

WP 08-NT1003

Revision 3

Completion of Access Request Form and Assignment of Permissions in WDS

Management Control Procedure

EFFECTIVE DATE: 01/24/17

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APPROVED FOR USE

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CHANGE HISTORY SUMMARY

REVISION NUMBER	DATE ISSUED	DESCRIPTION OF CHANGES
0	08/12/13	<ul style="list-style-type: none"> • New procedure.
1	05/19/14	<ul style="list-style-type: none"> • Updated References table. • Added Section 2.0, Updates to Approved WDS Access Request Forms.
2	02/11/15	<ul style="list-style-type: none"> • Editorial changes throughout. • Inserted step 1.11 to clarify handling of completed forms. • Deleted, in Note immediately following section 2.0, the last sentence. • Inserted, in substep 2.1.2, language clarifying the handling of requests on outdated forms. • Revised substep 2.1.2 [C] to clarify handling of a request for expanded privileges. • Added Section 3.0, Management and Disposition of WDS Access Request Forms.
3	01/24/17	<ul style="list-style-type: none"> • Editorial changes throughout the document. • Modified section 1.6 and moved up section 1.7. • Modified sections 1.11, 2.1, and 2.2. • Deleted section 3.3 and Note regarding forms for inactive users. • Modified attachment 1.

INTRODUCTION

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

The procedure applies to activities performed by prospective users of the WDS and Central Characterization Program (CCP) 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.

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

- Attachment 1, *WDS Access Request Form*

REFERENCES			
DOCUMENT NUMBER AND TITLE	BASELINE DOCUMENT	REFERENCED DOCUMENT	KEY STEP
WP 08-NT.01, <i>Waste Data System and Data Management Plan</i>	✓		
WP 08-NT1002, <i>WDS Administrative Reference Tables</i>		✓	
WP 14-TR3307, <i>Qualification Programs</i>		✓	

PRECAUTIONS AND LIMITATIONS

- Data Administrators who perform this procedure must be trained and qualified in accordance with WP 14-TR3307, *Qualification Programs*.

PERFORMANCE**NOTE 1**

There are two options for preparation of a WDS Access Request form. Option 1: Upon receipt of a request for access to the WDS, the Data Administrator may send a blank Access Request Form to the user via email. Option 2: Upon receipt of a request for access to the WDS, the Data Administrator may send a completed Access Request Form that is editable to the user via email, which only requires the user to review the information and make any changes or corrections as necessary.

NOTE 2

Prospective users that are NOT employed at DOE Sites or other government agencies must have their Access Request Forms signed by a DOE sponsor.

1.0 COMPLETION OF WDS ACCESS REQUEST FORM

- 1.1 Insert the full name of the prospective user on the designated line on the form.
- 1.2 Insert the name of the company that employs the prospective user on the line designated for Company/Primary Location. The Primary Location is the DOE Site or other government agency where the user is employed.
- 1.3 Insert the office phone number, email address, cell phone number, and mailing address on the designated lines on the form.
- 1.4 Insert the Sponsor's name and title on the designated lines on the form.

NOTE 1

Site Data refers to the Sites that the prospective user will have access to in the WDS. Normally, users require global Site access, which provides access to data from all Sites.

U.S. Environmental Protection Agency (EPA) users and New Mexico Environment Department (NMED) users only required read-only access to their respective dashboards. NO other privileges or permissions are required.

NOTE 2

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 that he/she wants Report Builder and has previous experience with Crystal Reports.

- 1.5 Insert the Statement of Need in the designated box, ensuring that the Statement of Need identifies the Site Data that is required, dashboard(s) required, any stored procedures required, whether access to ad-hoc query is required, and whether access to Report Builder is required.
- 1.6 If the user is a U.S. citizen, ensure that the United States Citizen line is marked "Yes." If the answer is "No, not a U.S. citizen," the requestor manager contact WIPP Security to start the Foreign National WIPP Security access process.
- 1.7 Select one or more roles from the User Roles Requested section.
- 1.8 Ensure that the user signed and dated the designated line at the bottom of the form.

NOTE

A representative of the DOE/Carlsbad Field Office of the National TRU Program is required to sponsor all DOE users and EPA users.

- 1.9 Ensure that the sponsor has signed and dated the designated line at the bottom of the form.

NOTE

The email notification to the user should include the user's system username, password, and a link to the internet address where the user will access the WDS.

- 1.10 Create a new user account in accordance with WP 08-NT1002, applicable section, and notify the user via email that the account has been created and access to the WDS has been granted.
- 1.11 Save the completed form to a pdf, insert it into the WDS Access Request Forms folder, and place the hard copy in the Records Storage Cabinet.

2.0 UPDATES TO APPROVED WDS ACCESS REQUEST FORMS**NOTE 1**

The instructions in this section apply to WDS users who already have an account in the WDS. There are two options available for updating the WDS Access Request Form. Option 1: Completion of a new form. Option 2: Revision of the existing or previously approved form.

NOTE 2

Expansion of privileges to include the addition of dashboards where it is possible for the user to change data ALWAYS requires completion of a new access request form or an update to the existing form.

- 2.1 DA, upon receiving an email from the user requesting a change to the WDS User account, pull the existing approved access request form from the Record Storage Cabinet and review the information:
 - 2.1.1 If the information on the approved form is deemed adequate to institute the requested update, attach the email to the form and update the user's privileges in the WDS account in accordance with WP 08-NT1002.
 - 2.1.2 If the approved form has been dispositioned under the RIDS and no longer exists in the WDS files or if information on the approved form is NOT adequate to institute the requested update, request the user to either complete and submit a new access request form or make a notation of the update on the existing form, and obtain user's manager's signature to signify management concurrence with the update(s).

- [A] If the nature of the request to update the account is to add the ad-hoc query function, script interface, or report builder function, update the account and attach the email to the existing approved WDS Access Request Form or make a notation on the form that the functionality has been added to the user's account. Initial and date the notation.

NOTE

Dashboards where it is not possible for the user to change data include: General WIPP User; EPA; NMED; Packaging; and Safety and Emergency Response. Addition of dashboard(s) is captured electronically in the WDS Reference Table Change Log.

- [B] If the nature of the request to update the account is to add a dashboard where data cannot be changed, update the account and attach the email to the existing approved WDS Access Request Form or make a notation on the form that the functionality has been added to the user's account. Initial and date the notation.
- [C] If the nature of the request to update the account is to expand site access privileges, add the Site ID to the account in WDS and attach the email to the existing approved WDS Access Request Form or make a notation on the form that the Site ID has been added to the user's account. Initial and date the notation.

NOTE

Addition of a script (or multiple scripts) to a user account often requires discussion between the DA and the user. Scripts may be provided to the authorized user for the purpose of letting the user run the script to ascertain whether or not the script output meets the user's needs. No additional sponsor approvals, management approvals, or documentation is required.

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

- 2.2 DA, after all actions to update the WDS user account have been completed, return the approved WDS User Access Request Form to the Records Storage Cabinet and file alphabetically.

3.0 MANAGEMENT AND DISPOSITION OF WDS ACCESS REQUEST FORMS

- 3.1 Access Request forms will be managed in accordance with the currently-approved departmental RIDS.
- 3.2 The WDS departmental record file shall be purged every 2 years or at a lesser frequency as determined by the records coordinator. Access request forms for inactive users will be removed from the files and dispositioned in accordance with the RIDS.

Attachment 1 – WDS Access Request Form

All requests for a connection to WDS through internal or external methods must be reviewed and approved before access is granted to the system. The form must be filled out completely and a sponsoring individual (the candidate user’s manager or supervisor) must endorse a request for a WDS account by signing this document. The sponsor is responsible for ensuring that the User is qualified for the access roles that are requested. If the User’s qualification status changes, it is the Sponsor’s responsibility to notify the WDS Data Administrator, who will reevaluate the User’s permissions in the system.

After the form has been completed and signed by the User and the Sponsor, scan the form to pdf and return via email to a WDS Data Administrator for review.

Email: DL_WDS_DA@wipp.ws

Mail: P.O. Box 2078
MA GSA-210
Carlsbad, NM 88221

If you have questions, comments, or concerns, please contact the WDS Team Lead, Michael Valentine, at (575) 234-7006, or by email at Michael.Valentine@wipp.ws.

User Information:

Full Name of WDS User: _____

Company/Primary Location: _____

Office Phone: _____ Email Address: _____

Cell Phone: _____ Mailing Address: _____

Sponsor’s Name: _____ Sponsor’s title or position: _____

Statement of Need:

United States Citizen? Yes No

Attachment 1 – WDS Access Request Form

User Roles Requested:

- Acceptable Knowledge
- Business Reports
- Carlsbad Field Office
- Chemicals Administrator
- Data Administration
- Environmental Protection Agency
- General WIPP User
- New Mexico Environment Department
- Packaging Administration
- Safety and Emergency Response
- Shipment Confirmation
- Shipper/Generator
- Transportation Subject Matter Expert
- WIPP Operations Department

I understand that I am responsible for protecting my assigned user account and password for confidentiality, and ensuring that no one except me gains access to WIPP/DOE computer systems with my assigned User ID and password. I will report any change in my duties. I understand that disclosure of or failure to safeguard sensitive data is prohibited. I understand that users failing to comply with policies and procedures described therein may be subject to disciplinary action.

I understand that I have no expectation of privacy (implied or otherwise) and that the use of DOE computer resources is subject to monitoring and review by authorized personnel. I understand that unauthorized use of Government property is prohibited by Law (Section 641, Title 18 U.S.C.) and could result in disciplinary action.

User Signature: _____ Date: _____

Sponsor Signature: _____ Date: _____