WP 08-NT1003

Revision 9

Completion of Access Request Form and Assignment of Permissions in WDS

Management Control Procedure

EFFECTIVE DATE: _____08/12/25_____

EXPIRATION DATE: _____08/12/28_____

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APPROVED FOR USE

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ISSUED

CHANGE HISTORY SUMMARY

REVISION NUMBER	DATE ISSUED	DESCRIPTION OF CHANGES
8	10/01/24	• Added requirement to submit and sign form electronically • Updated WDS user roles
9	08/12/25	• Revised section 5.1 – to add TRUCON Access Request and revised steps in Statement of Need. • Added steps to section 5.2 under creating a new user account. • Revised section 5.3 from Changes to Approved WDS Access Request Forms to Changing Access Roles to WDS or Reinstating a Disabled Account and revised instructions.

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 WIPPNet 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 maintained per WP 15-RM, WIPP Records Management Program Plan. 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 Program and Data Management Plan	✔		
WP 08-NT1002, WDS Administrative Tables		✔	
WP 13-1, Waste Isolation Pilot Plant Quality Assurance Program Description	✔		
WP 15-RM, WIPP Records Management Program Plan		✔	
EA08NT1003-1-0, WDS Access Request Form		✔	

2.1 ABBREVIATIONS AND ACRONYMS

CBFO	Carlsbad Field Office
DA	Data Administrator
DOE	United States Department of Energy
EPA	Environmental Protection Agency
NMED	New Mexico Environmental Department
WDS	Waste Data System
WIPP	Waste Isolation Pilot Plant

3.0 PRECAUTIONS AND LIMITATIONS

3.1 PRECAUTIONS

- None

3.2 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 U.S. 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   Select one or more roles from Access Requested and/or TRUCON Access Requested sections.

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

- Site Access refers to sites where the candidate user will need access in WDS. Check the Global Site access box if you need access to data from all sites. Otherwise, list the Site Programs where access is needed.

- Ad-Hoc Query is given to all new users by default, with the exception of the Environmental Protection Agency (EPA) and New Mexico Environment Department (NMED).

- Script Interface provides the ability to run available DB stored procedures (informational reports). If required, check the Script Interface box, and (if known) provide a list of requested stored procedures.

- Report Builder is modeled from an application called Crystal Reports and requires some database type knowledge to use. Report Builder access should not be requested unless the user has previous experience with database scripts or reports.

5.1.4 Ensure user electronically signs and dates EA08NT1003-1-0, WDS Access Request Form on the designated line.

5.1.5 Ensure sponsor electronically signs and dates EA08NT1003-1-0., WDS Access Request Form. The forms may be signed with an HSPD12 badge certificate.

- DOE, NMED, and EPA candidate users are required to be sponsored by a representative of U.S. DOE/Carlsbad Field Office (CBFO) 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.

- If the user no longer needs access to the WDS, then it is the approving sponsor's responsibility to notify the WDS DAs.

5.1.6 If EA08NT1003-1-0, WDS Access Request Form is complete, then email the PDF to DL_WDS_DA@wipp.doe.gov.

5.2 CREATING A NEW USER ACCOUNT

5.2.1 DA, review the form for completeness and correctness.

[A] If the form requires modifications that affect read/write capability in the WDS, return to form to the requesting user for correction.

[B] If the form requires modification and does not affect read/write capability in the WDS, then electronically comment on any changes to correct the form.

[1] If the form cannot be electronically commented due to locking of PDF electronic signatures, return the form to the requesting user for correction.

5.2.2 DA, create a new user account per, WP 08-NT1002, WDS Administrative Tables, Section 5.14, User Account Administrative Table.

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5.2.3   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/TRUCON application they will use

[B]   Save completed form to the WDS Access Request Forms folder on the WDS file server in the format Last First YYYY-MM-DD.

5.3   CHANGING ACCESS ROLES TO WDS OR REINSTATING A DISABLED ACCOUNT

Instructions in this section apply to WDS users who already have an account in WDS.

5.3.1   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.

[A]   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.

5.3.2   A new EA08NT1003-1-0, WDS Access Request Form must be submitted to request changes to or reinstatement of a WDS User Account.

5.3.3   DA, ensure form is complete and correct.

[A]   If the form requires modifications that affect read/write capability in the WDS, then return the form to requesting user, for correction.

[B]   If the form requires modification and does not affect read/write capability in the WDS, then electronically comment on any changes to correct the form.

[1]   If the form cannot be electronically commented due to locking of PDF electronic signatures, then return the form to the requesting user for correction.

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5.3.4   DA, modify/reinstate user account per WP 08-NT1002, WDS Administrative Tables, Section 5.14, User Account Administrative Table.

5.3.5   Notify user via email that the account has been modified/reinstated.

[A]   DA, if user update is complete, then save completed form to WDS Access Request Forms folder in the WDS File server, using the following format:

- Last First YYYY-MM-DD