



# Regulation Manager

Web EHSdesk™ provides a fully integrated suite of web-based software applications designed to support administrative, operational, and business process information management associated with Environment, Health, and Safety (EHS).

The **Regulation Manager** (REG) application maintains and tracks regulatory records (e.g., permits and licenses). Responsible persons and organizations are assigned along with the appropriate governing agency and regulatory references. REG records may be related to a finding (e.g., Notice of Violations [NOV]) tracked in the Corrective Action Request (CAR) application. Expiration and renewal dates automatically create action items in the Action Tracker (ACT) application providing automatic e-mail notifications.

## Features and Functionality

- Data for air, water, waste, hazardous waste transportation, and other configurable types is documented for regulatory records
- Regulatory record information may be linked to other related data sources in EHSdesk (equipment)
- Regulatory record details include responsible person/organization, regulating agency, and fine information

## Benefits

- Provides an organized method to keep regulatory records and related files up to date and in compliance
- Helps reduce missed renewal dates through automatic e-mail notification to responsible staff over potentially a long period of time
- Improves quality and accuracy of regulatory record data
- Seamless integration with other sources of EHSdesk data related to regulatory records



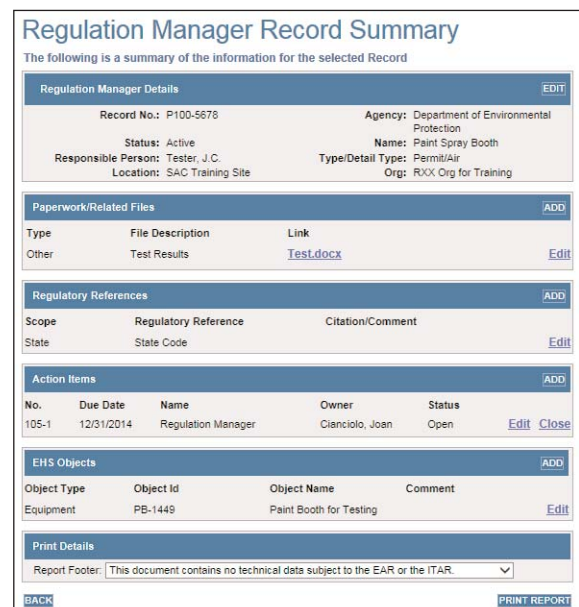
**Add Record to Regulation Manager**  
Complete the fields below to create a new record (e.g., permit, license, etc.)

**Record Details**

\*Record No.: P100-5678  
 \*Record Name: Paint Spray Booth  
 \*Record Type: Permit  
 \*Detail Type: Air  
 \*Agency: Department of Environmental Protection  
 \*Start Date: 10/21/2014  
 \*Responsible Person: Tester, J.C.  
 All Locations:  Location: SAC Training Site  
 All Organizations:  Organization: RXX Org for Training

Add Record to Regulation Manager Page

- Applicable electronic files may be attached to the Regulatory Record
- Automatic, proactive e-mail notifications are created based on renewal and expiration dates via the ACT application
- Multiple federal, state, and/or local regulations and laws may be assigned to the regulatory record
- Any findings (e.g., NOV) issued against a regulatory record may be linked via the CAR application
- Typical users include EHS Professionals



**Regulation Manager Record Summary**  
The following is a summary of the information for the selected Record

**Regulation Manager Details**

Record No.: P100-5678 Agency: Department of Environmental Protection  
 Status: Active Name: Paint Spray Booth  
 Responsible Person: Tester, J.C. Type/Detail Type: Permit/Air  
 Location: SAC Training Site Org: RXX Org for Training

**Paperwork/Related Files**

| Type  | File Description | Link                      |
|-------|------------------|---------------------------|
| Other | Test Results     | <a href="#">Test.docx</a> |

**Regulatory References**

| Scope | Regulatory Reference | Citation/Comment |
|-------|----------------------|------------------|
| State | State Code           |                  |

**Action Items**

| No.   | Due Date   | Name               | Owner           | Status |
|-------|------------|--------------------|-----------------|--------|
| 105-1 | 12/31/2014 | Regulation Manager | Cianciolo, Joan | Open   |

**EHS Objects**

| Object Type | Object Id | Object Name             | Comment |
|-------------|-----------|-------------------------|---------|
| Equipment   | PB-1449   | Paint Booth for Testing |         |

**Print Details**  
Report Footer: This document contains no technical data subject to the EAR or the ITAR.

Regulation Manager Record Summary Page

## E-mail/Reports

- Inventory listing report available
- Regulatory Record Summary Report available displaying all related data for a record
- E-mail reminders for expiration and renewal dates sent to responsible person

## Integration Points

- EHSdesk **Admin**: associate a record with equipment
- EHSdesk **Action Tracker (ACT)**: action items are automatically created based on renewal and expiration dates
- EHSdesk **Corrective Action Request (CAR)**: a CAR can be created for a finding (e.g., NOV) issued against a regulatory record

### Compliance

Assists in meeting compliance requirements for the Clean Water Act: National Pollutant Discharge Elimination System (NPDES) program and 40 CFR Part 70



## Process Flow

