

Chapter 0: [About This Manual](#)

Publishing: ESH Manual Revision Procedure

Product ID: [111](#) | Revision ID: 1108 | Date published: 15 March 2010 | Date effective: 15 March 2010

URL: <http://www-group.slac.stanford.edu/esh/eshmanual/references/pubsProcedManual.pdf>

1 Purpose

This procedure describes how ESH Manual content is revised, deleted, reviewed, and approved consistently and efficiently.

All changes to ESH Manual chapters and related documents must be submitted to ESH Publishing, using the [Publishing: ESH Manual Revision Proposal Form](#).

2 Procedures

2.1.1 Types of Revisions

Revisions begin and end the same way, with program managers submitting a proposal and ESH Publishing preparing and distributing the final, approved content. What varies is the level of review. Editorial changes are reviewed simply by ESH Publishing and made; minor substantive changes are approved by the relevant department head; major changes are approved by the ESH division director (ESHDD) and ESH Coordinating Council (ESHCC) following a formal stakeholder review.

If not obvious, the ESHDD determines whether a revision is major or minor based on the potential impacts to SLAC processes or operations: minor changes have minimal impact on personnel, resources, and organizations; major, significant. New chapters are always classified as major revisions.

Immediate changes, whether major or minor, are made using the immediate change process (see Section 2.7, “Making Immediate Changes”).

2.1.2 Schedule

Time is estimated below for development, review, approval, and publishing.

2.2 Proposing a Revision

| Step | Person | Action | Time Target |
|------|-----------------|---|-------------|
| 1. | Program manager | <ul style="list-style-type: none"> ▪ Identifies need for development or revision of a chapter ▪ Confers with stakeholders, performs benchmarking as appropriate <p><i>Note: any person at SLAC may request a change by contacting the program</i></p> | |

| Step | Person | Action | Time Target |
|------------|--|--|-------------|
| | | <i>manager.</i> | |
| 2. | Program manager | Completes a manual revision proposal form , including recommendation that change is editorial or major, minor, or immediate | 1 day |
| 3. | ESH Publishing | Reviews; if complete <ul style="list-style-type: none"> ▪ If editorial, publishes change within three business days ▪ If minor, submits to department head ▪ If major or if classification undetermined, in addition submits to ESHDD or designee after department head has approved If incomplete returns to program manager | 1 day |
| 4. | ESH department head (and ESHDD if major) | Reviews proposal and approves or rejects, notifying ESH Publishing <ul style="list-style-type: none"> ▪ If rejects, ESH Publishing sends to program manager for possible re-work ▪ If approves, confirms classification as <i>major</i> or <i>minor</i> | 1 week |
| 5. | Program manager and ESH Publishing | Jointly develops a project plan and schedule, including a document plan listing documents to be developed, revised, or cancelled <i>Note: the plan should include consideration of needs for training courses, data management, and web development.</i> | 3 days |
| Total time | | | 2 weeks |

Proceed to “Developing a Draft”.

2.3 Developing a Draft

| Step | Person | Action | Time Target |
|------------|-----------------|--|--------------|
| 1. | ESH Publishing | Prepares files and materials for the program manager | 2 days |
| 2. | Program manager | <ul style="list-style-type: none"> ▪ With assistance from ESH Publishing, follows revision/document plan and schedule and drafts revision (chapter, related procedures, flow charts, forms) ▪ Contacts SLAC Requirements Management, reviews current codes, performs field verification if necessary ▪ Provides list of reviewers to ESH Publishing | 1 to 2 weeks |
| 3. | ESH Publishing | <ul style="list-style-type: none"> ▪ Reviews completed draft and works with program manager on any necessary changes ▪ When complete, distributes for review | 3 days |
| Total time | | | 3 weeks |

Proceed to “Reviewing a Major Revision” or “Reviewing a Minor Revision”.

2.4 Reviewing a Major Revision

| Step | Person | Action | Time Target |
|-----------------------------------|-----------------|---|-------------|
| Stakeholder Review | | | |
| 1. | Stakeholders | Reviews draft and submits comments. | 2 weeks |
| 2. | ESH Publishing | <ul style="list-style-type: none"> ▪ If substantive comments, prepares files and materials for the program manager ▪ If no comments, goes to step 5 | 2 days |
| 3. | Program manager | Responds to comments, revising draft as necessary, submits to ESH Publishing | 2 weeks |
| 4. | ESH Publishing | Reviews and works with the program manager to complete | 2 days |
| 5. | ESH Publishing | Submits to ESHDD | |
| ESHDD Approval | | | |
| 6. | ESHDD | Reviews draft, approves and/or provides comments | 1 week |
| 7. | ESH Publishing | <ul style="list-style-type: none"> ▪ If substantive comments, prepares files and materials for the program manager. ▪ If no comments, goes to step 10 | 1 day |
| 8. | Program manager | Revises draft as necessary, submits to ESH Publishing | 2 days |
| 9. | ESH Publishing | Reviews and works with the program manager to complete | 2 days |
| 10. | ESH Publishing | Submits to ESHCC staff person | |
| ESH Coordinating Council Approval | | | |
| 11. | Program manager | Prepares presentation, submits to ESHDD for approval | 2 days |
| 12. | ESHDD | Reviews presentation, approves and/or provides comments | |
| 13. | Program manager | Presents | |
| 14. | ESHCC | Reviews draft, approves and/or provides comments <i>Note: Approval is generally given at a meeting of the council, with the program manager presenting; the ESHCC staff person submits the final approval based on the outcome of the meeting.</i> | |
| 15. | ESH Publishing | <ul style="list-style-type: none"> ▪ If substantive comments, prepares files and materials for the program manager ▪ If no comments, goes to step 18 | 1 day |
| 16. | Program manager | <ul style="list-style-type: none"> ▪ If revision required, incorporates comments, revising draft as necessary, submits to ESH Publishing ▪ If not approved, develops a new draft | 2 days |
| 17. | ESH Publishing | Reviews and works with the program manager to complete | 2 days |
| 18. | ESH Publishing | Publishes (if requested returns to the ESHDD for final review and approval, | 1 week |

| Step | Person | Action | Time Target |
|------------|--------|---|-------------|
| | | then publishes) <i>Note: ESH Publishing posts final documents to web and sends standard e-mail notification to distribution list provided by program manager</i> | |
| Total time | | | 10 weeks |

Proceed to “Implementing”.

2.5 Reviewing a Minor Revision

| Step | Person | Action | Time Target |
|------------|---------------------|--|-------------|
| 1. | ESH department head | Reviews draft, approves and/or provides comments | 1 week |
| 2. | ESH Publishing | <ul style="list-style-type: none"> ▪ If substantive comments, prepares files and materials for the program manager. ▪ If no comments, goes to step 5 | 1 day |
| 3. | Program manager | Revises draft as necessary, submits to ESH Publishing | 2 days |
| 4. | ESH Publishing | Reviews and works with the program manager to complete. | 2 days |
| 5. | ESH Publishing | Publishes (if requested returns to department head for final review and approval, then publishes) | |
| Total time | | | 2 weeks |

Proceed to “Implementing”.

2.6 Implementing

| Step | Person | Action |
|------|-----------------|--|
| 1. | Program manager | <ul style="list-style-type: none"> ▪ Presents changes to ESH coordinators, ESH sub-council and other stakeholders as soon after publication as practical, addressing new requirements, forms, and processes. ▪ Ensures needed changes are made to systems and/or training and provides implementation assistance as necessary. |
| 2. | ESH coordinator | Ensures changes are communicated and implemented within affected departments. |

2.7 Making Immediate Changes

Occasionally major or minor changes need to be made immediately to address significant hazards, eliminate low-value requirements, and implement regulatory changes or address process changes. Examples of changes falling into this category include:

- Elimination of unnecessary forms / signatures
- Elimination of duplicative or conflicting requirements
- Introduction of a new hazard or a new process

This will only be done when deemed necessary by the ESH Division Director (ESHDD). Under this process the requester must make a case for why an interim change is warranted; the ESHDD reviews and approves, and the change is made and communicated. The change takes effect with an appropriate effective date by working with ESH coordinators and stakeholders as needed. This process should take days rather than weeks. During the next regular review/revision cycle these changes will be absorbed in the chapter.

| Step | Person | Action |
|------|------------------------------------|--|
| 1. | SLAC staff | Contacts the program manager and recommends a change to an ESH Manual chapter |
| 2. | Program manager | After determining the change is needed, sends the following to ESH Publishing and the ESHDD or designee: <ul style="list-style-type: none"> ▪ Description of recommended change, including driver, risk if change is not made, and need for urgency ▪ List of affected documents, systems, and/or training ▪ Information on stakeholder/committee concurrence, if any |
| 3. | ESHDD or designee | Approves/disapproves and notifies ESH Publishing and the program manager |
| 4. | Program manager and ESH Publishing | If approved: <ul style="list-style-type: none"> ▪ Revises affected documents and highlights changes to the reader in an unambiguous manner ▪ Manages the change through to completion with review by ESHDD prior to release of chapter, including negotiated effective date |
| 5. | ESH Publishing | Publishes revised documents and sends out the communication to the distribution list. Major comments submitted to program manager for resolution |
| 6. | Program manager | <ul style="list-style-type: none"> ▪ Presents changes to ESH coordinators and other stakeholders as soon after publication as practical, covering the basic requirements of the program, changes, and implementation issues ▪ Ensures needed changes are made to systems and/or training and provides implementation assistance as necessary |
| 7. | ESH coordinator | Ensures changes are communicated and implemented within affected departments |

2.8 Periodic Review

Each chapter will be reviewed periodically as part of a program self-assessment process (for details see the [SLAC Assurance Program Description](#)). Comments received since the last revision and changes to the management system descriptions and input from [SLAC Requirements Management](#) will be addressed during these periodic reviews.

2.9 Flowcharts

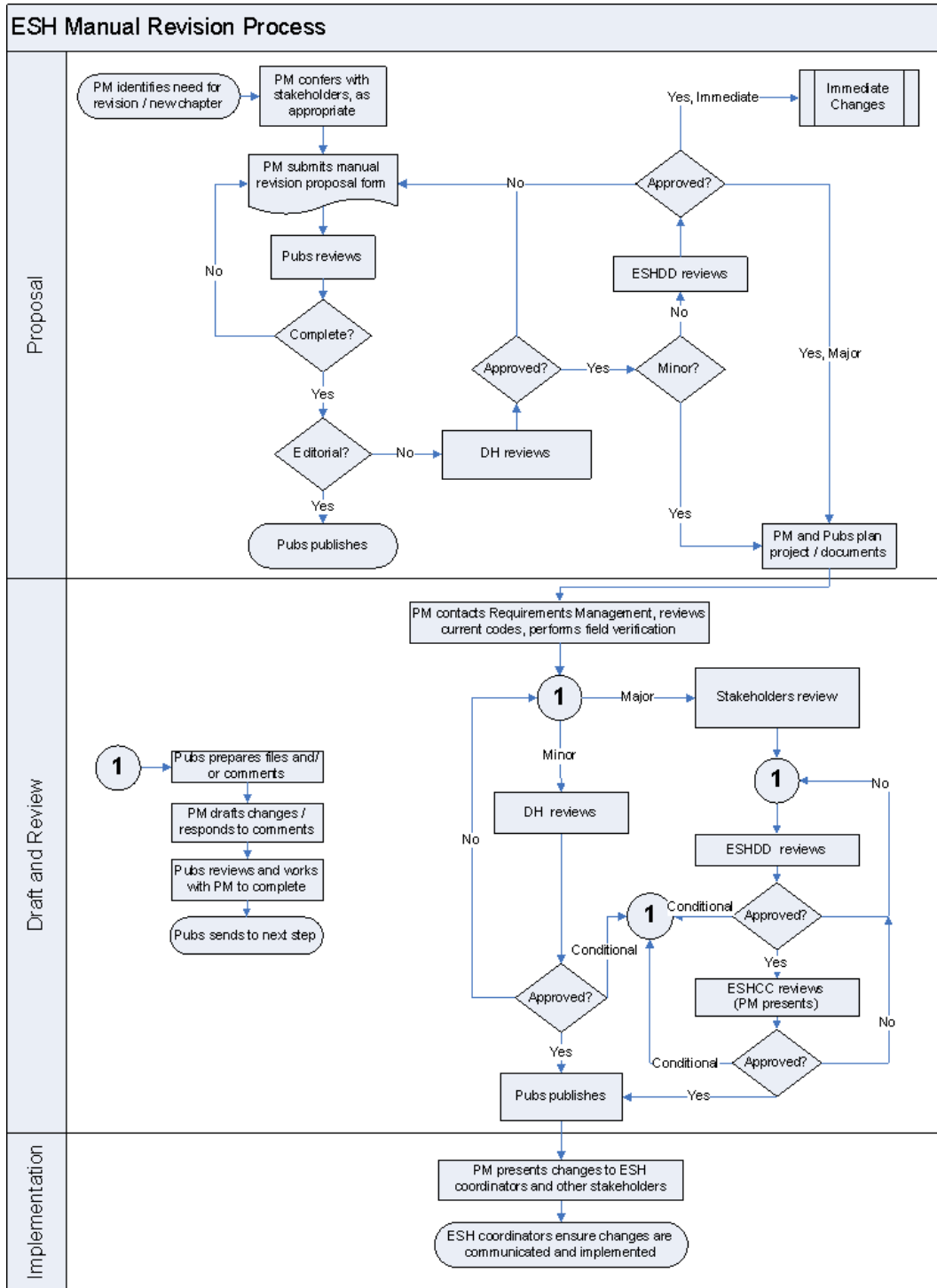


Figure 1 ESH Manual Revision Process

ESH Manual Revision Process: Immediate Changes

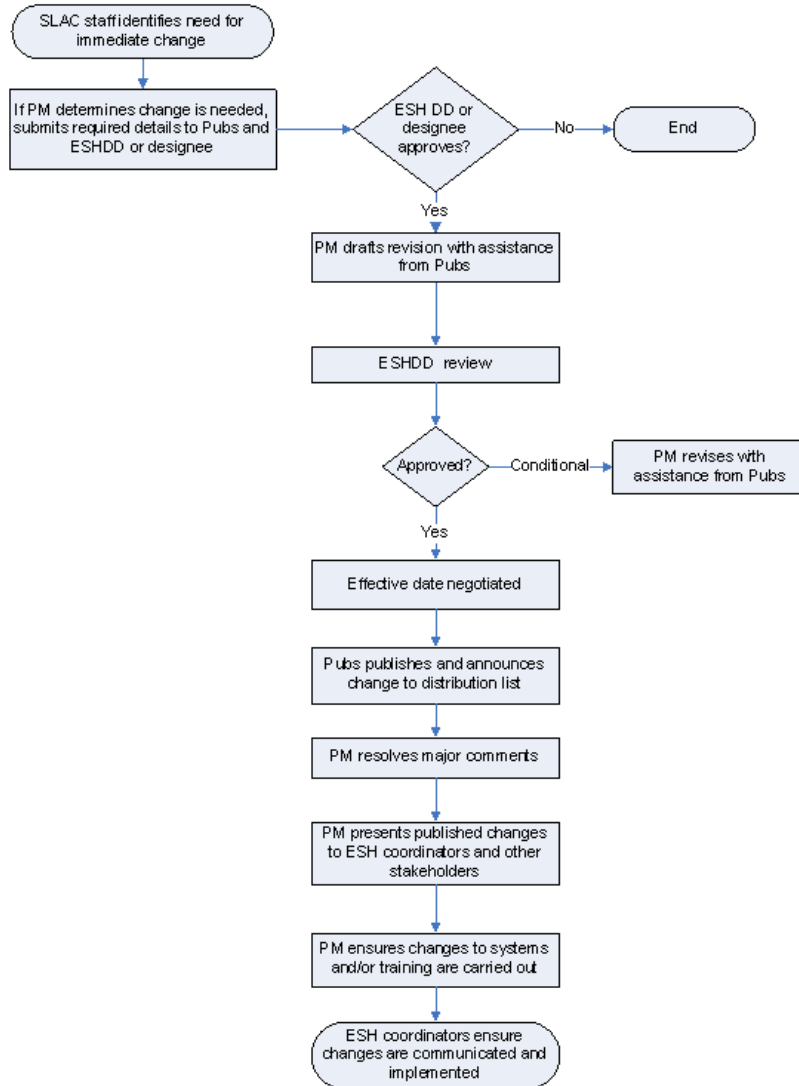


Figure 2 ESH Manual Revision Process: Immediate Changes

3 Forms

The following are forms required by this program:

- [Publishing: ESH Manual Revision Proposal Form](#)

4 Recordkeeping

This procedure includes the following recordkeeping requirements.

ESH Publishing will maintain controlled versions of all documents and a record of comments, responses, and approvals.

5 References

[SLAC Environment, Safety, and Health Manual](#) (SLAC-I-720-0A29Z-001)

- [“About This Manual”](#)

[SLAC Assurance Program Description](#) (SLAC-I-OA-001)

[SLAC Requirements Management](#)