

[About This Manual](#)

ESH Manual Revision Procedure

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

1 Purpose

The purpose of this procedure is to ensure the ESH Manual is revised, reviewed, and approved consistently and efficiently. It covers drafting, reviewing, approving, and publishing of ESH Manual chapters and exhibits. It applies to program managers (as owners of the content), authors, reviewers, ESH department heads, the ESH division director, and ESH Publishing.

2 Procedures

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

2.1 Types of Revisions

All types of 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; substantive changes are reviewed by stakeholders and then if minor approved by the program manager's department head or if major by the ESH division director (ESHDD), following presentation to the SLAC laboratory director.

Whether a revision is major or minor is based on the potential impacts to SLAC processes or operations: minor changes have minimal impact on personnel, resources, and organizations; major, significant. The determination is made by the program manager's department head and, if major, confirmed by the ESHDD. 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 an Immediate Change").

2.2 Schedule

Target times for development, review, approval, and publishing are given below.

2.3 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 on potential changes, performs benchmarking as appropriate <p><i>Note: any person at SLAC may request a change by contacting the program manager.</i></p>	
2.	Program manager	Completes a revision proposal , 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 after department head has approved If incomplete returns to program manager for revision	1 day
4.	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 revision ▪ If approves, confirms classification as <i>major</i> or <i>minor</i> 	1 week
5.	Program manager and ESH Publishing	Develop a project plan and schedule, including a document plan listing documents to be developed, revised, or cancelled <p><i>Note: the plan should include consideration of needs for training courses, data management, and web development.</i></p>	3 days
Total time			2 weeks

Proceed to “Drafting a Revision”.

2.4 Drafting a Revision

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 Contract Management, reviews current codes, performs field verification if necessary ▪ Provides list of stakeholders to ESH Publishing 	1 to 2 weeks
3.	ESH Publishing	Reviews completed draft and works with program manager on any	3 days

Step	Person	Action	Time Target
		necessary changes	
		<ul style="list-style-type: none"> ▪ When complete, distributes for review 	
Total time			3 weeks

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

2.5 Reviewing a Minor Revision

Step	Person	Action	Time Target
Stakeholder Review			
1.	Stakeholders	Review draft and submit 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 substantive comments, goes to step 5 	2 days
3.	Program manager	Responds to comments, revising draft as necessary, submits to ESH Publishing	1 week
4.	ESH Publishing	Reviews and works with the program manager to complete	2 days
5.	ESH Publishing	Submits to department head	1 day
Department Head Review			
6.	Department head	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	Publishes (if requested returns to department head for final review and approval, then publishes) <i>Note: ESH Publishing posts final documents to web and sends e-mail notification to standard distribution list</i>	2 days
Total time			5.5 weeks

Proceed to “Implementing”.

2.6 Reviewing a Major Revision

Step	Person	Action	Time Target
Stakeholder Review			
1.	Stakeholders	Review draft and submit 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 substantive 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	1 day
ESHDD Approval			
6.	ESHDD	Reviews draft, provides any 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.	ESHDD	Presents recommendation to laboratory director	1 day
11.	Laboratory directory	Reviews recommendation, provides comments to ESHDD	
12.	ESHDD	<ul style="list-style-type: none"> ▪ If substantive comments, relays to program manager and ESH Publishing ▪ If no comments, approves 	
13.	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 16 	1 day
14.	Program manager	Revises draft as necessary, submits to ESH Publishing	2 days
15.	ESH Publishing	Reviews and works with the program manager to complete	2 days
16.	ESH Publishing	Publishes (if requested returns to department head for final review and approval, then publishes) <i>Note: ESH Publishing posts final documents to web and sends e-mail notification to standard distribution list</i>	1 week
Total time			9 weeks

Proceed to “Implementing”.

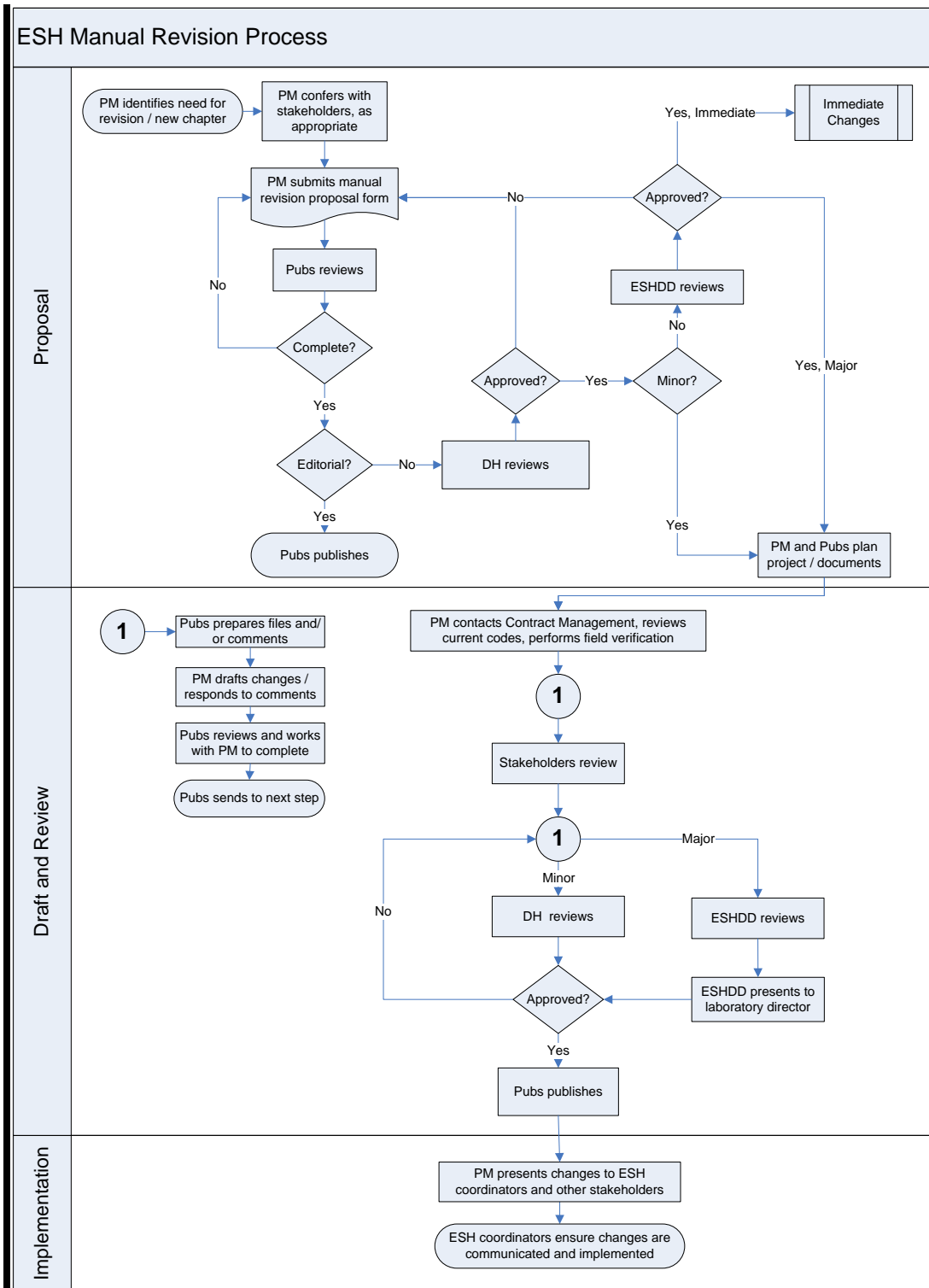


Figure 1 ESH Manual Revision Process

2.7 Making an Immediate Change

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 immediate 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.

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: <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	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. Submit comments 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

ESH Manual Revision Process: Immediate Changes

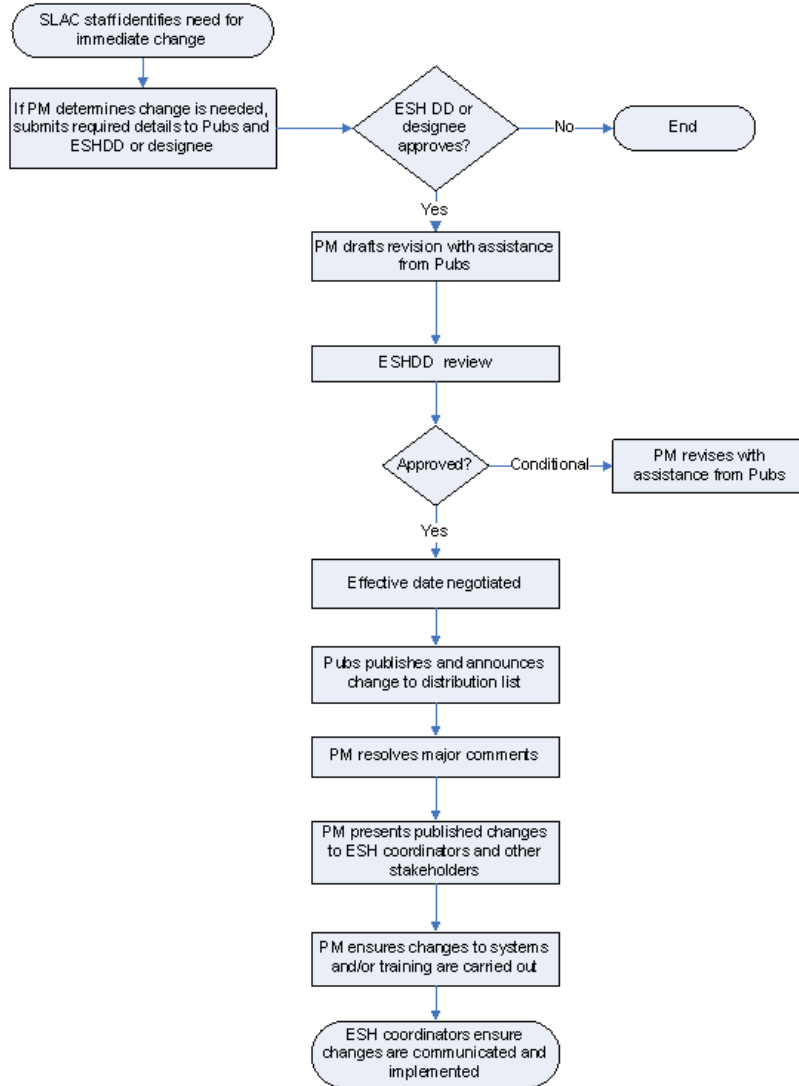


Figure 2 ESH Manual Revision Process: Immediate Changes

2.8 Implementing

Step	Person	Action
1.	Program manager	<ul style="list-style-type: none"> ▪ Presents changes to ESH coordinators 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

2.9 Periodic Review

Each chapter will be reviewed for currency at least every three years; published chapters will be annotated with the date last reviewed.

2.10 Cancelling a Chapter

Requirements are usually cancelled as part of another substantive revision, for example, removing a step from a procedure. In this case one of the revision procedures above is used. If cancelling an entire chapter, the following procedure is used.

Step	Person	Action	Time Target
1.	Program manager and/or ESH Publishing	<ul style="list-style-type: none"> ▪ Identifies potentially unnecessary chapter (unnecessary because requirements do not apply site-wide, are covered by other programs/documents, or no longer apply) ▪ Confers with stakeholders on cancellation, performs benchmarking as appropriate <p><i>Note: any person at SLAC may request a change by contacting the program manager.</i></p>	
2.	Program manager	Completes a revision proposal , indicating change is a cancellation	1 day
3.	ESH Publishing	<ul style="list-style-type: none"> ▪ Reviews proposal ▪ Develops cancellation plan, covering disposition of any remaining content ▪ Reviews cancellation plan with program manager ▪ Submits to department head and ESHDD 	1 week
4.	Department head and ESHDD	Review proposal and approve or reject, notifying ESH Publishing	1 week
Total time			2.5 weeks

3 Forms

The following forms are required by this procedure:

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

4 Recordkeeping

The following recordkeeping requirements apply for this procedure:

- 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](#)
 - [About This Manual: Forms Guideline](#) (SLAC-I-740-0A02T-001)

Other SLAC Documents

- [Contract Management](#)
- [SLAC Document Management Governance Plan](#) (SLAC-I-701-I04-001-00)
- [Controlled Document Management Program Plan](#) (SLAC-I-050-001-004-00)
- [Controlled Document Management System](#)