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Civilian Radioactive Waste Management

DESK INSTRUCTION DI-008

Activity: Licensing Support Network (LSN) Segregation
Requirement: Lee Liberman Otis Direction Letter (NQ)
Process Owner: Jose A. Archuleta

Purpose

The purpose of this Desk Instruction (DI) is to describe the internal SNL process for achieving compliance with the requirements of LSN Segregation criteria.

Goal

To ensure that SNL complies with all LSN criteria specified in the May 5, 2003, General Council Memo from Lee Liberman Otis.

Implementation

- A. Manager verifies list of personnel and identifies who is 1) applicable or 2) exempt from completing the process
- B. Review the May 5 General Council Memo
- C. Complete LSN training
 - a. Not Relevant
 - b. Relevant and Not Privileged
 - c. Relevant and Privileged
- D. Document segregation
 - a. Review all paper documents under your responsibility
 - b. Segregate relevancy based on the segregation matrix
 - c. Label paper documents as per relevancy criteria
 - d. Complete the Document Certification Reporting form, sign, date and submit to a SNL POC
- E. Electronic information segregation
 - a. Review all electronic information
 - b. Segregate relevancy based on the segregation matrix
 - c. Complete the Electronic Files Reporting form, sign, date and submit to a SNL POC
- F. Complete E-Mail Segregation training
 - a. Not Relevant
 - b. Relevant and Not Privileged
 - c. Relevant and Privileged

- G. Complete Lotus E-Mail Segregation on line
 - a. LSN E-Mail Categorization Matrix
 - b. Complete the E-Mail Lotus Notes segregation identified through the Lotus Notes Server
- H. Complete Non-Lotus Notes E-Mail segregation
- I. Identify SNL server-based databases
- J. Submit monthly evaluation status to CACI
- K. Ensure new employees complete initial LSN training

Milestones

BSC certification plan and the certification forms are to be distributed to all BSC employees by 04/12/2004.

Certification forms shall not be signed before 04/15/2004.

Each employee is to complete and sign a certification form and submit it to a SNL POC before 04/24/2004.

All certification forms are to be submitted to the SNL Lab Lead by 04/26/2004.

Compliance achieved when: SNL meets requirements for a certified LSN.