

Identifier: **EP-ERSS-SOP-5091**
(was SOP-15.19 and
SOP-15.20)

Revision: **0.0**



Effective Date: **2/9/07**

Environment & Remediation Support Services

Standard Operating Procedure

for **DATABASE PERMISSIONS AND CHANGE MANAGEMENT**

APPROVAL SIGNATURES:

Subject Matter Expert:	Organization	Signature	Date
Ricky Adams	ERSS	Signature on File	11/28/06
Quality Assurance Specialist:	Organization	Signature	Date
Ed Webb	ERSS	Signature on File	12/12/06
Responsible Line Manager:	Organization	Signature	Date
Craig Eberhart	ERSS	Signature on File	12/06/06

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1.0 PURPOSE AND SCOPE

The purpose of this procedure is to describe the process of managing user permissions and data updates on the Environment & Remediation Support Services Production Database (ERDB_PROD) for the Los Alamos National Laboratory (Laboratory), Environment & Remediation Support Services (ERSS).

2.0 BACKGROUND AND PRECAUTIONS

2.1 Background

None.

2.2 Precautions

None.

3.0 EQUIPMENT AND TOOLS

None.

4.0 STEP-BY-STEP PROCESS DESCRIPTION

4.1 Change in User Role

- | | | |
|----------------|----|---|
| Project Leader | 1. | Document the change in user role in Section I of the ERDB Permissions Modification Request Form (see Attachment 1). |
| | 2. | Submit the ERDB Permissions Modification Request Form with Section I completed to the Permissions Management Liaison. |

4.2 Modifications to User Permissions

- | | | |
|--------------------------------|----|---|
| Permissions Management Liaison | 1. | Review the user's current permissions, and document the current permissions in Section II of the ERDB Permissions Modification Form. |
| | 2. | Recommend how to modify user permissions (if at all), and document this recommendation in Section II of the ERDB Permissions Modification Request Form. |
| | 3. | If no permissions modifications are required, enter "N/A" in Section II, "User's New Permissions," of the ERDB Permissions Modification Request Form and return the form to the Project Leader. |
| | 4. | If permissions modifications are required, consult with the Database Administrator on proposed modifications. |
| Database Administrator | 5. | Document any modifications to the Permissions Management Liaison recommendations in Section III of the ERDB Permissions Modification Request Form. |

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Database Administrator and Permissions Management Liaison	6.	<p>Review Sections II and III of the Permissions Modification Request Form to ensure that they contain the final version of permissions including:</p> <ul style="list-style-type: none"> • modifications to SQL server role(s); and • modifications to WIN domain user group(s). <p>[NOTE: The Database Administrator may append additional pages to the ERDB Permissions Modification Request Form as needed to fully document permissions modifications.]</p>
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4.3 Permissions for User SQL Server Role(s) and WIN Domain Groups

Database Administrator	1.	Modify the permissions and user roles on the SQL Server, and document the modification in Section III of the ERDB Permissions Modification Request Form.
	2.	Review the User's current WIN domain groups and recommended modifications to the domain groups.
	3.	If modifications to the User's WIN domain groups are recommended, submit the ERDB Permissions Modifications Request Form to the Systems Administrator.
	4.	If no modifications to the User's WIN domain groups are recommended, proceed to Section 4.4 of this procedure.
Systems Administrator	5.	Make modifications to the User's WIN domain group, and document modifications in Section IV of the ERDB Permissions Modification Request Form.
	6.	Return the ERDB Permissions Modification Request Form to the Database Administrator.

4.4 End-User Permission Modifications

Database Administrator	1.	Review the completed ERDB Permissions Modification Request Form, and sign and date the form in Section V.
	2.	Return the completed form to the Permissions Management Liaison.
	3.	Notify the Permissions Management Liaison, Project Leader, and user that permissions modification is complete.
	4.	Submit an electronic copy of the ERDB Permissions Modification Request Form to PVCS.

4.5 Initiate ERDB_PROD Change Request

User	1.	Query the relevant table to extract data and determine which fields require changing.
	2.	Determine whether the relevant tables are subject to change control.

User
(Continued)

3. Download the Change Request Spreadsheet Template, and populate on the spreadsheet the data to be changed.
4. Download the ERDB Change Request form (see Attachment 2), and complete the initial section by documenting within it the following information:
 - change summary;
 - change justification;
 - user ID;
 - date; and
 - approval.
5. E-mail the completed Change Request Spreadsheet and ERDB Change Request Form to the Database Administrator.

4.6 Review ERDB_PROD Change Request

Database Administrator

1. Using the unique ID from the Change Request Spreadsheet, extract the dataset to be changed.
2. Review the ERDB Change Request and determine an implementation plan.
3. Create a SQL update query.
4. Test the updated query against the test database and verify the query functions as it should.
5. Complete the second section of the update ERDB Change Request form by documenting within it the following information:
 - affected tables;
 - affected fields;
 - text of SQL update script;
 - date; and
 - approval.
6. Forward the updated request spreadsheet and request form to EP-Water Quality and Hydrology (if data is shared between ERSS and ENV-WQH), AAA (if data is at the sample level and request comes from outside AAA), or other applicable reviewers.

4.7 Make Change(s) to ERDB_PROD

[NOTE: Do not perform the following steps until the applicable approval has been made if the change request requires approval.]

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- Database Administrator
1. Populate the appropriate audit table by documenting within the table the following original and modified extracted dataset information:
 - user ID;
 - date requested;
 - date implemented;
 - change description; and
 - change justification.
-
2. Implement the changes in the main ERDB table(s).

4.8 Document Change(s) to ERDB_PROD

- Database Administrator
1. Log into PVCS Version Manager.
-
2. Document the ERDB changes within PVCS by entering them into the ERSS project database in the following manner:
 - Create and enter into a .zip file the new ERDB_PROD data, including the change request spreadsheet, the completed change request form, and the SQL update statement;
 - Name and save the .zip file using the following name format YYYYMMDD[change description].zip; and
 - Check the .zip file in to PVCS directory DBA/Data_Updates.
-
3. Save copies of the change request spreadsheet, change request form, supporting e-mail, and any other supporting documentation to the requester's Z# folder.
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4. Submit all change request spreadsheets, change request forms, supporting e-mails, and any other supporting documentation from the previous year to the Records Processing Facility.

4.9 Records

- Permissions Management Liaison and Database Administrator
1. Submit the following records generated by this procedure to the Records Processing Facility:
 - ERDB Permissions Modification Request Form;
 - Change Request Spreadsheet;
 - ERDB Change Request Form;
 - Initiating E-Mail; and
 - Other Supporting Documentation.

5.0 PROCESS FLOW CHART

Flow chart is to be included at a later date.

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6.0 ATTACHMENTS

Attachment 1: 5091-1 ERDB Permissions Management Request Form (1 page)

Attachment 2: 5091-2 ERDB Change Request Form (1 page)

7.0 REVISION HISTORY

Author: Robert Watts

Revision No. <i>[Enter current revision number, beginning with Rev.0]</i>	Effective Date <i>[DCC inserts effective date for revision]</i>	Description of Changes <i>[List specific changes made since the previous revision]</i>	Type of Change <i>[Technical (T) or Editorial (E)]</i>
0.0	2/9/07	Reformatted and renumbered, supersedes SOP-15.19 and SOP-15.20	E


[Using a CRYPTOCARD, click here to record "self-study" training to this procedure.](#)

If you do not possess a CRYPTOCARD or encounter problems, contact the ERSS training specialist.

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ATTACHMENT 1: ERDB PERMISSIONS MODIFICATION REQUEST FORM

5091-1 ERDB Permissions Modification Request Form	Records Use only 
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Requester's Name:	Request Date:
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I. Change User Role (Project Leader completes)

- User Z#:

- User's Current Role:

- User's New Role:

II. Review/Recommend User Permissions (Permissions Management Liaison completes)

- User's Current Permissions:

- User's New Permissions:

III. Modify User's Role(s)/Permissions (Database Administrator completes)

- Modifications to Permissions Management Liaison Assessment (if applicable):

- User SQL Server Roles (Removed/Added and Date):

- Current User WIN Domain Group:

- New User WIN Domain Group:

IV. Modify User's WIN Domain Groups (Systems Administrator completes)

- User Removed From/Added To WIN Domain Groups (and Date):

V. DBA Review/Signature

Printed Name/Signature	Date
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ATTACHMENT 2: ERDB CHANGE REQUEST FORM

5091-2	Records Use only
ERDB Change Request Form	

Requester:	Date:
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Responsible Individual	Activity and Supporting Information
User	Change Summary:
User	Change Justification:
User	User ID:
User	Date:
User	Approval:
DBA	Affected Tables:
DBA	Update Statement:
DBA	Date:
DBA	Approval:
AAA	Approval:
WQH	Approval:
Other	Approval: