



Procedures and Guidelines (PG)

DIRECTIVE NO. 250-PG-1410.2.1D
EFFECTIVE DATE: 07/05/2018
EXPIRATION DATE: 07/05/2023

APPROVED BY Signature: Original signed by
NAME: Kimberly Finch, P.E.
TITLE: Chief, Medical and Environmental Management
Division

COMPLIANCE IS MANDATORY

Responsible Office: 250/Medical and Environmental Management Division

Title: Configuration Management Procedure

PREFACE

P.1 PURPOSE

This directive establishes the configuration control requirements for the Greenbelt Medical and Environmental Management Division (MEMD) controlled documents and systems that are not controlled using the Goddard Directives Management System (GDMS).

P.2 APPLICABILITY

- a. This directive establishes the configuration control requirements for the Greenbelt Medical and Environmental Management Division (MEMD) controlled documents and systems that are not controlled using the Goddard Directives Management System (GDMS).
- b. In this document citations are assumed to be the latest version unless otherwise noted.
- c. In this document, all mandatory actions (i.e., requirements) are denoted by statements containing the term “shall.” The terms “may” or “can” denote discretionary privilege or permission; “should” denotes a good practice and is recommended but not required; “will” denotes expected outcome; and “are/is” denotes descriptive material.

P.3 AUTHORITY

GPR 1410.2, Configuration Management.

P.4 APPLICABLE DOCUMENTS AND FORMS

GPR 1410.1, Directives Management
GPR 1410.2, Configuration Management
GSFC Form 4-35, Configuration Change/Approval Request

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P.5 CANCELLATION

P.6 250-PG-1410.2.1C

P.7 SAFETY

None

P.8 TRAINING

No specific training required.

P.9 RECORDS

Record Title	Record Custodian	Retention
Delegation of approval/signature authority	MEMD	* <u>NRRS 8/23.5A3a</u> Destroy three years after superseded or when no longer needed, whichever is later.
Completed Configuration Control/Approval Requests, with supporting documentation	MEMD	* <u>NRRS 8/23.5A3a</u> Destroy three years after superseded or when no longer needed, whichever is later.

* *NRRS 1441.1 – NASA Records Retention Schedule*

P.10 MEASUREMENT/VERIFICATION

None

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PROCEDURES

1. Responsibilities

1.1 The Chief of MEMD shall:

- a. Maintain overall responsibility for configuration control for the organization;
- b. Designate which documents are to be controlled;
- c. Chair the MEMD Configuration Control Board (CCB); and
- d. Serve as the Approving Authority for all CCB actions. He/she may delegate this authority to other individuals.
- e. As CCB Chair, he/she shall ensure that the following CCB responsibilities are met:
 - 1) All new MEMD controlled documents and revisions are adequately reviewed;
 - 2) Appropriate personnel, including other Center organizations and customers if warranted, participate in the review of drafts of new controlled documents and revisions, and that review comments are evaluated and fairly dispositioned;
 - 3) Consideration is given to the impact of each proposed change to documents in terms of effect(s) on other organizations, their product, its processing, and intended use;
 - 4) Records of the review process are maintained, which shall include review comments, identification of reviewers, and disposition of comments;
 - 5) Document changes are implemented and verified; and
 - 6) The organization's Controlled Documents List is kept current to reflect the most recent versions of controlled documents.

1.2 The Configuration Management Officer (CMO) shall be appointed by the Chief of MEMD and shall be responsible for document control activities as described below:

- a. Provide oversight and coordination of all document control activities of MEMD;
- b. Review MEMD new issuances and documents being changed to identify any that should be classified as Controlled Documents;
- c. Ensure processing of new and revised controlled documents per this document and GPR 1410.2;
- d. Ensure that draft documents and revisions are clearly identified as drafts;
- e. Process Configuration Change/Approval Requests (CCR);
- f. Ensure review process records are maintained;
- g. Maintain the Controlled Documents List;
- h. Ensure that all controlled documents are maintained in a location accessible to persons to which the document applies, such as a website or SharePoint site.

1.3 The Chief of MEMD shall appoint an individual to be responsible for configuration control of the Hazardous Materials Management System (HMMS). This responsibility shall include chairing the CCB for this database.

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2. Change Control Procedures

2.1 For MEMD documents subject to document controls, the Chief of MEMD, or his/her designee, shall serve as the CCB Chair and, if he/she chooses (normally based on the nature of the change requested), may serve as its only member. Normally, CCB members are chosen on a case-by-case basis, based on the CCR to be evaluated. The CCB membership shall be documented in the evaluation records of the CCR(s) being evaluated.

2.2 The CMO shall schedule all CCB activities. Routine CCRs shall be processed during the normal course of business. For Urgent and Emergency CCRs, the CMO will confer with the CCB Chair to schedule processing at the first practical opportunity.

2.3 Requests for new controlled documents or changes to existing documents are initiated by submitting to the MEMD CMO, a GSFC Form 4-35, CCR, or a written request (hard or electronic copy) containing the following information.

- a. Initiator name, organization code, and email address;
- b. Date submitted;
- c. Title of document to be changed;
- d. Revision/change (letter and/or number) of document to be changed;
- e. Description of action requested;
- f. Reason for action requested
- g. Other documents affected, with explanation;
- h. Disposition/approval/disapproval; and
- i. Confirmation of proper implementation of the change, and closure.

2.4 All documents shall use one of the following conventions:

- a. Released as a new document;
- b. A complete new revision, or
- c. Changed by a combination of change pages and a list of effective pages. Change page sets shall be numbered consecutively, and change pages associated with an approved change shall indicate the change number and the number of the revision to which it applies. The CCB shall evaluate each change and determine whether the document will be issued as a new revision or a change to an existing revision.

2.5 The CCB Chair shall determine who the CCB members are for a given CCR, and the CMO shall notify all reviewers. During CCR evaluation, comments shall be required from all designated reviewers. After the reviewers have evaluated the CCR and CCB members have made their recommendations, the CCB Chair shall decide on approval or disapproval. He/she shall indicate approval or disapproval on

the CCR and sign it, and the CMO shall file it as a Configuration Management record. All review documentation shall be retained as records. In all cases, the CCR originator shall be notified.

2.6 Changes of existing documents may be initiated in accordance with procedures established within those documents.

2.7 A running history of all changes and revisions shall be maintained in the Change History Log of each document.

2.8 The organization may revalidate a controlled document by a documented review and approval process. If there are no changes, or changes are merely of an editorial nature, revalidation allows extending the expiration date for up to five years, unless otherwise specified by legal or other requirement. The effective date is not changed. The revalidation shall be documented in the change history log.

2.9 Outdated or obsolete documents shall be marked as such and should be maintained for reference, preferably electronically, but shall be clearly marked as obsolete, superseded or otherwise protected from further use.

2.10 Documents no longer requiring configuration control which have historic or reference value may be removed from configuration control if they no longer need to be updated. They shall be clearly marked as “for reference only” or “not under configuration control”. The determination to remove a document from configuration control shall be made by the CCB Chair.

2.11 Final approval by the CCB Chair of any new controlled document or revisions to a controlled document shall determine the document’s effective date.

3. Document Identification

3.1 Document identification numbers will be assigned by the CMO. These shall consist of the three-digit organizational code, followed by a dash and the document descriptor, followed by a dash and a four-digit year point sequence number. (For example, 250-Descriptor-2014.1)

3.2 A cover page will preface each controlled document. The cover page of all controlled documents shall contain, as a minimum, the following items of information:

- a. Document title and identification number;
- b. Revision level indicated by sequence number;
- c. Name and organization code of responsible organization;
- d. Name of document sponsor or originator;
- e. Effective date (if desired, though expiration date must be tracked) ; and

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f. Expiration date (not more than 5 years from effective date unless specified by a third party such as a regulatory agency or through document revalidation as specified in Section 2).

3.3 In addition, a footer shall be placed on the document referring the document user to the appropriate site, such as a website or SharePoint, to verify the current revision status. Where practical, the footer should be repeated on every page.

4. Controlled Documents List

The Controlled Documents List shall be the list of controlled documents maintained on the SharePoint GSFC Environmental Management System. It shall indicate, as a minimum, the document title, number, revision status, effective date, and expiration date. Canceled documents are removed.

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Appendix A – Definitions

A.1 Controlled Document – Any document, other than a directive (see GPR 1410.1), that requires change control through a formal, documented review and approval process prior to distribution. These include any documents that MEMD periodically issues and/or revises that affect other organizations on Center, documents that affect regulatory compliance that cannot be managed through existing processes, and any others that MEMD deems necessary to maintain under change control. Examples might include the Integrated Contingency Plan, procedures for minor operations, checklists for key operations and MEMD internal forms.

A.2 Controlled System – Any system managed or controlled by MEMD that is deemed to require control and management of the system design (e.g. HMMS).

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Appendix B – Acronyms

CCB	Configuration Control Board
CCR	Configuration Change/Approval Request
CMO	Configuration Management Officer
HMMS	Hazardous Materials Management System
GDMS	Goddard Directives Management System
GSFC	Goddard Space Flight Center
MEMD	Medical and Environmental Management Division

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CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
Baseline	10/19/06	Initial Release
A	4/15/10	All references to Safety and Environmental Division (S&E) were changed to Medical and Environmental Management Division (MEMD) due to division reorganization. Updated signature block.
B	11/15/11	Transferred document to current template. Updated record retention schedule for completed configuration control/approval requests to current NRRS 8/107 reference. Section 1 – GPG reference changed to GPR 1410.2; Last paragraph, replaced WinTrakG with HMMS; changed “The GB Environmental Manager shall be responsible for...databases.” To “The Division Chief shall appoint an individual to be responsible for...databases”; CMO Responsibilities, paragraph h, deleted the parenthetical section regarding accessibility within the Goddard domain. Section 2 - Clarified processing of routine and urgent CCRs ; added a written request to the ways to initiate or request document changes; added list of information to be included in request for document changes; Section 3 – Added footer shall be placed on every document page where practical; added the requirement for recording changes in the Change History Log; added information on document revalidation; added information on treatment of obsolete versions of controlled documents; 3f, added “unless specified by a third party such as a regulatory agency” within the parentheses. Appendix A Definitions – Changed WinTrakG to HMMS in A.2 Controlled System. Appendix B Acronyms – Added HMMS, GDMS, GPRS-E and MEMD.
C	11/30/16	Reformatted main text. P8 – Changed retention schedule to 8/23A3a on each item. 1.2 Added “on SharePoint site.” 1.3 Deleted reference to the Goddard Problem Reporting System – Environmental Module (GPRS-EM) and SHEtrak. Changed 2.4 to specify types of document changes. Renumbered previous section 2.4 to 2.5. 2.5 Spelled out the acronym to read Configuration Management. 3.2 Added “or SharePoint site.”

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		<p>3.5 Added “should be maintained for reference.”</p> <p>Appendix A</p> <p>A.2 Deleted reference to GPRS-EM and SHEtrak.</p> <p>Appendix B – Deleted reference to GPRS-EM. Added acronym for Configuration Management Officer.</p>
D	07/05/2018	<p>Updated document template.</p> <p>P.1 and P.2 specified Greenbelt site.</p> <p>P.8 changed to “no specific training required.”</p> <p>1.1.3.6 replaced “recent” for the word “current” to avoid redundancy in text.</p> <p>Section 1.2h changed to “maintained in a location accessible to persons to which the document applies, such as a website or SharePoint site.”</p> <p>Items 3.3, 3.4 and 3.5 were moved to Section 2 and renumbered.</p> <p>Items 2.3 and 2.4 were modified to include new controlled documents.</p> <p>New 2.8 modified to allow a different expiration date if required by a legal or other requirement.</p> <p>New 2.10 designates treatment of documents not requiring configuration control.</p> <p>New 2.11 outlines determination of document effective date.</p> <p>New 3.2 adds the requirement for a document cover page.</p> <p>Sections 3.2b, d and f were modified to provide further clarification.</p> <p>Section 3.3 changed text regarding where to send users to validate current revision status.</p> <p>Appendix A, A.1 added, “that cannot be managed through existing processes, to the definition.</p>

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