*

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P1020-2, *Laboratory Document Control Program*

