

# Eccesis

## **Capabilities and Requirements**

**Developed and Distributed By:**



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## 1.0 Introduction

### 1.1 Overview

**Ecesis**<sup>®</sup> is an easy to use software solution that enables you to work smarter and more efficiently by:

- Gaining control and improving accessibility of your data.
- Proactively identifying and managing risk.
- Centralizing legal and other requirements.
- Distributing tasks and accountability throughout your workplace.
- Continually improving through structured inspections and internal auditing.
- Demonstrating compliance with comprehensive reporting.
- Automation and being less reliant on paper forms and documents.

### 1.2 Why Choose Ecesis<sup>®</sup>

A few of the things that sets **Ecesis**<sup>®</sup> apart from its competitors include:

**Intuitive** – **Ecesis**<sup>®</sup> is designed by you, the end user, to ensure it meets your needs and remains easy to use.

**Customizable** – With **Ecesis**<sup>®</sup> you are in control and can adjust functionality and content to meet your needs (versus having to pay for programming updates or proprietary content).

**Subject Matter Experts** - If you call for help, you talk to someone who not only knows the software but is also a subject matter expert that understands the associated regulations and industry standards.

**Multi-Functional** – With one application, **Ecesis**<sup>®</sup> allows you to manage nearly all of your needs versus having to maintain separate solutions for inspections, SDS management, training, etc.

These differences result in a **piece of mind** that lets you go to sleep at night knowing your complex regulatory requirements and obligations are being proactively and effectively managed.

### 1.3 History

**Ecesis**<sup>®</sup> is the culmination of several individual software products, many of which have been faithfully used by companies since 1993. In early 2010, these tools were integrated into an enterprise-based package that meets today's information technology requirements. **Ecesis**<sup>®</sup> is currently being used throughout the world by companies in the manufacturing, chemical, mining, healthcare, service and oil and gas sectors.

## **1.4 Capabilities/Solutions**

**Ecesis**<sup>®</sup> is based on a modular concept that may be customized to meet each company's needs. Within a specific company, our modules or solutions may also be turned on and off for each individual user. The following solutions are currently available:

- Asbestos and Lead Management
- Chemical/Product Management and Approval
- Document Management and Approval
- Electrical Equipment and PCB Management
- Emergency Plans
- Incident Management
- Industrial Hygiene
- Inspections and Audits
- Management of Change
- Management Systems (ISO 9001, 14001, 45001)
- Obligations Management
- Oil and Gas Well Pad Management
- Preventive Maintenance
- Remote Data Management
- Spill Prevention Control and Countermeasures (SPCC)
- Stormwater Management
- Task Tracking
- Training Management
- Safety and Hazard Analysis
- Waste Management
- Water Quality Data Management
- Weather and Remote Data

## 2.0 Asbestos and Lead Management

The **Ecesis® Asbestos and Lead Management Solution** enables users to simply manage, track and locate areas where asbestos and lead are present as well as centralize inspection and abatement activity documentation. A few of the more powerful capabilities of this **Ecesis®** solution include:

**Material Inventory Management** – Simple and centralized management of asbestos and lead sampling data, including:

- Material location(s) and characteristics;
- Sample Collection information; and
- Analytical Results.

**Asbestos Inventory Reports** – Quickly generate location or building specific inventories that can be taken into the field prior to construction and/or demolition projects.

**Abatement Project Management** – Simply correlate abatement activities to asbestos and lead containing materials as well as centralize abatement related reports such as NESHAP Notifications and Industrial Hygiene/Clearance Sampling.

**Simplified Surveys/Inspections** – In conjunction with the Ecesis® Handheld and Inspection Solutions, users can complete asbestos condition inspections in the field and use barcodes and/or RFID chips for identification of asbestos containing materials. These inspections can then be easily uploaded into **Ecesis®** where inspection reports may be generated and action items tracked to completion.

*Asbestos and Lead Management Screenshot*

The screenshot displays a satellite map on the left and a floor plan on the right. The floor plan is titled 'Old House First Floor' and includes rooms such as a Garage (20' x 22'), Living (15' x 19'8"), Dining (11'8" x 13'10"), Kitchen (11'4" x 10'8"), Owners' Suite (14' x 18'6"), and two Bedrooms (10'2" x 12'8" and 11'8" x 11'). A red box highlights the kitchen area. Below the floor plan is a table with the following data:

ID	Name	Media Type	Category	Association
10001	Kitchen Vinyl Floor Tile	VFT - Vinyl Floor Tile	Cat. II Friable	Building: Old House

### 3.0 Chemical/Product Management and Approval

The **Ecesis® Product Management and Approval Solution** allows for the comprehensive management of on-site chemicals and safety data sheets (SDS), including:

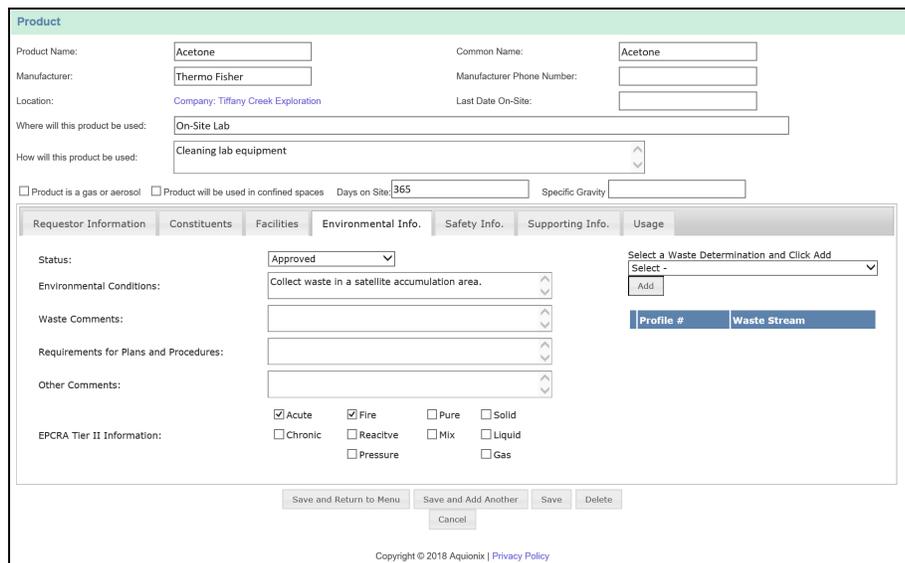
**New Product Review** – Users may log in and submit chemicals for review and approval. Once submitted, the product information proceeds through a defined workflow to obtain the required approval(s). Once approved, site-specific approval information and associated SDS are listed on the **Ecesis®** site where they are readily accessible to users.

**MSDS Management** – Centralized management of SDS, which can be readily accessed by on-site personnel. The system also allows for the archiving of historical MSDS to meet OSHA’s requirements associated with the archiving of exposure records.

**Reportable Quantity Tables** – A complete copy of EPA’s *List of Lists* is incorporated into **Ecesis®**. This allows users to quickly generate lists of reportable quantities for on-site chemicals.

**EPCRA On-Site Quantity Tracking** – Several features have been included in **Ecesis®** to facilitate identification and listing of on-site chemicals that contain EPCRA 304, 312, and 313 chemicals. These lists help ensure complete and accurate Tier II, Toxic Release Inventory, and Extremely Hazard Substance reporting.

**Inventory Confirmation** – When used in conjunction with the **Ecesis®** Handheld Data Collection Solution, users can instantly verify area-specific chemical inventories and view chemical-specific data, such as reportable quantities while in the field. This information may also be accessed by scanning a manufacturer’s barcode.



## 4.0 Incident Management

The **Ecesis® Incident Management Solution** is an easily accessible (web-based and mobile) solution for the reporting and tracking of incidents, near-misses and unsafe conditions.

**Task Tracking** – Manage all of a site’s tasks, such as those associated with permits, audit findings and project-related commitments. Quickly upload or view supporting documentation or links to regulatory websites. Tasks may be assigned to individual users and work groups, making site- or user-specific task lists easy to generate.

**Due Date Monitoring** – **Ecesis®** monitors the status of each task and sends automatic emails to responsible individuals, supervisors and associated groups when a task deadline is approaching or overdue. Users are also notified of approaching and overdue tasks upon login to **Ecesis®**.

**Automated Scheduling** - **Ecesis®** automatically generates new tasks based on user-defined intervals.

**Reporting** – Quickly generate reports showing the status of compliance tasks for any site and period of time.

*Incident Management Screenshot*

The screenshot displays the 'Incident' management interface. At the top, the incident is identified by number 25, with a status of 'Submitted' and a 'History' link. The title is 'Produced Water Release', the location is 'Facility: Conoco Federal 34 #3', the date is '12/4/2017', and the time is '4:00 PM'. Below this, a 'What' section shows checked categories for 'Injury/Illness', 'Environmental Release', and 'Regulatory Inspection'. The main area has tabs for 'Details', 'Investigation/Actions', 'Injury/Illness', 'Regulatory', 'Environmental Release', 'Documents/Notes', and 'Actions'. The 'Investigation/Actions' tab is active, showing a 'Completed By' dropdown (selected as 'Tiffany Creek X'), a 'Completed Date' of '12/5/2017', and an 'Investigation Type' of '5 Why'. An 'Add Problem Statement' button is present, followed by a list of problem statements and action items. The first problem statement is 'Pump Broke.', which has an associated action item: 'Pump Was being run at too high of a pressure.' This action item has a sub-note: 'Driver did not know pressure limitations.' Another sub-note states: 'Driver had not received onboarding training.' A final note indicates: 'There is no process to ensure drivers receive onboarding training prior to beginning to haul loads.' An action item is listed: 'Implement a new driver training tracking program.' At the bottom, there are buttons for 'Save and Return to Menu', 'Save and Add Another', 'Save', 'Delete', 'Cancel', and 'Report'. A copyright notice for 2018 Aquionix is at the very bottom.

## 5.0 Inspections and Audits

The **Ecesis® Inspections and Audits Solution** allows for the comprehensive management of inspections, associated non-conformances and action items. This **Ecesis®** solution offers:

**Flexibility** – Easily generate and modify facility-specific inspection forms that are fully integrated with other **Ecesis®** Solutions or tied to unique, user-created lists of items (such as fire extinguishers, vehicles or pieces of equipment).

**Reporting** – Print records of historically completed inspections or generate blank inspections that may be completed in the field. Inspection results and blank forms may also be emailed to area managers with the click of button.

**Tracking/Metrics** – Quickly generate graphs and reports summarizing historical performance and inspection results.

**Action Item Management** – Enter, assign, track and email completion of corrective actions. Corrective action inventories and detail reports may also be quickly generated and printed or emailed.

**Notifications** – Track inspections and corrective actions and inform users via online and email-based systems when deadlines are approaching or overdue.

**Portability** – Using the **Ecesis®** Handheld Software, inspections can be done in the field on any Android, IOS or Windows Mobile devices. GPS locations, barcodes and/or RFID chips may be used to quickly pull up equipment-specific details, inspection forms and action items.

*Website Screenshot*

The screenshot shows a web-based inspection form titled 'Annual SPCC Inspection' for 'Conoco Federal 34 #3'. The form includes fields for 'Date' (1/30/2018) and 'Inspector' (Jensen, Mark). It contains several yes/no questions regarding tank and container conditions. A 'Comments' section is present below the questions. At the bottom, there is an 'Action Items' table and a 'Documents' section.

Issue	Owner	Initiated Date	Due Date	Comp. Date	Verif. Date	Action
The Well Pad has a lot of erosion.	Johnson, Stan	11/14/2012	11/7/2017			Complete
Damaged secondary containment.	Jensen, Mark	11/14/2012	11/24/2017			Complete

*Handheld Screenshot*

The screenshot shows the handheld version of the inspection form. It features a list of questions with 'Yes', 'No', and 'N/A' options. Each question is accompanied by a camera icon for photo capture. The form is titled 'SPCC Inspection - 007' and includes a 'GENERAL' tab.

## 6.0 Management of Change

The **Ecesis® Management of Change Solution** is an intuitive and efficient solution for the start-to-finish management of workplace changes.

### **Features**

**Streamlined Review** – Change requests are efficiently submitted and then automatically routed through organization-defined workflows for review and approval.

**Standardized Criteria** – Review criteria is quickly created/modified by the end-user and may be customized for each site and/or type of change (equipment, documents, products, etc.).

**Customizable** – Your company's specific checklists and workflows can be easily added to **Ecesis®** and managed by you (versus having to pay for expensive software updates).

**Automated Progression** – Tasks may be approved contingent on completion of action item(s). Once all action items are completed and verified, **Ecesis®** automatically moves the change request to an approved status and notifies the requestor.

**Action Item Tracking** – Action items are quickly generated during the review process, automatically sent to owners and tracked to completion.

**Pre-Startup Reviews** – Pre-startup reviews may be automatically required or triggered based on user responses.

**Comprehensive Reporting** – Easily generate Adobe PDF reports that clearly document the review process and automatically include supporting documents.

**Cloud Based** – Access **Ecesis®** from anywhere, by any device via our secure and trusted servers.

### **Benefits**

**Quicker Turnaround** – Manage the change process in real time with simple to use forms and automated notifications. **Ecesis®** tracks the review process and automatically forwards change requests to a back-up reviewer after a site-defined interval.

**Standardized** – Use a centralized system to manage each type of facility change (process/equipment changes, document/procedure changes, product changes, etc.).

**Risk Reduction** – Standardize your risk assessment process and leverage the tools within Ecesis to improve risk identification and control.

**Improved Accountability** – Improve tracking and verification of follow-up actions associated with the change management process through comprehensive task tracking.

**Paperless** – No longer email paper forms or spreadsheets through the office to facilitate reviews and obtain approvals. With Ecesis, all aspects of change review are managed on-line and readily accessible.

**Compliance Assurance** – The **Ecesis**<sup>®</sup> MOC Solution provides a platform for demonstrating compliance with OSHA’s Process Safety Management (PSM) requirements as well as other regulations and international standards that contain change management requirements.

**Improved Visibility** – **Ecesis**<sup>®</sup> automatically notifies potentially impacted users that a change has been approved.

**Auditable** – Generate comprehensive reports that clearly document the review process.

**Rapid Deployment** – Create your site’s unique, cloud-based management of change process in a day (versus weeks or months).

## Management of Change Screenshot

**Change Management Form**

Project Title:

Project Manager:

Title:

Department:

Phone Number:

Email Address:

Operation Start Date:

Construction Start Date:

Project Description:

Location: [Facility: Tiger Station](#)

**General Information** | **Concept Approval** | **Formal PHA** | **MOC** | **Communication** | **Action Items** | **Approval To Operate** | **Documents**

**Please complete the below questions to determine the level of review that is required for this change request.**

1. Does this proposed change introduce a new process or facility?  Yes  No
2. Does the proposed change involve the addition of new chemicals above the threshold quantities for RMP or PSM?  Yes  No
3. Does proposed change increase the inventory of the facility for any PSM or RMP chemical by more than 25%?  Yes  No
4. Does this proposed change involve the modification of process-related equipment?  Yes  No
5. Is this a temporary change? (If yes, list the anticipated start and end dates below.)  Yes  No

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## 7.0 Obligations Management

The **Ecesis® Obligations Management Solution** establishes a centralized and comprehensive registry of their compliance obligations (e.g. legal and other requirements) and associated documentation and compliance tasks. Specifically, this solution provides for:

**Compliance Obligations Register** - Maintaining a single, centralized register of compliance obligations that apply to each component of your organization.

**Permit Management** – Centralized storage of permit applications and automated alerts when permit renewals are coming due.

**Audits** - Efficient review of permit and regulatory conditions against completed and planned action items to determine compliance.

**ISO Compliance** – Easy demonstration of compliance with obligation registry requirements under ISO 9001, ISO 14001, ISO 45001 and ANSI Z10.

### Obligations Register Screenshot

Obligation Detail										
Obligation Detail	Citation	Program	Type	Status	Issue Date	Renewal Date	Expiration Date	Location	Actions	
Land Lease				Current				Denver Plant	0	
OSHA - SUBPART E - EXIT ROUTES AND EMERGENCY PLANNING	29 CFR 1910	Safety	Regulation	Current	11/7/2002			World Company	0	
OSHA SUBPART N - MATERIALS HANDLING AND STORAGE (Handling Materials - General)	29 CFR 1910.0176	Safety	Regulation	Current	10/24/1978			World Company	0	
OSHA SUBPART N - MATERIALS HANDLING AND STORAGE (Powered Industrial Trucks)	29 CFR 1910.0178	Safety	Regulation	Current	11/18/2016			World Company	0	
OSHA - SUBPART Z - TOXIC AND HAZARDOUS SUBSTANCES (Hazard Communication)	29 CFR 1910.1200	Safety	Regulation	Current	2/8/2013			World Company	0	
Oil Pollution Prevention (FRP)	40 CFR 112	Water Quality	Regulation	Current				World Company	0	
Oil Pollution Prevention (SPCC)	40 CFR 112	Water Quality	Regulation	Current				World Company	0	
Standards for Used Oil Transporter and Transfer Facilities	40 CFR 279, Subpart E	Waste Management	Regulation	Current	7/14/2006			World Company	0	
EPCRA 311/312 (Tier II)	40 CFR 370	Emergency Planning	Regulation	Current				World Company	0	
EPCRA 313 (TRI)	40 CFR 372	Emergency Planning	Regulation	Current				World Company	0	
TSCA (Chemical Manufacturing)	40 CFR 700-750	Air Quality	Regulation	Current				World Company	0	
TSCA (PCB)	40 CFR 761	Waste Management	Regulation	Current				World Company	0	
TSCA (Asbestos)	40 CFR 763	Waste Management	Regulation	Current				World Company	0	
TSCA (Chemical Manufacturing)	40 CFR R	Other	Regulation	Current				World Company	0	
AS9100	N/A	Quality	Industry Standard	Current				World Company	0	
ISO 45001	N/A	Other	Industry Standard	Current				World Company	3	
R2 Standard	N/A	Waste Management	Industry Standard	Current				World Company	0	
Air Quality Permit	Permit #656AQ	Air Quality	Permit	Current	2/28/2013	11/14/2017	2/28/2018	World Company	5	
Waste Water Permit	Permit #897897	Water Quality	Permit	Current	9/4/2013	9/4/2018	12/4/2018	World Company	0	

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## 8.0 Oil and Gas Well Pad Management Solution

The **Ecesis® Oil and Gas Well Pad Management Solution** enables operators to centrally manage compliance data for each of their well sites as well as instantly generate commonly required plans and notifications. Specific features of the Oil and Gas Well Pad Management Solution include:

**Data Management** – Easily manage compliance-related data such as:

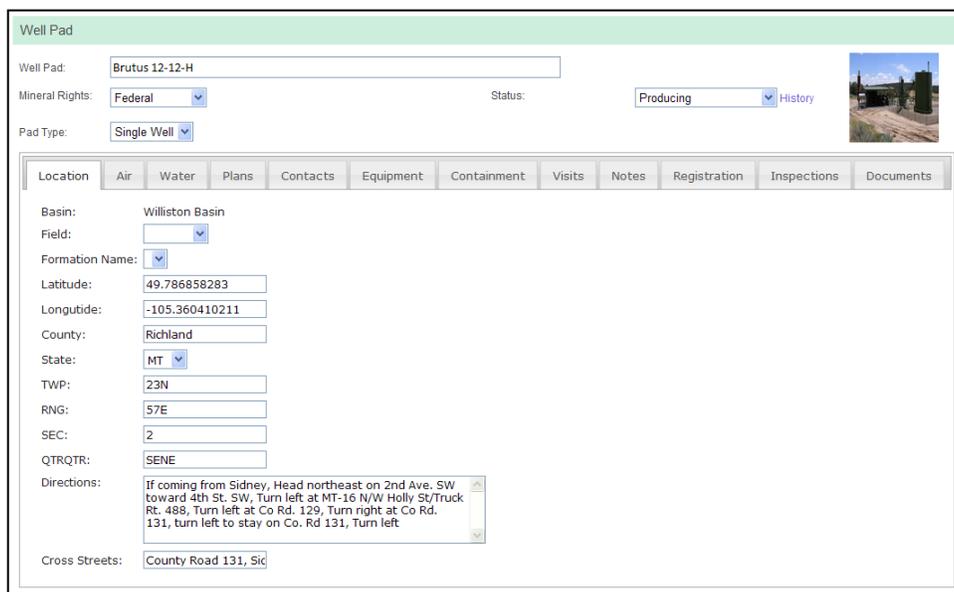
- SPCC containers/tanks and containment information;
- Stormwater data such as best management practices and pollutant sources;
- Regulatory registration numbers;
- On-site chemical quantities and storage methods;
- Air emission sources; and
- Emergency and regulatory contacts.

**Reporting** – Quickly generate client-specific regulatory-required plans and notifications, such as SPCC Plans, BLM Security Plans, and EPCRA 311 Notifications.

**Document Storage** – Store and quickly retrieve reports and other information that have been submitted to regulatory agencies.

**Site Visit Management** – Enter and maintain site visit notes via the **Ecesis®** Handheld Data Collection Solution and a supported handheld device.

**Notifications** – Generate automated email notifications and tasks upon changes in well status.



The screenshot displays the 'Well Pad' management interface. At the top, the 'Well Pad' name is 'Brutus 12-12-H'. Below this, 'Mineral Rights' is set to 'Federal', 'Status' is 'Producing', and 'Pad Type' is 'Single Well'. A 'History' link is visible next to the status. A navigation bar includes tabs for Location, Air, Water, Plans, Contacts, Equipment, Containment, Visits, Notes, Registration, Inspections, and Documents. The 'Location' tab is active, showing fields for Basin (Williston Basin), Field, Formation Name, Latitude (49.796858283), Longitude (-105.360410211), County (Richland), State (MT), TWP (23N), RNG (57E), SEC (2), and QTRQTR (SENE). A 'Directions' field contains text: 'If coming from Sidney, Head northeast on 2nd Ave. SW toward 4th St. SW, Turn left at MT-16 N/W Holly SE/Truck Rt. 488, Turn left at Co Rd. 129, Turn right at Co Rd. 131, turn left to stay on Co. Rd 131, Turn left'. The 'Cross Streets' field is 'County Road 131, Sic'. A small image of a well pad is shown in the top right corner.

## 9.0 Safety and Hazard Analysis

The **Ecesis® Safety and Hazard Analysis Solution** provides an efficient platform for identifying, evaluating, mitigating and communicating workplace health and safety risks. Specifically, this solution provides for:

**Centralized Risk Register** – Maintenance of a single, company-wide register of health and safety risks and associated controls.

**Job Safety Analysis (JSA)** – Development of job safety analyses (JSA) and efficient access to them via online and mobile devices.

**PPE Hazard Assessments** – Development of PPE Hazard Assessments and efficient access to them via online and mobile devices.

**Permits** – Customization, completion and tracking of safety-related permits as well as maintenance of related documents and data.

**Safety Meetings** – Documenting meetings, such as daily tailgate meetings or EHS Committee meetings, while they occur and collection of associated attendance records via mobile devices.

**Evacuation Drills** – Documenting evacuation and emergency response drills as well as drill reviews and associated action items.

**Safety News/Alerts** - Quick generation of safety news and alerts and pushing them out to employees via email, texts and in-app notifications.

**Accountability** – Monitoring of daily activities at the crew and project levels so supervisors and EHS personnel know when required meetings and tasks have not been completed.

Pre-Task Plan Screenshot

**Emergency # 77777\_NON-Emergency# 76543**

Any Near Misses?  Yes  No

**Emergency Information**

Phone: \_\_\_\_\_

Exit: \_\_\_\_\_

Assembly Area: \_\_\_\_\_

Fire Extinguisher Location (Type, location of where fire Extinguishers are): \_\_\_\_\_

**Completion Information**

Author: [Select...]

Phone: \_\_\_\_\_

**General Information**

Job Location: \_\_\_\_\_

Today's Task: \_\_\_\_\_

**Hazard Information**

Hazards: \_\_\_\_\_

Controls: \_\_\_\_\_

**Pre-Task Checklist**

Appropriate Signage for Conditions?  
 Acceptable  Corrected  N/A

Work Zone Clearly Established?  
 Acceptable  Corrected  N/A

Wheel Chocks Being Used (where required)?  
 Wheel Chocks Being Used (where required?)

Forklift Operator Certified?  
 Forklift Operator Certified?

Overhead Hazards?  
 Overhead Hazards?

Air Hoses Have "Whip Chucks" at All Connections?  
 Air Hoses Have "Whip Chucks" at All Connections?

How is the weather in Portland?  
 [Select...]

Attended: \_\_\_\_\_ Signature: \_\_\_\_\_

PPE Hazard Assessment Screenshot

**Eye/Face**

Hazards: \_\_\_\_\_

PPE: \_\_\_\_\_

**Head**

Hazards: \_\_\_\_\_

PPE: \_\_\_\_\_

**Hands/Arms**

Hazards: \_\_\_\_\_

PPE: \_\_\_\_\_

**Feet/Legs**

Hazards: \_\_\_\_\_

PPE: \_\_\_\_\_

## 10.0 Spill Prevention, Control and Countermeasures

The **Ecesis® SPCC Solution** equips a facility with the tools needed to comprehensively manage data associated with their oil storage containers/equipment and related discharge prevention systems. A few of the more powerful uses of this **Ecesis®** solution include:

**Container/Equipment Data Management** – Simple and centralized management of oil storage containers/equipment and related spill prevention data, including:

- Tank information such as contents, capacity and photographs;
- Containment volumes and design characteristics;
- Drainage directions and locations;
- Tank locations by a variety of coordinate systems;
- Tank integrity testing methods, deadlines and data; and
- Supporting documentation such as tank or containment design specifications.

**Simplified SPCC Plan Development and Maintenance** – Quickly generate SPCC Plan appendices, such as container inventories and container detail reports, with the click of a button.

**Simplified Inspections** – SPCC inspections may be easily completed in the field using an IOS or Android phone or tablet. Barcodes can be scanned to quickly identify and select the correct SPCC containers. Inspections can then be easily uploaded into Ecesis® where inspection reports may be generated and action items tracked to completion.

**Compliance Notifications** – **Ecesis®** automatically tracks SPCC-related deadlines, such as integrity testing due dates and distributes online notifications or email alerts as deadlines approach.

*Screenshot of SPCC Container Management Page*

The screenshot displays the 'SPCC Tank/Container Data Entry Form' within a web application. The interface is divided into several sections:

- Data:** A sidebar on the left contains a 'Containers' list with a search bar and a 'Reporting' section with links for 'Container List', 'Container Data', 'Tankway Inspection', and 'Container Status'.
- Form Fields:**
  - Basic Info:** Tank ID (900), Item Description (Shop Burner Oil Tank), Container Capacity (900 gallons above ground steel storage tank), Container Type, Size and Quantity (900 gallons), and Inspection Date.
  - Inspection:** Inspection Frequency (Daily), Date Permanently Closed, and Response Reason (Contamination).
  - Location, Containment and Drainage:**
    - Location:** SPCC Area (Select), Location (Company: Republic), and Longitude/Latitude fields.
    - Containment:** Number of Containers in Containment, Adequate Primary Containment (Yes), and Required Containment Type (Storage Tank - 112.80(2), Petroleum Tank - 112.80(3), Laundry Tank - 112.70(1), Other Area - 112.70(2)).
    - Drainage:** Runoff Destination and Runoff Direction (No Off-Site Discharge Potential).
- Navigation:** A horizontal menu at the top includes 'Location, Containment and Drainage', 'Inspections and Corrective Actions', 'Integrity Testing', 'Notes and Misc.', and 'Documents'.
- Footer:** Copyright © 2014 Ecesis | Privacy Policy

## 11.0 Stormwater Management

The **Ecesis® Stormwater Solution** provides the tools a facility needs to comprehensively manage data associated with their stormwater pollutant sources, outfalls and best management practices, including:

**Data Management** – Simple and centralized management of oil pollutant sources and outfalls, including:

- Pollutant source characteristics and locations;
- Best management practices; and
- Supporting documentation such as tank or containment design specifications.

**Simplified Inspections** – In conjunction with the **Ecesis®** Handheld and Inspection Solutions, users can complete stormwater inspections in the field and use barcodes and/or RFID chips for identification of pollutant sources and outfalls. These inspections may then be easily uploaded into **Ecesis®** where inspection reports may be generated and action items tracked to completion.

**Simplified Stormwater Plan Development and Maintenance** – Quickly generate Stormwater Management Plan appendices, such as pollutant source lists and detailed reports, with the click of button.

*Screenshot of Outfall Management Page*

The screenshot displays the 'Outfall Data Entry Form' interface. On the left, there is a 'Data' sidebar with a table of outfalls and a 'Reporting' section. The main form contains the following fields:

- ID Number:** SW-4445
- Name:** River
- Location:** Facility: Denver
- Zone:** Z1 - Aquatics
- Figure:** Code - Map #1
- Latitude:** 0.000000
- Longitude:** 0.000000
- Active:**
- Inspection Frequency:** Select

Below the form is a tabbed interface with 'Inspections and Corrective Actions' selected. It shows two summary sections:

- Inspection Summary:** Date: 1/30/2011. Message: 'There are no inspections setup for this item. To setup an inspection please go to the question setup link under the inspections tab.'
- Corrective Action Summary:** Message: 'There are no corrective actions recorded.'

At the bottom of the form are buttons for 'Save and Return to Home', 'Save and Add Another', 'Save', 'Cancel', and 'Copy'. A copyright notice 'Copyright © 2011 Aquatics | Privacy Policy' is visible at the very bottom.

## 12.0 Task Management

The **Ecesis® Task Management Solution** allows for the comprehensive management of routine compliance tasks and action items, including:

**Task Tracking** – Manage all of your tasks and compliance obligations, such as those associated with permits, audit findings and project-related commitments.

**Automated Notifications** – Ecesis® monitors the status of each task and sends automatic emails to responsible individuals, supervisors and associated groups when a deadline is approaching or overdue.

**Automated Recurrence** – Ecesis® automatically generates new tasks based on user-defined intervals.

**Documentation and Reporting** – Centrally store completion documentation and quickly generate reports showing the status of compliance tasks for any site and period of time.

**Customization** – Easily add data fields to ensure the information you want is captured and tracked.

*Task Entry Screenshot*

Task Detail

Location: Facility: Buffalo-Winslow  
Source: Tasks -  
Task Title: Install New Pilot on ECD  
Task Type: Compliance  
Due Date: 06/06/2017  
Status: Open  
Description: Install a new pilot light on ECD for Well.

Task Information | Groups | Recurrence | History | Documentation | Instructions | Investigation

Completion | General Comments | Sub Tasks | Project Information

Priority: High  
Responsible Person: Franklin, James  
Project Manager: Jensen, Mark  
Days Away Notification: 7  
Recurring Reminder: Weekly

Audit | Save and Return to Menu | Save and Add Another | Save  
Return to Menu | Copy Task

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*Task Metrics Screenshot*



## 13.0 Training Management

The **Ecesis® Training Management Solution** provides an intuitive platform for delivering custom training (such as contractor orientation classes) via online and mobile devices as well as maintaining training records and tracking training status. Specifically, this solution provides for:

**Centralized Training Data** – Management of training-related requirements, data and documentation in one central and easily accessible location.

**Building Your Own CBT's** - Conversion your existing, site-specific presentations to online training classes with the click of a button.

**Availability on Mobile Device** - Taking online training classes and accessing training records on any IOS, Android or Windows Mobile device.

**Training Schedules** - Instantly knowing what training is required per individual using the built-in **Ecesis® Training Matrix**.

**Completion Tracking** - Easily keeping track of who has completed training and who is overdue.

**Comprehensive Reporting** - Quickly viewing training performance through comprehensive reporting and scorecards.

*Training Register Screenshot*

The screenshot shows the Ecesis Training Register interface. At the top, there is a navigation bar with the Ecesis logo and user information: "World Company | Welcome mark | Device | Change Password | Language | Help | Logout". Below this is a menu of application areas including Dashboard, Asbestos, Change Management, CRM, Documents, EDMS Water, Electrical, Emergency Plans, EMS, Incident Tracking, Inspections, Management of Change, Oil & Gas, Preventative Maintenance, Product Management, Obligations, Remote Data, Safety, SPCC, Stormwater, Task Tracking, Training, Waste, and Admin. The main content area is titled "Training" and shows a search filter for "Jensen, Mark" with a record count of 11. A table lists various training items with columns for Training, Required, Status, Last Completed, Next Due, and Action.

Training	Required	Status	Last Completed	Next Due	Action
Chemical Properties	Optional	-	7/28/2019	-	Resume / Start Again
Confined Space Awareness	Optional	-	-	-	Start now
Confined Space Entry	Required	On Schedule	11/29/2019	-	Resume / Start Again
DOT CDL	Required	Overdue	-	9/16/2019	Upload Documentation
Electrical Safety	Optional	-	9/16/2019	-	Resume / Start Again
Eye Protection (Micro Training)	Required	Overdue	3/13/2019	12/31/2019	Resume / Start Again
Fire Extinguisher Tailgate Training	Optional	-	3/5/2020	-	Start now
Hazard Communication	Required	Overdue	-	1/22/2020	Resume / Start Again
HAZWOPER Technician Refresher	Required	Overdue	5/24/2018	12/31/2018	Upload Documentation
How to Do a Vehicle Inspection	Required	On Schedule	3/5/2020	-	Start now
Midas Orientation	Required	Overdue	11/7/2018	12/31/2018	Resume / Start Again

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## 14.0 Waste Management

The **Ecesis® Waste Solution** provides the tools a facility needs to comprehensively manage their waste management program, including:

**Waste Characterization – Ecesis®** walks users through a set of simple steps to help characterize waste streams per the requirements of [40 CFR 262.11](#) and other waste-related regulations.

**TSDF Auditing and Profiles** – Maintain TSDF audit records to indicate which treatment, storage and disposal facilities (TSDF) have been approved for use. Additionally, maintain TSDF profiles and easily relate them to waste containers and characterizations.

**Container Management** – Manage waste containers and simply associate them with TSDF profiles and internal waste characterizations. Additionally, **Ecesis®** keeps track of shipment deadlines and sends notification emails to warn facility personnel that a container’s shipment deadline is approaching. In conjunction with the **Ecesis®** Handheld Solution, users can also track their containers and add them to manifests via barcodes and/or RFID chips.

**Manifest Management** – Simply create container shipment lists and keep track of exception reporting timelines.

**Accumulation Area Management** – Manage waste central and satellite accumulations areas and quickly generate lists of these areas for incorporation into contingency plans or waste management manuals. In conjunction with the **Ecesis®** Handheld and Inspection Solutions, users can relate inspections to accumulation areas as well as use barcodes and/or RFID chips for their identification.

### Waste Characterization Screenshot

## 15.0 Water Quality Data Management

The **Ecesis® Water Data Management Solution** simplifies compliance with water quality permits and discharge requirements. Specifically, this solution provides for:

**Centralized Data** – Efficient maintenance of water quality data in one centralized location.

- Stormwater and NPDES Permits
- Discharge limits
- Well and outfall data
- Field data
- Laboratory data and associated information

**Field Data Collection** – Collection of field data and sampling information via a mobile device (regardless of whether the device has internet connectivity).

**Sampling Schedules** – Tracking of sampling due dates with sampling schedules and automated reminders.

**Chain of Custody and Labels** – Generation of Chain of Custody (COC) documents and sample container labels.

**Laboratory Data Importing** – Importing of laboratory Electronic Data Deliverables (EDD) files.

**Automated Calculations** – Performance of loading rate and hardness calculations.

**Data Validation** – Validation of water quality data to look for outliers, trends and other issues.

**Data Trending** – Data trending to identify issues before they occur so effective corrective actions may be taken.

**Discharge Monitoring Reports** – Generation of Discharge Monitoring Reports for direct submission to regulatory agencies.

## 16.0 Handheld/Mobile Compatibility

The **Ecesis® Mobile Application** seamlessly integrates with many of the cloud-based Ecesis® Solutions and provides users the option of going paperless. No longer do facilities need to use paper forms or take handwritten notes in the field and then return to the office for an afternoon of data entry. The **Ecesis® Mobile Application** works on Android, IOS or Windows Mobile devices and is equipped for:

**Data Collection** – Verify, collect and modify much of the data associated with each **Ecesis®** Solution while in the field. With a cellular data connection this data may be instantly synchronized with the main database while in the field or it may be uploaded via a wired or wireless connection when the user returns to the office.

**Photographs** – Take photographs with a mobile device and instantly associate them with elements of many **Ecesis®** Solutions.

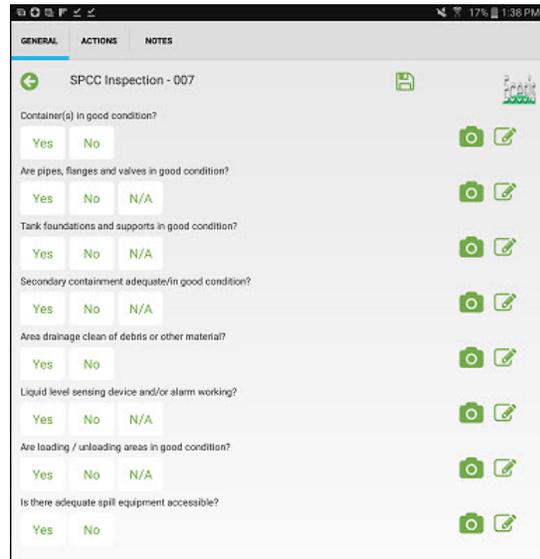
**Mapping** - Collect GPS coordinates and instantly associate them with elements from many **Ecesis®** solutions, automatically filter equipment and inspections based on the user's current location or obtain directions to a specific location or piece of equipment.

**Barcodes** – Simply scan a barcode to see equipment-specific details, inspections and action items. Other solutions, such as the **Ecesis®** Waste Management and Preventive Maintenance Solutions also permit the tracking of items via barcodes.

*Mapping Screen*



*Inspection Screenshot*



## 17.0 Training, Support, Updates and Hosting

### 17.1 Training

Initial user training is included with every **Ecesis**<sup>®</sup> solution. Due to the simplicity of using **Ecesis**<sup>®</sup>, over-the-phone and web-based training is typically used to provide users the knowledge needed to efficiently use each Solution. However, on-site and public/group training classes are also available.

### 17.2 Support

Unlimited technical support is included with each **Ecesis**<sup>®</sup> solution. This time may be used in addition to training hours to get questions answered on the use of **Ecesis**<sup>®</sup>. Technical support is provided between the hours of 7:00 AM and 5:00 PM, MST. Twenty-four-hour technical support is generally available at an additional per call fee.

### 17.3 Updates

**Ecesis**<sup>®</sup> is being continually updated and improved based on user comments and experience. Hosted versions of **Ecesis**<sup>®</sup> are updated as improvements become available unless otherwise requested by the user.

### 17.4 Hosting

EDS will host your instance of the **Ecesis**<sup>®</sup> software and continue to provide your site around-the-clock access, 365 days per year. To help ensure the highest level of security and availability, your data will be routinely backed up.



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