

Procedure for TDH Revisions

5/5/03

The chapter author edits his/her section (starting with the [fully edited version](#) that appears on the web) and arranges with the [TDH Editor](#) to have it posted on the [update section](#) of the TDH location on the Fermilab web site. The chapter author also transmits to the TDH Editor a short description of the changes. The TDH Editor then mails the URL of the posted revision to all L2 & L3 managers, with the short description of the changes, & requests comments within a week's time (or petitions for more time for review). The comments go to both the TDH Editor and the chapter author.

The TDH Editor reviews the new document and releases it for general use--after the comment period has expired. The chapters are dated with their individual revision dates.