

The Document Control Staff reviews the original document package for legibility, correctness, and completeness. For example:

- approval signatures (document changes, other than those defined as editorial changes, shall be reviewed and approved by the same organization that performed the original review and approval)
- editorial changes (approval is only required by the organization responsible for preparing the document and a QA reviewer, along with an explanatory note)
- document completeness (document type, number and revision, a place to fill in the effective date, correct pagination, change bars, electronic copy)
- DRCs, etc.

Issues of legibility and completeness will be resolved with the author before distribution. After determining that the package is complete, the Document Control Staff updates the Controlled Documents database.

The effective date will be the date the document is placed on-line and entered on the original document by the Document Control Staff.

Note: When a new Controlled Document is replacing a currently active Controlled Document with a unique document control number (e.g., replacing a NP with a SP), the document being replaced shall be recalled. This may be done on the same Form NP 6-2-1 used to issue the new Controlled Document. When a revision to a currently active controlled document with the same document control number is done, the previous revision is considered a superseded document.

2.1.1 On-Line Documents

The Document Control Staff will place the approved controlled document (electronic version) on-line with “read only” access. The on-line document will reflect the approval authorization(s) and the effective date. As part of placing the document on-line, the Document Control Staff shall ensure that the following notation is placed near the top of the first page of the document:

“IMPORTANT NOTICE: The current official version of this document is available via the Sandia National Laboratories WIPP Online Documents web site. A printed copy of this document may not be the version currently in effect.”

The Document Control Staff shall notify the staff of the issuance of a new/revised document by e-mail, with the exception of editorial changes. E-mail notifications are considered as an information only communication with the staff and are not a QA record.

Note: Only those documents residing on-line are official Controlled Documents. If an on-line document is printed, it is NOT considered to be a controlled document. It is considered to be an “Information Only” copy.

2.1.2 Training Determination

In the event that a Form NP 5-1-1 (Procedure History and Review/Approval Form) is received with the original document, the Document Control Staff shall review the Training Determination area and take action as follows:

- If the “No Training Required” box is checked, no further action is needed.
- If the “Notification to Users Only” box is checked, an e-mail will be sent to staff.
- If the “SP procedure/revision, user must read and sign Form NP 2-1-2” box is checked, an e-mail will be sent to staff to expect further training from the author of the procedure.

- If the “Training Required” box is checked, and “QA Programmatic Training” is marked, an e-mail will be sent to staff to expect further training on the procedure from the QA staff. If “Technical Training” is checked under “Training Required”, an e-mail will be sent to staff to expect further training from the author of the procedure.

2.2 Recall of a Controlled Document

When a Controlled Document and its unique document control number is no longer needed or used, the author or WIPP Manager shall complete Form NP 6-2-1 and submit it to the Document Control Staff.

The Document Control Staff shall:

- update the Controlled Documents database,
- notify the staff by e-mail, and
- remove the document from the on-line documents web site.

3.0 Records

The following records, generated through implementation of this procedure, shall be prepared and submitted to the WIPP Records Center in accordance with NP 17-1 (Records).

QA Record

- Original of the Controlled Document
- Form NP 6-2-1
- Any applicable support documentation (e.g., Procedure History and Review/Approval Form NP 5-1-1 and Document Review and Comment Form NP 6-1-1)

4.0 Appendices

Appendix A: Distribution/Recall of a Controlled Document Form NP 6-2-1

Appendix B: NP 6-2 Process Flow Chart



Appendix A

NUCLEAR WASTE MANAGEMENT PROCEDURE Sandia National Laboratories	<h2 style="margin: 0;">Distribution/Recall of a Controlled Document</h2>	Form Number: NP 6-2-1 Page 1 of 1
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Please type or print. If new or revised document, include the ORIGINAL of the document and associated review documentation, if any, and electronic copy, preferably in Word.

Note: All Controlled Documents will be placed on the WIPP Online Documents web site.

Requester's Name _____

Document Title (s)	Document Number	Revision
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please check all that apply:

This is a/an

- entirely new document
- revision; change bars included (previous revision is superseded).
- reissuance of a previously recalled document with no changes made.
- reissuance of revision on previously recalled document; change bars are included (previous revision is superseded).
- recalled Document _____ Revision _____. It is being replaced by the Document listed above. (A copy of this form will also be placed in the records package of the recalled document)
- Recall. Reason for recall: _____

List any form(s) within the document appendices to be made into templates:

Requester's Signature
(Document Control Staff may sign for telephone or e-mail requests)

Date

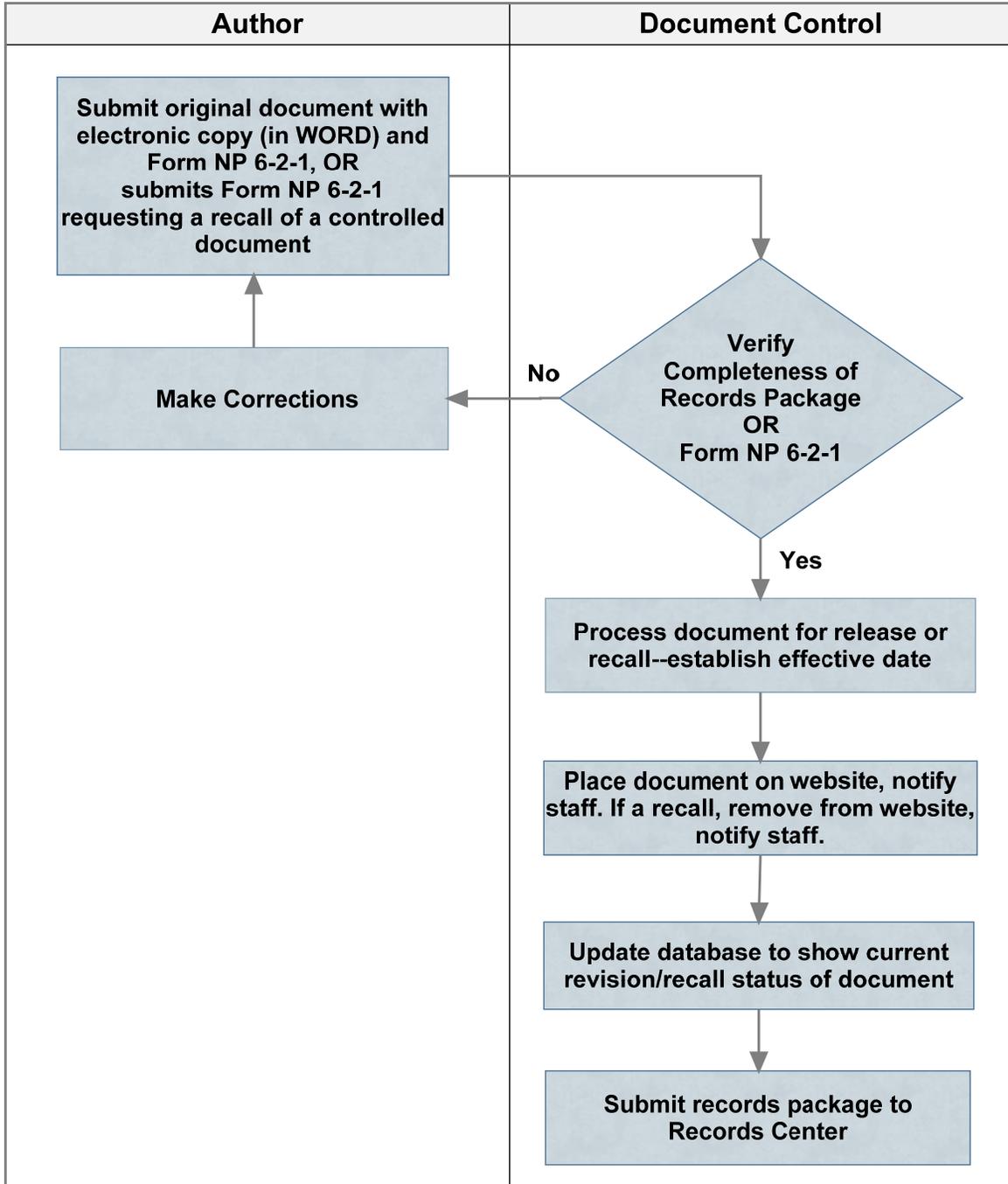
Approved by Document Control

Date

Submit to: Document Control

Effective Date: _____
(To be completed by Document Control)

Appendix B NP 6-2 Process Flow Chart



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