

**U.S. Department of Energy  
Office of Environmental Management (EM)  
Standard Operating Procedures (SOP)**

Title: Uploading Documents to the EM-11 Portal

EM ORG: EM-11 SOP #: 003

Revision #: 0

Effective Date: 11/02/09

1. **POLICY:** This Environmental Management (EM) process to be followed at the Headquarters (HQ) level for preparing and uploading documents that should be visible on the EM-11 Portal.
2. **OBJECTIVES:** The purpose of this procedure is to establish EM-11 Federal and Contractor Employee's responsibilities when uploading documents to the EM-11 Portal.
3. **CANCELLATIONS:** This SOP does not cancel any previous SOPs.
4. **APPLICABILITY:** The provisions of this procedure will apply to all EM-11 and Field organizations responsible for providing documents that need to be uploaded to the EM-10 or EM-11 portal as well as to the field sites that will be uploading documentation.
5. **CONTACT:** Lowell Ely, Office of Project Assistance and Assurance, EM-11, 301-903-6821, Lowell.Ely@em.doe.gov
7. **DEFINITIONS:**
  - a. EM Portal: All of EM Federal Employees have access to the EM Portal and the information on this portal
  - b. EM-10 Portal: All of EM-10 Federal Employees have access to the EM-10 Portal and the information on this portal
  - c. EM-11 Portal: EM-10 Federal Employees and EM-11 Employees (Federal and Contractors) have access to the EM-11 Portal and the information on this portal
  - d. EM-11 Community: Only EM-11 Employees (Federal and Contractors) have access to the EM-11 Community and the information on this community
8. **PROCEDURE/REQUIREMENTS:**
  - a. User:
    1. Identifies a document that should be added or removed from the EM Portal or the EM-11 Community by filling out the "Posting Documents to the Portal" form. (see attachment A)
    2. Names documents based on the Approved EM-11 Document Naming Convention

3. Sends an e-mail message containing the completed, "Posting Documents to the Portal" form and the correctly named file to be uploaded to EM-11 Portal Administrator@em.doe.gov –
- b. The EM-11 Portal Administrator; Receives/Reviews/Posts documents to the Portal based on the "Posting Documents to the Portal" form.

## Posting Documents to the Portal

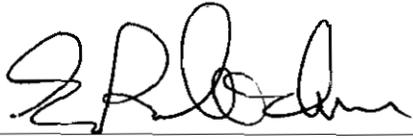
Please use the following form when transmitting documents for uploading to the portal.

1. Name of person requesting posting: \_\_\_\_\_
2. Date \_\_\_\_\_
3. Title of Document: \_\_\_\_\_
4. Field to be uploaded to:

- SOPPs
- EM-11 Standard Operating Procedures (EM-11 Only)
  - Initiatives for Improving Project Performance (EM-11)
    - Baseline Development Management
    - Project Support Policy
    - Project Oversight
- SAE Guidance
  - Project Management Guidance
    - Acquisition Executive Guidance
    - EM-11 Guidance
      - Environmental Value Management System (EM-11 Only)
    - Acquisition and Project Management Workshops
    - Secretarial Acquisition Executive Guidance
  - EM Memos
    - Configuration Control Process
    - Contingency and Risk Policy
    - Earned Value Management System
    - Delegation and Acquisition Executive Guidance
    - Environmental Liability Estimate Documents
    - Miscellaneous Memos
- External Reports
  - Project Management Career Development Program (PMCDP)
    - Regulations
    - Reports
    - Useful Links
    - PMCDP Information
    - Training
  - Contractor Monthly Reports
    - Site: \_\_\_\_\_
    - Site Project Documents
      - Site: \_\_\_\_\_ PBS #: \_\_\_\_\_
      - CD Documentation specify which CD: CD- \_\_\_\_\_
      - Baseline Change Information
      - Acquisition Executive Approval Memos
      - Secretarial Acquisition Executive Approval Memos
      - Additional Documentation

- EVMS Information
- Correspondence
- Construction Project Reviews
- Recovery Plans
- Inactive Sites
- Project Management Tools
  - Collaboration Projects
- EM-50 Senior Management Issues
- EM-11 Action Tracking Tool
- Project Controls Reporting
  - Assessment Letters (ALs)
  - Monthly Project Status Updates
  - Quarterly Project Reviews (QPRs)
    - FY09 QPR PPT Packages
    - FY09 QPR Agendas
    - FY08 QPR PPT Packages
    - FY08 QPR Agendas
    - Secretarial Acquisition Executives QPRs (EM-11 Only)
    - Archives
- EM OECM Project Reviews
  - FY08
    - Deputy Secretary Drafts
    - Deputy Secretary Finals
    - Project Comparisons Sheets
  - FY09
    - Deputy Secretary Drafts
    - Deputy Secretary Finals
    - Project Comparisons Sheets
  - Archives

Approved By: Lowell Ely

Signature:  \_\_\_\_\_

Name and Title: <sup>for</sup> Lowell Ely, Director of Project Assistance and Assurance, EM-11

Date: 11/2/09