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Environmental Programs Directorate

Administrative Procedure

for **DOCUMENT CONTROL**

APPROVAL SIGNATURES:

Subject Matter Expert:	Organization	Signature	Date
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Responsible Line Manager:	Organization	Signature	Date
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REVISION HISTORY

Document No./Revision No.	Issue Date	Action	Description
EP-DIR-AP-10001, R.3	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 (IPC). • Updated Document Action Request (DAR) to include DUSA reviews.
EP-DIR-AP-10001, R2	2/16/11	Major Revision	<ul style="list-style-type: none"> • Remove reference to Training Documents in Section 4.2.5 on page 6.
EP-DIR-AP-10001, R.1 IPC-1	12/16/10	Immediate Procedure Change	<ul style="list-style-type: none"> • IPC to put DAR back into the document as an attachment rather than a link since the content has 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, R.1	12/7/10	Minor Revision	<ul style="list-style-type: none"> • Change 2.2, Precautions to clarify use of “Working Copy.” • Change 2.3.18 wording on Working Copy • Added section to DAR and Quality Verification Checklist for superseded documents

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Document No./Revision No.	Issue Date	Action	Description
EP-DIR-AP-10001, R.0	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-SOP-4001, R.5, IPC-1	5/13/2010	Revision to EP-DIR-SOP-4001, R.5	Changes made to add reference to DCC Contact List on ADEP Website; replaced references to EP Directorate with ADEP. Improved and modified Attachment 2.
EP-DIR-SOP-4001, R.5	11/19/09	Revision to EP-DIR-SOP-4001, R.4	Changes made to reflect current processes for "signature on file" practices for document review and approval and periodic review responsibilities for Document Control Custodians.
EP-DIR-SOP-4001, R.4	5/5/08	Revision to EP-DIR-SOP-4001, R.3	Changes made to clearly identify roles and responsibilities between the Document Owner and The Document Control Custodian.
EP-DIR-SOP-4001, R.3	7/11/07	Revision to EP-DIR-SOP-4001, R.2	Changes made to meet EP QAP requirements.
EP-DIR-SOP-4001, R.2	4/9/07	Revision to EP-DIR-SOP-4001, R.1	Change all EWMO Conduct of Operations Manual references to LANL Conduct of Operations.
EP-DIR-SOP-4001, R.1	3/28/07	Revision to EP-DIR-SOP-4001, R.0	Incorporate ISD 315-1, Conduct of Operations Manual requirements.
EP-DIR-SOP-4001, R.0	2/22/07	Superseded QP-4.5, DIV-AP-0107, AP-WFM-002, and AP-WFM-029.	Incorporate Environmental and Waste Mgmt. Facility Ops (EWMO) & Environmental Remediation Support Services (ERSS) Document Control processes for the EP Directorate.

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1.0 PURPOSE AND SCOPE

The purpose of this procedure is to describe the formal process for controlling and distributing controlled documents within the Environmental Programs Directorate (ADEP) in order to ensure that only the latest revisions of documents are available for use in accordance with P1020-2, *LANL Document Control Program*, and EP-DIR-QAP-0001, *Quality Assurance Plan for the Environmental Programs Directorate*, and P315, *Conduct of Operations Manual*. The requirements of this procedure apply to all ADEP documents that are controlled (unless they are specifically exempted by a formal exemption process).

This procedure allows for additional lower tier documents, including controlled document, plans, instructions and guides, which may be required to satisfy customer requirements for a specific site, project, or facility. While these lower tier documents must invoke the requirements of EP-DIR-AP-10001, they may be developed to present additional details and guidance to document control centers that are established to support these specific areas.

2.0 BACKGROUND AND PRECAUTIONS

2.1 BACKGROUND

Documents that specify or prescribe quality requirements or activities affecting quality (e.g., instructions, procedures and engineering design documents) are controlled and distributed to assure that the correct documents are being employed. Controlled documents, including revisions thereto, shall be reviewed for adequacy and approved by authorized personnel. The following controls shall be applied to documents and revisions thereto:

- a) controls for the identification of controlled documents and uncontrolled documents;
- b) controls for the specified distribution of controlled documents for use at the appropriate location;
- c) controls to assure adherence to a defined change process;
- d) controls for the review of the controlled Document History File (DHF) for completeness and the approval prior to distribution; and
- e) controls to ensure the correct documents are provided for use.

The Responsible Line Manager (RLM) approves and prescribes documents for use. Management must identify for workers the version of the document approved for use and required for compliance during current and planned work activities.

2.2 DEFINITIONS

- 2.2.1 Approval Date — the date of the RLM's signature.
- 2.2.1 Cancellation — a document action used to permanently remove controlled documents from the Document Control System(DCS). Cancelled controlled documents cannot be reactivated.
- 2.2.2 Deactivation — a document action used to temporarily remove controlled documents from further use. Deactivated controlled documents are exempt from periodic reviews, but shall be reviewed using the periodic review process before reactivation, if the normal review date has passed.
- 2.2.3 Controlled Copy Distribution — the process used to issue controlled copy documents to designated document holders and ensure designated document holders who are issued a controlled copy of a document maintain the current, effective versions in their controlled copy holding.

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- 2.2.4 Controlled Document — a document, or any part thereof, that is prepared, reviewed, issued, revised, and approved in accordance with established protocol and subject to controlled distribution and to defined change process. Associate Directorate Environmental Programs (ADEP) procedures and engineering design documents are issued as controlled documents. Controlled documents and forms are controlled to ensure that correct and current documents are used and referenced.
- 2.2.6 Controlled Copy Receipt Acknowledgement Request (CCRAR)— an acknowledgement process for controlled copy to confirm document holder receipt and update to controlled-document holdings.
- 2.2.7 Document Action Request – a form used to document and track the initiation, modification, deactivation, or cancellation of a controlled document.
- 2.2.2 Distribution List — a list that indicates the recipients of a controlled document electronic or hard copy notification.
- 2.2.8 Document Control Analyst (DCA) - designated trained and qualified individuals responsible for overseeing controlled document processing and issuance. Person who manages the document control process.
- 2.2.9 Document Identification Number – unique number that the DCA assigns to controlled documents.
- 2.2.10 Document Owner – the Responsible Line Manager (RLM) owns and approves controlled documents.
- 2.2.11 Document History File (DHF) — the document and any documentation associated with the review and approval process for any given completed document action.
- 2.2.12 Document Subject Matter Expert (SME) – any person who is assigned to maintain the adequacy of a document and provide technically and administratively accurate information. The subject matter expert is normally a document user, and frequently the document author.
- 2.2.13 DUSA – Designated Unclassified Subject Areas – specifically defined areas of the Laboratory work that are in potentially classified subject areas but are known to neither use nor generate classified information, and are, as defined, unclassified.
- 2.2.14 Effective Date — the date (after approval date) that a document is made available for use by the Responsible Line Manager and when the document is required to be fully implemented. The effective date is determined by the Responsible Line Manger or designee.
- 2.2.15 Electronic Notification — an electronic message to training staff and affected personnel that there is a new, revised, deactivated, or cancelled controlled document.
- 2.2.16 Immediate Procedure Change (IPC) — IPCs are changes required to continue work in progress, supports temporary modifications, or for critical activities as identified by the Responsible Line Manger.
- 2.2.17 Major revision — a document change that affects the actual performance of the activity such as basic process variables, personnel safety, process or equipment protection; changes that

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involve nuclear safety review considerations, or add/delete a hold/witness point. Document cannot be correctly performed as written without the change. It is the document preparer's responsibility to determine the level of revision (i.e., minor or major).

- 2.2.18 Master File of Controlled Documents — the compilation of the native file electronic copies of active controlled documents, maintained by the DCA) for ADEP.
- 2.2.19 Minor revision — minor revisions will not prevent proper performance of the document as written. Minor revisions may include additional steps that do not change the intent or scope of the document. A minor change is a correction of editorial errors, formatting, and organization or other name changes that do not affect intent, scope, safety, or quality requirements. Minor revisions are not used where the change would:
- Increase the safety risk to personnel,
 - Alter a source document requirement,
 - Alter the purpose or scope of the document,
 - Eliminate any required reviews or approvals, or
 - Alter the operating, technical, design, process, regulatory, or quality control requirements of a document
- 2.2.20 /s/ - this symbol is used to indicate that a signature is on file, either via e-mail or by an actual signature.
- 2.2.21 Uncontrolled Copy — a hard copy of a controlled document used for information purposes ONLY, and usually indicated on the procedure cover sheet as either Working Copy or Information Only, initialed and dated.
- 2.2.22 Working Copy — a hard copy of a controlled document that is printed from the EP DCS, obtained from an ADEP DCA, or otherwise obtained as outlined in this document (e.g., RLM), and that is used for completing work activities. Obtain electronically controlled documents by accessing the EP DCS.

3.0 EQUIPMENT AND TOOLS

None

4.0 STEP-BY-STEP PROCESS DESCRIPTION

4.1 IDENTIFICATION OF CONTROLLED DOCUMENTS

Types of EP documents to be controlled including, but not limited to, the following:

- ***Building Emergency Plans (BEPs)***
- ***Engineering Design Documents***
- ***Quality Assurance Plan (QAPs)***
- ***Quality Program Implementing Matrices (QPIMs)***
- ***Procedures (e.g., SOPs ,DOPs or APs)***

4.2 PROCESSING CONTROLLED DOCUMENTS

ADEP DCA contacts are available on the ADEP website.

Document Preparer or Owner

1. For new documents and revised documents:

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Request a controlled document number from an ADEP DCA according to the ADEP Document Numbering Guide. If a revised document replaces or supersedes an existing document, it will be noted on the Document Action Request (DAR) (Attachment 1) form and must be included in the revision history. The superseded document will be removed from active status.

2. Retrieve native file from the DCS or procedure writer's file.
3. Prepare the document in accordance with the P315, *Conduct of Operations Manual*, or an organization's approved document development procedure.
4. Obtain a classification review by a derivative classifier (DC), if there are any questions regarding the classification of any draft document per P204-1, *Controlled Unclassified Information*. Per the Designated Unclassified Subject Areas (DUSA), *DUSA User Guide*, a document within the scope of a DUSA need not (and will not) be reviewed for classified and controlled unclassified information (CUI) content.
5. Obtain reviewer concurrence documentation using one of the following methods:
 - Signed Review Comment Sheet with No Comment indicated; or
 - Signed Review Comment Sheet indicating concurrence with comment resolutions; or
 - Email to the requestor stating concurrence with the specified document; or
 - Signed and dated document (e.g., memorandum) to the Requester stating concurrence with the specified document.

Review comments **may** be provided using the Procedure Review and Concurrence Form (see P 315, *Conduct of Operations Manual*), redline markup of the document, or other method agreed upon by the Document Preparer and Reviewer.

6. Compile the Document History File (DHF), which includes the following:
 - a completed DAR Form which includes approval signatures from the Responsible Line Manager and Additional Approval Signatures, as required, Unreviewed Safety Question (USQ), superseded document, etc.; as applicable;
 - a final hard copy document with original signatures and effective date on cover sheet;
 - Procedure Review and Concurrence Form or other approved documented concurrence. This includes all documentation associated with the review and approval process of the document (e.g., e-mail or signatures on DAR);
 - Completed Procedure Validation Checklist, if applicable;
 - Checklist for Procedure Writer's Verification of Written Correctness, if applicable
7. Contact the DCA to negotiate an effective date for the document that is late enough to allow processing time such that the document is posted in the controlled document system and distributed by the effective date selected.
8. Submit the following to the DCA:
 - DAR;
 - final hard copy with original approval signatures
 - DHF, within three (3) days of posting.
 - EP Controlled Document Quality Verification Checklist (QVC) (Attachment 2), as necessary;

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- an electronic, native file, “Word” version of the final document which includes any forms and attachments;

Document Control Analyst

1. Review the DHF for completeness, including:
 - original approval signatures;
 - the hard copy version of the document and any forms that are included; and
 - electronic native file, and an electronic file for the forms, as required.
2. Use the EP Controlled QVC, as necessary – Attachment 2.
3. Convert the native version of the document including forms and attachments to Portable Document Format (PDF).
4. Scan the original cover sheet and DAR form as PDF.
5. Replace the cover page of the associated PDF document with the original cover sheet PDF and attach the DAR PDF to the back of the PDF document, and insert training links, as applicable.
6. Upload the PDF document and enter the document information in the EP DCS. Enter the metadata for the document.
7. The Web Team will receive automatic notification from the DCS.
8. When documents are posted in the EP DCS, set the metadata in the DCS so that an electronic notification and/or Controlled Copy Receipt Acknowledgement Request (CCRAR) is sent, as applicable, to the affected ADEP personnel.

4.3 DOCUMENT CONTROL FILES

Document Control Analyst

1. Upon receipt of a completed DHF submit to the Records Processing Facility (RPF) in accordance with EP-DIR-AP-10003, *Records Management Procedure* for ADEP Employees.

4.4 CONTROLLED COPY DISTRIBUTION

Document Preparer or Owner

1. Notify DCA when a controlled copy of a document is required for a particular site. The requestor will designate a document holder. Controlled copies are issued only when a documented request is received.

Operations Manager or Owner

1. If the normal controlled distribution methods are not available and a new or revised document must be issued, issue the document as follows:
 - Print the required document from a controlled document source (e.g., the DCS). The Operations Manager’s or designee’s ensures that the controlled document source contains the current documents at all times;
 - Identify distribution list;
 - Mark the document cover sheet as a controlled copy –“Controlled Copy” and initial and date/time the cover sheet;
 - On the next scheduled work day, notify the assigned DCA of the issued “Controlled Document” and associated distribution information.

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Document Control Analyst

1. DCA initiate controlled copy distribution from DCS.

Controlled Document Holder

1. Complete actions identified in controlled copy distribution notification and acknowledge receipt and completion to DCA.

Document Control Analyst

1. DCS tracks the CCRARs and updates the system when it has been returned.
2. Monitor and follow up on delinquent document holder acknowledgements.

EP Personnel

1. Obtain electronically controlled documents by accessing the EP DCS. Printed copies of controlled documents are working copies that must be verified to be current against the EP DCS or a "controlled copy."

NOTE: Users are responsible for ensuring that they are working to the latest approved revision of documents. The user can verify whether the revision is current and effective by viewing the document on the EDMS or by contacting the appropriate DCA. The DCS is located at the following online address: <http://adep.lanl.gov/epdc/default.aspx>.

2. Dispose of obsolete and superseded documents or mark the documents as "Information Only" in the workplace to ensure they are not used to perform work.

Document Control Analyst

1. Set the metadata to distribute electronic notifications to affected personnel when documents are issued.

4.5 DOCUMENT PERIODIC REVIEW NOTIFICATIONS

Document Control Analyst

1. Monitor and send a monthly status report of periodic review schedules for active controlled documents subject to periodic review requirements as defined in the P315, *Conduct of Operations Manual*.
2. Notify the RLM, Document Owner and Procedure Development Office 30, 60, and 90 days before the periodic review date is due.

Document Preparer or Owner

1. Review assigned documents due with appropriate Subject Matter Expert (SME)/document owner and prepare Documentation of Periodic Review(PR)or DAR Form , as needed, by designated review due date.
2. If revision is required, then complete a DAR and revise in accordance with this procedure. (In WDP preparer coordinates reviews with the procedure writer's team. An ADEP preparer coordinates review with the BPS Procedure Development team.) Refer to Section 4.2 for additional information.
 - A. If a revision is not required, complete the P315, *Conduct of Operations*, PR Form.
 - B. Submit PR Form to DCA.

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Document Control Analyst

- A. Place PR form image in front of the associated document, posted in the DCS.
- B. Reset periodic review due date.

4.6 DEACTIVATION/CANCELLATION OF CONTROLLED DOCUMENTS

Document Preparer or Owner

1. If a controlled document is being deactivated or cancelled, complete a DAR for the document action and obtain signatures of the disciplines listed on the latest DAR:
2. Submit the completed DAR form to the DCA.

Document Control Analyst

1. Check the DAR Form to ensure the document deactivation or cancellation contains approval signatures.
2. Update the DCS indicating deactivation or cancellation of the document.
3. Set metadata such that an auto notification is sent to the affected ADEP personnel.
4. See Section 4.4 for Controlled Distribution.

5.0 RECORDS

Document Control Analyst

1. Submit the following documents generated from this procedure to the RPF in accordance with EP-DIR-AP-10003, *Records Management Procedure for ADEP Employees*.
 - each revision of controlled documents
 - complete DHF and the CCRAR.

6.0 ACRONYM LIST

ADEP – Associate Directorate for Environmental Programs

CCRAR - Controlled Copy Receipt Acknowledgement Request

CUI – Controlled Unclassified Information

DAR- Document Action Request

DC – Derivative Classifier

DCS – Document Control System

DHF – Document History File

DUSA – Designated Unclassified Subject Areas

EP- Environmental Programs

PDF - Portable Document Format

PR – Periodic Review

RPF – Records Processing Facility

RLM – Responsible Line Manager

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SME – Subject Matter Expert

USQ – Unreviewed Safety Question

QVC – Quality Verification Checklist

7.0 REFERENCES

EP-DIR-QAP-10001 – Quality Assurance Plan for the Environmental Programs

Chapter 16 of P315, Conduct of Operations Manual

P 1020-2 Laboratory Document Control Program

EP-DIR-AP-10003 – Records Management Procedure for ADEP Employees

P204-1 - Controlled Unclassified Information

Designated Unclassified Subject Areas (DUSAs) Users Guide

8.0 ATTACHMENTS

Attachment 1 Document Action Request

Attachment 2: Quality Verification Checklist

[Click here for "Required Read" credit.](#)

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DAR Continuation			
Document No.:		Revision No.:	
Title:		Page ____ of ____	
Description of Requested Action (continued from Section 1)			
Approval/Disapproval Comments (continued from Section 2)			
Required Reviews (continued from Section 4)			
Discipline:	Name:	Signature:	Date:
Validation Comments (continued from Section 4)			
Release/Hold Details (continued from Section 5)			

ATTACHMENT 2: EP DOCUMENT CONTROL — QUALITY VERIFICATION CHECKLIST		
Document No.: _____		Revision No.: _____
Title: _____		
Responsible Organization	Verified by Doc Control	<i>(All rows must be completed or marked "N/A")</i>
EP Documents		
<input type="checkbox"/> N/A <input type="checkbox"/> New Document <input type="checkbox"/> Major Revision <input type="checkbox"/> Minor Revision <input type="checkbox"/> IPC		
<input type="checkbox"/>	<input type="checkbox"/>	Ensure DAR/IPC form is the current revision.
<input type="checkbox"/>	<input type="checkbox"/>	If document is superseded, indicate document number and name on Document Action Request (DAR).
<input type="checkbox"/>	<input type="checkbox"/>	Processing Approval signature and date are on the DAR/IPC form. [if /s/ is used, original signature(s) or email(s) <i>must</i> be included in the document history file].
<input type="checkbox"/>	<input type="checkbox"/>	Documented evidence of reviews, concurrences, and signatures required on the DAR/IPC. [if /s/ is used, original signature(s) or email(s) <i>must</i> be included in the document history file].
<input type="checkbox"/>	<input type="checkbox"/>	Original Approval signature has been obtained. Effective date does not precede approval date. Review date is identified.
<input type="checkbox"/>	<input type="checkbox"/>	Blanks are filled in or marked "N/A." Any corrections are lined through, initialed, and dated.
<input type="checkbox"/>	<input type="checkbox"/>	Verify the accuracy of DAR/IPC form with the cover sheet and headers (i.e., title, document number, revision number, effective date, and page count).
<input type="checkbox"/>	<input type="checkbox"/>	Procedure Validation Checklist is completed, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	Procedure Writer's Verification of Written Correctness is completed, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	Formality of Operations Procedure Implementation Checklist is completed, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	Email the electronic version of the final document to Document Control. [If applicable, a separate electronic file of the final fill-able form(s) to be posted separately is attached.]
CCP Documents		
<input type="checkbox"/> N/A		
<input type="checkbox"/>	<input type="checkbox"/>	Ensure the DAR form is the current revision.
<input type="checkbox"/>	<input type="checkbox"/>	Processing Approval signature and date are on the DAR/IPC form. [if /s/ is used, original signature(s) or email(s) <i>must</i> be included in the document history file].
<input type="checkbox"/>	<input type="checkbox"/>	Documented evidence of reviews, concurrences, and signatures required on the DAR/IPC. [if /s/ is used, original signature(s) or email(s) <i>must</i> be included in the document history file].
<input type="checkbox"/>	<input type="checkbox"/>	Original Approval signatures and dates are on the DAR form.
<input type="checkbox"/>	<input type="checkbox"/>	Blanks are filled in or marked "N/A." Any corrections are lined through, initialed, and dated.
<input type="checkbox"/>	<input type="checkbox"/>	Email the electronic version, if applicable, to Document Control. (Document may also be obtained from the LANL Pending file.)
Standing Orders (new/superseded/cancellation)		
<input type="checkbox"/> N/A		
<input type="checkbox"/>	<input type="checkbox"/>	Original Approval signature and date are included. (new/superseded/cancellation)
<input type="checkbox"/>	<input type="checkbox"/>	Original Unreviewed Safety Question (USQ) Review signature is included.
<input type="checkbox"/>	<input type="checkbox"/>	Original Derivative Classifier Review signature is included.
<input type="checkbox"/>	<input type="checkbox"/>	Email the electronic version of the final document to Document Control. [If applicable, a separate electronic file of the final fillable form(s) to be posted separately is attached.] (new/superseded only)
Cancellations		
<input type="checkbox"/> N/A		
<input type="checkbox"/>	<input type="checkbox"/>	Ensure DAR form is the current revision.
<input type="checkbox"/>	<input type="checkbox"/>	Processing Approval signature and date are on the DAR/IPC form. [if /s/ is used, original signature(s) or email(s) <i>must</i> be included in the document history file].
<input type="checkbox"/>	<input type="checkbox"/>	Documented evidence of reviews, concurrences, and signatures required on the DAR/IPC. [if /s/ is used, original signature(s) or email(s) <i>must</i> be included in the document history file].
<input type="checkbox"/>	<input type="checkbox"/>	Original Approval signatures and dates are on the DAR form.
<input type="checkbox"/>	<input type="checkbox"/>	Blanks are filled in or marked "N/A." Any corrections are lined through, initialed, and dated.