# WP 08-NT1003

Revision 7

# Completion of Access Request Form and Assignment of Permissions in WDS

Management Control Procedure

EFFECTIVE DATE:  _____08/17/2023_____

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APPROVED FOR USE

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**CHANGE HISTORY SUMMARY**

| REVISION NUMBER | DATE ISSUED | DESCRIPTION OF CHANGES |
|---|---|---|
| 6 | 06/06/22 | • Add policy for accounts that are inactive and have not been logged into for over a year. <br>• Rearrange the order of instructions to improve flow. <br>• Add a section for Site Access. <br>• Added HSPD 12 electronic signatures. <br>• Removed requirement to file hard copies in Records Storage Cabinet per RIDS. |
| 7 | 08/17/2023 | • Changes made were identified during the Blue Sheeting process during the SIMCO transition; therefore only an editorial correction is needed. <br>• Updated 13-1 reference (Nuclear Waste Partnership to Waste Isolation Pilot Plant) |

## 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 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, 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

                 −    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.

            •    Stored procedures in Script Interface, if required.

        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 signs and dates EA08NT1003-1-0, WDS Access Request Form. 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 notify the WDS Data Administrator (DA), who will re-evaluate user's access in the WDS.

5.1.5      Ensure user signs and dates designated line.

5.1.6      After EA08NT1003-1-0, WDS Access Request Form is complete, then email 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,

- a link to WDS application they will use.

[ B ] Save completed form to pdf format (*.pdf), insert into WDSAccess Request Forms folder.

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, WDS Access Request Form must be submitted to request changes to a user's job, changes to an individual user's company or to reactivate account that has not been logged into for over one year.

The original request form may be made available for update to remove access levels, add dashboards, add script access or add site access.

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

- 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, WDS Access Request Form.

- 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, WDS Access Request Form.

- 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, WDS Access Request Form.

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

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

    − Initial and date notation.

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

  - Business Reports.

  - Carlsbad Field Office (CBFO).

  - Emergency Response.

  - EPA.

  - General WIPP User.

  - New Mexico Environment Department (NMED)

  - Safety

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

  - Update the account.

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

  - add Site ID to account in WDS,

  - attach email to existing approved EA08NT1003-1-0, WDS Access Request Form,

  - or make notation on EA08NT1003-1-0, WDS Access Request Form, that Site ID has been added to user's account.

    - Initial and date notation.

- 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.

[ A ]  DA, after actions to update user account have been completed, save completed form to PDF format (*.pdf), insert into WDS Access Request Forms folder.

INFORMATION USE