



Conduct of Engineering Request for Variance or Alternate Method

To display the *VAR Request Metadata* pane for this document, click **File > Info > Properties > Show Document Panel.**

1.0 General

1.1 Document Number: VAR-10066	1.2 Revision: 1								
1.3 Brief Descriptive Title: Electronic Drawing Approval									
1.4 Affected Program: Engineering Standards	1.5 Request Type: Variance								
1.6a Affected Tech Area 99	1.6b Affected Buildings Sitewide								
1.7 Requestor: Richardson, Scott C Organization: ES-FE									
1.8 Revision History <table border="0"> <thead> <tr> <th>Revision Number</th> <th>Changes and Comments</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>Initial issue</td> </tr> <tr> <th>Revision Number</th> <th>Changes and Comments</th> </tr> <tr> <td>1</td> <td>Converted VAR-10066 into a variance from its original alternate method; removing previous title block and title sheet templates from the website in favor of a new single template to be posted with approval of this VAR rev1</td> </tr> </tbody> </table>		Revision Number	Changes and Comments	0	Initial issue	Revision Number	Changes and Comments	1	Converted VAR-10066 into a variance from its original alternate method; removing previous title block and title sheet templates from the website in favor of a new single template to be posted with approval of this VAR rev1
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2.0 Affected Conduct of Engineering Program/Documents

2.1 Affected "P" Document: P342 Engineering Standards If against the P document itself, revision (or N/A): N/A	2.2 Subordinate or related document(s) [AP, master spec, LANL ESM chapter & section; or code, Order, standard, etc.]: Document Title/No.: CAD Standards Manual, Sections 100 & 200 Revision 5 Document Title/No.: <i>Enter text..</i> Revision <i>Enter text..</i> Document Title/No.: <i>Enter text..</i> Revision <i>Enter text..</i>
2.3 Section/Paragraph: Section 103.1.0.B.6 (Revisions To Drawings); Section 202 (Title Blocks, except non-electronic Sketches); and Section 203 (Title Sheets, except non-electronic Sketches)	
2.4 Specific Requirement(s) as Written in the Document(s): Various locations within the cited sections of the documents specifically mention "hand written signatures or initials" for the required approvals of each sheet of drawings.	
2.5 Contractual, preference, or other basis for requirement in 2.4: The standard title block is based on the historical title block in use at LANL for many years. It was developed for traditional "wet" signatures of approval of the individual drawing sheets for procedural control of approving drawings and electronically produced sketches for implementation of design in the field.	

2.6 Type of VAR from ESM Chap 1, Z10 [<i>Applies only to standards variances</i>] <p style="text-align: center;">Type 1</p>	2.7 Discipline <p style="text-align: center;">CAD</p>

3.0 Request Information & Comments

3.1 NCR required (work has occurred)? No If Yes, NCR Number: Enter text.		
3.2 System/Component Affected OpSystem Acronym & Name [Select OpSysAcronymAndName] System Number or Name [Select SystemNumberOrName]	3.3 Highest ML Level <p style="text-align: center;">ML-1</p>	
<p>3.4 Proposal with Justification/Compensatory Measures:</p> <p>A modified drawing title block, similar in appearance to the standard title block but with approval blocks large enough to accommodate digital signatures utilizing validated certificates, will supersede all previous drawing title blocks that only supported "wet" signatures, including sketches.</p> <p>This modified title block template will be available from the CAD Manual website as a replacement to the current "wet" signature templates. Should the need arise, new templates can be printed, wet-signed, and scanned; however, this is discouraged due to loss of legibility and the maximum allowable number of scans is one time—i.e., once during the entire signature routing process (typically at the end). Additionally, if "wet" signatures are to be used, all signers must use the "wet" signature method.</p> <p>LANL signers must use Entrust while outside AEs will be allowed to use alternatives, including Acrobat. Templates may be updated by POC without revision of this VAR.</p> <p>Revision to the affected Sections of the CAD Manual itself will allow supersede this Variance to expire.</p> <p>The CAD Standards Manual POC may allow alternatives to use of this approach by email permission.</p> <p>Justification</p> <p>The elimination of large quantities of paper and printer ink consumption has a significant cost benefit. Additionally, eliminating scanning of signed hardcopy drawings (as the current practice requires) to electronic document formats greatly improves the functionality and usability of the final electronic document for its expected life.</p> <p>The summer 2020 release of an Acrobat Pro script that allows users to sign multiple, separate documents simultaneously eliminated concerns that e-signing is more time-consuming than wet-signing; it is posted with the Manual.</p>		
3.5 Attachments Document Title or Description none		
3.6a Project ID <p style="text-align: center;">N/A</p>	3.6b: Project Name <p style="text-align: center;">N/A or Project Name</p>	3.6c: Code of Record Date <p style="text-align: center;">N/A or Date</p>

3.7 Duration: Lifetime	3.8a If Finite Period, Start Date: Click to enter a date.	3.8b End Date: Click to enter a date
3.8c Provide the PFITS number for tracking removal/correction: [PFITSNum]		
3.9 USQD/USID required (Nuclear, High/Mod Hazard)? No If Yes, USQD/USID Number Click here to enter text.		
3.10 QA Review for process change matters potentially affecting LANL's NQA-1 implementation Is a QPA Determination required?: No If Yes , then: Choose an item. QPA Comments: Enter text..		
3.11 POC Determination: Accept POC Comments: Enter text..		
3.12 Management Program Owner's (SMPO) Approval for P341 and APs; P342, ESM, ML-1 and -2, and Contract Matters; and P343 SMPO Determination: Accept Comments: Enter text..		

4.0 Participant Signatures **NOTE:** DO NOT ADD NAMES FROM WITHIN WORD! *Save and close the form first, then do 1-4 below:*

1. From the SharePoint library, select the document, then click the **ellipsis (...)** in the second column; a small dialog appears
2. In the small dialog click the **ellipsis** again
3. Click **Edit Properties** and check out the document if prompted to Enter names using the controls provided, then **Save**

4.1 POC (Management Program Owner's Representative): Richardson, Scott C	Organization ES-EPD	Signature
4.2 Facility Design Authority Representative [FDARName] FDAR signature not required <input checked="" type="checkbox"/>	Organization Enter text..	Signature
4.3 LANL Owning Manager (FOD or R&D/Program) [FODorPrgmMgrName] FOD or Program Manager signature not required <input checked="" type="checkbox"/>	Organization Enter text..	Signature
4.4 Quality Reviewer's Name: [QPAName] QPA review/signature not required <input checked="" type="checkbox"/>	Organization Enter text.	Signature

<p>4.5 Safety or Security Management Program Owner's Approval for P341 and APs; P342, ESM and Contract Matters; and P343</p> <p>Streit, Jim</p> <p>SMPO signature not required (Type 1 variance) <input type="checkbox"/></p>	<p>Organization</p> <p>ES-DO</p>	<p>Signature</p>
<p>4.6 Additional Signer 1</p> <p>[AdditionalSigner1]</p> <p>Role: Enter text.</p>	<p>Organization</p> <p>Enter text.</p>	<p>Signature</p>
<p>4.7 Additional Signer 2</p> <p>[AdditionalSigner2]</p> <p>Role: Enter text.</p>	<p>Organization</p> <p>Enter text.</p>	<p>Signature</p>
<p>4.8 CoE Administrator Signature</p> <p>Salazar-Barnes, Christina L</p> <p>NOTE: The CoE Admin is always the last signature placed on this document. The date of that signing is the date of this document.</p>	<p>Signature</p>	