



MassDEP

**Massachusetts Department of Environmental Protection
Bureau of Water Resources - Division of Watershed Management
Watershed Planning Program**

STANDARD OPERATING PROCEDURE

Document Control

CN 000.51
July 15, 2025
July 2025 to July 2027

Prepared by:

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Date: 7/15/25

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Date: 7/21/25



LIST OF REVISIONS

<u>Revision Date</u>	<u>Revision</u>	<u>Pages #s</u>	<u>CN/ (Old CN if applicable)</u>	<u>Initials</u>
1/10/09	Clarified CN# system as primary indexing system for draft/final documents	2-3		
11/8/11	Added section addressing documents containing sensitive data	4-5	CN 000.5	
7/15/25	General documents updates to bring into alignment with new SOP template.	All	CN 000.51	JS

1.0 SCOPE AND APPLICATION

This SOP establishes standard procedures for creating and maintaining a basic document control system for WPP documents. The purpose of document control is to provide a standardized and permanent reference system for both paper and electronic documents, in order to ensure consistency and integrity in official documents (such as SOPs, reports, technical memos, QAPPs, etc.).

WPP's document control system applies to all historical, current and future documents, and includes both paper (only) and electronic documents.

2.0 SUMMARY

A new, comprehensive document control system is established and implemented consistently with rules and procedures contained herein.

3.0 SYSTEM DESCRIPTION

Document Database:

All formal, official documents generated by WPP are provided document control numbers (e.g., "CN 5.5"). These documents may or may not be officially published in paper form and/or to the Department's web site. To provide easy access to these documents, an MS Access-based database tool has been created and placed on PC desktops of all WPP staff.



Historical Documents:

Most summary documents generated by WPP prior to widespread use of computers (electronic storage) are paper records only. The majority of these shall be electronically scanned to .pdf format documents.

4.0 PROCEDURES

In order to maintain an accurate, up-to-date, user-friendly document system, the following steps and conventions shall be implemented at WPP-Worcester:

- a) A CN # only shall be the primary means of controlling document identity.
- b) Naming Convention: CN \textit{space} XXX.X (example: CN 388.0). While CN system is mainly for WPP documents, occasionally there are multi-jurisdictional (including MassDEP) documents that do not have a published CN#, but require one for internal MassDEP tracking purposes (e.g., multi state TMDLs). These can be referred to in documents as “MassDEP CN XXX.X”.
- c) The following document types shall require use of a CN #:
 - Quality Assurance Project Plans (QAPPs)
 - Standard Operating Procedures (SOPs)
 - Technical Memoranda (TM)
 - Total Maximum Daily Load Reports (TMDL)
 - Misc. Reports (e.g., Integrated List of Waters, CWA 305(b) Water Quality Summary)
 - Guidance documents
 - Sampling & Analysis Plans (SAPs)
 - Other important documents as necessary (e.g. management plans, publications lists, etc.)
- d) Store all CN documents (including those documents that are placeholders and link to the DEP web site) at an electronically-shared, read-only location for WPP staff.
- e) Provide a primary and secondary purveyor of CN #s to staff (WPP’s QC Analyst and Database Manager, respectively). Unless provided by either of these persons, use of other CN #s is not valid. Only CN purveyors shall have write-authority for directory containing control numbers.
- f) Once a CN is provided and used within a document as its reference number, it is permanent and cannot be changed.
- g) CNs provided to reference specific documents shall be clearly displayed on the cover or within the first few pages of the document.
- h) Significant revisions and updates to historical CN documents shall be indicated by providing the same CN whole number, and adding tenths as appropriate. *Example: CN 1.0 Field Sampling SOP (2001) and CN 1.1 Field Sampling SOP (2002).*



i) For CN documents where public review draft(s) and final version exist, use a unique CN # (e.g., CN 126.0) for each draft version. When the document becomes final, save final version using a new unique CN # (e.g., 126.1)

j) Titles of documents shall include applicable year(s) whenever possible.

5.0 QUALITY CONTROL

WPP's Quality Control Analyst and Database Manager shall be responsible for implementation and maintenance of document control throughout WPP. Improvements with regard to efficiency, accuracy and completeness shall be made where possible and with attention to preserving historical document tracking.

6.0 PREVENTIVE MAINTENANCE

Periodically, the CN directory shall be reviewed by WPP QC Analyst for inaccuracies and inconsistencies.

7.0 CORRECTIVE ACTIONS

If problems arise with regard to document tracking, solutions will be reached by consensus and with minimal impact to historical document tracking decisions.