



ComplianceEHS

STP AuditHub – The Basics

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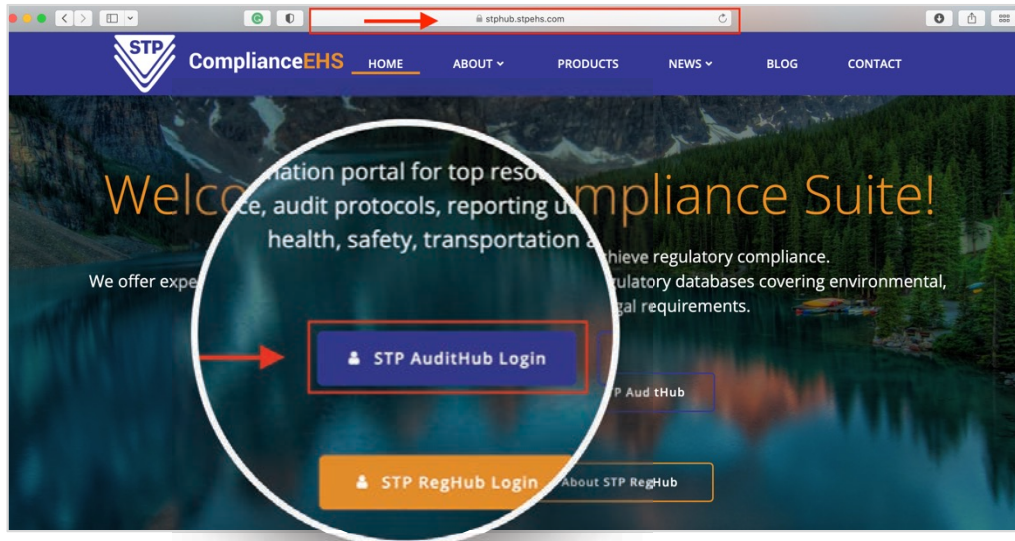
How do I sign up?

1 **Open** STP ComplianceEHS website
<https://stphub.stpehs.com/>

2 **Select** STP AuditHub Login. This will redirect you to the Login Page.

Click on **Sign up now** (This will bring you to the Verification page shown on the next page).

1



2

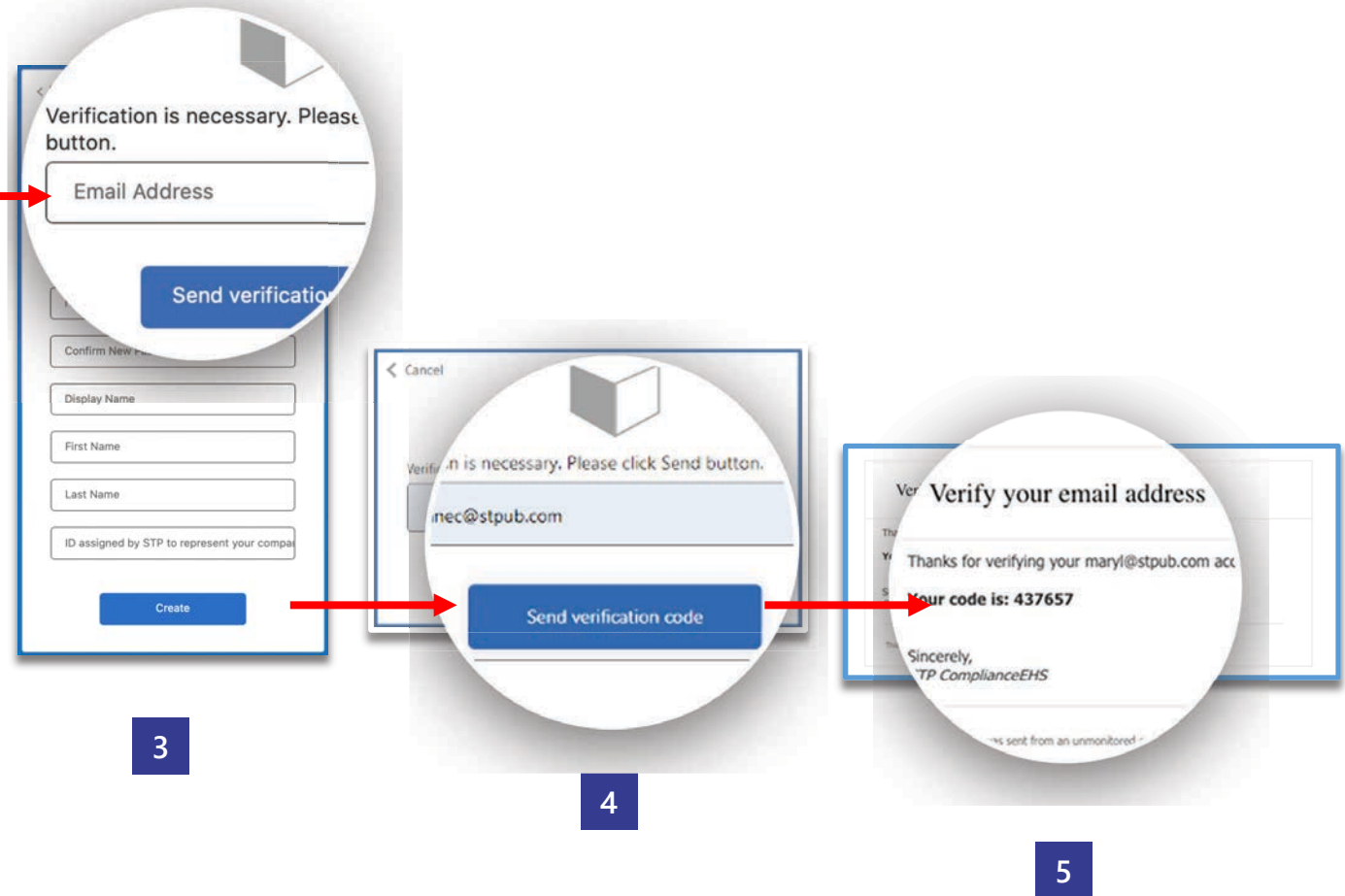


How do I sign up?....continued

3 **Enter** email address

4 **Hit Send verification code**
(It will be sent to your email inbox, however, do check your junk folder if you have not received within a couple of minutes.)

5 **Enter** the code and **hit Verify code**



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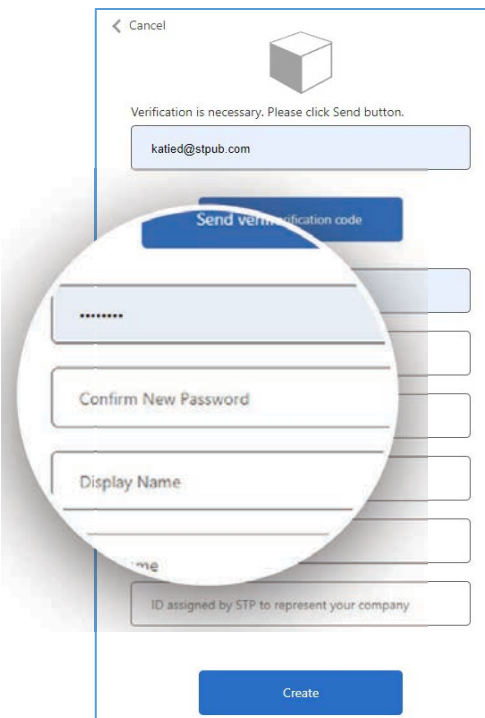
How do I sign up?....continued

6 Enter a **password of your choice**.

Your password should contain:

8-16 characters, containing 3 out of 4 of the following: Lowercase characters, uppercase characters, digits (0-9), and one or more of the following symbols: @ # \$ % ^ & * - _ + = [] { } | \ : ' , ? / ` ~ " () ; .

6



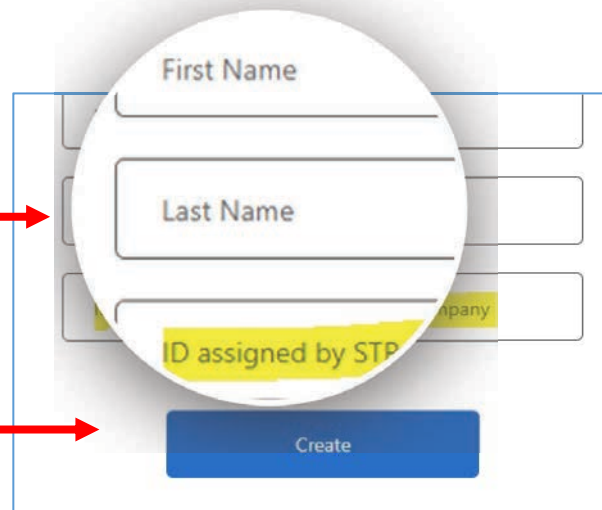
The screenshot shows a registration form with a circular callout highlighting the password fields. The callout contains the following fields: a password field with a strength indicator (*****), a 'Confirm New Password' field, and a 'Display Name' field. The background form includes a 'Cancel' button, a 'Send verification code' button, and a 'Create' button at the bottom.

7 Enter your **First (Given) Name** and **Last name**. Enter your **company ID** which has been assigned by STP to represent your company.

8 **Select Create**. This should bring you into the STP RegHub (STP AuditHub) Dashboard. See next slide.

7

8



The screenshot shows a registration form with a circular callout highlighting the name and company ID fields. The callout contains the following fields: a 'First Name' field, a 'Last Name' field, and a 'Company ID' field (highlighted in yellow). The background form includes a 'Create' button at the bottom. Red arrows point from the numbers 7 and 8 to the callout and the 'Create' button respectively.

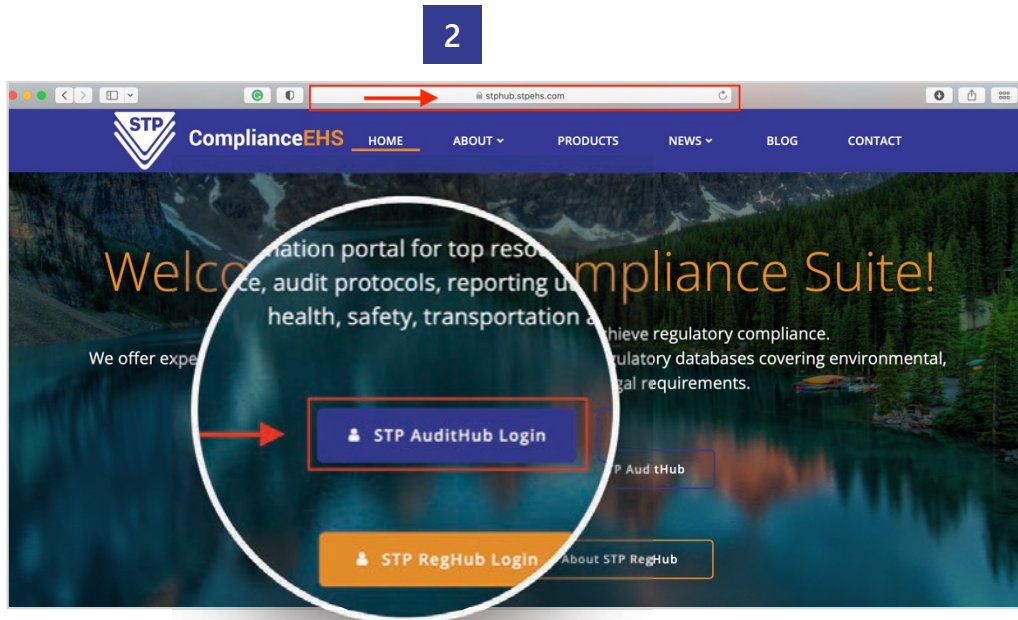


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How do I login?

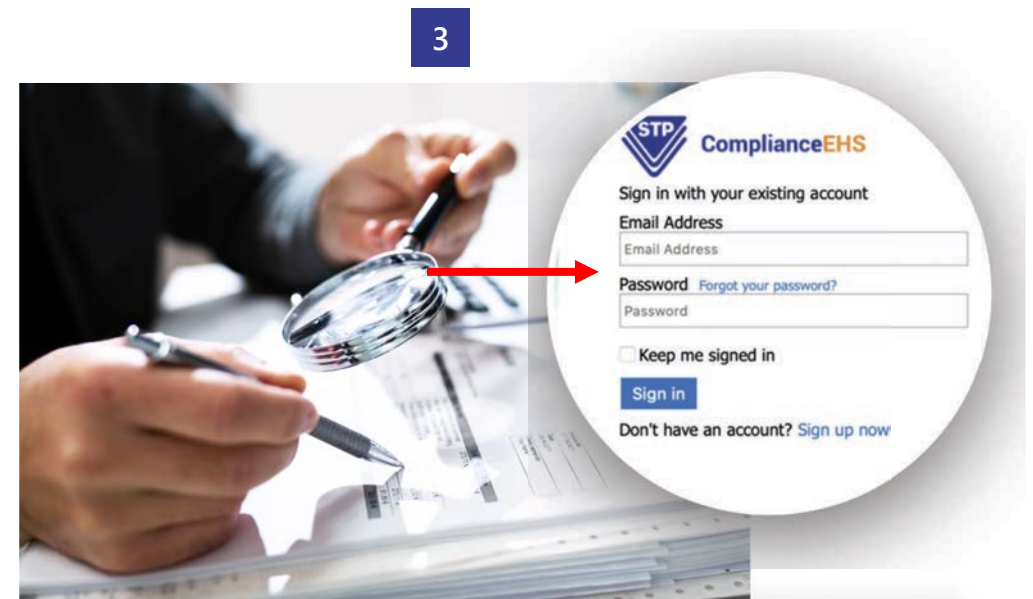
1 To log into your account **go to:** <https://stphub.stpehs.com/>

2 **Select** STP AuditHub Login. This will redirect you to the Login Page.



3 Enter your corporate email address and password. (You should have already verified your account and created your password.)

Note: If you get an error message, or cannot remember your password, click on the *Forgot Password?* button and follow the steps given.



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Where do I start?

Once you login you will see the **STP AuditHub dashboard** which include links to **Product List**, **RegCompare** (a new feature, purchased separately, COMING SOON!), **RegApply** and **Pocket Reference**. It also includes **Latest Templates**, **Latest Updates** and **Upcoming Updates Lists**.

[illegible]

How do I know which products were updated recently?

The **Latest and Upcoming Updates** are displayed on the **dashboard** once you have logged in.

The screenshot displays the AuditHub dashboard interface. On the left is a dark blue sidebar with navigation links: STP ComplianceEHS, Dashboard, Product List, RegApply, Request Jurisdiction, Pocket Reference, Support Ticket, Sign up for Training, Help, Contact, and STP RegHub. The main content area is titled 'Welcome to AuditHub' and features two highlighted sections. The 'LATEST UPDATES' section lists several documents with their titles, dates, and 'View' links. The 'UPCOMING UPDATES' section lists geographical locations with 'View' links. Two white circular callouts are overlaid on the image: one on the 'LATEST UPDATES' section and another on the 'UPCOMING UPDATES' section.

LATEST UPDATES	
Environmental Auditing: Federal Compliance Guide: Facilities (2021-09-23)	View
Environmental Auditing: Federal Compliance Guide: Facilities (2021-09-23)	View
Environmental Auditing: Federal Compliance Guide: Facilities (2021-09-23)	View
Environmental Auditing: Federal Compliance Guide: Facilities (2021-09-23)	View
Environmental Auditing: Federal Compliance Guide: Facilities (2021-09-23)	View
Environmental Auditing: Federal Compliance Guide: Facilities (2021-09-23)	View
Environmental Auditing: Federal Compliance Guide: Facilities (2021-09-23)	View
Environmental Auditing: Federal Compliance Guide: Facilities (2021-09-23)	View
Environmental Auditing: Federal Compliance Guide: Facilities (2021-09-23)	View
Environmental Auditing: Federal Compliance Guide: Facilities (2021-09-23)	View

UPCOMING UPDATES	
Venezuela	View
Quebec Canada - Local	View
Chile	View
China - Local	View



Where can I find my products?

1

Your products are listed, by category, on the Product List page accessible from the Left-Side Bar Navigation or the Dashboard.



Where can I find my products?....continued

This page displays:

- 1 The **Product titles**
- 2 Its **Version number** (or **release number**)
- 3 The **Date** the latest release was posted online
- 4 A **Release Notes column** where the past years release notes are available by clicking on **View**.
- 5 The **Category** of each product is located at the top-right corner.
- 6 One or more **format buttons**, depending on how many formats the publication is available in (PDF, DOC, XLS). **Click** on these buttons to open the publication. Most publications are available as PDFs only, but more formats are being added all the time.

The screenshot shows a 'Product List' table with the following columns: Product Title, Version, Date Posted, Release Notes, and a top-right corner containing a category dropdown and format buttons. Red arrows point from the numbered callouts to these elements.

Product Title	Version	Date Posted	Release Notes	Category	Format
Environmental Auditing: Air Quality Management in Santa Barbara	151	2021-03-11		Environmental	PDF, DOC, XLS
Environmental Auditing: Air Quality Management in Yolo Solano	151	2021-03-11	View		PDF, DOC, XLS
Environmental Auditing: Federal Air Quality MACT Standards for Coating Industry	102	2015-04-23	View		PDF, DOC, XLS
Environmental Auditing: Federal Air Quality MACT Standards for Hazardous Waste Combustors	101	2013-02-01	View		PDF, DOC, XLS
Environmental Auditing: Federal Air Quality MACT Standards for Inorganic Chemical Manufacturing	101	2012-10-01	View		PDF, DOC, XLS
Environmental Auditing: Federal Air Quality MACT Standards for Manufacturing and Distribution of Petroleum and Petroleum Products	103	2017-05-05	View		PDF, DOC, XLS
Environmental Auditing: Federal Air Quality MACT Standards for Mineral Processing Industry	101	2013-02-01	View		PDF, DOC, XLS
Environmental Auditing: Federal Air Quality MACT Standards for Organic Chemical Manufacturing	102	2014-12-10	View		PDF, DOC, XLS
Environmental Auditing: Federal Air Quality MACT Standards for Pesticide Active Ingredient Production	102	2014-07-09	View		PDF, DOC, XLS
Environmental Auditing: Federal Air Quality MACT Standards for Site Remediation	102	2021-03-22	View		PDF, DOC, XLS

Items per page: 10 1 - 10 of 16

Note: The PDF format opens to the publication but the Excel will download a zip file of Xcelerator files and word will download a zip file of Word scoresheets.



Release Notes

- 1 **Release Notes:** Keeps you up to date on current changes and what is going on in the industry.
- 2 **New and noteworthy:** Overview of key changes found in current updated version.
- 3 **Highlights of this release:** What and where changes have occurred.
- 4 **Did you know:** Information on current industry subjects and issues.



Release Notes... continued

Format:

- 1 **PDF** - Access to product.
- 2 **Word** - Access to a word version of scoresheets. For International Protocols, access to the whole protocol in Word format.
- 3 **Excel** - This allows you to see the basic Xcelerator files for Federal or state content. There will be a single file per topic. To see integrated state requirements or a customized scoresheet, please use the RegApply tool.

The screenshot shows a 'Product List' table with columns for Product Title, Version, Date Posted, and Release. A circular callout window titled 'Format' is overlaid on the right side of the table. This callout contains three numbered options with corresponding icons: 1. PDF (document icon), 2. Word (RTF icon), and 3. Excel (X icon). Red arrows point from the 'Release' column of the table to the callout, and from each option back to the table rows.

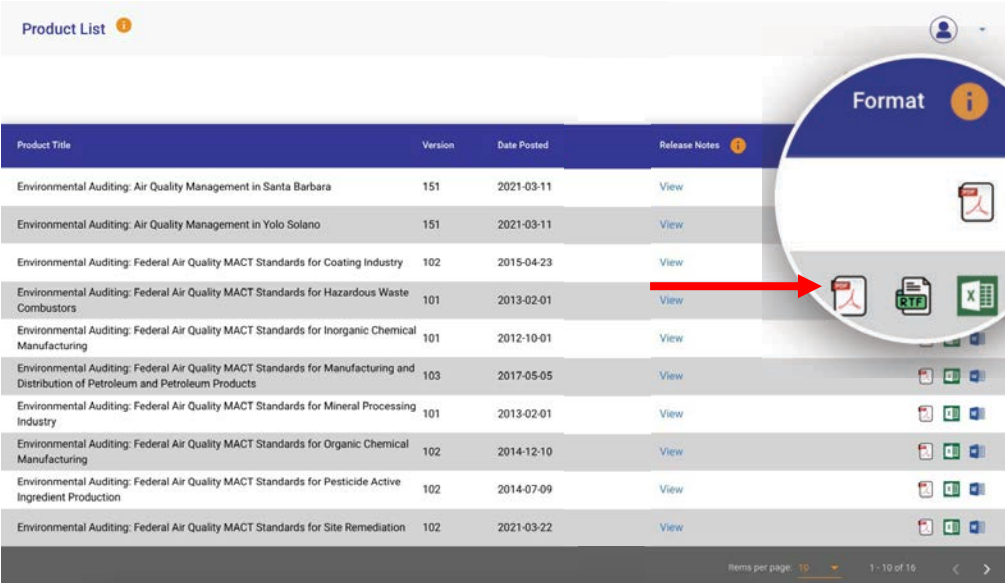
Product Title	Version	Date Posted	Release
Environmental Auditing: Air Quality Management in Santa Barbara	151	2021-03-11	
Environmental Auditing: Air Quality Management in Yolo Solano	151	2021-03-11	
Environmental Auditing: Federal Air Quality MACT Standards for Coating Industry	102	2015-04-23	
Environmental Auditing: Federal Air Quality MACT Standards for Hazardous Waste Combustors	101	2013-02-01	
Environmental Auditing: Federal Air Quality MACT Standards for Inorganic Chemical Manufacturing	101	2012-10-01	
Environmental Auditing: Federal Air Quality MACT Standards for Manufacturing and Distribution of Petroleum and Petroleum Products	103	2017-05-05	
Environmental Auditing: Federal Air Quality MACT Standards for Mineral Processing Industry	101	2013-02-01	
Environmental Auditing: Federal Air Quality MACT Standards for Organic Chemical Manufacturing	102	2014-12-10	
Environmental Auditing: Federal Air Quality MACT Standards for Pesticide Active Ingredient Production	102	2014-07-09	
Environmental Auditing: Federal Air Quality MACT Standards for Site Remediation	102	2021-03-22	



How do I open a product?


- 1 To access a product, click the PDF button located to the far right of the product title.
- 2 A new tab will open, displaying the product title page and a list of bookmarks on the left, as in this example.

1



Product Title	Version	Date Posted	Release Notes
Environmental Auditing: Air Quality Management in Santa Barbara	151	2021-03-11	View
Environmental Auditing: Air Quality Management in Yolo Solano	151	2021-03-11	View
Environmental Auditing: Federal Air Quality MACT Standards for Coating Industry	102	2015-04-23	View
Environmental Auditing: Federal Air Quality MACT Standards for Hazardous Waste Combustors	101	2013-02-01	View
Environmental Auditing: Federal Air Quality MACT Standards for Inorganic Chemical Manufacturing	101	2012-10-01	View
Environmental Auditing: Federal Air Quality MACT Standards for Manufacturing and Distribution of Petroleum and Petroleum Products	103	2017-05-05	View
Environmental Auditing: Federal Air Quality MACT Standards for Mineral Processing Industry	101	2013-02-01	View
Environmental Auditing: Federal Air Quality MACT Standards for Organic Chemical Manufacturing	102	2014-12-10	View
Environmental Auditing: Federal Air Quality MACT Standards for Pesticide Active Ingredient Production	102	2014-07-09	View
Environmental Auditing: Federal Air Quality MACT Standards for Site Remediation	102	2021-03-22	View

2



STP ComplianceEHS

TITLE PAGE

- Release Notes
- STP ComplianceEHS - Company Profile
- License Agreement
- Check CFRs
- Customizable Scorecards
- Introduction
- General Safety and Health
- General Recordkeeping and Posting
- Occupational Exposures and Environmental Controls
- Hazardous Waste Operations and Emergency Response
- Process Safety Management
- Personal Protective and Life Saving Equipment
- Fire Protection and Prevention
- Signs, Signals, and Barricades
- Materials Handling
- Hand and Power Tools
- Electrical
- Scaffolds
- Fall Protection
- Helicopters, Hoists, Elevators, and Conveyors
- Motorized Equipment and Vehicles
- Excavations
- Concrete and Masonry
- Steel Erection
- Underground Construction, Caissons, Cofferdams, and

OSHA Auditing: Federal Compliance
Construction: The Complete Safety and Health Audit Checklist

Updates prepared by:
Specialty Technical Consultants, Inc.

Note: The publication should open in the Web browser, not in a separate Adobe® Reader® or Adobe® Acrobat® window (or other default PDF viewer software).



How do I navigate a product?

1

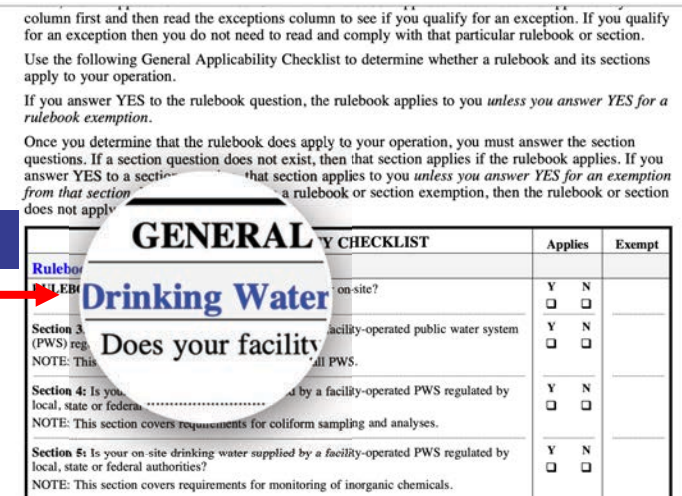
Using Bookmarks to Navigate the Product

You can use **Bookmarks** to navigate the product. They will allow you quick access to product topic modules. **Down Arrows** indicate there are bookmarks collapsed from view.

1



2

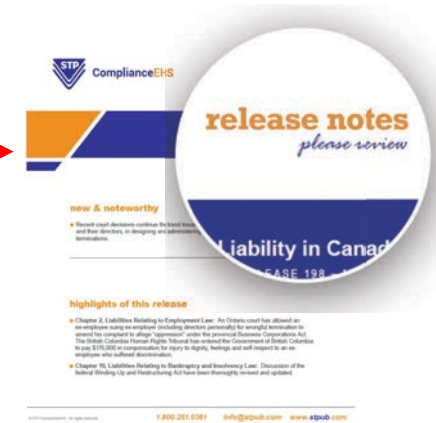


2

Using Web Links

Our electronic products include **Web links (hyperlinks)** to provide added value and additional background information. These links are blue and act as normal hyperlinks, i.e., they open a different Web page, usually within the same browser tab. To open the link in a new tab, right-click it and choose Copy Link Location. Then open a new tab and paste the link in the address bar and hit Enter.

3



3

Using Release Notes

Within all our products there is a bookmark for **Release Notes**. When you click on that link you open the latest Release Notes. This page has links to the content that has been updated and related Web-links.

Note: On the Products Page: If a product has past Release Notes then they are available on your client page. They are under the column called Release Notes. By clicking view you will have access to past Release Notes.



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How do I access the RegApply Tool? (Applicability Screening)

- 1 **RegApply** is a tool that you can purchase in conjunction with many STP products. To open the RegApply go to the main navigation click on the RegApply button
- 2 **Click New Template** to **create a template**.



How do I access the RegApply Tool? (Applicability Screening)... continued

- 3 **Add Audit Name, share function, dates.** Facility and Facility Addresses are optional.
- 4 **Open** the product and choose modules needed for Audit or Self-Assessment. **SAVE.**

The screenshot shows the 'New Template' form in the RegApply Tool. The form is divided into two main sections: 'Audit Details' on the left and a list of products on the right. The 'Audit Details' section includes fields for 'Audit Name *', 'Audit Start Date', 'Audit End Date', 'Facility', and 'Facility Address'. The 'Facility' field is highlighted with a red arrow and a callout box labeled '3'. The 'Audit End Date' field is also highlighted with a red arrow and a callout box labeled '3'. The 'Share this template' checkbox is highlighted with a red arrow and a callout box labeled '3'. The products section on the right lists various environmental auditing standards, such as 'Environmental Auditing: Air Quality Management in Santa Barbara (EACFSB)', 'Environmental Auditing: Air Quality Management in Yolo Solano (EACFYS)', 'Environmental Auditing: Federal Air Quality MACT Standards for Coating Industry (EAFCT)', 'Environmental Auditing: Federal Air Quality MACT Standards for Hazardous Waste Combustors (EAFHWC)', 'Environmental Auditing: Federal Air Quality MACT Standards for Inorganic Chemical Manufacturing (EAFIC)', 'Environmental Auditing: Federal Air Quality MACT Standards for Manufacturing and Distribution of Petroleum and Petroleum Products (EAFPM)', 'Environmental Auditing: Federal Air Quality MACT Standards for Mineral Processing Industry (EAFMP)', 'Environmental Auditing: Federal Air Quality MACT Standards for Organic Chemical Manufacturing (EAFOC)', and 'Environmental Auditing: Federal Air Quality MACT Standards for Pesticide Active Ingredient Production'. A red arrow points from a callout box labeled '4' to the 'Save template' button at the top right of the products section.

3 → **Audit Name ***

3 → **Share this template**

3 → **Audit End Date**

3 → **Facility**

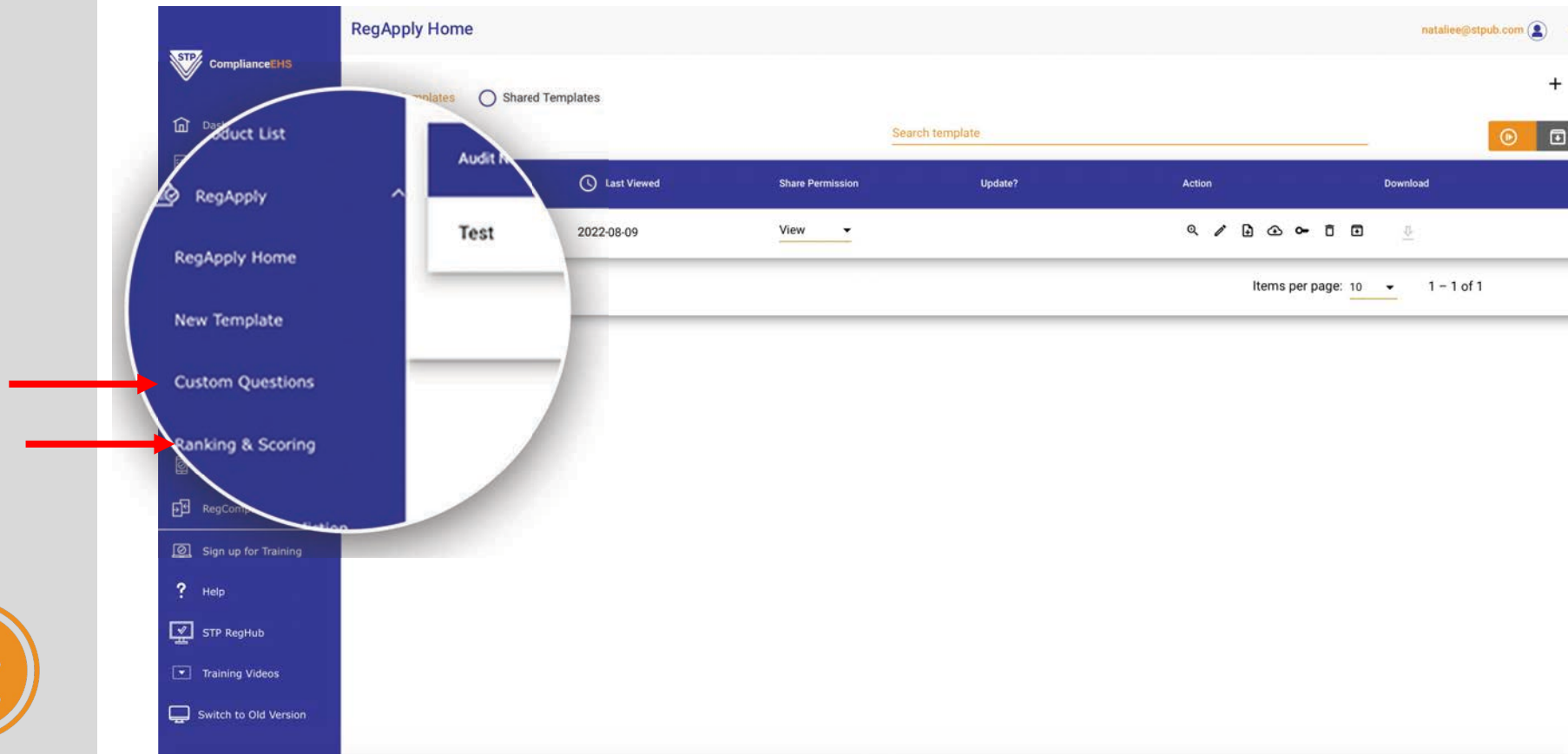
4 → **Save template**



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Custom Questions, Ranking & Scoring

Under the RegApply Dropdown Menu there are two other links: **Custom Questions** and **Ranking & Scoring**.



Custom Questions

Custom Questions

Within the RegApply tool, we permit you to add **Custom questions**.

These may be Corporate Policies that can be built out into your Scoresheets or RegRegisters.

- 1 Select "Custom Questions".
- 2 Select "New Custom Topic" on the right-hand side.
- 3 Add your **Custom Topic** and the **first Sub-Topic**.
- 4 Select Save.

The screenshot illustrates the process of adding a custom question in the RegApply tool. It features a central panel with a sidebar on the left and a main content area on the right. The sidebar contains a menu with options like 'New Template', 'Custom Questions', and 'Ranking & Scoring'. A red arrow points from the 'Custom Questions' menu item to a circular callout labeled '1'. The main content area displays a form for creating a new custom question, with fields for 'Topic *' and 'First Sub-Topic *'. A red arrow points from the 'Add New Custom Topic' button to a circular callout labeled '2'. Another red arrow points from the 'Save' button to a circular callout labeled '3'. On the right side of the main content area, there is a 'Custom Topics' panel with a list of topics and sub-topics, including '1. HEALTH =', 'II. Ergonomics', 'COVID 19', 'Vaccination', 'COVID version 10', 'Version 10', 'Disinfectants for COVID 19', 'COVID 19', 'Environmental Programs', 'Solid and Hazardous Waste Management', 'Storage Tank System Management', 'Hazardous Waste', 'Very Small Generator', 'Management', 'Responsibility and Accountability', and 'SOH Component'. A red arrow points from the 'New Custom Topic' button to a circular callout labeled '4'.



Custom Questions... continued

- 1 From there you can **add a question, Citation Reference, Citation Link, and Guide note.**

1

SubTopic: Air Emissions

Air Emissions Question - 1

Question

Citation reference

Citation Link

Guide note

- 3 You can **delete** any **questions or Sub-Topics** by using the **delete button** (garbage can).

3

SubTopic: Air Emissions

Air Emissions Question - 1

Question

Citation reference

Citation Link

Guide note

delete sub-topic

delete question

- 2 You can **add more questions** once these are filled in. Be sure to **Save sub-topic** before exiting.

2

Guide note

Check if you have Air Emissions.

SubTopic: Air Emissions

new question

Save sub-topic

- 4 You can **share these custom topics** with your company.

4

New Custom Topic

Custom Topic

1. HEALTH =

II. Ergonomic

Air Quality

Fisheries

Check the checkbox to share

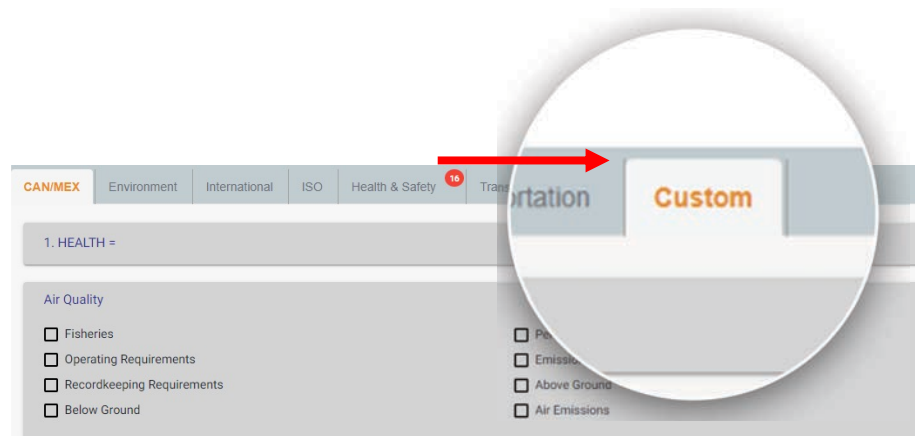


Custom Questions... continued

5

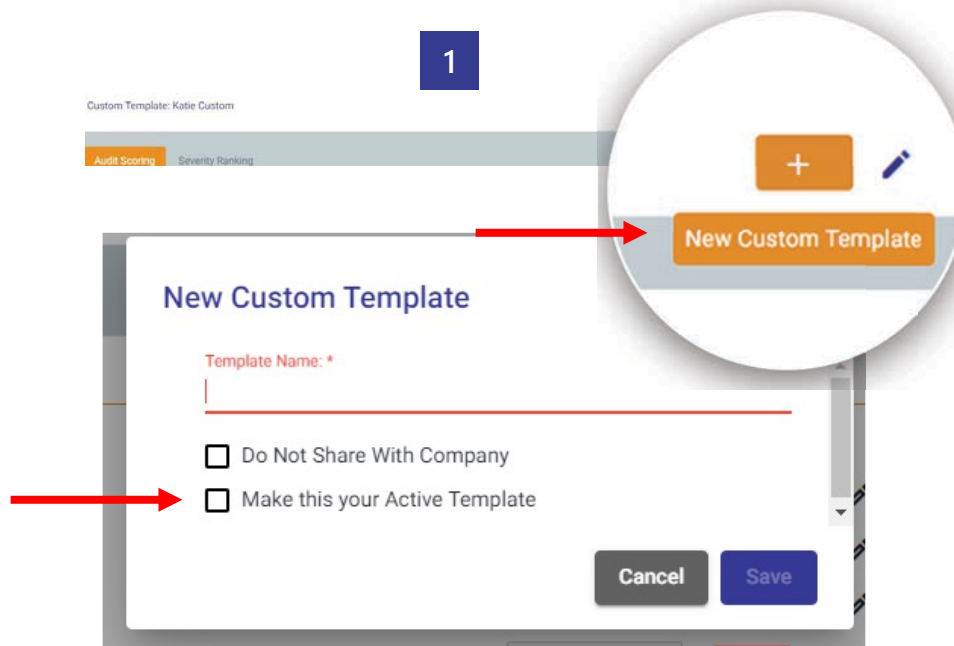
To **select these for your scoresheet**, when selecting content in the Audit Details, **go to the custom tab**, and **select your custom topics**. These will build out in a separate tab in the Xcelerator file.

5

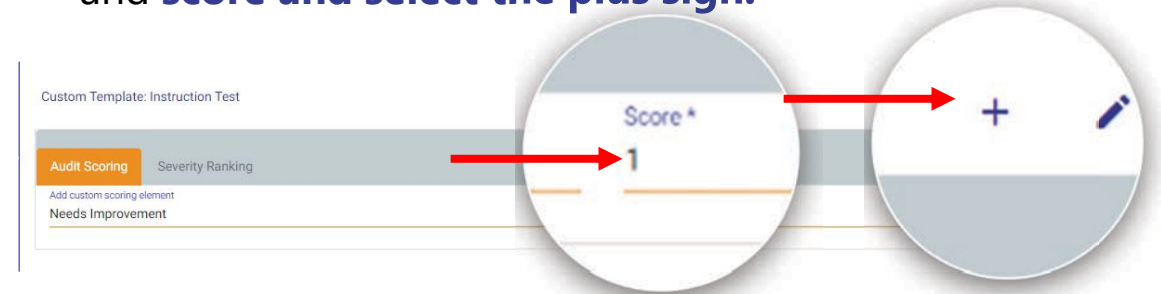


Ranking and Scoring

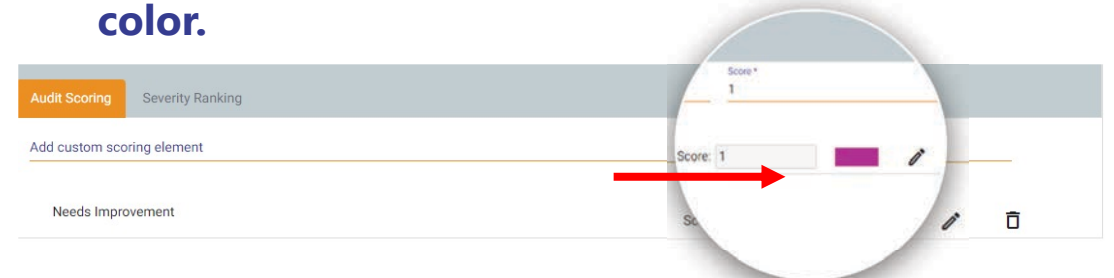
- 1 **Select New Custom Template.** Name the template. You can share with your company if you would like. By selecting **“Make this your Active Template”** any Xcelerators built will apply this scoring setting to the files.



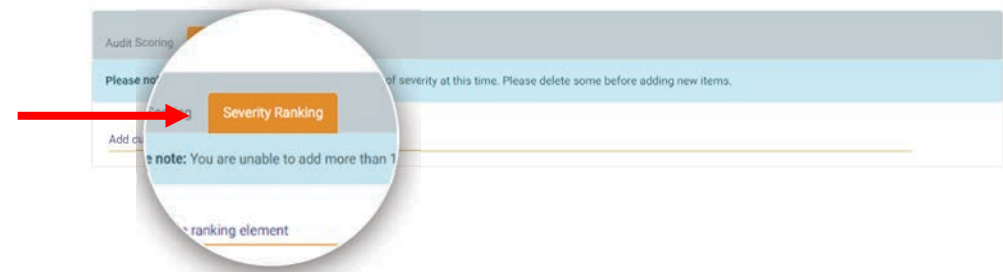
- 2 Audit scoring: **Add your Custom Scoring Element and score and select the plus sign.**



- 3 You can then **apply the appropriate color.**



- 4 Continue adding scoring elements. Do the same for **Severity ranking.**



How do I start a New Audit Template?

- 1 **Click new Template** to create a template.
Add Audit Name, share function, dates. Facility and Facility Addresses are optional. Open the product and choose modules needed for Audit or Self-Assessment. **SAVE.**
Select Answer Applicability screening question

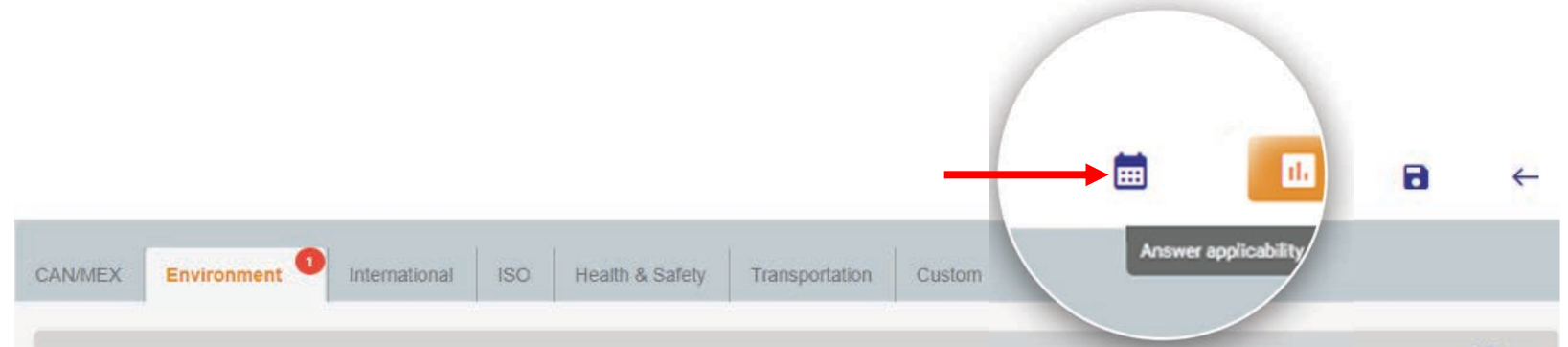
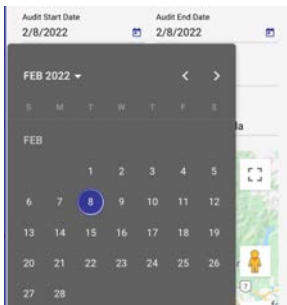
To enter the **Audit Date Range** place your cursor into the first box. A calendar will appear and you can choose your dates.

- 2 When you fill in the Facility Address you are able **to add a map**. **Fill in** the address and **select** the correct address.

Facility

122 West 2nd Avenue, Vancouver, BC, Canada

- 3 If you enter dates here you will have the option within the template to add this to an Outlook calendar:



How do I start a New Audit Template?... continued

- 4 Once you have filled in your audit details on the left-hand side of the screen then you can **choose the modules applicable** to the facility being audited on the right-hand side of the screen.

Audit Details

Audit Name *
STP test

Share this template: ☒ No ☐ View ☐ Edit

Audit Start Date: 8/10/2022 Audit End Date: 8/10/2022

Facility:
STP

122 West 2nd Avenue, Vancouver, BC, Canada

Map Satellite

4

Modules:

- ☐ Material Handling and General In-Plant Safety
- ☐ Transport of Dangerous Goods
- ☐ Chemical Management
- ☐ Community Noise
- ☐ PCBs
- ☐ Equipment, Machine and Electrical Safety
- ☐ Solid and Hazardous Waste
- ☐ Above and Below Ground Tank Management
- ☐ Fire Safety
- ☐ Industrial Hygiene
- ☐ Construction Work Site Safety
- ☐ Asbestos
- ☐ General Health and Safety
- ☒ Air Emissions
- ☐ Water Resources
- ☒ General Environmental

☐ Select All

Regions: Alberta Oil and Petroleum Refining, Canada (2021), Alberta, Canada (2022), British Columbia, Canada (2022), Canada Federal (2022), Canada Federal Oil and Petroleum Refining (2021), Manitoba, Canada (2022), Mexico (2020)

- 5 The Audit Summary Screen will display. Select the **first rulebook** to answer the Applicability screening questions based on your facility.

Audit Summary

BC(2022)

Rulebook	Last Saved	Status	Apply
Rulebook: Air Emissions	2022-08-10 14:03	Incomplete	<input type="checkbox"/> N/A
Rulebook: General Environmental	2022-08-10 14:03	Incomplete	<input type="checkbox"/> N/A

5

Audit Details

STP test

122 West 2nd Avenue, Vancouver, BC, Canada
Wed Aug 10 2022 - Wed Aug 10 2022

0.0%

Accounting for Business Combinations 0.0%

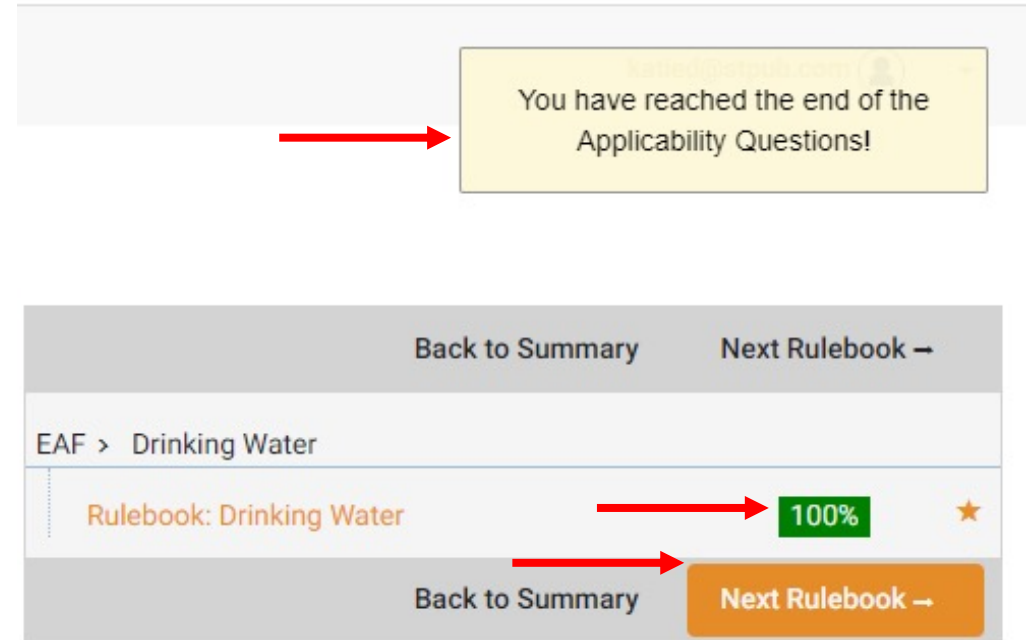
Actions ▾



How do I start a New Audit Template?... continued

6

Answer the questions in the Rulebook based on what applies to your facility. Please note that the system will accept all unanswered questions as applicable when building your scoresheet. **Select “Next Rulebook”** and continue through your applicability. You can **view your progress** on the right-hand side of the screen. Once you reach the end, the system will notify you have finished.



6

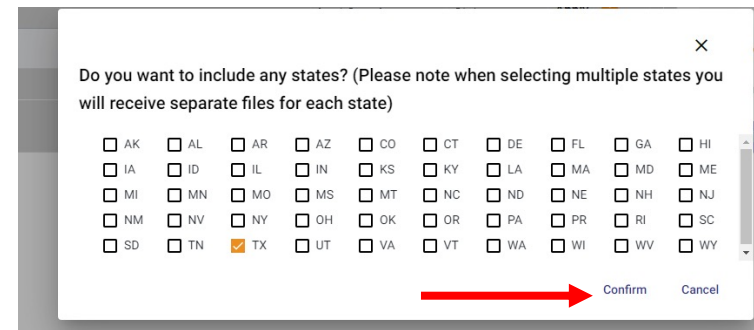


How do I start a New Audit Template?... continued

Once Completed **return “Back to the Summary”**.

From this screen, under actions, you can:

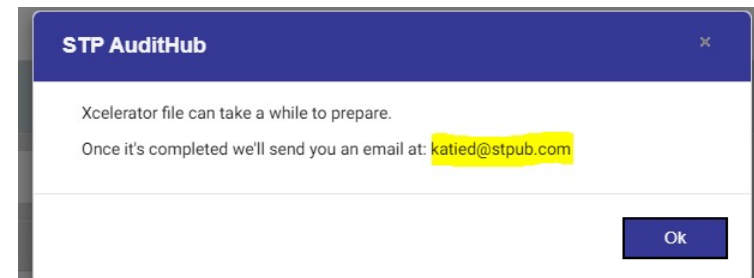
- 7 Build Xcelerator file.** A screen will display for federal content (EAF and OF) allowing you to build a file with state differences included. Once selected, **hit “Confirm”**. The system will email you once the file is completed.
- 8 Build RegRegister.** A screen will display for federal content (EAF and OF) allowing you to build a file with state differences included. Once selected, **hit “Confirm”**. The system will email you once the file is completed.



Do you want to include any states? (Please note when selecting multiple states you will receive separate files for each state)

<input type="checkbox"/> AK	<input type="checkbox"/> AL	<input type="checkbox"/> AR	<input type="checkbox"/> AZ	<input type="checkbox"/> CO	<input type="checkbox"/> CT	<input type="checkbox"/> DE	<input type="checkbox"/> FL	<input type="checkbox"/> GA	<input type="checkbox"/> HI
<input type="checkbox"/> IA	<input type="checkbox"/> ID	<input type="checkbox"/> IL	<input type="checkbox"/> IN	<input type="checkbox"/> KS	<input type="checkbox"/> KY	<input type="checkbox"/> LA	<input type="checkbox"/> MA	<input type="checkbox"/> MD	<input type="checkbox"/> ME
<input type="checkbox"/> MI	<input type="checkbox"/> MN	<input type="checkbox"/> MO	<input type="checkbox"/> MS	<input type="checkbox"/> MT	<input type="checkbox"/> NC	<input type="checkbox"/> ND	<input type="checkbox"/> NE	<input type="checkbox"/> NH	<input type="checkbox"/> NJ
<input type="checkbox"/> NM	<input type="checkbox"/> NV	<input type="checkbox"/> NY	<input type="checkbox"/> OH	<input type="checkbox"/> OK	<input type="checkbox"/> OR	<input type="checkbox"/> PA	<input type="checkbox"/> PR	<input type="checkbox"/> RI	<input type="checkbox"/> SC
<input type="checkbox"/> SD	<input type="checkbox"/> TN	<input checked="" type="checkbox"/> TX	<input type="checkbox"/> UT	<input type="checkbox"/> VA	<input type="checkbox"/> VT	<input type="checkbox"/> WA	<input type="checkbox"/> WI	<input type="checkbox"/> WV	<input type="checkbox"/> WY

Confirm Cancel



STP AuditHub

Xcelerator file can take a while to prepare.

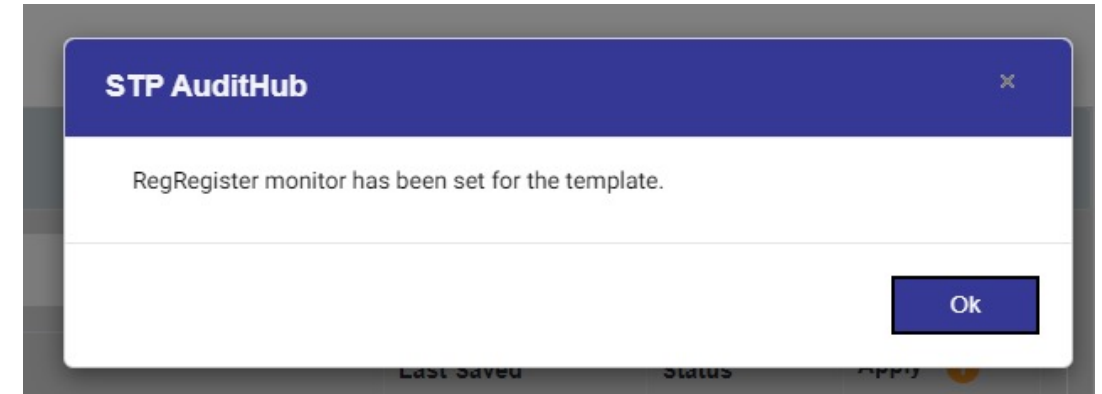
Once it's completed we'll send you an email at: **kated@stpub.com**

Ok

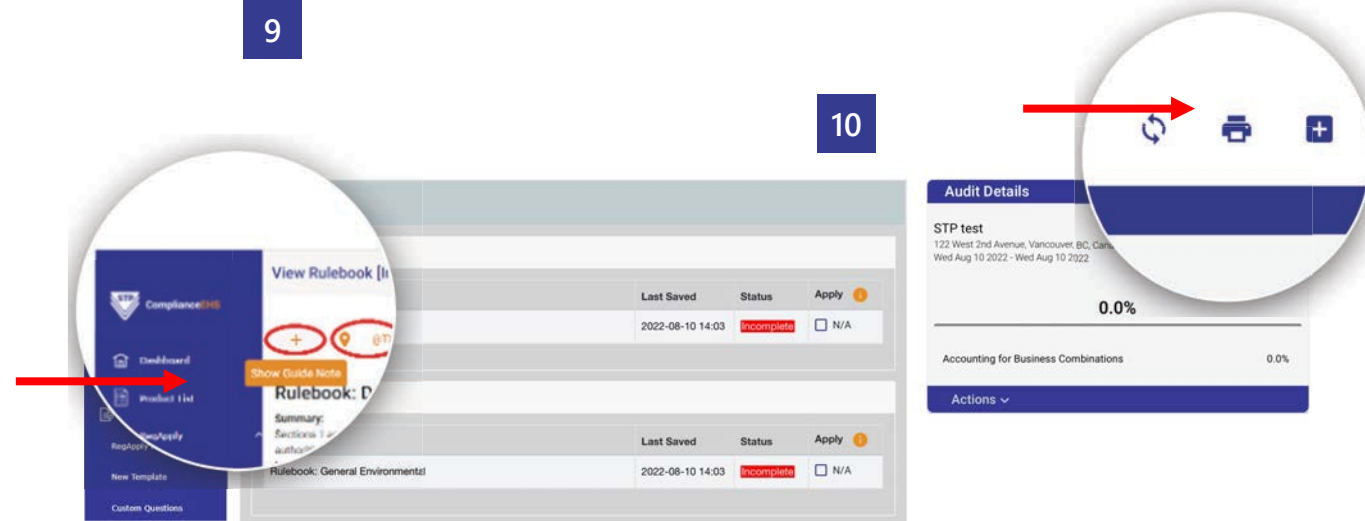


How do I start a New Audit Template?... continued

- 9 **Monitor RegRegister.** A screen will display for federal content (EAF and OF) allowing you to build a file with state differences included. Once selected, hit **"Confirm"**. This will send the information from your template to STP RegHub (if you subscribe) for monitoring changes to legislation. See STP RegHub instructions for more information. The system will email you once the file is completed.



- 10 **View Rulebooks.** This will allow you to **see the applicable scoresheet questions on a screen**. You can **toggle to view the guide notes** or you can **apply a state** if desired. Or **Print** for use on site if needed.

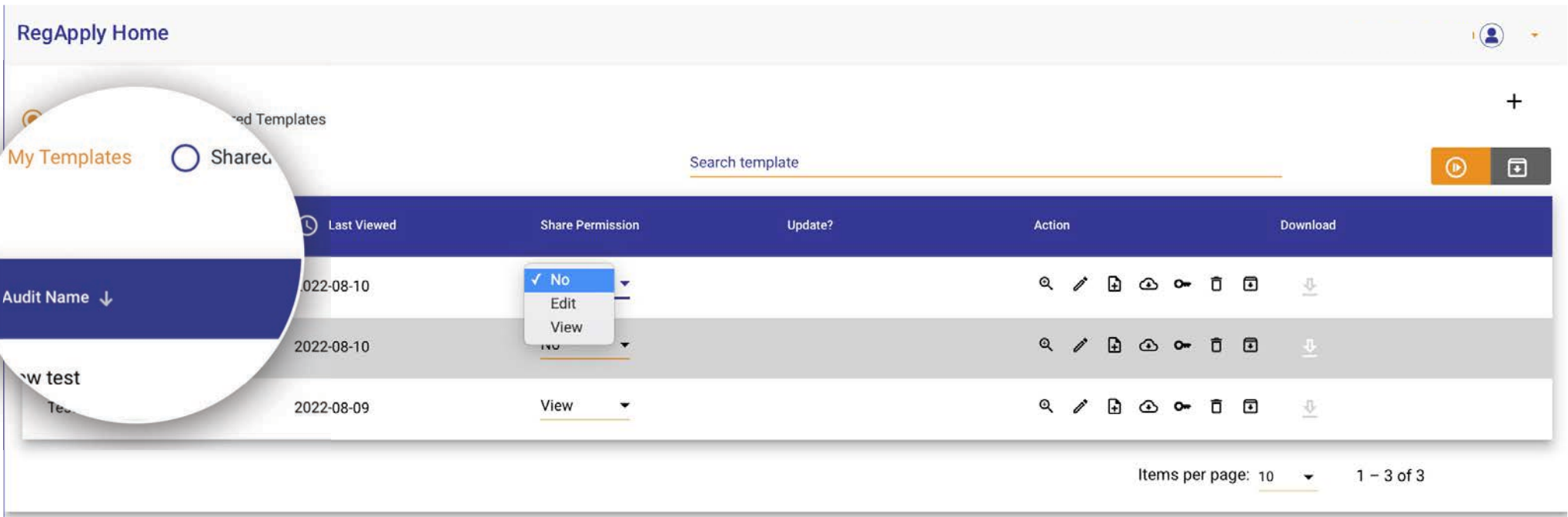


- 11 **Export** to your Companies specific Software partner.

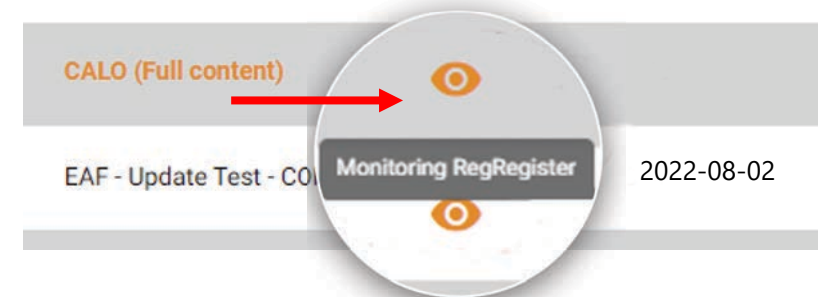


How do I start a New Audit Template?... continued

- 12 You can **view** all your templates and companies shared templates in the **RegApply Home** page. You will see the **Audit names**. You can sort by name if that is your preference.



- 13 Once a template is sent to STP RegHub, an eye will appear denoting that the RegRegister is being monitored.



How do I start a New Audit Template?... continued

- 14 You can **see the Last Viewed date**. You can sort your templates by last viewed if that's the view you prefer.
- 15 You can **adjust the shared permissions** here. If you want your company to see, you can choose to share as editable or view only.

The screenshot shows the 'RegApply Home' interface. At the top, there are tabs for 'My Templates' (selected) and 'Shared Templates'. Below the tabs is a table of audit templates. The table has columns for 'Audit Name', 'Last Viewed', 'Share Permission', 'Action', and 'Download'. The 'Last Viewed' column is highlighted with a red arrow and a callout box labeled '4', showing dates like '2022-08-10'. The 'Share Permission' column is highlighted with a red arrow and a callout box labeled '5', showing a dropdown menu with options 'No', 'Edit', and 'View'. The 'Action' column contains icons for search, edit, add, share, lock, delete, and download. The 'Download' column contains a download icon. At the bottom right, there is a pagination bar showing 'Items per page: 10' and '1 - 3 of 3'.

Audit Name	Last Viewed	Share Permission	Action	Download
New test	2022-08-10	No	[Icons]	[Download]
STP test	2022-08-10	Edit	[Icons]	[Download]
Test	2022-08-10	View	[Icons]	[Download]



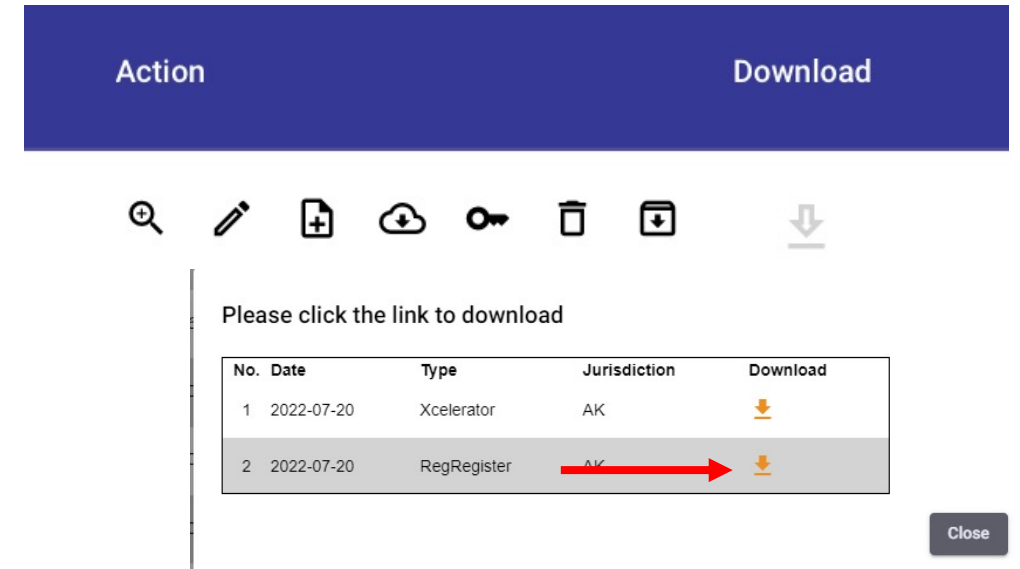
How do I start a New Audit Template?... continued

- 16 You will also be able to see if there are **any updates** available for your template.

- 17 **Under actions**, you can:

- View template
- Edit template
- Copy template
- Export to your Companies specific Software partner.
- View the reference Key and Csxkey that some specific Software partners may require.
- Delete the template
- Archive the template

- 18 Any files you have created, Xcelerator files or RegRegisters will be available here under Download.

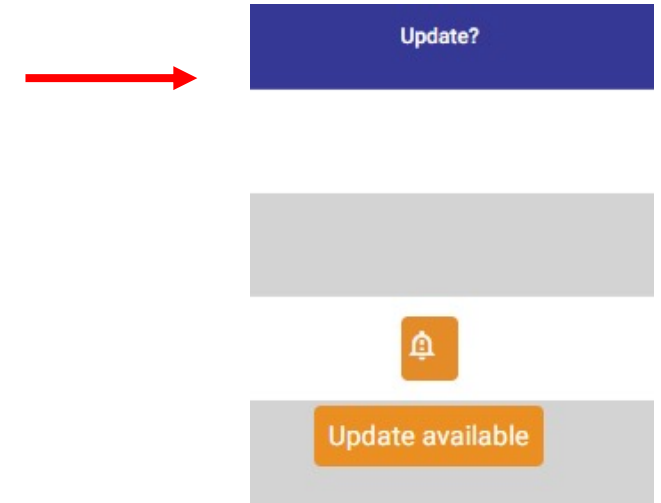


How do I Update a Template?

1 Click on Update Available.

This will take time for the update to complete. You will receive an email once it's completed.

Until then it will display as green on your RegApply template home.



Drinking Water - New site citation

2022-07-20

No



How do I Update a Template?... continued

- 2 Once completed you can review any items that apply to your facility that have been updated. A yellow flag will highlight any change to an applicable scoresheet question. **Click on the flag** to **view the change**. A pop-up will appear that will let you know what the exact change is (red for deletions, green for additions). Once you review, you can remove the flag.

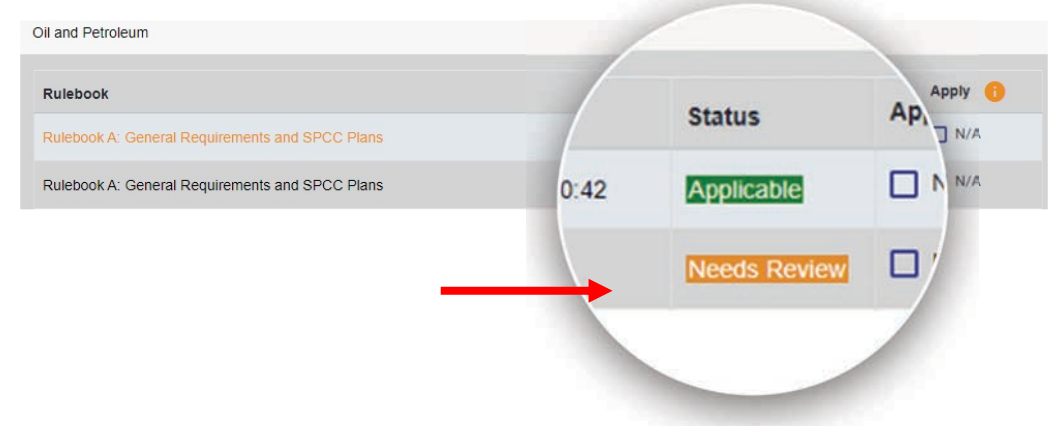
Power Transmission, Prime Movers, Machines

Rulebook	Last Saved	Status	Apply 
Rulebook F-1: General Machinery Guarding	2022-07-12 09:34	Applicable	<input type="checkbox"/> N/A
Rulebook F-2: Point-of-Operation Guarding 	2022-07-12 09:34	Applicable	<input type="checkbox"/> N/A
Rulebook F-3: Refuse and Trash Collection Equipment	2022-07-12 09:36	Applicable	<input type="checkbox"/> N/A



How do I Update a Template?... continued

- 3 Needs Review will display if there are any changes to your **Applicability Questions**. Selecting that rulebook that needs review, a red line to the left of the question will denote what question has changed. **Review this change and re-answer accordingly.**



Oil and Petroleum	
Rulebook	Status
Rulebook A: General Requirements and SPCC Plans	0:42 Applicable
Rulebook A: General Requirements and SPCC Plans	Needs Review

- 4 Once updated and the changes have been removed, you can rebuild any scoresheets with the updated content.

Rulebook C: Formaldehyde Emissions From Wood Composite Products

Rulebook Question

Does your facility manufacture, sell, import, offer for sale, or supply wood composite products, component parts that contain composite wood products, or finished goods that contain composite wood products?

Yes No

NOTE 1: "Composite wood product" means hardwood plywood made with a veneer or composite core, medium-density fiberboard, and particleboard.

NOTE 2: "Hardwood plywood" means a hardwood or decorative panel that is intended for interior use and composed of an assembly of layers or plies of veneer, joined by an adhesive with a lumber core, a particleboard core, a medium-density fiberboard core, a hardboard core, a veneer core, or any other special core or special back material, as determined by the *American National Standard for Hardwood and Decorative Plywood, ANSI/HPVA HP-1-2016* (incorporated by reference in 40 CFR 770.99). Hardwood plywood does not include military-specified plywood, curved plywood, or any plywood specified in the American Plywood Association's voluntary standards, *Structural Plywood, PS 1-09*, or *Performance Standard for Wood-Based Structural-Use Panels, PS 2-10*, (both incorporated by reference in 40 CFR 770.99). In addition, hardwood plywood includes laminated products except as excluded in 40 CFR 770.4.



Learn More

More questions about STP AuditHub?

STP ComplianceEHS provides full Customer Support. Assistance is available to all users, and we welcome questions and comments.

Contact us at (604) 983-3434 , toll free at 1-800-251-0381 or by email at onlinetraining@stpub.com or [reserve your spot here](#).

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Glossary

STP AuditHub

A collection of comprehensive and practical audit and compliance guides that provides an accurate interpretation of regulatory requirements and their application.

STP RegHub

A continuously updated online library of environmental, health & safety, and transportation laws and regulations, complemented with regularly scheduled regulatory monitoring notifications.

STP Compliance Products (s. STP Products)

A comprehensive collection of practical audit and compliance solution guides providing accurate interpretation and application of regulatory requirements.

STP Compliance Suite

The complete set of applications and content libraries housed together. There are two pillars each initiated by their own hub. One is the STP RegHub (Regulatory Compliance Content) and the other is STP AuditHub (Audit Content).



Glossary

STP Online

This was the STP AuditHub's previous name: a Web-based audit tool that lets you easily build, customize, save and share your audit findings.

STP Pocket Reference

STP App on Android or IOS that houses all the Fed/ State and International Protocols in a reference Tool. Also links in the US to the RegLibrary.

STP Products (formerly STP Protocols)

A comprehensive collection of practical audit and compliance solution guides providing accurate interpretation and application of regulatory requirements. Authored by professionals in the fields of environmental, health and safety, transportation, and business practices, standards and laws. The products include Applicability, Audit pre-preparation, as well as scoresheets and guide notes that include customizable scoresheets which are available in PDF, word and in an excel format. State Differences relate directly to the Federal Regulations including any State Regulations where there are no Federal Regulations. Available for US Federal & State content as well as 100+ International jurisdictions.



Glossary

RegApply

STP's signature Applicability Tool that generates both Audit Templates and Registers. Through this feature, STP users answer Yes/No to applicability questions that automatically filters the EHS questions based on the user's desired scope of operations/activities.

RegCompare

Provides a way for users to select jurisdictions, topics and subtopics and enables a crosstab view of how/whether the selected states differ from the federal requirements in each subtopic. Limited to 5 states at once.

STP Xcelerator

an Excel-based audit tool that lets you easily build, customize, save and share your audit findings.



Glossary

VerificationID

A 32-character alpha-numeric random string generated when the company is created in STP Online. The client/user needs this for all users to verify their access for STP RegHub and AuditHub. The VerificationID is sent to the user within STP's Welcome email.

View

A single Web-based presentation of information. This is typically a textual view and is contained within one window or tab. This is sometimes called a screen or page. A user of STP applications can have numerous windows opened at one time to facilitate completion of their task.

