

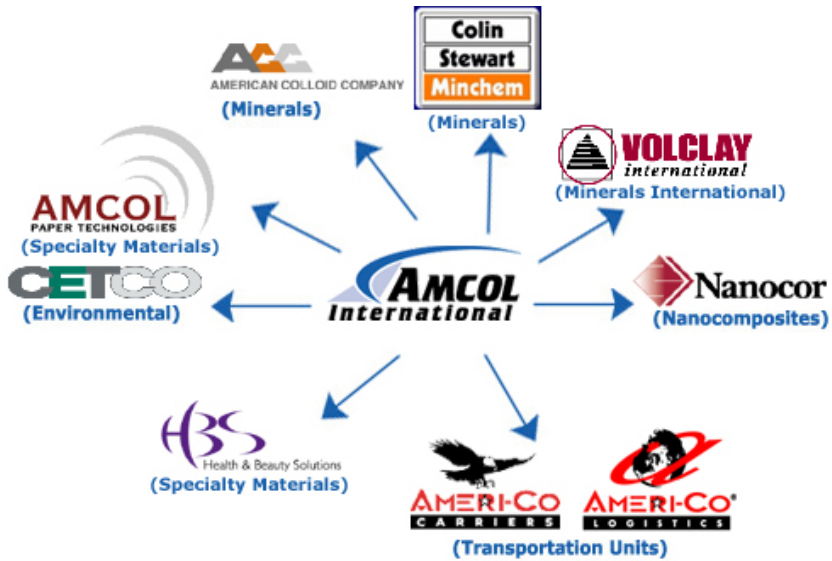
Looking In House: Leveraging Microsoft® SharePoint®



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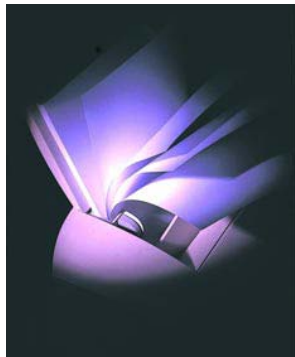
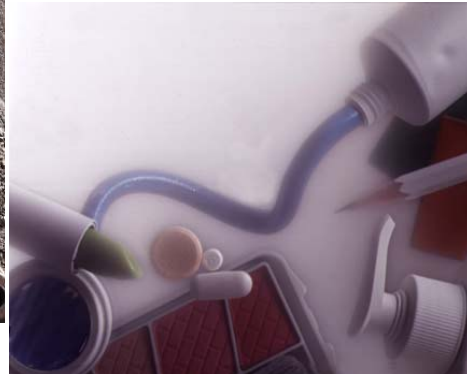


Who is AMCOL?





What do we make?





Where were we?

- Decentralized culture
- Poor communication with Corporate and limited “roll up” information is collected
- MSHA and OSHA regulated plants
- No consistent process
- No automated information systems
- Limited resources (cheap?)



EMIS Objectives

- Obtain company-wide EHS information
- Improve communication and awareness
- Increase accountability
- Provide plants with useful scalable tool
- Implementation of consistent processes
- Compliance assurance
- Improve document management
- Incident analysis and reduction

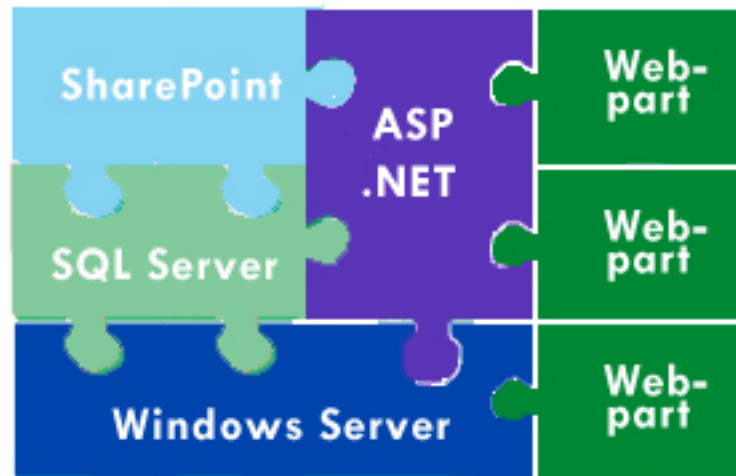


Project Kick-Off





SharePoint® for Dummies





Why SharePoint®?

- Available resource
- Alignment of EHS and business units
- Web based
- Cost control
- Flexible
- Scalable



Implementation

- Start by introducing processes
 - Identify workflow, roles and responsibilities
 - Increase reporting requirements to corporate
- Configured software around processes
- Compliance Manager was first
- Incident Management & Corrective Action Tracking were second

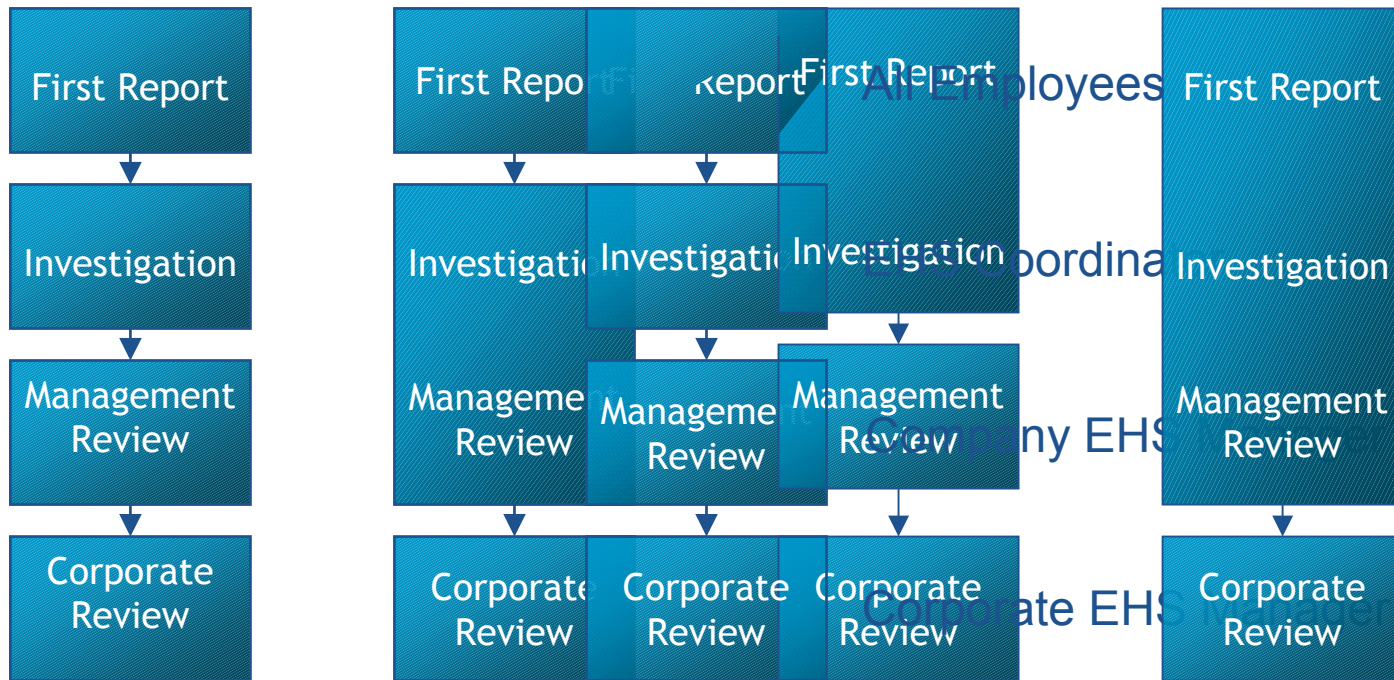


User Considerations

- Restricted access to and use of computers
- Make incident reporting easy for everyone
- Make incident investigations easy for managers not dedicated to EHS
- Varying regulatory requirements
- Workflow flexibility
 - large vs. small plants
 - decentralized process



Incident Management Workflow





SharePoint® Demo



Potential Challenges

- Plant acceptance
- Balancing priorities
- Scope management
- Budget approval
- Sarbanes-Oxley



Lessons Learned

- Can get too much buy-in
- Find allies
- Flexibility is key
 - Personal
 - System
- Keep focus on “needs”
- Scale appropriately



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