

Guidelines for Lab-wide Document Creation or Revisions

Process for New Lab-wide Documents

1. Determine document type
2. Send email request for document number to doccontrol@ameslab.gov
3. For forms, determine whether document requires bar code (consult with Amy)
4. Open appropriate document template (<https://www.ameslab.gov/operations/esha/document-control-program>) to begin writing
5. Complete submission form
6. Send document and submission form to doccontrol@ameslab.gov
7. Make any necessary revisions after document has been reviewed by Document Control staff

Process for Major Revisions of Lab-wide Documents

1. Verify revision number with Document Control staff to ensure database accuracy
2. Make any formatting changes necessary to match the Lab's document template
3. Complete submission form and update revision description
4. Send document and submission form to doccontrol@ameslab.gov (do not need to send revision description; this information should be included in the submission form)
5. Make any necessary revisions after document has been reviewed by Document Control staff

General Document Guidelines

1. Follow the appropriate document template
 - a. Arial, 11-pt font
 - b. Approval record instead of Sign-off Record
 - c. Revision description information instead of revision/review log
2. Use recommended approval routing
 - a. Plans/Policies: Entire Executive Council
 - b. Manuals/Procedures/Guides: Member of Executive Council having oversight
 - c. Forms/Trainings/Handouts: *Reviewed* by supervisor or program manager
3. Minor revisions do not require approval routing, but still need a submission form and revision description

