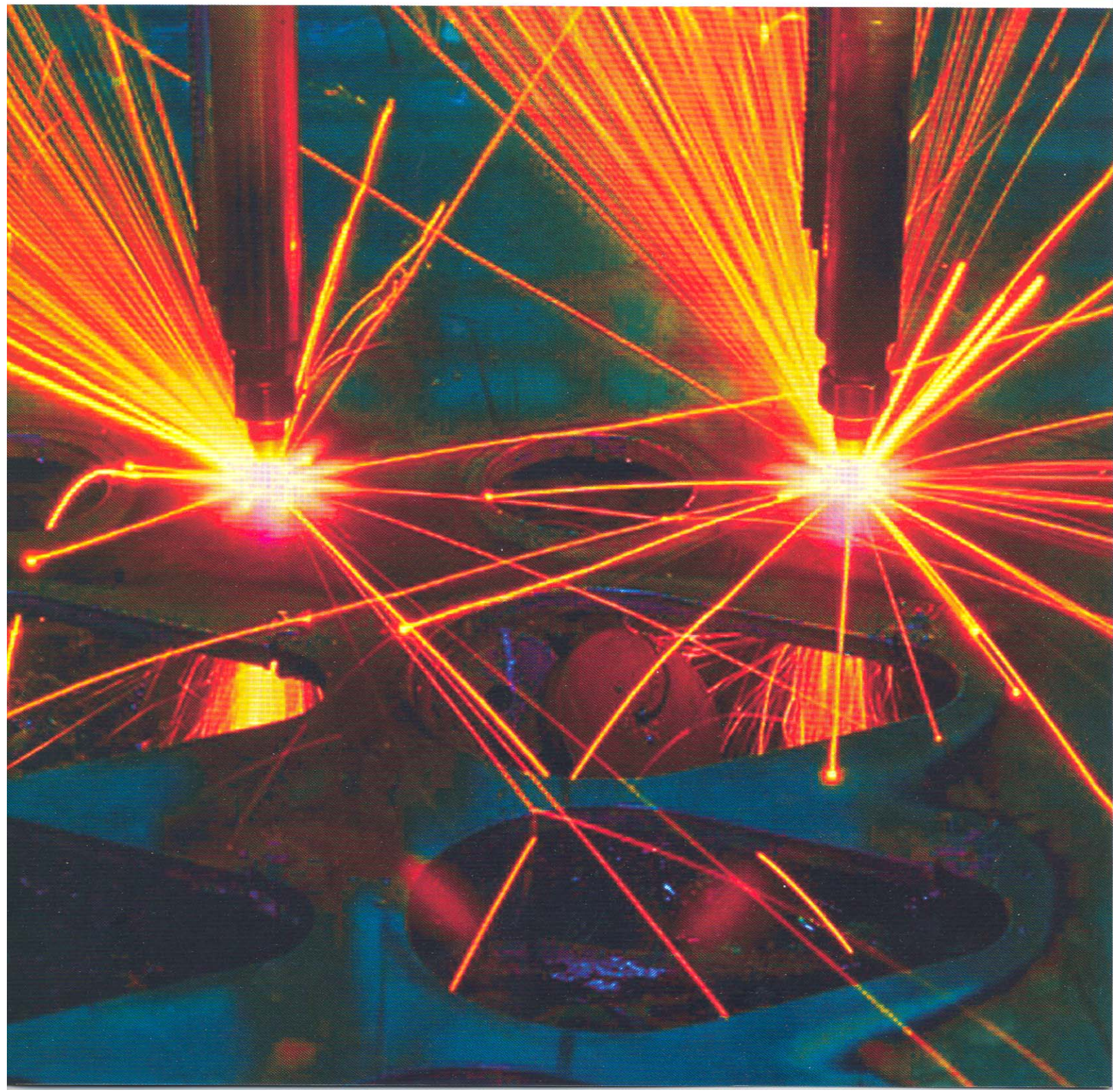


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INDUSTRY MANAGEMENT

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The complexity of EHS compliance can be overwhelming, and the tasks involved are, at the very least, burdensome. Simplification and organization is the key to success in handling these issues.

EHS Management System Maximizes Compliance

By Steve Haroz

For those who work with it daily, environmental, health, and safety (EHS) compliance is synonymous with long, confusing, and stressful hours of sorting through paperwork and regulations. Trying to navigate through the maze of EHS regulations and requirements can create disorganized havoc in a company, and when multiple facilities are added into the mix, the confusion is only amplified. EHS regulatory compliance requires continual maintenance and the focused attention of management. This constant workload, if managed inefficiently, can cause a company's valuable time to be wasted.

The Problem

Consider the typical burden on the person or people responsible for handling the EHS issues at a facility:

Air Quality:

Recordkeeping requirements can be extensive depending on a facility's air permit conditions, especially if a Title V Permit is in effect. Emission records must be maintained from pieces of on-site equipment and testing must be com-

pleted. Additionally, reports must be submitted on a quarterly, semiannual, and annual basis to the state regulatory agency.

SARA Reporting:

Annual reporting for all usage and storage of SARA Title III Section 312 (Tier II) and Section 313 (Form R) chemicals must be accomplished.

Stormwater:

A Stormwater Pollution Prevention Plan must be created and maintained, requiring periodic reporting to the state, testing of stormwater samples, and performing best management practices.

Waste Management:

Both hazardous and non-hazardous waste must be handled properly. This includes managing generation rates, hazardous waste manifests, and waste testing.

Wastewater:

Wastewater discharges from the facility need to be monitored based on wastewater permit conditions, which likely include water testing and report submissions.

MSDS Management:

Material Safety Data Sheets are required to be easily accessible by the facility and must be maintained in an orderly, organized fashion.

OSHA:

Extensive employee training and safety program maintenance are required

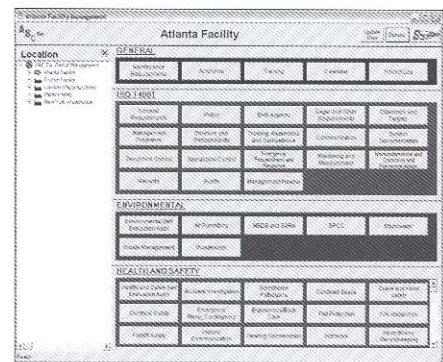


Figure 1. A sample program for company-wide management. Here the user is managing the Atlanta facility, with all the buttons tailored specifically for that location.

by OSHA, and records of this training must be managed at the facility. The training requirements can include Bloodborne Pathogens, Electrical Safety, Forklift Safety, Hearing Protection, Lockout/Tagout, Personal Protection, Respiratory Protection, and numerous other duties.

ISO 14001:

For those facilities striving for ISO 14001 certification, developing an Environmental Management System that addresses environmental policy, planning, implementation, auditing, management review, and continual improvement is a significant chore by itself.

The preceding requirements are merely a subset of the overall EHS challenges that face a single facility, making multiple facility management a truly daunting task. Trying to keep up with all of these varied obligations can place an inordinate amount of pressure on EHS

About the Author

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coordinators and everyone else involved in EHS compliance. One can see how this stress can result in inefficiency along with missed deadlines, missed form submission, and unaddressed issues falling through the cracks. The repercussions of such mistakes are far from harmless, as severe penalties can result in cases of noncompliance.

The Solution

Fortunately, companies can now turn to a source of relief that keeps all of these EHS issues organized and helps ensure that compliance requirements are met. With an electronic recordkeeping and reporting system, companies can focus more time producing high quality products and waste less time pushing paperwork. All of a company's EHS permits, reporting requirements, training information, and compliance statuses can be encompassed in one efficient, comprehensive management system that is easy to maintain. Instead of worrying about stacks of permits, regulations, and reports, a software program designed to manage this information can aid in keeping track of a facility's EHS responsibilities. For a company with multiple facilities, a system that incorporates total global management is essential, so a company's headquarters can manage the EHS data of individual facilities while still allowing each facility to also manage or simply view the information locally.

The SingleClick™ Environmental, Health, and Safety Management System, developed by SingleClick Co., is a unique

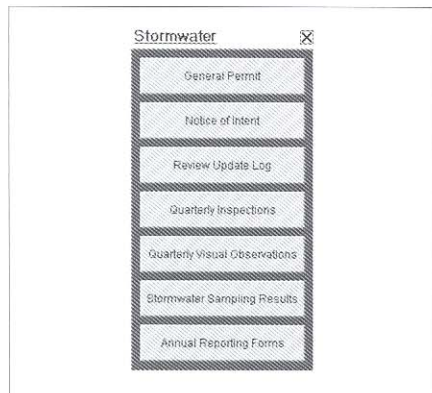


Figure 2. Screen for managing inspection forms, reports, monitoring results, and other stormwater documents.

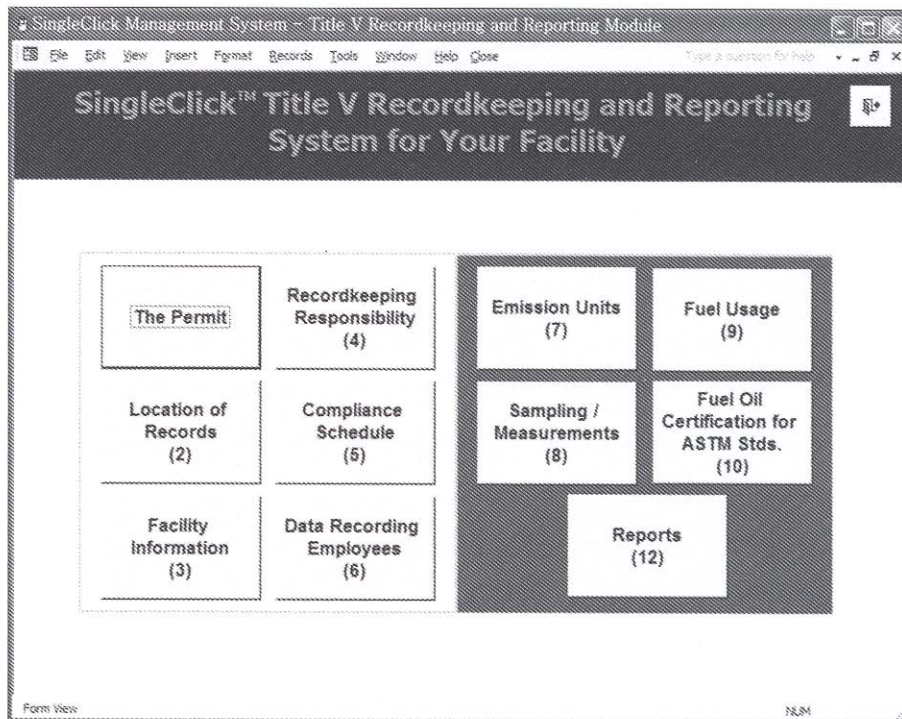


Figure 3. Screen for monitoring compliance with the Air Permit/Title V Permit conditions.

software package designed to do just that. It helps simplify organization, monitoring, and management of EHS compliance at a single facility or multiple facilities. From a "global" main screen (see Figure 1), a company's EHS manager can access all areas of EHS compliance and determine the tasks that need to be completed. Each individual facility has custom buttons tailored to its needs.

Additional features of the system:

- The entire system adheres to ISO 14001 standards, clearly organizing the company's EHS objectives and responsibilities.
- An EHS compliance calendar shows reporting and update deadlines, as well as the EHS tasks for each day of the month
- Self-auditing checklists with regard to environmental issues or OSHA regulations allow facilities to periodically review their EHS compliance status.
- Printable forms for each of the required reports, programs, permits, logs, etc. make on-site inspections and evaluation simpler.
- Inspection forms, reports, records of monitoring results, and electronic copies of regulations allow

for undemanding maintenance of the Stormwater Pollution Prevention Plan (see Figure 2).

- An indexed database containing vital MSDS information, as well as electronic copies of all MSDSs, organize pertinent information and make it readily available.
- Comprehensive recordkeeping and automatically-generated reports simplify the complex air quality permit requirements (see Figure 3).
- Records of OSHA training and maintenance and inspection logs create an efficient management structure for all health and safety issues.

Any and all other EHS issues can be managed from the same single software application, and new EHS data is integrated into the system as the company's needs and requirements change.

The complexity of EHS compliance can be overwhelming, and the tasks involved are, at the very least, burdensome. Simplification and organization is the key to success in handling these issues. With an electronic EHS management system, an effective solution to the problem of maintaining environmental, health, and safety regulatory compliance has arrived. **dcm**

Effortless, Comprehensive Environmental, Health, & Safety Management With a "Single Click"

SingleClick Management System - ABC Co.

ABC Co. ABC Co. SingleClick Environmental Management System Options SingleClick

General

Maintenance Requirements	Acronyms	Training	Calendar	Project Log
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Environmental

Environmental Self Evaluation Audit	Air Permitting	SARA	SPCC	Stormwater	Waste Management	Wastewater
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Health & Safety

Health and Safety Self Evaluation Audit	Accident Investigation	Bloodborne Pathogens	Confined Space	Crane and Hoist Safety	Electrical Safety	Emergency Resp. Contingency
Ergonomics/ Back Care	Fall Protection	Fire Response	Forklift Safety	Hazard Communication	Hearing Conservation	Hot Work
Injury Illness Recordkeeping	Laser Safety	Lockout/Tagout	Machine Guarding	MSDS	Personal Protective Equipment	Respiratory Protection

ISO 14001

General Requirements	Policy	EHS Aspects	Legal and Other Documents	Objectives and Targets	Management Programs	Structure and Responsibility
Training Awareness and Competence	Communication	System Documentation	Document Control	Operation Control	Emergency Prep. and Response	Monitoring and Measurement
Nonconformance Corrective Action	Records	Audits	Management Review			

Ready



SingleClick - [Main: Form]

Title V Recordkeeping System for ABC Company, Anywhere Plant

The Permit	Recordkeeping Responsibility	Sampling Measurements	Reports
Fuel Usage	Fuel Oil Combustion Certification	Fuel Oil Sulfur Content Certification	Location of Records
Facility Information	Data Recording Employees	Emission Units	Compliance Certification

SingleClick - [Monitoring: Form]

Emission Units

Boilers	Calciners	Fugitive Dusts
Electrostatic Precipitators	Spray Booth	Combustion Turbines
Baghouses	Belt Conveyors	Scrubbers

SingleClick - [baghouse_moni...]

Baghouses Recordkeeping

Spray Dryer No.1	Spray Dryer No. 2
Visible Emissions	Visible Emissions
Preventive Maintenance	Preventive Maintenance
Inlet Temp Exceedence	Inlet Temp Exceedence
Shutdown/Startup Time	Shutdown/Startup Time

SingleClick - [scrubber_moni...]

Scrubbers Recordkeeping

Calcliner No. 1	Calcliner No. 2
Pressure Loss	Pressure Loss
Liquid Flow Rate	Liquid Flow Rate
Shutdown/Startup Time	Shutdown/Startup Time

SingleClick - [Reports: Form]

Reports

Semi Annual Fuel Usage Certification	Failure to Meet Emission Limitations	Semi Annual 12 Consecutive Hours Consecutive Fuel Usage Limit Compliance
Fuel Supplier Data Entry	Emission Reporting Data Entry	Fuel Usage
Semi Annual Fuel Usage Certification	Emission Failure Report	Semi Annual 12 Consecutive Hours Consecutive Fuel Usage Limit Compliance
Quarterly Semi Annual Exceedence Reports	Compliance Items applicable requirements associated with violations or non-compliance	Semi Annual 12 Month Fuel Oil Total Report
Incidents of Excess Emission or Exceedence	Deviations Report	Semi Annual 12 Month Propane Total Report



Learn more by visiting us at www.singleclickco.com and www.conversiontechnology.com, or call 770.263.6330.



COMPLIANCE	TIME SAVING	GLOBAL MANAGEMENT	REDUCED LIABILITY	REDUCED EFFORT	REDUCED COST	PAPERLESS
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