# EHS INFORMATION MANAGEMENT SYSTEM USING MS SHAREPOINT®

## SUCCESS STORY FROM SOUTHEAST MISSOURI STATE UNIVERSITY

# INTRODUCTIONS

- Autumn Gentry
  SEMO Safety Specialist

  - 15+ years at Southeast Missouri State University (SEMO)
  - Laboratory Safety
  - Hazardous Waste Management
  - Indoor Air Quality
  - SPCC
  - Safety Program for Facilities Management

- Joseph Kunes
  Consultant, KTL

  - 9+ years EHS and IT support
  - EHS compliance experience with university, government, and industry clients
  - IT system developer
  - EHS compliance and EMS support at SEMO

# EHS INFORMATION MANAGEMENT
## KEY CONCEPTS

- Document: "If it's not documented, it's not done"

Capture institutional knowledge

Ensure operational continuity

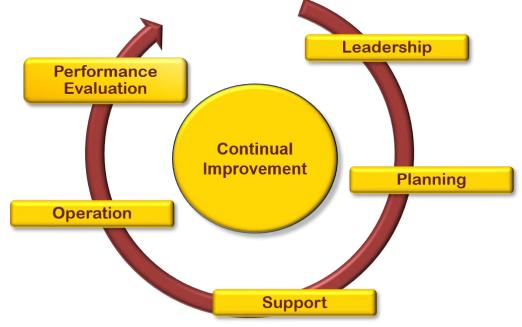Simplify compliance demonstration

Prepare for inspections

# EHS INFORMATION MANAGEMENT
## DEVELOP PROCEDURES

- Align with EHS Management System – "Plan, Do, Check, Act"

- Define and document
  - What
  - Why
  - Who
  - Where
  - How
  - When

# EHS INFORMATION MANAGEMENT
## CHALLENGES - LOOK FAMILIAR?

# EHS INFORMATION MANAGEMENT
## WHAT AND WHY?

- Understand applicable requirements

- Read, <u>really read</u>, permits, plans, and procedures

- Don't rely on regulators to train you

- Consider organization compliance policies

# EHS INFORMATION MANAGEMENT
## WHO?

- Define roles

- Who is responsible?

- Do you have backups assigned?

- Document and communicate roles

  - Do they know it's their responsibility?

  - What do we do if the official recordkeeper isn't here during the inspection?

- Ensure staff are trained

# EHS INFORMATION MANAGEMENT
## WHERE?

- Central document and record repository
  - Hard copy files
  - Electronic
  - Combination of both
- Ensure accessibility
- Ensure consistency
  - Naming, forms, etc.

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# EHS INFORMATION MANAGEMENT
## HOW AND WHEN?

- Methods vary depending on requirement
- Data collection
  - Keep it simple
  - Ensure it meets basic requirements
  - Handwritten vs. electronic
  - Consider communication of information
- Consider requirement frequency and retention time

# EHS INFORMATION MANAGEMENT
## THINK BEYOND "RECORD"

- Document decisions and how they are made

- Capture institutional knowledge and transfer into sustainable "system"

- Use task management and tracking tools

- Tailor for audience to ensure ease of use

# EHS INFORMATION MANAGEMENT
## WHAT WORKS?

- Cross-functional workgroups
- Benchmarking:
  - Industry peers
  - EHS peers
  - State/local agencies
  - Regulators
- Leverage available and appropriate IT
- Monitor performance

# CASE STUDY
## SOUTHEAST MISSOURI STATE UNIVERSITY

- 9,000 enrolled students

- 1,100 employees

- 397 acres, 99 buildings

- 21 residence halls

- Facilities Management

  - 100 staff

  - 1 – 2 EHS staff

# CASE STUDY
## SEMO EHS PROFILE

- 4 dual fuel boilers and 24+ natural gas boilers

- 20 generators

- 29 oil storage tanks

- Title V Air Permit

- Spill Prevention, Control, and Countermeasure Plan

- Small quantity hazardous waste generator

- Stormwater Permit*

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# CASE STUDY
## SEMO CHALLENGES

- Numerous EHS requirements

- Inconsistent or nonexistent processes and procedures

- Lack of human and financial resources

- Lack of top management support

- Difficult to communicate the ROI of EHS compliance

- Lack of a central information repository/system

# CASE STUDY
## SEMO DRIVERS

- Safety Data Sheet (SDS) management

- Chemical inventory management

- Lack of resources for backup

- Software costs vs. allocated budget

- Facilities Management budget not University

# CASE STUDY
## SEMO COMPLIANCE-FOCUSED APPROACH

- Multi-media environmental compliance audit and report

- EHS Management System (EHSMS) assessment and recommendations

- Compliance tools and information management system using SharePoint®

# CASE STUDY
## MICROSOFT® SHAREPOINT® EHS MANAGEMENT SYSTEM

- Centralized information portal

- Low cost, existing solution

- Familiar and easy to use

- Consolidates document, record, and data management

- Streamlines communication and collaboration

- Captures institutional knowledge

- Continually updating to maintain currency with emerging trends

# CASE STUDY
## MICROSOFT® SHAREPOINT® EHS MANAGEMENT SYSTEM

- Integrates with existing MS Office applications
  - You may already have it!

- Easy to scale to size and discipline of your organization

- Easy to expand and modify to continue to meet needs

# CASE STUDY
## SEMO COMPLIANCE TOOLS

- Documents and records library

- Web pages to organize and communicate EHS information

- Compliance calendar

- Chemical inventory and task tracking

- Refrigerant management program page

- Air Permit Standard Operating Procedure

- EHSMS procedures

- Haz Waste Management coordination

# QUESTIONS?

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