



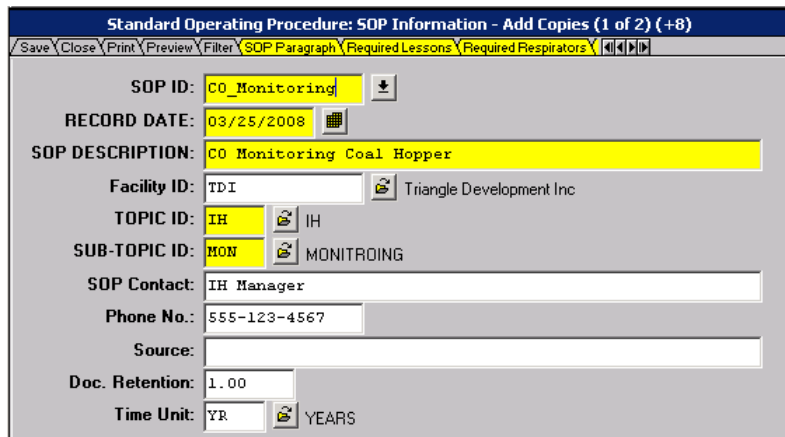
Standard Operating Procedures

The Standard Operating Procedures feature allows you to enter and maintain all information relating to standard operating procedures, and to fully integrate this data with activities using the FacTS Activity Scheduling group and the rest of the features in the EHS Management Suite.

MANAGE TASKS AND PROJECTS

The Standard Operating Procedure (SOP) feature provides the means for tracking and managing tasks or projects, and defining the procedures that must be followed to safely complete them. It provides a mechanism by which to define and document tasks to be performed and their procedural information, and to schedule, assign, and monitor these tasks.

Through the **Activity Scheduling** functions, the user may also define SOPs for each task, define the frequency and duration of each task, establish prerequisites, and generate a monthly schedule. The user may designate whether the task is routine, non-routine, or on-demand. There are automatic built-in warnings, such as the ninety-day limits on storage for waste and return of manifest dates for waste.

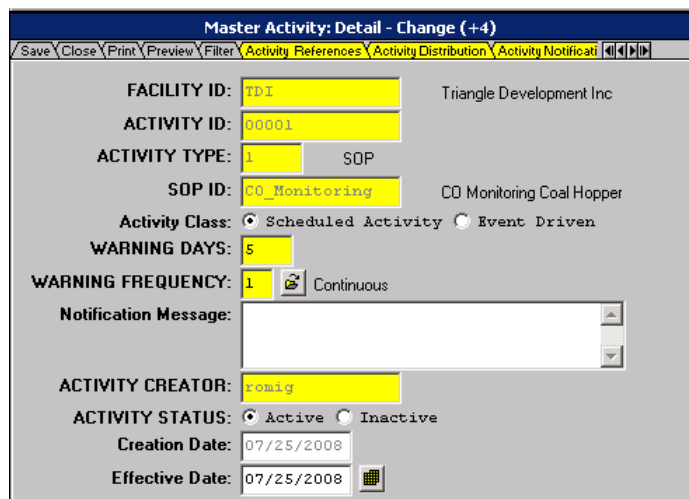


Additionally, SOP is tied in with FacTS Calendar Messaging. This feature can be used for specific functions such as the completion dates for corrective actions on an audit, the submission dates for particular permits, and more. The warnings continue until they are canceled, generally by signing off on a completed task. The E-Mail Interface allows the document to be forwarded to the user's E-mail system.

Because SOP incorporates functionality from all aspects of the FacTS system, the notification system is both highly efficient and all encompassing.

DEFINE AND REFERENCE

Standard paragraphs can be stored for common subtasks and selected for multiple SOPs, making building SOPs faster and easier. Through Document References, files that relate to the SOP can be associated for easy reference such as plot

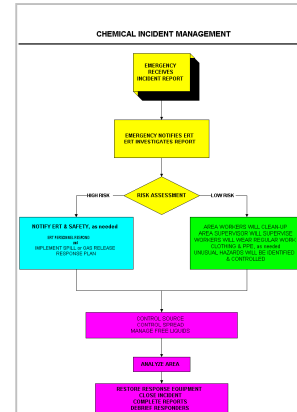




maps, diagrams, video clips, or more detailed documents.

Once the procedures have been described, the conditions surrounding their correct implementation are defined. This can include task frequency, required training classes, required medical certification, or respirator requirements to perform the task. Inspection forms can also be linked to the SOP along with a Permit if applicable.

To track use of the SOP, each employee referenced against a particular task receives a system-generated message at login to show that the task is due. The employee must enter the messaging system and alter the status of the task to close out his or her responsibility. From a management point of view, a master schedule can be generated that indicates all tasks, to whom the tasks are assigned, and which SOPs are required to perform the tasks, over a specified time period. Alternatively, the same type of schedule can be generated for employees.



CONSOLIDATE AND MONITOR

FacTS **Training Tracking** may be utilized in support of Action Plan implementation. Training courses can be scheduled, and class rosters can be set up. Training Tracking offers standard reports that provide the user with information on employees that have fulfilled necessary training requirements, and on those that have yet to receive required training.

The SOP feature provides an efficient means of establishing, monitoring, and documenting tasks; project scheduling, and procedural definitions. SOP also pulls information from several different FacTS features and consolidates this information into a simple document. So via SOP, you can maintain a central repository for operating procedures or standardized protocols of any kind, while linking the information to specific training requirements, permits, work orders, inspection forms, medical exams, and other documents within the system.