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**APPENDIX A:
SECTION 01:**

**MANUAL REVISION LOG
INTRODUCTION**

Procedure #: A.01.000

Effective Date: February 1, 2023

Applies To: All ACCESS Users

I. PURPOSE OF THE MANUAL REVISION LOG

- A. The Manual Revision LOG provides ACCESS users with documentation of all revisions made to the ACCESS Operations Manual. The document is meant to assist agencies in determining what changes have been made that will affect their current business practices.

II. GUIDELINES FOR THE MANUAL REVISION LOG

- A. The Manual Revision Log will be updated monthly, as revisions are needed. Each agency Terminal Agency Coordinator will be notified as revisions are made.
- B. The most recent revision will be listed first. All subsequent revisions will be listed thereafter.
- C. Manual revisions will be made to add new information, remove inaccurate/outdated information, or when updating information.
 - 1. Each revision will provide the Chapter, Section, and Subsequent Subsections.
Example:
Chapter 31, Section 01, Subsection IV, Subsection B will appear as Chapter 31.01.IV.B
 - 2. A brief synopsis of the changes will be included.
- D. If an agency notices a revision that needs to be made to the ACCESS Operations Manual, an email should be sent to the ACCESS Section at access@wsp.wa.gov.



**APPENDIX A:
SECTION 02:**

**MANUAL REVISION DOCUMENT
MANUAL REVISION LOG**

Procedure #: A.02.000

Effective Date: June 1, 2014

Applies To: All ACCESS Users

III. MANUAL REVISION LOG

Revision Number	Section Revised	Synopsis	Dated Revised
8	Chapter 1	Changes to Identification and Authentication Requirements. Training requirements updated to reflect on-line self-paced system. ACCESS Audit updated to reflect current process. WACIC Purge Schedule and Agency Directory updated.	8/7/2025
7	Chapter 20	Multiple changes throughout chapter including content, formatting, and SPC codes.	12/20/2024
6	Chapter 1.03.000.II.B.8 Chapter 1.07.000.I.A.1.a	Variance requests moved to the WATCH Web Portal Employees who were previously ACCESS certified who expired when separated from a Criminal Justice Agency will receive the same six month window as a new hire.	5/6/2024
5	Chapter 3 Chapters 9 through 34 Chapter 9 Chapter 13 Chapter 14 Chapter 16 Chapter 20 Chapter 21 Chapter 28 Chapter 32 Chapter 33	Chapters renumbered for the addition of Extreme Risk Protection Orders Extreme Risk Protection Order new chapter. Chapter 20 National Instant Criminal Background Check System – Updates to all sections. All sections updated for NCIC NIEM XML, legacy dot delimited examples removed.	2/15/2024
4	Chapter 33.01.000 Chapter 01.07.000	Updated validation requirements. Certification requirements changed to annually.	8/21/2023

3	Chapter 01.01.000	Updated verbiage throughout.	2/6/2023
2	Chapter 34.02.000.II Chapter 25.02.000.II Chapter 25.03.000.II.D.2 Chapter 28.02.000.II Chapter 28.03.000.II.D.2 Chapter 24.01.000.II.C.7 Chapter 19.02.000.I Chapter 21.01.000	Updates to POB/CTZ for RCW 43.17.425 and the Keep Washington Working Act Removed “possess or”. Added that SST is mandatory when PCA/I Updated lettering, numbering, and verbiage throughout. Updated links for forms.	2/1/2023
1	Chapter 11.01.000	Updated the records removed entirely from NCIC upon receipt of the clear message. Removed WACIC number from field codes and edits. Updated message keys (MKE) and examples from W3 migration.	12/30/2022