

1.0.8 DOCUMENT CONTROL AND REVISIONS

1.0.8.1 INTRODUCTION - A quality assurance program includes a system for documenting and revising procedures. The system used for these volumes essentially follows that described in U.S. EPA's Quality Assurance Handbook for Air Pollution Measurement Systems; (Volume I, EPA-600/9-76-005).

1.0.8.2 DISCUSSION OF DOCUMENT CONTROL - A quality assurance program includes a system for updating formal documentation of operating procedures. The documentation used in the Air Resources Board's Quality Assurance volumes are described herein. The system uses a standardized indexing format and provides for convenient replacement of pages that may be changed within the technical procedure descriptions. The indexing format includes, at the top right of each page, the following information:

Volume
Section
Revision
Date (of revision)
Page

The "Volume" identifies the specific volume in the ARB series. The "Section" identifies major three-place sections. "Revision" represents the most current version of the section (the first version is represented as "0"). "Date" represents the date of the current revision. "Page" includes both the number of the specific page, and the total number of pages in the section. An example of the page label follows:

Volume I
Section 2.0.2
Revision 0
January 1, 1990
Page 1 of 6

For each three-place section, the text begins on a new page. This format groups the pages together to allow convenient revision. Each time a new page is added or expanded within a section, the number of the preceding or original page is included on the new page, and a letter is added to it. For example, if Page 4 of 8 were revised and

expanded to include an extra paragraph, the overflow would appear on a page designated 4a. The original Page 4 would then be removed from the Manual and replaced by revised Page 4 and Page 4a. This allows expansion within a section without retyping the section or renumbering all the pages. The pages would be designated Page 4 of 8 and Page 4a of 8 even though there would actually be nine pages.

The Table of Contents follows the same structure as the text. It contains a space for "Revision" and "Pages" within each section heading. When a revision to the text is made, the Table of Contents pages are updated by either retyping, or striking out the old revision number and printing the current revision number. For example, a Table of Contents page might appear as follows:

		<u>Pages</u>	<u>Revision</u>	<u>Date</u>
A.1.0	GENERAL INFORMATION	3	1	01-01-90
A.1.1	ROUTINE SERVICE CHECKS	5	1	01-01-90
A.1.2	DETAILED MAINTENANCE PROCEDURES	5	1	01-01-90

A revision to "ROUTINE SERVICE CHECKS" would change the Table of Contents to appear as follows:

		<u>Pages</u>	<u>Revision</u>	<u>Date</u>
A.1.0	GENERAL INFORMATION	3	1	01-01-90
A.1.1	ROUTINE SERVICE CHECKS	5	2	02-15-90
A.1.2	DETAILED MAINTENANCE PROCEDURES	5	1	01-01-90

When numbering and titling three- and four-place sections, adhere to the following procedure:

1. Three-place section number(s) designate section titles; i.e., A.2.0 or 1.0.1. They are aligned on the left-hand margin with the section title written in capital letters and bold type, 10 spaces to the right of the left-hand margin.
2. Four-place number(s) are used to designate major topics in sections; i.e., A.2.0.1 or 1.0.1.1. They are aligned on the left-hand margin with the section topic capitalized, underlined, and tabbed 10 spaces to the right of the left-hand

margin. Information pertaining to the section is aligned with the first word after the four-place number.

3. Five-place number(s) are used to designate section sub-topics; i.e., A.2.0.1.1 or 1.0.1.1.1. They are aligned on the left-hand margin with the section sub-topic first letters capitalized, and tabbed 15 spaces to the right of the left-hand margin. Information pertaining to the section is aligned with the first word after the five-place number.
4. First number(s) are used to designate information pertaining to sub-topics. The number(s) are indented 10 spaces from the left-hand margin. Information is tabbed 15 spaces from the left-hand margin with following sentences aligned with the first word after the number.
5. First letter(s) are used to further explain sub-topics. They are lower case and indented 15 spaces from the left-hand margin. Information contained follows 20 spaces from the left-hand margin, with following sentences aligned with the first word after the letter.

1.0.8.3 DISTRIBUTION RECORD CARD - A distribution record has been established and is maintained so that future revisions and additional new sections may be distributed to users. In order to enter the user's name in the distribution system, the "Distribution Record Card" must be filled out and mailed to the address listed on the card. Each volume of the Quality Assurance Manual contains a separate "Distribution Record Card". The current distribution list is available upon request to the Air Resources Board's Monitoring and Laboratory Division, Quality Assurance Section.