ISSUED

WP 08-NT1003

Revision 5

Completion of Access Request Form and Assignment of Permissions in WDS

Management Control Procedure

EFFECTIVE DATE: <u>   08/05/2020   </u>

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APPROVED FOR USE

ISSUED

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CHANGE HISTORY SUMMARY

REVISION NUMBER	DATE ISSUED	DESCRIPTION OF CHANGES
4	05/02/18	• Deleted Section 3.2 (The WDS departmental record file shall be purged every 2 years…). • Reformatted to meet requirements of WP 15-PS.2, Procedure Writer's Manual. • Deleted Attachment 1, converted to EA08NT1003-1-0, WDS Access Request Form.
5	08/05/2020	• Removed Central Characterization Program (CCP) wording. • Removed the term "Section 14.0" from sections 5.2.1, 5.3.1; and replaced with "Section 5.14." • Modify section 5.2.2. • Added instructions to section 5.3.1 (4th bullet). • Removed the word Packaging dashboard on 5th bullet.

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

Performance of this procedure generates the following record. Any records generated are handled per departmental Records Inventory and Disposition Schedules (RIDS).

- EA08NT1003-1-0, WDS Access Request Form

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 Reference Tables		✔	
EA08NT1003-1-0, WDS Access Request Form		✔	
WP 13-1, Nuclear Waste Partnership LLC Quality Assurance Program Description	✔		

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, 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 on line 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

  – email address

  – mailing 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 Site Data refers to sites the candidate user will have access to in WDS. Normally, users require global Site access, which provides access to data from all sites.

5.1.3 Report Builder is modeled from an application called Crystal Reports and can be difficult for new users. Report Builder access should not be added to the Statement of Need unless the user indicates they need Report Builder and have previous experience with Crystal Reports.

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

- Site Data required

- Stored procedures in Script Interface, if required.

5.1.5 Select one or more roles from Access Requested section.

5.1.6 Ensure user signs and dates designated line.

5.1.7 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.

5.1.8 Ensure sponsor signs and dates EA08NT1003-1-0.

5.1.9 After EA08NT1003-1-0 is complete,

[A] scan form to pdf format

[B] email or mail hard copy 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 Reference 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,

− a link to WDS application they will use.

[B] Save completed form to pdf format (*.pdf), insert into WDSAccess Request Forms folder and file hard copy in Records Storage Cabinet per RIDS.

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 may be submitted to request changes to a user's access. or the original request form may be made available for update.

5.3.1 Data Administrator, upon receiving email from user requesting a change to WDS user account, retrieve existing approved EA08NT1003-1-0 from Record Storage Cabinet and review information.

- If information on approved form is deemed adequate to institute the requested update, attach email to form and update user privileges in their WDS account per WP 08-NT1002, WDS Administrative Reference Tables, Section 5.4.

- If approved form has been dispositioned under RIDS and no longer exists in WDS files, or if information on approved form is not adequate to institute requested update, request user complete and submit a new EA08NT1003-1-0.

- If request to update account is to add a dashboard where data cannot be changed, update account and attach request to existing approved EA08NT1003-1-0, or make notation on the EA08NT1003-1-0 that functionality has been added to user's account.

  – Initial and date notation.

- If request to update account is to add a dashboard where data can be changed, request the sponsoring manager sign and date the request and attach to existing approved EA08NT1003-1-0, or make notation on the EA08NT1003-1-0, and obtain sponsoring manager approval.

  – Update the account

- Dashboards where it is not possible for the user to change data include the following:

  – General WIPP User

  – EPA

  – New Mexico Environmental Department (NMED)

  – Safety

  – Emergency Response

- If request to update account is to expand site access privileges:

  – add Site ID to account in WDS

  – attach email to existing approved EA08NT1003-1-0

  – or make notation on EA08NT1003-1-0 that Site ID has been added to user's account.

    – Initial and date notation.

5.3.2   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.

- If a script or multiple scripts is requested, collaborate with user to ensure script(s) meets the user's needs, then add script(s) to user's account.

5.3.3   DA, after actions to update user account have been completed, return approved EA08NT1003-1-0 to Records Storage Cabinet and file alphabetically per RIDS.

INFORMATION USE