

Format and minor grammatical changes have been made to all pages included in this revision package. Revision bars are not inserted for format changes, non-substantial technical changes, and fully rewritten chapters. Revision bars appear on the right sides of all pages. Vertical (addition) bars indicate added and rewritten matter, and horizontal (deletion) bars indicate deleted matter.

| ITEM           | SUMMARY  |
|----------------|--|
| Foreword       | <u>Foreword</u> , update the Foreword from the new Interim Director Ron Joseph.  |
| Section 0030   | <u>Publication and Contacts</u> , update contact names and numbers.  |
| Section 2591   | <u>Asbestos Notification to Employees</u> , update contact names and Branch names.   |
| Section 4840.4 | <u>Definitions</u> , add word “Hardening” and definition.  |
| Section 4841.2 | <u>Information Integrity and Security</u> , include new content, which must be incorporated into existing departmental policy and procedures.  |
| Section 4846.2 | <u>Software Management Policy Reporting Requirements</u> , revises submission of plans and certifications. These are retained with the Department’s CIO for three years instead of being submitted to DGS or Finance |

### REVISION SEQUENCE INSTRUCTIONS

The SAM is undergoing a format transition. Therefore, page numbers are either at the center bottom or upper right corner of the page.

| <u>Remove Page(s)</u>                              | <u>Consecutive<br/>No.<br/>of Sheets</u> | <u>Insert Page(s)</u> | <u>Consecutive<br/>No.<br/>of Sheets</u> |
|--|--|-----------------------|--|
| Foreword   | 1  | SAME                  | 1  |
| Pages 0030 through 0030 (Cont. 4)                  | 3  | SAME                  | 3  |
| Pages 2591 through 2591 (Cont. 1)                  | 1  | SAME                  | 1  |
| Pages 4840.2 (Cont. 1) through<br>4841.4 (Cont. 1) | 3  | SAME                  | 3  |
| Pages 4845 (Cont. 1) through 4846                  | 1  | SAME                  | 1  |