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CP4-ES-1002 FRev. 1	**TITLE**: Submitting , Reviewing, and Dispositioning Changes to the Environmental Databases	Page 1 of 6

DOCUMENT CATEGORY: ☒ Administrative ☐ Technical

LEVEL OF USE: ☒ Information Level ☐ Reference Level ☐ Continuous Use

FUNCTIONAL AREA: Characterization **SUBJECT MATTER AREA:** Sample Management Office	**SUBJECT MATTER EXPERT**: Lisa Crabtree, Environmental Monitoring Manager
NUCLEAR SAFETY REVIEW DOCUMENTATION: N/A Non-intent change	**APPROVED BY/DATE** (Signature on file): Pam Baird, Characterization Manager 12/18/17
REQUIRED REVIEW DATE (or expiration date for temporary change): 12/18/20	**EFFECTIVE DATE**: 12/21/17

REVISION/CHANGE LOG

Revision/Change Letter	Description of Changes	Pages Affected	Date of Revision/Change
FR0	Bluesheet	ALL	10/20/17
FR1	Non-Intent Changes for Bluesheet Incorporation	ALL	12/18/17

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1.0 PURPOSE AND SCOPE

1.1 Purpose

This procedure describes the required actions for submitting, reviewing, and dispositioning proposed changes to the Paducah Gaseous Diffusion Plant Deactivation and Remediation (PGDP D&R) Environmental Monitoring databases. These databases are the Paducah Oak Ridge Environmental Information System (OREIS) and Paducah Project Environmental Measurements System (PEMS.)

1.2 Scope

This procedure establishes both the configuration control and configuration management processes of Paducah OREIS and Paducah PEMS that involve submission, review, and disposition of a change request. It does **NOT** cover the subsequent development, quality assurance (QA), testing, and implementation. This procedure applies to (1) the sample management office (SMO), Paducah OREIS and Paducah PEMS users, and data providers who request changes; and (2) the individuals who are involved in the review and disposition processes as outlined in this procedure. Change requests to the databases may involve the following: (1) the commercial hardware and software; (2) the user interface and customized software (program changes); (3) the data model; (4) the data values; (5) the reference tables; and (6) documentation.

2.0 REFERENCES

None

3.0 COMMITMENTS

None

4.0 RESPONSIBILITIES

4.1 Requester

Submits a Paducah OREIS or Paducah PEMS change request.

4.2 Environmental Monitoring Manager

Oversees the implementation of changes to data and database structures approved by this procedure.

4.3 Scientist/Data Entry Specialist

Assists the Environmental Monitoring Manager with determining the implementation of a change request and processes approved Paducah OREIS or Paducah PEMS change request.

5.0 GENERAL INFORMATION

None

6.0 INSTRUCTIONS

6.1 Requester Information

Requester

6.1.1 Submit a Paducah OREIS or Paducah PEMS change request to the Environmental Monitoring Manager, or designee. Requests may be submitted via e-mail or telephone.

6.1.2 Include the description of the change, the affected database (OREIS or PEMS), and whether the request is a "Rush."

6.2 Paducah PEMS Change Request

Environmental Monitoring Manager

6.2.1 Review Paducah PEMS change request with SMO, as needed.

6.2.2 Determine if change requires updates to the Paducah PEMS configuration structure and/or user's guide.

6.2.3 **If** Paducah PEMS change request is rejected, **then** notify the requester of the change request rejection.

6.2.4 **If** Paducah PEMS change request is approved, **then** forward to SMO or Data Management personnel for processing.

Scientist/Data Entry Specialist

6.2.5 Process approved Paducah PEMS change request.

6.3 Paducah OREIS Change Request

Environmental Monitoring Manager

6.3.1 Review Paducah OREIS change request with SMO, as needed.

6.3.2 Determine if change requires updates to the Paducah OREIS Data Dictionary and/or the Paducah OREIS User Guide.

6.3.3 **If** Paducah OREIS change request is rejected, **then** notify the requester of the change request rejection.

6.3.4 **If** Paducah OREIS change request is approved, **then** forward to SMO or Data Management personnel for processing.

Scientist/Data Entry Specialist

NOTE:

The X_ACTION tables are used to store an original copy of the records before they are updated. The X_ACTION tables contain a detailed description of the changes along with the date the changes were implemented. This allows the SMO to access the original records, if needed.

6.3.5 Process approved Paducah OREIS change request utilizing the X_ACTION queries and

tables in the Paducah OREIS database, as needed.

NOTE:
Any changes that affect the PPPO Environmental Geographic Analytical Spatial Information System (PEGASIS) web application will be incorporated on the next scheduled update.

6.3.6 Notify all Paducah OREIS users of implemented change request.

7.0 RECORDS

None

Appendix A – Acronyms/Definitions

ACRONYMS

OREIS –Paducah Oak Ridge Environmental Information System

PEMS –Project Environmental Measurements System

PEGASIS – PPPO Environmental Geographic Analytical Spatial Information System

PDGP D&R – Paducah Gaseous Diffusion Plant Deactivation and Remediation

QA–Quality Assurance

SMO–Sample Management Office

DEFINITIONS

Commercial hardware/software – Products purchased from commercial vendors and integrated into OREIS or PEMS that includes, but is not limited to, NT servers, UNIX server, operating systems, a relational database management system, or a geographic information system.

Configuration control – A process that involves establishing the baseline computer system and controlling system changes thereafter to be consistent with approved prioritization, quality, and budget parameters; the systematic evaluation, coordination, implementation, and documentation of all changes to a system after its completion.

Configuration management – Conducting configuration control of the Environmental databases as prescribed in this procedure, the OREIS Charter, and the OREIS and PEMS users guides.

Data Model – Representations of the data relevant to OREIS and PEMS and their interrelationships. The data model is a logical representation of the database structure and is used to develop the physical database structure.