

## **PROCEDURES FOR UPDATES TO THE OMM WEB, TAS MANUAL OR SAMPLING AND TESTING MANUAL**

1. Any person with a web revision or update for the office's webpage, for the web-based TAS Manual or for the web-based Sampling and Testing Manual should meet with his/her section head.
    - a. **THIS PROCESS DOES NOT APPLY FOR WEBPAGES THAT EACH SECTION HAS RESPONSIBILITY FOR. ONLY THOSE PAGES THAT ARE THE RESPONSIBILITY OF THE WEBMASTER.**
  2. They should discuss what the revision or update is, how it should look, and where it should be located on the web.
  3. After discussion; make up an example of how you want it to look or write up how you want the update to look.
    - a. Include the write up for the short description of the revision for the revision page. Include:
      - i. the page (s) where the revision takes place
      - ii. the description of what the revision covers,
      - iii. the date the revision is to take place.
  4. The section head should then approve and forward both the current information that is to be revised, along with the final draft (including the revision information) to the web administrator.
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1. The web administrator will then post the actual revision on the web.
  2. The web administrator will also set up the revision page to include:
    - a. a link to the page where the revision took place,
    - b. a description of the revision
    - c. the date the revision was posted.
  3. The section head that submitted the revision will be notified the revision has been made.
  4. The section head should then check that it is correct and complete.
  5. The section head should notify through e-mail whether the revision is acceptable, or further changes need to be made, starting this process over.