



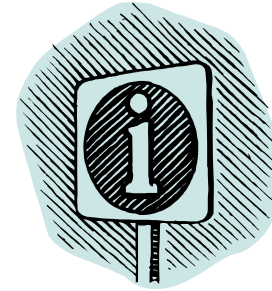
Information Request Tracking

Information Request Tracking provides the ability to record and document requests for information from any source, including agencies, customers, citizens, and other private or public groups. Follow up activities are recorded, including the type of information provided and whether any complaints, fines, or violations of contract terms were discussed.

Companies often get request for information from government agencies, customers, insurance companies, members of the community, public groups, the press, internal departments, and employees. Following up on these requests and tracking what information was sent can be time consuming. FacTS' Information Request Tracking feature makes it easier to ensure all requests get a response, and document what information was provided.

Detailed information on who makes the request can be logged, including the group or organization they represent. The types of requests can be categorized for easy look up later on. The types of requests can include:

- MSDS
- Product Inventory
- Specific Chemical
- Response Plans (Internal)
- Response Plans (LEPD)
- Certificate of Destruction



Each company can add additional types of requests based on their needs.

Information Request can also be used to follow up on requests for documents/information as part of internal or external audits.

STANDARD REPORTS

The Information Request report lists each request, which employee responded to the request, and a description of the information provided.