Tracking Changes for Updates to EHS Control Documents

1. Purpose / Background
   To explain the procedures that should be followed to retain a record of the changes and updates to any document identified as part of the EHS Document Control Program. These documents consist of standard operating procedures (SOP), standard operating guidance (SOG), fact sheets, and program-specific documents that have been designated and approved by the Associate or Deputy Director that oversees the program.

2. Scope
   Limited to documents that are officially designated as part of the EHS Office Document Control Program (2 year review cycle).

3. Prerequisites
   Document that has been identified as requiring EHS Office Document Control.

4. Procedures
   At a minimum, the EHS Office is committed to reviewing and updating all documents identified in the EHS Document Control Program every 2 years. The main trigger for kicking off the procedure is the arrival of January in a calendar year that’s an odd number. A secondary trigger for the procedure is the need to update a specific document due to a substantive change in procedures, roles, responsibilities, or regulations that makes a document so out of date that it cannot be used as is. This determination should be made by the document author/owner and his/her Associate or Deputy Director.

   When the document review cycle has been triggered by an odd calendar year, the EHS Document Coordinator sends the document author / owner the most current version of the document in an editable format (Microsoft Word). The EHS Document Coordinator retrieves the document from its storage location in K:\0_SOP_SOGs_Doc Control\1_EHEMS_MANUAL_PUBLISH-ARCHIVE and marks the document review date in the control spreadsheet for the corresponding year: K:\0_SOP_SOGs_Doc Control\4_SOPs update schedule\20xx. The EHS Document Coordinator then saves the document as a new version in K:\0_SOP_SOGs_Doc Control\AUTHOR_STAGING\20xx. The coordinator adds an “Appendix of Changes: 20xx” section at the end of the document, and turns on the track changes for the document. The EHS Document Coordinator then sends the document to the author / owner with instructions to track all changes to the document and to maintain a diary of document changes, and a reason for the changes in the inserted “Appendix of Changes: 20xx” section.

   If there is a just-in-time need to edit a document before the next 2 year review cycle begins, the document author / owner requests the Microsoft Word version of his document. The author / owner edits the document, keeping the “Track Changes” setting on and explaining the type, location, and reason for changes to the document in the “Appendix of Changes: 20xx” section. The author / owner submits the updated document to his/her Associate / Deputy Director for review and approval. If the director makes changes, they need to be made with the “Track Changes” setting on. Once the document review and approval process is complete, the author / owner sends the final version (with Track Changes still on) to the EHS Document Coordinator.

An official hardcopy of this document exists in the EHS Office or on the EHS website. See Legal Disclaimer at: http://ehs.mit.edu/site/content/legal-disclaimer
The EHS Document Coordinator reviews the document and corrects any formatting issues. Once the formatting is updated, the EHS Document Coordinator saves the final “Tracked Changes” version to the following location: K:\0_SOP_SOGs_Doc Control\Tracked Changes Docs. The coordinator then changes the document name to its final publish name with an updated version number in the file name, accepts all tracker changes, spell checks the document, makes any minor corrections, then saves the “tracked changes-accepted” version of the document in the following location: K:\0_SOP_SOGs_Doc Control\1_EHEMS_MANUAL_PUBLISH-ARCHIVE. The coordinator updates the Document Control spreadsheet with the submittal date. Once the document review cycle is complete, the coordinator saves all updated documents as PDFs with their final name, saves in K:\0_SOP_SOGs_Doc Control\PDFs of Docs\20xx, and notifies webmaster that the PDFs are ready for posting online.

5. Roles & Responsibilities

Document Author / Owner – it is the responsibility of the document author / owner to notify the EHS Document Coordinator when just in time updates need to be made to a document that is already in circulation. It is the responsibility of the author / owner to make changes to the document with the “Track Changes” mode turned on for all changes. It is also the responsibility of the author / owner to fill out the details of what was changed in the document and the rationale of the changes in the Appendix of Changes: 20xx section. It is the responsibility of the author / owner to get these changes reviewed and approved by his/her Associate or Deputy Director prior to submitting the updated and approved document back to the EHS Document Coordinator with the full set of tracked changes still turned on.

During the semi-annual review of all EHS documents that are listed in the document control system, it is the responsibility of the author / owner to follow the same procedure as specified above for the just in time document update. It is also the responsibility of the author / owner to submit the formats specified by the due date for the program (March 1st, 20xx).

EHS Document Coordinator - It is the responsibility of the EHS Document Coordinator to control the check-in and check-out of documents, maintaining a document control sheet for the semiannual full-scale document review. It is the responsibility of the EHS Document Coordinator to provide document author / owners with their respective Microsoft Word version with an updated Appendix of Changes: 20xx inserted at the end of the document and the “Tracked Changes” setting turned on. It is the responsibility of the coordinator to work directly with author / owners to answer any questions they may have about the process. It is also the coordinator’s responsibility to summarize issues with following the procedure and to communicate these issues to the Director of EHS.

6. Training

None – user instruction provided here.

7. Monitoring Requirements

The adherence to this requirement should be monitored semiannually when the document review cycle is in process.

8. Record Management

N/A
9. References

9.1. Standards
N/A

9.2. Other SOP/ SOGs
9.2.1. EHS Records Retention – EHS-0021

9.3. Supplementary Documents
N/A

10. Definitions
N/A