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**Environmental Stewardship –
Remediation Services
Environmental Characterization and Remediation
Standard Operating Procedure**

for **Database Permissions
Management**

Revision Log

Revision No.	Effective Date	Prepared By	Description of Changes	Affected Pages
R0	02/18/2005	Robert Akira Watts	New procedure	All

Database Permissions Management

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List of Acronyms and Abbreviations

DBA	database administrator
ECR	environmental characterization and remediation (as in <i>ECR Group</i>)
ENV	Environmental Stewardship Division
ERDB_PROD	Environmental Restoration Database Production
PML	permissions management liaison
QP	quality procedure
RS	remediation services (as in <i>RS Project</i>)
SOP	standard operating procedure

Database Permissions Management

1.0 PURPOSE

This standard operating procedure (SOP) states the responsibilities and describes the process of managing user permissions on the Environmental Restoration Production Database (ERDB_PROD) for the Los Alamos National Laboratory (LANL or the Laboratory) Environmental Stewardship Division (ENV) – Remediation Services (RS) Project Environmental Characterization and Remediation (ECR) Group. This procedure integrates the criteria of the ENV-RS Project Quality Management Plan, hereinafter referred to as the Quality Management Plan.

2.0 SCOPE

All **ENV-RS/ECR project participants** shall implement this procedure when managing user permissions on ERDB_PROD.

3.0 TRAINING

- 3.1 **ENV-RS/ECR participants** shall train to (e.g., by reading and/or classroom training) and use the current version of this procedure; contact the author of this procedure if the text is unclear.
- 3.2 **ENV-RS/ECR participants** using this procedure shall document training in accordance with Quality Procedure 2.2 (QP-2.2), Personnel Training Management.
- 3.3 The responsible **project leader** shall monitor the proper implementation of this procedure.
- 3.4 The responsible **team leader** shall ensure that the appropriate personnel complete all applicable training assignments.
- 3.5 **ENV-RS/ECR participants** may request any needed assistance with implementation of this procedure from the ENV-RS/ECR Quality Integration and Improvement team.

4.0 DEFINITIONS

- 4.1 *Applications group* – Collection of WIN domain user groups associated with particular application or application subset. Applications groups and WIN domain user groups are listed in Attachment A.
- 4.2 *ENV-RS/ECR participant* – An inclusive term for any University of California/staff augmentation employee, deployed worker, or

subcontractor, inclusive of project leaders, team leaders, and project personnel, who participates in activities conducted by or on behalf of ENV-RS/ECR.

- 4.3 *Individual SQL account* – Individual account created and administered within SQL Server, not associated with any WIN domain account, and only used in certain specific circumstances.
- 4.4 *Permissions management liaison (PML)* – Individual associated with one or more applications groups and tasked with assessing impact of project leader–directed changes to end-user roles and relaying assessment findings and any recommended permissions modification to the database administrator.
- 4.5 *SQL Server roles* – Groups created and administered within SQL Server. Attachment B lists relevant SQL Server users and roles.
- 4.6 *WIN domain account* – Individual user account created and administered by the systems administrator within Windows Server. Only used in certain specific circumstances.

5.0 RESPONSIBLE PERSONNEL

The following personnel are responsible for activities identified in this procedure:

- database administrator (DBA)
- PML
- project leader
- ENV-RS/ECR project participants
- systems administrator
- team leader

6.0 BACKGROUND AND PRECAUTIONS

None

7.0 EQUIPMENT

No specialized equipment and/or supplies are required to implement this procedure.

8.0 PROCEDURE

Make any deviations from this procedure in accordance with QP-5.7, Notebook Documentation for Environmental Restoration Technical Activities.

8.1 Initiate a Change in User Role

- 8.1.1 The **project leader** shall document the change in user role in section I of the ERDB Permissions Modification Request form (Attachment C).
- 8.1.2 The **project leader** shall submit the ERDB Permissions Modification Request form (Attachment C) with section I completed to the PML.

8.2 Review/Recommend Modifications to User Permissions

- 8.2.1 The **PML** shall review the user's current permissions; document the current permissions in section II of the ERDB Permissions Modification Request form.
- 8.2.2 The **PML** shall recommend how to modify user permissions, if at all; document this recommendation in section II of the ERDB Permissions Modification Request form.
- 8.2.3 If no permissions modifications are required, the **PML** shall enter "NA" in section II, "User's new permissions," of the ERDB Permissions Modification Request form and return the form to the project leader.

Note: The following action steps apply only to performing and documenting modifications to user permissions. If no modifications to user permissions are required, the process is considered complete after the PML performs action step 8.2.3.

- 8.2.4 The **PML** shall consult with the DBA on proposed modifications.

Note: Individual SQL accounts (as opposed to a SQL Server role) should be used only in cases in which a user needs to connect to ERDB_PROD from outside the WIN domain. Individual WIN accounts (as opposed to WIN user groups) should only be used in cases in which a user has a highly specific set of permissions associated with assigned work tasks.

- 8.2.5 The **DBA** shall document any modifications to the PML recommendations in section III of the ERDB Permissions Modification Request form.
- 8.2.6 The **DBA** and **PML** shall review sections II and III of the Permissions Modification Request form to ensure that they contain the final version of permissions including
 - modifications to SQL server role(s)

-
- modifications to WIN domain user group(s)

Note: The DBA and PML may append additional pages to the ERDB Permissions Modification Request form as needed to fully document permissions modifications.

8.3 Modify Permissions for User SQL Server Role(s) and WIN Domain Groups

- 8.3.1 The **DBA** shall modify the permissions and user roles on the SQL Server, document modification in section III of the ERDB Permissions Modification Request form.
- 8.3.2 The **DBA** shall review the user's current WIN domain groups and recommended modifications to the domain groups.
- 8.3.3 If modifications to the user's WIN domain groups are recommended, the **DBA** shall submit the ERDB Permissions Modifications Request form to the systems administrator.
- 8.3.4 If no modifications to the user's WIN domain groups are recommended, the **DBA** shall proceed to action step 8.4.1.
- 8.3.5 The **systems administrator** shall make modifications to the user's WIN domain groups, document modifications in section IV of the ERDB Permissions Modification Request.
- 8.3.6 The **systems administrator** shall return the ERDB Permissions Modification Request form to the DBA.

8.4 Record End-User Permission Modifications

- 8.4.1 The **DBA** shall review the completed ERDB Permissions Modification Request form and sign and date the form in section V.
- 8.4.2 The **DBA** shall return the completed form to the PML.
- 8.4.3 The **DBA** shall notify the PML, project leader, and user that permissions modification is complete.
- 8.4.4 The **DBA** shall submit an electronic copy of the ERDB Permissions Modification Request form to PVCS.

9.0 LESSONS LEARNED

- 9.1 Before performing work processes prescribed in this procedure, **ENVR/ECR participants** should access the US Department of Energy Lessons Learned Information Services Web site, <http://www.tis.eh.doe.gov/II/II.html>, and Laboratory Lessons Learned

Resources Web site, http://www.lanl.gov/projects/lessons_learned/, and search for applicable lessons learned.

- 9.2 **ENV-RS/ECR participants** should submit any lesson learned related to work prescribed in this procedure to the Laboratory Lessons Learned Resources Web site, http://www.lanl.gov/projects/lessons_learned/.

10.0 RECORDS

The **PML** shall submit the following records to the Records Processing Facility, in accordance with QP-4.4, Record Transmittal to the Records Processing Facility:

- ERDB Permissions Modification Request form

11.0 REFERENCES

To implement this procedure properly, **ENV-RS/ECR participants** should become familiar with the contents of the following documents. Unless indicated otherwise, these documents are available from

http://erinternal.lanl.gov/home_links/Library_proc.shtml:

- Quality Management Plan
- QP-2.2, Personnel Training and Management
- QP-4.4, Record Transmittal to the Records Processing Facility
- QP-5.7, Notebook Documentation for Environmental Restoration Technical Activities

12.0 ATTACHMENTS

ENV-RS/ECR participants may locate all forms associated with this procedure at <http://erinternal.lanl.gov/Quality/user/forms.asp>.

Attachment A: Relevant WIN domain user groups and associated application groups, 1 page

Attachment B: Relevant SQL Server users and roles, 1 page

Attachment C: Permissions Modification Request form, 1 page

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

If you do not possess a token card or encounter problems, contact the ENV-ECR training specialist.

Attachment A: Relevant WIN Domain User Groups and Associated Application Groups

WIN domain user group	Associated application group
RRESECR-AAA	AAA
RRESECR-AAA-DataStew	AAA
RRESECR-DB-AAA-Data	AAA
RRESECR-DB-DBA	DBA
RRESECR-DB-EDD	DBA
RRESECR-DB-PROG	DBA
RRESECR-PRS-Admin	PRS
RRESECR-PRS-Users	PRS
RRESECR-SMO-DataSteward	SMO
RRESECR-SMO-DQA-Admin	SMO-DataQuality
RRESECR-SMO-DQA-ChargeCode	SMO-DataQuality
RRESECR-SMO-DQA-Infra	SMO-DataQuality
RRESECR-SMO-DQA-LabMethod	SMO-DataQuality
RRESECR-SMO-DQA-OrderTemplate	SMO-DataQuality
RRESECR-SMO-DQA-SampleEditor	SMO-DataQuality
RRESECR-SMO-EDDInbox	SMO
RRESECR-SMO-EventPlanner	SMO
RRESECR-SMO-FieldDataTech	SMO
RRESECR-SMO-InvoiceAdmin	SMO-Invoicing
RRESECR-SMO-Invoicing	SMO-Invoicing
RRESECR-SMO-LabRequestAdmin	SMO
RRESECR-SMO-ManagerialAdmin	SMO
RRESECR-SMO-SampleDataReporter	SMO-SAMPLEDataReporter
RRESECR-SMO-VVM	SMO-VVM
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Attachment B: Relevant SQL Server Users and Roles

SQL Server user/role	Application group
ERDB_DataSteward_Borehole	None
ERDB_DataSteward_Geophysics	None
ERDB_DataSteward_GIS	None
ERDB_DataSteward_PRS	None
ERDB_DataSteward_PRS_Ed1	None
ERDB_DataSteward_SMO_Invoicing	SMO-Invoicing
ERDB_DataSteward_SMO_LUT	SMO-DataQuality
ERDB_GIS_Remote_Users	None
ERDB_appidatabase	All
ERDB_appidatabase_RPTS	All
ERDB_GIS	None
ERDB_Public	None
RAC	None
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Attachment C: ERDB Permissions Modification Request Form

Requester's name : _____ **Request date:** _____

I. Change user role (project leader completes)

User Z#:

User's current role:

User's new role:

II. Review/Recommend user permissions (PML completes)

User's current permissions:

User's new permissions:

III. Modify user's role(s)/permissions (DBA completes)

Modifications to PML assessment (if applicable):

User SQL Server roles removed added Date: _____

Current user WIN domain groups:

New user WIN domain groups:

IV. Modify user's WIN domain groups (systems administrator completes)

User removed from added to WIN domain groups: Date: _____

V. DBA Review/signature

Printed name

Signature

Date

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