

Subject: Hierarchy of Documents	Effective Date: March 7, 2011	Initiated by: Head, Best Practices and Outreach
	Supersedes: Rev 2 dated 5/1/99, and TCR-003	Approved: Director

Contractual requirements, including laws, regulations, and standards are interpreted and incorporated into the Laboratory's hierarchical system of documents that govern the management of the Laboratory. DOE-PSO determines the DOE Directives that are applicable to the Laboratory and invokes them via the contract. PPPL subject matter experts and line managers are responsible for staying current with requirements within their areas of expertise and ensuring those requirements are appropriately incorporated into a Laboratory document. The PPPL documentation structure is as follows:

Mission Statements and Charters define the mission, structure, role and responsibilities of each organizational unit shown on the Laboratory's organization chart and its key committees.

Lab-wide Policies provide PPPL principles, position or broad guidelines, but do not specify 'how' something is done.

Lab-wide Plans - describe how an activity or function is to be performed, typically through Lab-wide procedures. Examples include: ISMS Description; ES&H Directives; Radiological Protection Plan; Institutional Quality Assurance Plan; Procurement Manual; Personnel Practices Manual; etc.

Lab-wide Procedures contain responsibilities and actions for accomplishing activities, typically involving multiple Departments. Procedures are grouped into categories: General (GEN-###); Environment, Safety & Health (ESH-###), Quality Assurance (QA-###); Engineering (ENG-###); Environmental Management (EWM-###), Materiel Control (MC-###); Personnel (PER-###); Training (TR-###); Information Technology (IT-###); and Plasma Science and Technology (PST-XXX).

Project/Department /Division Procedures and Manuals provide administrative controls, management practices, and information on how to perform activities by members of a project, department, or division. These procedures do not contain responsibilities for organizations outside the authoring organization.

Work Activity Specific Procedures provide information on how to perform specific activities, and how to operate, maintain, repair, and install equipment for a specific project, facility, system, or activity.

The Laboratory's policies, procedures, plans and department manuals are available to all employees in electronic format via the PPPL intranet web site. Lab wide documents are reviewed minimally every three years and either revised, renewed as-is, or retired. Responsibility for each document is assigned to a designated manager.