



## Environmental compliance just got organized!

**EDM** helps regulated industry gain full control of compliance requirements and commitments. The complexity and cost of managing compliance programs is staggering, and the liabilities daunting. EDM provides tools and expertise to improve operational efficiency and communication, meet deadlines and due dates, control documents, manage changing regulations, and address personal accountability.

*Comm-Trac™ software products are designed to foster a pro-active approach to compliance for companies of any size and budget. Easy to buy, easy to deploy, easy to use; Comm-Trac™ will produce a savings in direct labor, mitigate risks associated with fines and penalties, reduce insurance premiums, improve your safety record and enhance your public image. More importantly, YOU can rest easy knowing your compliance requirements are in good order.*

### **COMM-TRAC™ Helps You:**

- get organized
- meet deadlines
- track tasks
- control documents
- communicate requirements
- manage permits
- plan workloads
- manage accountability
- pass audits
- protect liabilities
- reduce labor costs

### **Comm-Trac™ Basic**

A compliance tool designed and priced for small business.

### **Comm-Trac™ Pro**

For 1-3 facilities with a keen eye on tight budgets.

### **Comm-Trac™ Enterprise**

A customized compliance system for complex operations over multiple facilities as part of a formal Environmental Management System.

**Comm-Trac™ provides you with the tools to:**

- ▼ *Identify and track key EHS commitments and their associated actions*
- ▼ *Ensure compliance requirements are completed on time*
- ▼ *Automatically e-mail notification options for upcoming actions, completed actions and overdue actions*
- ▼ *Assign requirements and due dates to responsible operations and support staff, including outside consultants*
- ▼ *Automatically reschedule next action upon completion of the previously due action*
- ▼ *Organize and control documents, including permits, plans, procedures, checklists, and forms and assign access permissions for personnel.*
- ▼ *Track permits and licenses to ensure timely renewals*

**Compliance Dashboard**

Manage your pending, due and overdue compliance tasks from your own compliance “Dashboard.”

- ▼ From a single screen you can view pending, due and overdue tasks assigned to you and/or your staff.
- ▼ Front line users view only tasks they are responsible for to help maintain focus and keep them on track.
- ▼ Log task completion directly from the “dashboard” to include free-form comments.
- ▼ View the compliance workload for any time interval you like for you and/or your staff.

**Share and control documents**

Document control and communication is critical for EHS success. Comm-Trac™ provides a document control feature that allows attachment of documents for instant access. Documents can be stored in a corporate document management system, with connection to Comm-Trac™, or right on the Comm-Trac™ program, for immediate viewing and use.

- ▼ Attach procedures, check sheets permits, employee instructions, audit forms and other documents for quick employee access.

- ▼ Communicates your EHS policy, management plan, EHS objectives and targets, and other company documents to all employees.
- ▼ One step document updating. Update the documents linked to Comm-Trac™ and your employees will immediately have the latest versions of all documents.

**Powerful security**

Designed to take advantage of the power, stability, and security of Microsoft security options

- ▼ Comm-Trac™ security options allow organizations to set the desired level and user access for personnel. Each user can be assigned a unique level of permissions to view and update folders, actions on the system, and documents.
- ▼ Supports two layers of security, user authentication at the database level (Windows NT authentication, etc.) and internal Comm-Trac™ access control.
- ▼ All data can reside on your organization’s internal server or on the Web.
- ▼ Sensitive data is encrypted via industry standard algorithms.



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