

Publishing: ES&H Manual Revision Procedure

Department: Knowledge Management

Program: Publishing

Owner: Program Manager

Authority: ES&H Manual, About This Manual¹

Purpose

The purpose of this procedure is ensure that chapters of the *ES&H Manual* are developed and revised consistently and efficiently, with proper consultation and transparency.

Scope

This procedure applies to all authors, publishers, and reviewers developing a new chapter or making substantive changes to an existing one.

Note The term author is here synonymous with program manager, that is the subject matter expert designated as responsible for the program that is the subject of the chapter. Program managers may delegate authoring responsibilities to other persons but remain responsible for meeting the requirements of this procedure.

Legend

COO = chief operating officer

ES&H AD = ES&H division associate director

ES&H CC = ES&H Coordinating Council

Stakeholders = personnel with particular expertise or interest in subject/program

Site = All SLAC staff (ES&H coordinators, citizen committee heads, and other designated personnel are notified)

Major and Minor Revisions

Major and *minor substantive* revisions begin and end the same way, with authors developing a proposal that the ES&H AD reviews and publishing preparing and distributing the final, approved content. What varies is the level of review. The ES&H AD determines whether a revision is major or minor based on the potential impact of the change and sensitivity of the subject. New chapters are always reviewed like major revisions.

Schedule

Time (in weeks) is estimated for review and publishing; minimum total time from site-wide review to final publication is eight weeks for a major revision. Schedule is

¹ *SLAC Environment, Safety, and Health Manual* (SLAC-I-720-0A29Z-001), "About This Manual", http://www-group.slac.stanford.edu/esh/eshmanual/about_eshmanual.htm

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confirmed by ES&H AD, authors/program managers, and publishing. ES&H AD sets priorities.

Proposing a Revision

Step	Person	Action	Weeks
1.	Author	Identifies need for development or revision of a chapter	
2.	Author	Reviews peer sites to compare approaches <i>Labs using the standards-based management system (SBMS) approach are recommended: Brookhaven, Oak Ridge, and Pacific Northwest; see "DOE References"²</i>	
3.	Author	Identifies and confers with stakeholders on topic and possible approaches; attempts to reach consensus <i>This counts as the formal stakeholder review called for by Chapter 1. Stakeholders also review complete draft as part of site-wide review.</i>	
4.	Author	Completes a manual revision proposal form, ³ submits to publishing	
5.	Publishing	Reviews proposal for completeness, if complete submits to ES&H AD	
6.	ES&H AD	Reviews proposal (consulting with relevant parties), classifies as <i>major</i> or <i>minor</i> , notifies publishing <i>New chapters are always considered major revisions; revisions to existing chapters are classified based on impact and sensitivity</i>	
7.	Author/ Publishing	If revision approved, jointly review schedule, steps, and requirements; plan time and resources accordingly. Priorities are set by ES&H AD. <i>Authors must be sure to make time for steps below.</i>	
8.	Author	Contacts ES&H Knowledge Management Department for related services (training courses, data management, web development)	

Proceed to "Developing a Draft".

Developing a Draft

Step	Person	Action	Weeks
1.	Publishing	Prepares files and materials for author	
2.	Author	Drafts revision (both chapter and related procedures, forms, and so on), submits to publishing	
3.	Publishing	Reviews author submittal against requirements, ⁴ returns to author for any necessary changes, if complete submits to review	

Proceed to "Reviewing a Major Revision" or "Reviewing a Minor Revision".

2 "DOE References", <http://www-group.slac.stanford.edu/esh/divisional/doereferences.html>

3 Publishing: ES&H Manual Revision Proposal Form (SLAC-I-740-0A02J-001), <http://www-group.slac.stanford.edu/esh/eshmanual/references/pubsFormManual.doc>

4 Publishing: ES&H Manual Revision Publishing Review Checklist (SLAC-I-740-0A02J-002), <http://www-group.slac.stanford.edu/esh/eshmanual/references/pubsChecklistManual.doc>

Reviewing a Major Revision (6 Weeks)

Step	Person	Action	Weeks
Site-wide Review			2
1.	Site	Reviews draft, submits comments	2
ES&H AD/COO Approval			3
2.	Publishing	Prepares files and materials for author; if no comments from previous phase submits directly to next review	0.5
3.	Author	Responds to comments, revising draft as necessary, submits to publishing	1
4.	Publishing	Reviews for completeness, returns to author for any necessary changes, if complete submits to review	0.5
5.	Commenters	Review responses to comments and revised draft, submit comments indicating concurrence <i>This review is parallel with the ES&H AD/COO review</i>	
6.	ES&H AD/COO	Review revised draft and concurrence, approve (if significant comments unresolved, may require revision and second site-wide review) <i>These are two, parallel approvals: both the ES&H AD and COO must approve</i>	1
ES&H CC Approval			1
7.	Publishing	Prepares files and materials for author; if no comments from previous phase submits directly to next review	
8.	Author	Responds to comments, revising draft as necessary, submits to publishing	
9.	Publishing	Reviews for completeness, returns to author for any necessary changes, if complete submits to review	
10.	ES&H CC	Reviews, approves <i>Approval is generally given at a meeting of the council, with the author presenting; the ES&H CC staff person submits the final approval based on the outcome of the meeting.</i>	0.5

Proceed to "Publishing".

Reviewing a Minor Revision (1 Week)

Step	Person	Action	Weeks
1.	ES&H AD	Reviews draft, invites additional reviewers if appropriate, approves or returns with comments (if latter revise draft and re-review). Based on comments from invited reviewers may reclassify the revision as <i>major</i> .	1

Proceed to "Publishing".

Publishing (2 Weeks)

Step	Person	Action	Weeks
1.	Publishing	Prepares files and materials for author; if no comments from previous phase publishes directly	0.5
2.	Author	Responds to comments, revising draft as necessary, submits to publishing	1
3.	Publishing	Reviews for completeness, returns to author for any necessary changes, if complete publishes	0.5

Presentation

Major revisions should be presented by the program manager to a meeting of safety coordinators and other stakeholders as soon after publication as practical, covering the basic requirements of the program, changes, and implementation issues.

Ongoing and Annual Review

Each chapter will be reviewed annually, along with comments received during the year and changes to the management system descriptions and work smart standards (WSS). The ES&H AD will make an explicit determination whether the chapter needs revision. A record of these decisions will be available.

Related Information

- *SLAC Environment, Safety, and Health Manual* (SLAC-I-720-0A29Z-001), “About This Manual”⁵
- Publishing: ES&H Manual Revision Proposal Form (SLAC-I-740-0A02J-001)⁶
- Publishing: ES&H Manual Revision Publishing Review Checklist (SLAC-I-740-0A02J-002)⁷
- Publishing: ES&H Manual Chapter Outline (SLAC-I-740-0A02J-003)⁸
- “DOE References”⁹

5 http://www-group.slac.stanford.edu/esh/eshmanual/about_eshmanual.htm

6 <http://www-group.slac.stanford.edu/esh/eshmanual/references/pubsFormManual.doc>

7 <http://www-group.slac.stanford.edu/esh/eshmanual/references/pubsChecklistManual.doc>

8 <http://www-group.slac.stanford.edu/esh/eshmanual/references/pubsOutlineManual.doc>

9 <http://www-group.slac.stanford.edu/esh/divisional/doereferences.html>