

WP 08-NT1003

Revision 8

Completion of Access Request Form and Assignment of Permissions in WDS

Management Control Procedure

EFFECTIVE DATE: 10/01/24

EXPIRATION DATE: 10/01/27

Todd Sellmer
APPROVED FOR USE

TABLE OF CONTENTS

CHANGE HISTORY SUMMARY 3

1.0 INTRODUCTION 4

2.0 REFERENCES 4

 2.1 ABBREVIATIONS AND ACRONYMS 5

3.0 PRECAUTIONS AND LIMITATIONS 5

4.0 PREREQUISITE ACTIONS 5

5.0 PERFORMANCE 6

 5.1 COMPLETION OF WDS ACCESS REQUEST FORM 6

 5.2 CREATING A USER ACCOUNT 7

 5.3 UPDATES TO APPROVED WDS ACCESS REQUEST FORMS 7

CHANGE HISTORY SUMMARY

REVISION NUMBER	DATE ISSUED	DESCRIPTION OF CHANGES
7	08/17/23	<ul style="list-style-type: none">• Changes made were identified during the Blue Sheeting process during the SIMCO transition; therefore only an editorial correction is needed.• Updated 13-1 reference (Nuclear Waste Partnership to Waste Isolation Pilot Plant)
8	10/01/24	<ul style="list-style-type: none">• Added requirement to submit and sign form electronically• Updated WDS user roles

1.0 INTRODUCTION

1.1 PURPOSE

The purpose of this procedure is to provide instructions for completing the EA08NT1003-1-0, WDS Access Request Form, and for assignment of permissions or privileges in the Waste Data System (WDS).

1.2 SCOPE

The procedure applies to activities performed by the WDS Data Administrators. Establishment of WIPNet user accounts and access to other Waste Isolation Pilot Plant (WIPP) data management systems are outside the scope of this procedure.

1.3 RECORDS

Any records generated are handled in accordance with departmental Records Inventory and Disposition Schedule (RIDS). Performance of this procedure generates the following record(s):

1.3.1 Quality Assurance (QA) Records

- EA08NT1003-1-0, WDS Access Request Form

1.3.2 Non-QA Records

- NONE

2.0 REFERENCES

DOCUMENT NUMBER AND TITLE	BASELINE DOCUMENT	REFERENCED DOCUMENT	KEY STEP
WP 08-NT.01, Waste Data System and Data Management Plan	✓		
WP 08-NT1002, WDS Administrative Tables		✓	
EA08NT1003-1-0, WDS Access Request Form		✓	
WP 13-1, Waste Isolation Pilot Plant Quality Assurance Program Description	✓		

2.1 ABBREVIATIONS AND ACRONYMS

CBFO	Carlsbad Field Office
DA	Data Administrator
DOE	Department of Energy
EPA	Environmental Protection Agency
NMED	New Mexico Environmental Department
RIDS	Records Inventory and Disposition Schedules
WDS	Waste Data System
WIPP	Waste Isolation Pilot Plant

3.0 PRECAUTIONS AND LIMITATIONS

- NONE

4.0 PREREQUISITE ACTIONS

- NONE

5.0 PERFORMANCE

5.1 COMPLETION OF WDS ACCESS REQUEST FORM

5.1.1 Candidate user, electronically complete EA08NT1003-1-0, WDS Access Request Form, as follows:

- Insert full name and date on designated line.
- Insert name of company that employs candidate user online designated for Company/Primary Location. Primary Location is the Department of Energy (DOE) Site or other government agency where candidate user is employed.
- Insert the following information on the designated lines:
 - office phone number
 - cell phone number
 - mailing address
 - email address
- Insert Sponsor name and title on designated lines.
- Mark United States Citizen box “Yes” or “No”. If the answer is “No” the requesting manager shall contact WIPP Security to start the Foreign National WIPP Security access process.

5.1.2 Insert Statement of Need in designated box, ensure the following are identified:

- Site Access refers to sites the candidate user will need access to WDS. Normally, users require Global Site access, which provides access to data from all sites.
- By default, all new users with the exception of EPA and NMED will be given the Ad-Hoc Query.
- Stored procedures in Script Interface, if required.
- Report Builder is modeled from an application called Crystal Reports and can be difficult for new users. Report Builder access should not be requested unless the user has previous experience with Crystal Reports.

5.1.3 Select one or more roles from Access Requested section.

- Report Builder is modeled from an application called Crystal Reports and can be difficult for new users. Report Builder access should not be selected unless the user has previous experience with Crystal Reports.

- 5.1.4 Ensure sponsor electronically signs and dates EA08NT1003-1-0. The forms may be signed with an HSPD12 badge certificate.
- DOE and Environmental Protection Agency (EPA) candidate users are required to be sponsored by a representative of DOE/Carlsbad Field Office of the National TRU Program.
 - The approving sponsor is responsible for ensuring the user is qualified for access role requested.
 - If user's qualification status changes, then it is the approving sponsor's responsibility to submit a new WDS Access Request Form to the WDS Data Administrator (DA), who will re-evaluate user's access in the WDS.
- 5.1.5 Ensure user electronically signs and dates designated line.
- 5.1.6 After EA08NT1003-1-0 is complete, then email the PDF to DL_WDS_DA@wipp.ws or mail hardcopy to WDS Data Administrator (DA) for review.

5.2 CREATING A USER ACCOUNT

- 5.2.1 DA, create a new user account per WP 08-NT1002, WDS Administrative Tables, Section 5.14, User Account Administrative Table.
- 5.2.2 Notify user via email that account has been created and access for WDS has been granted.

[A] Include the following:

- Username
- Temporary password
- WDS requirements for password creation
- Link to WDS application they will use

[B] Save completed form to the WDS Access Request Forms folder on the WDS file server.

5.3 UPDATES TO APPROVED WDS ACCESS REQUEST FORMS

Instructions in this section apply to WDS users who already have an account in WDS. A new EA08NT1003-1-0 must be submitted to request changes to a WDS User Account.

- 5.3.1 DA, upon receiving email from user requesting a change to WDS user account, retrieve the existing approved EA08NT1003-1-0, and review information.

INFORMATION USE

- If approved form has been dispositioned under RIDS and no longer exists in WDS files, then request user to complete and submit a new EA08NT1003-1-0.
- If the user account is inactive and the user has not logged on for over one year, then request user to complete and submit a new EA08NT1003-1-0.
- If the user request is due to changes to the user's job, role, and/or company, then request user to complete and submit a new EA08NT1003-1-0.
- If the user request is any addition to access that is not covered by the current WDS Access Request Form on file, then request user to complete and submit a new EA08NT1003-1-0.
- If a script or multiple scripts is requested, then collaborate with user to ensure script(s) meets the user's needs, then add script(s) to user's account.
- Addition of a script or multiple scripts to a user account often requires discussion between DA and user. Scripts may be provided to the authorized user for the purpose of letting the user run the script to ascertain whether script output meets user's needs. No additional sponsor, management approval or documentation is required.
- DA, after actions to update user account have been completed, save completed form to WDS Access Request Forms folder on the WDS File server in the format Last First MMDDYYYY.