

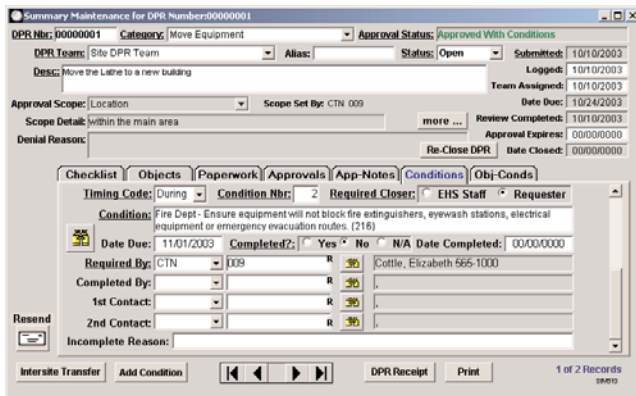


Design Process Review

The EHSdesk™ Design Process Review (DPR) module provides a mechanism to ensure facility modifications, chemical changes, equipment moves or procurement, and process modifications are reviewed for EHS and facilities impacts. DPR provides a simple user interface allowing anyone in the company to submit and track a change request. Once submitted, a DPR team is electronically notified and the review cycle begins. Team members review requests based upon approval categories (Fire, Environment, Safety, etc.) and attach approval conditions as needed. Automatic e-mails are a key feature that allows the change management process to run smoothly and keep all appropriate personnel informed.

Features and Functionality

- Simple online submittal of DPR change request by any employee (password not required)
- DPR questionnaire supports both company wide questions and site-specific questions
- DPR request is linked to the company master data sources to document affected equipment, materials, confined space, stacks, drains, etc.



Summary Maintenance for DPR Number: 00000001

DPR Nbr: 00000001 Category: Move Equipment Approval Status: Approved With Conditions

DPR Team: Site DPR Team Alias: Status: Open Submitted: 10/10/2003

Desc: Move the Lathe to a new building

Approval Scope: Location Scope Set By: CTN 009

Scope Detail: within the main area

Denial Reason:

Re-Close DPR Date Closed: 00/00/0000

Checklist Objects Paperwork Approvals App-Notes Conditions Obj-Conds

Timing Code: During Condition Nbr: 2 Required Closes: EHS Staff Requester

Condition: Fire Dept. - Ensure equipment will not block the extinguishers, eyewash stations, electrical equipment or emergency evacuation routes. (216)

Date Due: 11/01/2003 Completed?: Yes No N/A Date Completed: 00/00/0000

Required By: CTN 009 Cottle, Elizabeth 565-1000

Completed By:

1st Contact:

2nd Contact:

Incomplete Reason:

InterSite Transfer Add Condition DPR Receipt Print 1 of 2 Records

DPR Detail

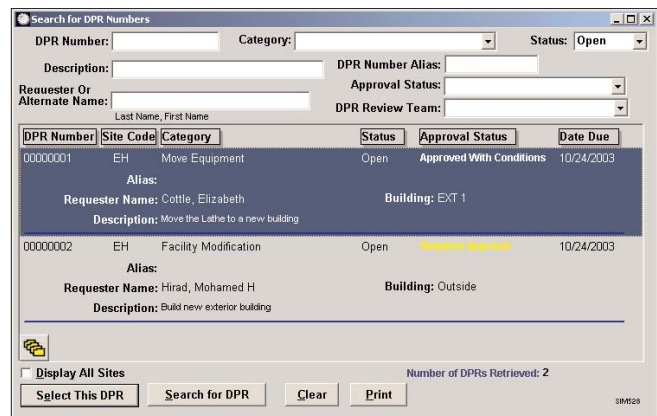
- DPR request notification goes to review teams
- Electronic documents can be attached to DPR request
- Approval categories (areas of expertise that must be consulted) are automatically assigned to DPR
- Approval “conditions” can be attached to DPR indicating the timing (pre, during, or post work) and the sign off person (requester or team)
- Closed-loop process requiring condition sign off and DPR completion ensures proper notification
- Typical users include Project Managers, Facilities and Services Personnel, EHS Staff, EHS Management, and the Fire Department

Benefits

- Changes to a facility can be properly reviewed and approved/rejected by an assigned DPR Team, proactively avoiding hazardous conditions for both employees and the environment
- Streamlines DPR queue and e-mail process, replacing time consuming phone calls, forms, and e-mail chains
- Enhances ability to keep inventory in sync with DPR changes through links to EHSdesk modules

E-mail/Reports

- Ad hoc reporting is available using a flexible search window with multiple filters and sorts; query results can be printed or saved to an Excel™ or Acrobat™ format



Search for DPR Numbers

DPR Number: Category: Status: Open

Description: DPR Number Alias: Approval Status: Requester Or Alternate Name: DPR Review Team: Last Name, First Name

DPR Number	Site Code	Category	Status	Approval Status	Date Due
00000001	EH	Move Equipment	Open	Approved With Conditions	10/24/2003
Alias: Requester Name: Cottle, Elizabeth Building: EXT 1					
Description: Move the Lathe to a new building					
00000002	EH	Facility Modification	Open	Requires Approval	10/24/2003
Alias: Requester Name: Hiral, Mohamed H Building: Outside					
Description: Build new exterior building					

Number of DPRs Retrieved: 2

Display All Sites Select This DPR Search for DPR Clear Print

DPR Search

- DPR receipt can be printed when DPR is submitted
- E-mail sent to requester to confirm submittal of DPR
- Weekly e-mail sent to team member with list of DPRs requiring review/approval
- E-mail sent to requester documenting approval or rejection status with associated conditions

Integration Points

- EHSdesk **SIM Lite**; associate DPR with drains, stacks, processes, and equipment
- EHSdesk **Safety**; associate DPR with confined spaces
- EHSdesk **STS**; associate DPR with materials

Compliance

Ensures compliance with all applicable EH&S and NFPA 101: Life Safety codes, regulations and standards and ISO 14001



Process Flow

