

Management System: Requirements Management

Subject Area: Document Control Management

Determine if Information Belongs in a Subject Area Procedure

Issue Date:

Revision:

The Environmental Management Consolidated Business Center (EMCBC) staff use Subject Areas and associated procedures to implement requirement drivers (e.g., laws, regulations, DOE Directives).

The EMCBC Management System (CBC MS) is a Web-based method for developing and delivering uniform EMCBC Subject Areas and procedures. CBC MS stores information in a hierarchy. Procedures are grouped by Subject Areas. Subject Areas are organized within Management Systems (see [Figure 1](#) below).

Information belongs in a Subject Area procedure if:

- The information tells staff **how** to meet the requirements of specific laws or other requirement drivers.
- The information is something that staff across EMCBC organizations or job functions need.
- The information will be used to achieve Management System goals.
- The information must be delivered as a step-by-step procedure rather than as a summary or report.
- There would be negative consequences if the information, or part of it, were not available to EMCBC staff.

Information does **not** belong in a Subject Area procedure if:

- The requirement driver is unclear or there is no requirement driver for the information.
- The information describes **why** work is done a certain way, rather than **how**.
- The Subject Area is a response to audit findings or other needs. These findings or needs can often be addressed by reviewing procedure implementation issues, clarifying a “desk level” procedure, or instituting changes in how a subset of EMCBC staff perform their work.

EMCBC Hierarchy of Documents

