IMPLEMENTATION OF EH&S MANAGER AT UNIVERSITIES

Software Installation:

EH&S Manager single user can be installed in several minutes. EH&S Manager Multi-User package (which includes EH&S Manager Multi-User Edition, 4D Server 2003 Runtime, and 4D Server 2003 Web Extension (optional)) can be installed and configured on a server in about one hour. Individuals who wish to access the database (e.g., to add/delete records) will need a 4D client installed on their computers. 4D clients are installed in a few minutes.

Initial Inventory Collection:

There are a number of methods to input the initial inventory into the database. In all cases, we will provide live web-based training and support to facilitate the process.

- ➢ A dedicated person (e.g., a temporary employee) collects the inventory for all departments and locations. If available we recommend using a laptop computer (perhaps on a cart). A copy of EH&S Manager will be installed on the computer. Our product is designed for efficient data input.

- ➢ Individuals from departments enter their own inventories. The individuals will connect to EH&S Manager server via a client-server connection.* A user account, which includes login name/password, building/rooms which they may access, and access privileges (e.g., read only, read/write) will be created for each authorized user.

- ➢ Individuals from departments send their inventories in a specified spreadsheet format to a point person. The point person will import the spreadsheets (saved as a tab-delimited text file) into EH&S Manager.

Bar code option. We recommend that interested departments (e.g., Chemistry and Biology) consider bar coding their inventory during the initial inventory collection process. We can provide pre-printed bar codes and bar code scanners. Once bar coded, containers are easily re-inventored or scanned out of the inventory. Overtime, this greatly improves the accuracy of the inventory.

Initial MSDS Collection:

An MSDS starter folder of several thousand MSDSs is provided with the product. To augment and customize this collection, we recommend that manufacturer and product information be collected during the initial inventory process. A copy of the initial inventory data file (with manufacturer and product information) can be provided to Hazard Solutions. We will collect MSDSs for the chemicals and products in the inventory, if they are available in an electronic format, save them in a format recognized by EH&S Manager, and return the MSDSs to you. MSDSs will be automatically linked to items in the inventory. Individuals logged into the database will be able to access the MSDSs from the program. In addition, individuals throughout your institution (e.g., students, faculty and administration personnel) will be able to access MSDSs via a web browser (if the MSDS web server option is purchased).

Ongoing Management of the Inventory:

Consider implementing an annual inventory collection requirement of all departments.** A point person can coordinate the process (e.g., send a reminder email to a department contact person). The department contact can log into the database and make changes to their inventory as necessary.* Alternatively, the point person can send hard copies of the inventory to department contacts. The department contacts can mark changes on the hard copies and return them to the point person. The point person (or perhaps a temporary employee) can then make the changes to the database.

Ongoing Management of the MSDSs:

There are a number of methods to keep MSDSs up-to-date. One option is to have Hazard Solutions do the work for you. You can provide a copy of the inventory data file to Hazard Solutions. We will collect MSDSs for the new chemicals and products in the inventory, if they are available in an electronic format, and return the new MSDSs to you.

Alternatively, personnel who order/receive chemicals and products could obtain the electronic copy of the MSDS, and save it in the proper format. Many manufacturers now have MSDSs available at their website.

Accessing MSDSs:

A MSDS web server option is available. This option provides access to MSDSs via a web browser (e.g., Microsoft Internet Explorer) to individuals throughout your institution (e.g., students, faculty and administration personnel). This service greatly improves your compliance with the Cal/OSHA Hazard Communication Standard by making MSDS more readily available.

Fire Department Preparedness:

Our product comes with a number of reports useful to Fire Departments. These include hazard summaries for buildings and control areas. This may assist Fire Departments in their response to a fire or chemical release in a building.

*A 4D Client will need to be installed on the computer of users wishing to access the database via a client-server connection. Certain requirements apply to ensure proper client-server connections. Contact Hazard Solutions for more information.

** Fire Departments and City and County Environmental Health Departments require inventories to be updated and re-certified annually (per Health and Safety Code 25500). Cal/OSHA also requires employers to identify and notify employees of Proposition 65 chemicals and regulated carcinogens. Our product includes reports to assist you in this process.