

REVISION HISTORY

Document No./Revision No.	Issue Date	Action	Description
ER-AP-20304, R0	4/12/2017	New Procedure	New procedure, instructions to control data and records within the Environmental Information Management database for Los Alamos National Laboratory.

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1. PURPOSE

This procedure provides instructions to control data and records within the Environmental Information Management (EIM) database for Los Alamos National Laboratory (LANL), and by extension, LANL records provided to the public and other organizations through IntellusNM at <http://www.intellusnm.com/>.

2. SCOPE

This procedure describes the administrative procedures in place controlling updates to existing records and the generation of new records within existing functionality of EIM. It also describes how people are authorized to make changes, the record created when changes are made to data in EIM, the system used to track changes, and the process for communicating changes to users of EIM.

3. PRECAUTIONS AND LIMITATIONS

Changes to data contained in EIM have the potential to disconnect the conclusions contained in reports or the statements made in certifications from their basis in data. All proposed changes to data in EIM must be carefully evaluated to recognize impacts to issued reports and certifications.

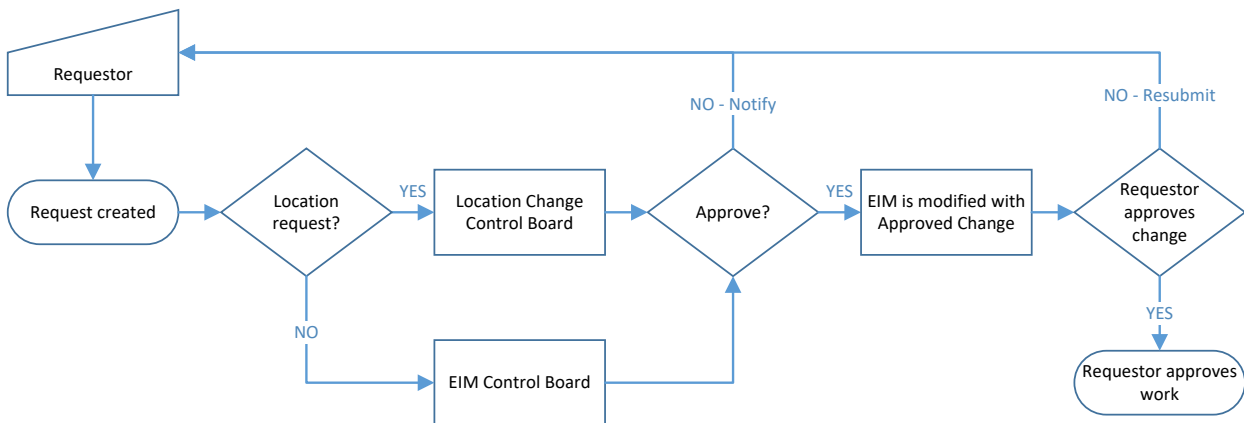
4. CHANGE REQUEST

Any individual can request a change to data contained in EIM, a focused validation of a set of data, an evaluation of a set of data, or a specific change to existing data in EIM. The request must contain a description of the existing data and the problem, revision, or change with sufficient detail and appropriate supporting documentation to allow an evaluation of effects that could result from the change.

The person identifying the need for an update or assessment contacts a member of the EIM Change Control Board (CCB) by phone or email. In all cases the change request documentation is emailed to EIM_change_control@lanl.gov where it is received by each member of the EIM CCB.

5. CHANGE AUTHORIZATION

Users of EIM are authorized to perform actions based on permission levels. Requests involving creation of new locations must be approved by the Location CCB consisting of LANL and New Mexico Environmental Department-Oversight Bureau (NMED-OB) personnel before being implemented. Other requests can be authorized by any member of the CCB with expertise and authority to implement the request. Authorizations of a request made by a single member of the EIM CCB can be overruled by consensus of the three remaining EIM CCB members. A change cannot be initiated and completed by a single member of the EIM CCB. The EIM CCB will meet periodically to review changes made since the last meeting. The EIM CCB can be called to meet as needed to make decisions regarding unusual or impactful change requests.



6. CONFIGURATION MANAGEMENT

A data dictionary within EIM contains remarks for the use and purpose of each of the tables in EIM. Additionally, each of the fields in each table is defined with a column name, field type, field length, description and flags indicating if the field is required or custom.

Lists of valid values for fields are contained within EIM Setup >> Valid Values >> Members. Each value is recorded with the User ID of the individual creating the record, the date and time the record was created, the User ID of the individual making the most recent modification to the record, the date and time of the most recent modification, an inactive flag if the valid value is no longer used, and the date and time the valid value was taken out of service.

Audit tables within EIM are available for all changes made to Field_Sample_Results, Lab_Sample, Lab_Sample_Result, EDDs, Locations, and Audit_Trail. The reason for every record change to analytical results or analytical validation are recorded in the Audit trail table.

7. TRACKING CHANGES

The member of the EIM CCB making updates to existing records or generating new records is responsible for archiving email traffic related to each change as a .msg or .pdf file in the Change Control directory of \\win.lanl.gov\wes\projects\EIM. At the time the requested change is denied or completed, all email traffic relating to the change is transferred to the Field Changes or Focused Validation folder within the Change Control directory. The folders are organized by date.

8. COMMUNICATING CHANGES

The person making the change request is notified at the time the requested change is denied or completed. The requestor is given the opportunity to review the changes made. The change is completed with the requestor's acceptance via email of the change.

9. POST-PERFORMANCE ACTIVITY

Periodically, members of the EIM CCB will reconcile requests in the Change Control directory of [\\win.lanl.gov\wes\projects\EIM](http://win.lanl.gov/wes/projects/EIM) with personal email correspondence.

9.1 Records Processing

Annually, all records created as part of this procedure in the prior year are to be processed and maintained in accordance with EP-AP-10003, Records Management.

10. REFERENCES

EP-AP-10003, Records Management