Coordinator Guide– LANL

PPOC

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RevCom

Nomenclature

RevCom is used in several installations across the Department of Energy and the National Nuclear Security Administration, each with its own nomenclature for the RevCom roles.

Writer (Author, Integrated Project Team, Author, Writer, OPI, PA) – *Provides original and updated document versions for review. Responds to comments provided in RevCom*

Policy Point of Contact (PPOC), Approval Coordinator (AC), Technical Standards Manager (TSM) -- *Submits the organizations official position through the review, edit and consolidation of local comments and data request responses. Assigns reviewers and Delegates.*

Alternate – *Serves as backup to the PPOC; submits the official position of the organization through the review, edit and consolidation of local comments and data request responses. Assigns reviewers and Delegates.*

Delegate – *Aids the PPOC in review, edit and consolidation of local comments. Recommends comments for inclusion in official submission. (Must be assigned to specific documents)*

Approving Official (AO) – *Reviews comments to be submitted as representative of the organization's review. RevCom will automatically send a PDF copy of the comments via email as part of the Submit Package function. (Organizational option)*

Reviewer (*SME, Employee*) – *Reviews a document and enters applicable comments and/or explicit data request responses in RevCom.*

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PPOC Tasks and Responsibilities

Responsibilities
- Setup and maintain User Accounts
- Coordinate document review for the organization
- Assign reviewers' deadlines
- Assign reviewers
- Assess comment submissions
- Forward to the next level PPOC comments (final packages) representing the organization's position on the topic at hand

Supporting Roles
- **Alternates** can be assigned for each organization to perform all of the tasks assigned to the primary coordinator, including submitting the final comments package for his/her organization.
- **Delegates** assist the coordinator and alternate(s) for their organization in the review, edit, and consolidation of comments, and can recommend comments for inclusion in (or exclusion from) the final comments package. NOTE: Delegates can act on documents for review only when they have been assigned.

Tasks

Build a Team
- Create Reviewer accounts
- Create Delegate accounts

Assign and Notify
- Set deadlines for Reviewers and reporting organizations
- Select, assign Delegates and Reviewers to review documents (notification is sent via the RevCom system)

Coordinate
- Comment on the document
- Review, edit and consolidate submitted comments
- Select comments for inclusion

Submit Package

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Delegates

Delegates are users that you can trust to coordinate review on your behalf. Some may have specific areas of expertise that can be applied for review of directive/policy/standard content.

Your Delegates can perform all coordinator activities up until submission of the final package of comments. However, you *must* assign Delegates just as you assign Reviewers to review specific documents.

Upon being assigned, a Delegate can
- Set Due Dates
- Assign Reviewers
- Create user accounts
- Review an assigned document and submit comments
- Review and Save for Inclusion Reviewers' and Reporting Organizations' comments

Delegates *cannot*
- Submit the final package

Delegates can also organize your account:
- Create Delegates and Reviewer accounts
- Create Groups

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You will receive email notification from RevCom that a document is available for review. Information will include
• The activity
• Document number and title
• Your deadline
• The PPOC
• Due dates for your Reviewers and reporting organizations
• A link to RevCom login

You have been assigned the following RevCom activity for LANL by PSC Coordinator (support@doxcelerate.com) of the Policy Screening Committee

Activity: Document Review
Document: P101-22 (Rev. 8), Penetration Operation, Form 2074, Pentration Permit
Your Due Date: 08/21/2019
Due to: Tom Courtney of ADESH
Your Reviewers' and reporting organizations' Due Date: 08/21/2019

•••
The Policy Management Review meeting will be held on August 29 at 3:15p.m..

Thank you,
Policy Office

•••

FYI - The following Delegates are also assigned by the Policy Screening Committee:
Elizabeth DeKarske (elizabeth@doxcelerate.com)

FYI - The following Reviewers are also assigned by the Policy Screening Committee:
 garcia@lanl.gov, tommartinez@lanl.gov

This email is generated by the RevCom system.

Contact RevCom Technical support by email at   support@doxcelerate.com.
Login to RevCom at https://lanl.revcom.doxcelerate.com/login.jsp   (use Firefox browser). Find user guides at:
https://support.doxcelerate.com/lanl/revcom

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PPOC login is available for the various programs
LANL RevCom : https://lanl.revcom.doxcelerate.com/login.jsp
Select your role (PPOC)
Enter your username and password

RevCom: Choose your role to login

Reviewers/USQs

Review and comment on draft documents.

PPOCs

Review and consolidate comments from your organization.

Writers

Respond to reviewer comments.

PPOC Login

Username

PPOC-Patricia

Password

••••••••

Login

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Assigned Documents

RevCom opens to Active documents
- Choose Pending to see documents awaiting a new activity
- Choose Final to see documents that have been published

You

Logout here or choose Exit in the Document menu

New icons and color indications

⭐ Assigned to Me
✔ Completed
🔵 Setup in Progress
➡ Submit Package/Status
🔴 New comments available
⓪ No new comments
🟧 Assigned to Me
⬜ Not Assigned to Me
🟨 Comment Resolution
▨ Comment Resolution, Not Assigned to Me

Got it, thanks! ☑ Don't show me again.
To see this message again, click the *Legend* button.

The Legend defines colors and icons used. You can opt not to have the Legend as shown:
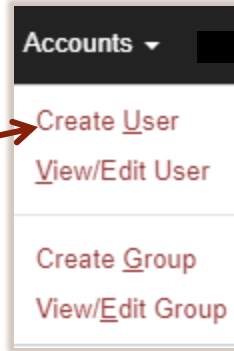
Got it, thanks! ☑ Don't show me again.

You can open the Legend any time by selecting   Legend   (upper right)

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Create User Accounts—Reviewers

- The people you list here will be ones from which you select assignees for each document.
- Once you have created users, you can create groups with special areas of interest.
- The View/Edit functions allow you to update user information and revise group membership.

Note: You can create users and groups at any time, even during a review when you discover a new person to assign.

In the Accounts menu, select Create User

Accounts ▾

Create User
View/Edit User

Create Group
View/Edit Group

Create User

Please identify the role of the user being defined.

● Reviewer
○ Delegate

Enter the following information and then press Save to add a new Reviewer.

Email:

[   ]

Save **Save and New** Cancel

- Select Reviewer
- To create an account for a Reviewer, you need only the email address.
- After you enter the email address, **Save** the entry.
- **Save and New** allows you to return for multiple entries.

Caution: Double-check email addresses to ensure that people you assign receive notification.

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Create Delegate Accounts

The Delegate is a person you can assign to perform all of your tasks for a specific document, *except* for submitting the final package. He/she can create accounts, assign users, set deadlines, etc., for a specific document review but only after you have assigned him/her as Delegate.

Create User

Please identify the role of the user being defined.

○ Reviewer

○ Delegate

Delegate

NOTE:
PPOCs/Delegates set their own passwords using an automated system. Your Delegate will receive email that provides username and a URL connection for setting a password.
SUGGESTION:
Because people forget their usernames, it is good to choose a consistent format for Delegate usernames [first initial + last name (AFellow); last name only (Fellow); all caps (ALADY; LADY)].

Create User

Please identify the role of the user being defined.

○ Reviewer

◉ Delegate

Enter the following information and then press Save to add a new delegate.

RevCom Username:

DDelegate

Full Name:

Elizabeth DeKarske

Email:

edekarske@doxcelerate.com

Copy-to Emails: (not required)

External Title:

Delegate

Save   Save and New   Cancel

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Automated Password

PPOC Login

Username

Username

Password

••••••••

Login

Forgot Your Password? | Return to RevCom

After **30 minutes of inactivity,** the RevCom system will timeout and you will be automatically logged out. **Please save often.**

New PPOCs will receive email that includes username and a link to setting the password.

The login box includes instructions on what to do if you have forgotten your password.

PASSWORD RULES:
- Passwords cannot be reused
- Minimum length is 8 characters
- Must include at least one of each of the following:
  - ○ Uppercase letter
  - ○ Lowercase letter
  - ○ Number
  - ○ Special character (only $ or #)
- The $ or # cannot be in the last position

UNSUCCESSFUL PASSWORD CHANGE:
Errors include:
- Reuse of an old password
- Failure to retype the new password correctly
- A special character in the last position
- Too few letters
- Missing required elements (uppercase/lowercase letter, number, # or $)
- Entering the wrong special character

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Blocked PPOCs/Delegates

Users are blocked when they
• Fail to login successfully three times
• Remain inactive for an extended period
• Do not respond to email inviting them to reset a password

Edit User

RevCom Username:

Delegate2

Full Name:

Elizabeth DeKarske

Email:

edekarske@doxcelerate.com

Copy-to Emails: (not required)

External Title:

Delegate

Groups and their assigned Subject Areas:

Update   Cancel

Additional actions for this user:

Reset Password | Remove | Block

The PPOC is responsible for unblocking/unblocking the Delegate's access.

In the Accounts menu, select View/Edit User

• Select the Delegate's account and choose **Unblock**

To complete the process, return to the Delegate's page and select **Reset Password**

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Create Groups

Your Accounts listing will be similar to the one below

In the Accounts menu, select Create Group

Accounts ▾

Create User
View/Edit User

Create Group
View/Edit Group

View User

Click a user name to make updates.

Delegates
- Patricia Greeson
- Elizabeth DeKarske

Reviewers
- edekarske@doxcelerate.com
- elizabeth@doxcelerate.com
- jane@doxcelerate.com
- jim@doxcelerate.com
- jmcdonald@doxcelerate.com
- jmcdonald@lanl.gov
- john@doxcelerate.com
- kathleen@lanl.gov
- sharon@lanl.gov

Create New User

You can at any time
- Add or remove Delegates and/or Reviewers
- Create new groups
- Have a Reviewer or Delegate serve on several groups
- Delete accounts for personnel who have transferred or retired

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Create groups of reviewers and delegates with shared expertise and interests so you can quickly and easily assign them to document reviews.

To create a group
- type a Group Name
- select the corresponding Subject Area(s) for automatic assignment [optional]
- select the reviewers and/or delegate who belong to the group
- click Save

Create Group

Enter a Group Name in the text box, select the Subject Areas (optional), and select the Delegates and Reviewers you would like to be a part of the group.

Group Name:

Sample Group

Subject Areas:

Delegates:
- ☑ Delegate1
- ☐ Delegate2

Reviewers:
- ☐ edekarske@doxcelerate.com
- ☑ elizabeth@doxcelerate.com
- ☐ jane@doxcelerate.com
- ☑ jim@doxcelerate.com
- ☑ jmcdonald@doxcelerate.com
- ☐ jmcdonald@lanl.gov
- ☐ john@doxcelerate.com
- ☐ kathleen@lanl.gov
- ☐ sharon@lanl.gov

Save Cancel

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Set Due Dates

If you are going to change Due Dates, it is best to make the change before you assign reviewers. Otherwise, they will receive two emails, one detailing the assignment and due date and a second changing the due date.

Version ▾

Section List

Comment List

In the Version menu, select Set Due Dates

Set Due Dates

Reviewers due date: 06/26/2020

PPOC Email:

RevCom: PPOC ASSIGNMENT / UPDATE - Document Review - P330-6 (Rev. 14), Nonconformance Control and Reporting

You have been assigned the following RevCom activity for LANL. Your current (or updated) due date is listed below.

  Activity: Document Review
  Document: P330-6 (Rev. 14), Nonconformance Control and Reporting
  Subject Area(s): None selected.
  Your Due Date: %due-to-org-date%
  Due to: %due-to-org%
  Your Reviewers' and reporting organizations' Due Date: %due-date%
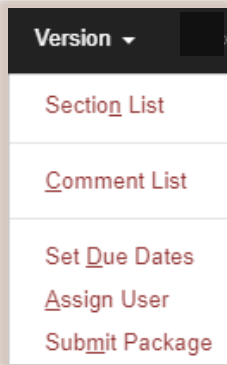
Enter Additional Text:

Here, you add any additional information the reviewer needs to complete the review

Notifications will be sent when you
Send

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Assign Users and Groups

COORDINATOR GUIDE – PPOC

In the Version menu, select Assign User

Version ▾

Section List

Comment List

Set Due Dates

Assign User

Submit Package

Select groups or individuals to review the document.

Assign Users

When your selections are complete, **Notify Users**

In this example, you will note by the date that one reviewer has already been notified. Your notification will go only to new reviewers.

Assign Users

Get users and groups from another activity:
- ○ P330-6 (Rev. 14), Nonconformance Control and Reporting, USQ/USI Review
- ○ P330-6 (Rev. 14), Nonconformance Control and Reporting, Document Review

Currently Assigned	Groups	Delegates — last notification date in red	Reviewers — last notification date in red
Notify Users • jim@doxcelerate.com • jmcdonald@doxcelerate.com • jmcdonald@lanl.gov	☐ Administration *Auto-assiged to: None* ☐ elizabeth@doxcelerate.com ☑ jmcdonald@lanl.gov ☐ sharon@lanl.gov ☐ All Reviewers *Auto-assiged to: None* ☐ HR/Admin *Auto-assiged to: None* ☑ jim@doxcelerate.com ☑ jmcdonald@lanl.gov ☐ john@doxcelerate.com ☐ Safety *Auto-assiged to: None* ☑ jim@doxcelerate.com ☐ kathleen@lanl.gov	☐ Patricia Greeson ☐ Elizabeth DeKarske	☐ edekarske@doxcelerate.com ☐ elizabeth@doxcelerate.com ☐ jane@doxcelerate.com ☑ jim@doxcelerate.com — Not Notified - ☑ jmcdonald@doxcelerate.com ☑ jmcdonald@lanl.gov — Not Notified - ☐ john@doxcelerate.com — Not Notified - ☐ kathleen@lanl.gov 06/19/20 03:37 PM ☐ sharon@lanl.gov

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Notify Users

Reviewers to be notified are listed. Check marks indicate that these people will be notified.

Add any addition text to send a note to your assigned reviewers and delegates.

Send

You can enter an additional message to be included in the notification.
The last notification date will appear in red.

Assigned Reviewers (select for Reviewers notification)

☑ jim@doxcelerate.com - Not Notified -

☑ jmcdonald@doxcelerate.com - Not Notified -

☑ jmcdonald@lanl.gov - Not Notified -

```
SME email:

RevCom: Reviewer ASSIGNMENT / UPDATE - Document Review - P330-6 (Rev. 14), Nonconformance Control and Reporting

You have been assigned the following RevCom activity for LANL by Doxcelerate Support (support@doxcelerate.com) of RevCom-Support.
Activity: Document Review
Document: P330-6 (Rev. 14), Nonconformance Control and Reporting
Subject Area(s): None selected.
Your Due Date: 06/26/2020
```

Enter Additional Text:

Enter additional text here

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Carry-over Reviewers

When new versions for the document are posted for review, you have the option to choose the same reviewers as were assigned to earlier review activities.

Assign Users

Entire Document: PD103, Worker Safety and Health Program, Document Review 📕

Your comments are due to Tech Support Writer of LANL TEST by 01/31/2020.

Assign users to this document by selecting the checkboxes. **Current assignments, if any, are checked; changes will override them.** If a group is selected, all users in that group are assigned, regardless of individual selections in that group. **Notify the assigned users in a separate step by clicking the Notify button.**

[Assign Users]

Get users and groups from another activity:
- ○ P330-6 (Rev. 14), Nonconformance Control and Reporting, USQ/USI Review
- ● P330-6 (Rev. 14), Nonconformance Control and Reporting, Document Review

Currently Assigned	Groups	Delegates / last notification date in red	Reviewers / last notification date in red
	☐ Safety		☐ elizabeth@doxcelerate.com
	Auto-assiged to: None		☐ jim@doxcelerate.com
	☐ jim@doxcelerate.com		☐ kathleen@lanl.gov
	☐ kathleen@lanl.gov		
	☐ Kate Field		
	☐ Test Group		
	Auto-assiged to: None		
	☐ elizabeth@doxcelerate.com		

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Add Comments

When you have opened the document for review, you will see a section list at left. Note that your deadline for review is listed, too.

Section List

Your comments are due to Claire Bardos of Division - IQPA by 06/26/2020.

Submit

Please submit your package when you have finished. You can resubmit to add/change comments or change the response to a question before your deadline.

(1) [0:0] 💬
1.0 - 2.0 Purpose; Authority and Applicability

(2) [0:0] 💬
3.0 Procedure Description

(3) [0:0] 💬
4.0 Responsibilities

(4) [0:0] 💬
5.0 - 6.0 Implementation; Training

(5) [0:0] 💬
7.0 - 8.0 Exception or Variance; Documents and Records

Section: 1.0 - 2.0 Purpose; Authority and Applicability

1.0   PURPOSE

This document establishes the process for identifying, controlling, reporting, evaluating, and dispositioning nonconforming items to prevent their inadvertent installation, use, or shipment.

Add Comment

2.0   AUTHORITY AND APPLICABILITY

2.1   Authority

This document is issued under the authority of the Laboratory Director to direct the management and operation of the Laboratory, as delegated to the Associate Laboratory Director for Environment, Safety, Health, Quality, Safeguards, and Security (ALDESHQSS) as provided for in the Prime Contract . This document is derived from the Laboratory Governing Policies , particularly the section on management systems, and SD330 , *Los Alamos National Laboratory Quality Assurance Program*.

- Issuing Authority (IA): Associate Laboratory Director for Environment, Safety, Health, Quality, Safeguards, and Security (ALDESHQSS)
- Responsible Manager (RM): Institutional Quality and Performance Assurance – Division Leader (IQPA-DL)
- Responsible Office (RO): IQPA Institutional Quality (IQPA-IQ) Group

Add Comment

Review text. The Add Comment button allows you to comment on the text immediately above.

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Add Comments

This window can be moved by dragging on this header. If the window disappears, simply resize your browser window and it will pop back in view.

Save Comment   Comment Type: Major ⌄   Session Timeout in: 24m 15s   Cancel

Select a type
Major
Minor

What is the issue? (Required)

B *I* U S̶ ☰ ☰   ↰ ↱   Paragraph   ⌄   ⯈ ✕ ᴿᴮᶜ ⌄   Copy Text   Clear

You must choose comment type

Major comments address issues serious enough to preclude or significantly hamper accomplishing the program mission; complying with laws, rules and regulations; or fulfilling contractual obligations and formal commitments

Minor comments are text corrections

You may ask a question and/or edit text.

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Include/Exclude Submitted Comments

You will review comments submitted by your Reviewers, PPOCs/Delegates, and Reporting Organizations.

NOTE: You can select comments and then change your mind. Clicking Save Inclusions means that all of the comments checked currently (throughout the document) are to be included in the final submission.
If you change your mind and decide to exclude a comment, a popup box will ask you to justify your decision.

Please record the reason for not including the comment.

This is a duplicate comment

Save Exclusion   Cancel

Management activities for nonconformances must also include:

- Ensuring that supplier nonconformances to procurement-documents requirements are correctly evaluated and dispositioned.
- Ensuring that conditions adverse to quality are corrected as soon as practicable.
- Making required notifications.
- Providing NCR metrics as required.

Add Comment

☑ Edit This **Major Comment** was submitted by Reviewer aperson@lanl.gov on6/22/2020 12:43:46

Are conditions adverse to quality entered into the IM tool for disposition? These could result in a higher risk level.

☐ Edit This **Major Comment** was submitted by Reviewer aperson@lanl.gov on6/22/2020 13:40:40

Management should also ensure that NCRs requiring corrective action(s) interface with the IM tool or other appropriate action tracking mechanism.

Check the comments you wish to include and at the bottom of the page

Save Inclusions

Submit Comments

Please submit your comment package when you have finished. You can resubmit if you add/change comments before your deadline.

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Complete Submission

You have the option to add an "Approved by _____" name to your comments package.

You can notify people that you have submitted your package.

Choose this box if you have assigned a Delegate to review the comments and have accepted his/her recommended comments.

This note will show at the top of the page to confirm your submission.

To complete your submission, choose one for the four boxes.

Notification (optional)

Once you submit the package, any Approving Official(s) listed below will be automatically sent a copy of your comments package and any assigned Delegates will be sent an email notification.

Approved By (Full Name):

Firstname Lastname

Enter the email addresses for anyone that you would like to notify that you have submitted your final comments.

Copy To (enter e-mail addresses, separated by commas):

example@example.com

Enter additional comments to add to this notification (optional)

Submission

Click one of the buttons below to submit the package.

Button	Description
Your Comments	Submit your comments as well as comments you selected for inclusion.
Recommended Comments	Submit your comments as well as *recommended* comments submitted to you (unless explicity excluded).
All Comments but Excluded	Submit all comments EXCEPT those marked for exclusion.
All Comments	Submit your comments as well as *all* comments submitted to you.
Question Response OR No Comment	Submit your response(s) to question(s), AND/OR submit that you and your organization have no comments on this document.

Your submission has been recorded.

Warning: Please make sure that you selected some users if you want to send a notification. No notification sent.

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Reports – Comment Response

When the comment period closes, the authors have a limited number of days to respond to comments submitted by Coordinators from the top-level offices and groups from around the enterprise (Top Organizations). Acceptance Levels are
- Accept – The author will revise text as the reviewer requests
- Accept with Modifications – The author accepts the comment but may not revise exactly as requested
- Reject – No proposed solution provided
- Reject – No changes to the manuscript

For the comment response report—with the document open—in the Reports menu, select Custom

You can also select specific organizations for your organization's purposes.
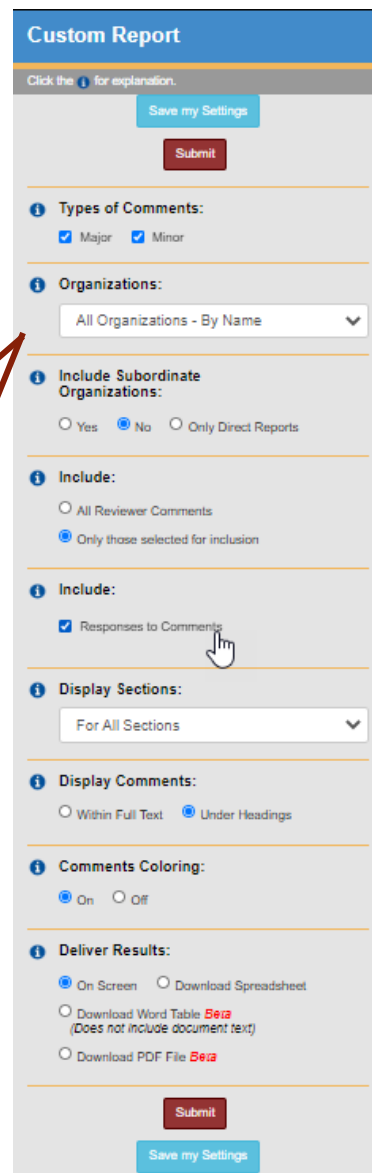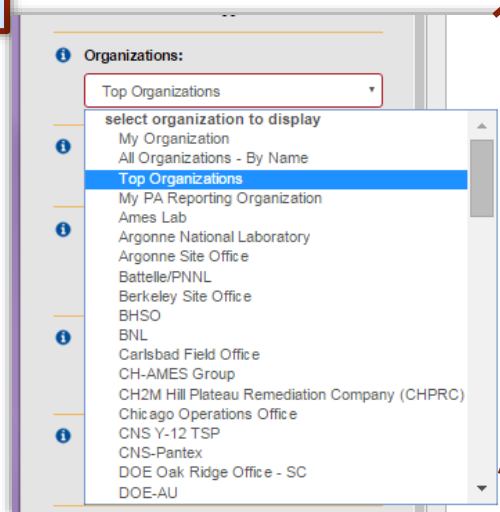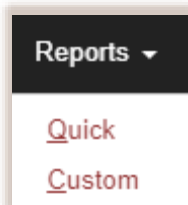
Reports - Comment Disposition

Once submitted, any reviewer, coordinator, or delegate can track how their comments were handled. On the Document List, select Comment Disposition and History (below the title).

Comments are marked indicate whether they were included (⬆) or not included (✖) in the organization's submission.

PD103, Worker Safety and Health Program

Subject Areas for this Activity: None selected.

Comment Disposition & History | References | Discussion

3.0 Program Description

Author Response: Accept	Sent by Tech Support Writer on 01/29/2020 13:17:35 We will add a linl.

⬆ Included. Package Sent 01/29/2020 by Doxcelerate Support from RevCom-Support

Major Comment by Doxcelerate Support (PPOC) on 01/29/2020 13:00:43   3-1-1
Please provide a link for 10 CFR 851.

⬆ Included. Package Sent 01/29/2020 by Doxcelerate Support from RevCom-Support

Minor Comment by Doxcelerate Support (PPOC) on 01/29/2020 13:09:51   *(Edit of 3-1-2)* 3-1-3
WE will ask for a link to the CFR
~~Should we list the requirements from 10 CFR 851?~~

⬆ Included. Package Sent 01/29/2020 by Doxcelerate Support from RevCom-Support

Minor Comment by Doxcelerate Support (PPOC) on 01/29/2020 13:01:13   3-2-1
Define Contractors.

Author responses are included above your comment.

Author Response: Accept	Sent by Tech Support Writer on 01/29/2020 13:18:12 Yes

⬆ Included. Package Sent 01/29/2020 by Doxcelerate Support from RevCom-Support
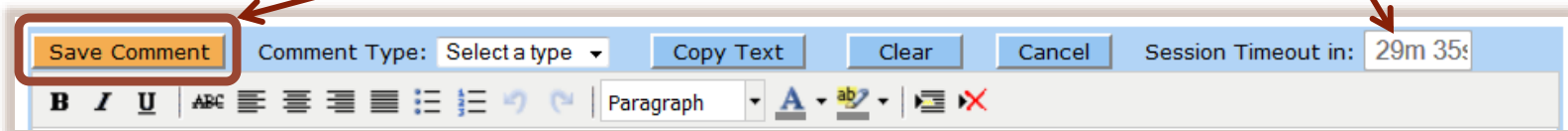
Minor Comment by Doxcelerate Support (PPOC) on 01/29/2020 13:01:45   3-2-2
Issue:
Proposed new wording:
Has the civil penalty of $70,000 been verified?

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Troubleshooting

- You do not have to complete comment entry or review of SME comments in one sitting
- You must be certain that you have selected Save Comment for each of your entries
- You must select Save Inclusion for all comments you will send forward as being representative of your organization
- If the document is open for review, you can submit comments (your package) and go back in to revise comments or inclusions then resubmit to overwrite the previous submission

CAUTION:
This timer shows how much time remains in your session. As long as you are active (entering or reviewing comments) it will not time-out.
If you leave your office or have a visitor or telephone call, it is best to save your work. Otherwise, the system will time out after 30 minutes and your unsaved work will be lost.

Save Comment | Comment Type: Select a type ▾ | Copy Text | Clear | Cancel | Session Timeout in: 29m 35s

B *I* U | ABC ≡ ≡ ≡ ≡ ⦂≣ ⦂≣ ↶ ↷ | Paragraph ▾ | **A** ▾ **ab**▾ | ⦆≣ ▸✕

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Questions

Have Questions?
Need Assistance?
Need Training?

Support@Doxcelerate.com

505-663-1302

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