

## Policy on Policies

### PPD Policy 000-v01

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#### Purpose

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Fermilab maintains a set of policies designed to promote compliance and accountability, and to provide employees and visitors with a clear explanation of how the lab conducts business. These policies apply to all divisions, but they may also permit local implementation procedures. The Particle Physics Division (PPD) maintains a separate set of policies to define these division-specific implementations of lab-wide policies, or to define division policies and procedures in cases where lab-wide policies do not exist.

This policy establishes the minimum requirements for the development and implementation of a policy or procedure within PPD.

#### Effective Date

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This policy goes into effect on December 1, 2018.

#### Policy

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- **Authorship**  
Policies and procedures may be written by any member of PPD, but all policies must be approved by PPD management as described below.
- **Format**  
All policies must include these components:
  - Purpose
  - Effective date (required only for new policies)
  - Policy
  - Owner
  - Review cycle
  - Revision History

The following components may be included as needed:

- Definitions
- Scope
- Responsibilities
- Authorities
- Permitted local requirements or clarifications

Policies should be checked for compliance with these requirements as part of the normal review cycle. Policies should be prepared using the MS Word template stored in the PPD DocDB with this policy.

- **Approval and Distribution of Policies**

The Division Head is responsible for approving all policies. The Division Head may delegate this authority for individual policies or categories of policies.

Policies will be stored in the PPD DocDB (<http://ppd-docdb.fnal.gov>). The division head will designate a policy librarian who will be responsible for storing policies in the docDB in both MS-Word and PDF formats. Policies will be publicly readable, but only members of the Policies docDB group will have write privilege. Policies will be tagged under the “Policies” topic. The signature page will be stored separately, but it will be appended to the PDF version. The policy librarian will maintain a list of all policies, with effective dates and dates when they must be reviewed so Division staff can easily find what policies are available and when they are due for review.

- **Review and Revision of Policies**

Each document will be reviewed at appropriate intervals as indicated by the designated review cycle of the policy, not to exceed three years from the previous review. Revision dates and descriptions of changes will be listed on the “Revision History” page at the end of the document and recorded electronically in the PPD Document Database (DocDB). Previous versions will also be kept in the Division DocDB.

- **Communication of Policy Changes**

Once a revised policy has been approved by the Division Head, a link to the revised policy and a description of the changes should be sent to all Department Heads. The Department Heads are then responsible for communicating this information to the members of their group. A summary of recent policy changes should be presented at Division All-Hands meetings.

- **Retiring Policies**

Policies and procedures may be retired at the discretion of the Division Head. The last copy of the policy should remain in the DocDB, noted as “retired,” and removed from public view.

## Owner

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Responsibility for reviewing, updating, and communicating changes to this policy rests with the Division Head.

## Review Cycle

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This policy is to be reviewed at least every three years.

## Revision History

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<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Notes</b>
v01	1 Dec. 2018	Kevin Burkett	Original Creation

