



SharePoint DMS Workflows

BACWA Lab Committee Meeting
June 9, 2026

Moving to Electronic Documents

Document Type	Document Type
 SOPs	 Client Reports
 Method References	 IDOC Forms
 Miscellaneous References	 MDL Forms
 Regulations	 Analyst DOC Forms
 ELAP Certificates	 Instrument Manuals
 Internal Audits	 Work Instructions
 Logbooks	 MDL Tabulation
 Maintenance Logs	 Method Validation
 Bench Sheets	 Corrective Action Reports
 LIMS Reports	 PT Reports
 Raw Data Reports	 Subcontract Lab Data
 Final Data Packets	 Order Log
	 Audits

Grab Bag of Regulatory Requirements

- Document Control
 - Revision Control
- SOP Approval
- Internal Audits
- Corrective Actions
- Data Packets
- Demonstration of Capability



Summary of References

Requirement	TNI-2016	40 CFR 136
 Document Control	Module 2 Management System	—
 SOP Approval	Module 2 Document Control	<i>SOPs required to contain applicable QC elements (§136.7)</i>
 Revision Control	Module 2 Document Control	—
 Internal Audits	Module 2 Internal Audits	—
 Corrective Actions	Module 2 Corrective Action	Required for QC failures (§136.7(c))
 Data Packets / Technical Records	Technical Records, Traceability, Data Integrity	<i>Supporting QC data required to demonstrate compliance</i>
 Demonstration of Capability (DOC)	Personnel competency requirements	§136.7(c)(1)

Solutions

Requirement	EBMUD's Approach
 Document Control/Review	SharePoint Permissions + Workflow
 SOP Approval	SharePoint Permissions + Workflow
 Revision Control	SharePoint Permissions + Workflow
 Internal Audits	SharePoint Workflow
 Corrective Actions	SharePoint Workflow
 Data Packets	SharePoint Tool
 Demonstration of Capability (DOC)	SharePoint Workflow

References > SOPs

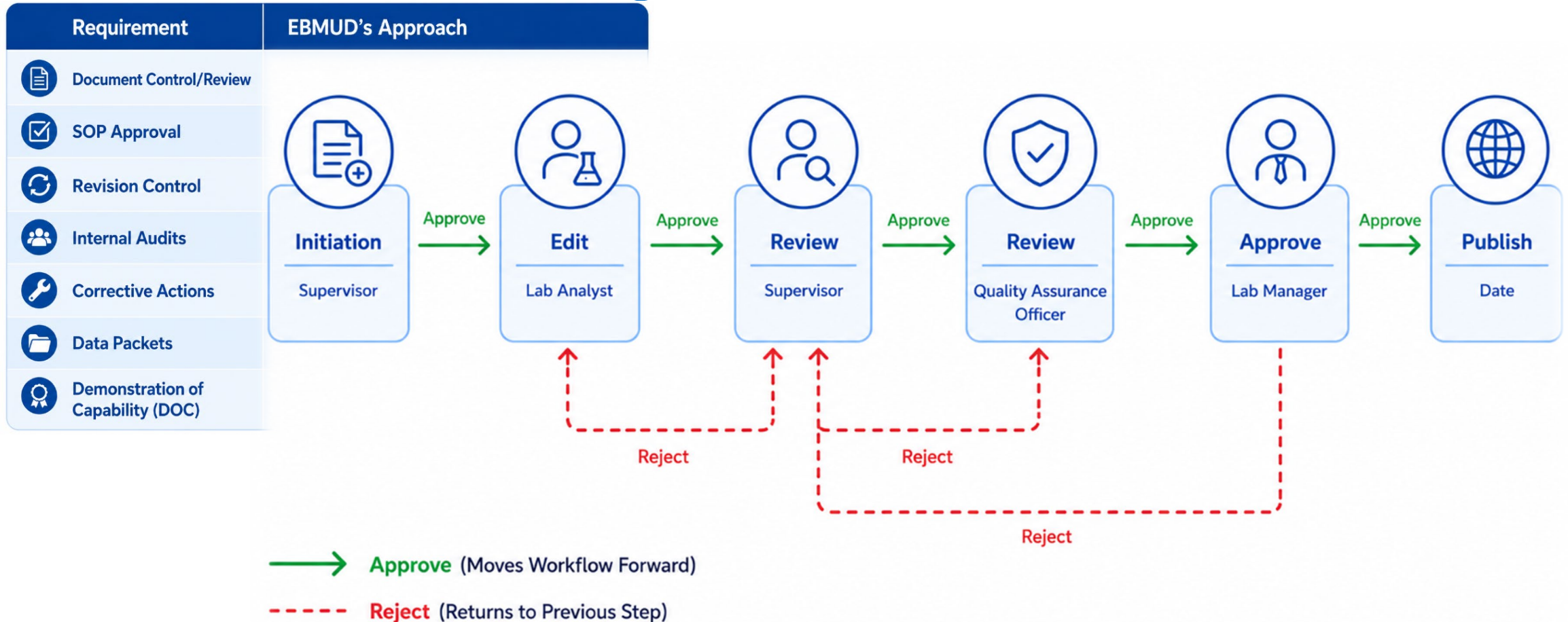
Share Copy link Add shortcut to OneDrive Download Edit in grid view Export to Excel

Unsaved changes

All Documents All Documents (no folders) Biology SOPs Inorganics + Add view This view uses filters that you can view and edit here.

Name	External	Number	Revision Nu...	Effective Date	Modified	Modified By	Content Type	Document O...	ID	St...
801 Mercury Analysis for Liquids.pdf		801	22.0	2/5/2026	2/5/2026 4:00 AM	Lab Doc	SOP Document	Mitchell, Jason	4293	
802 EPA 200.8 ICPMS.pdf		802	23.1	1/12/2026	1/12/2026 4:00 AM	Lab Doc	SOP Document	Mitchell, Jason	4220	
805 Microwave Digestion for Metals.pdf		805	17.0	9/15/2025	9/16/2025 12:26 PM	Patchin, Michael	SOP Document	Mitchell, Jason	4028	
806 Pour-off Samples for Metals.pdf		806	20.0	9/15/2025	9/16/2025 12:26 PM	Patchin, Michael	SOP Document	Mitchell, Jason	4029	
809 EPA 200.7 ICP.pdf		809	26.0	2/17/2026	2/17/2026 4:00 AM	Lab Doc	SOP Document	Mitchell, Jason	4323	
811 Mercury Analysis for Solids.pdf		811	12.0	2/5/2026	2/5/2026 4:00 AM	Lab Doc	SOP Document	Mitchell, Jason	4294	

Automation through Workflows



Demonstration – Forms and Templates

Main Menu

Please select the type of Document/Process you would like to work on:

Client Audit Request

Bench Sheet

Data Change Request

Demonstration of Capability

Forms and Templates

Internal Audit

Non-Conformance Corrective Action Report

SOP Update

SOP New

Sublab Data

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