STP AuditHub – The Basics

Contents

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).
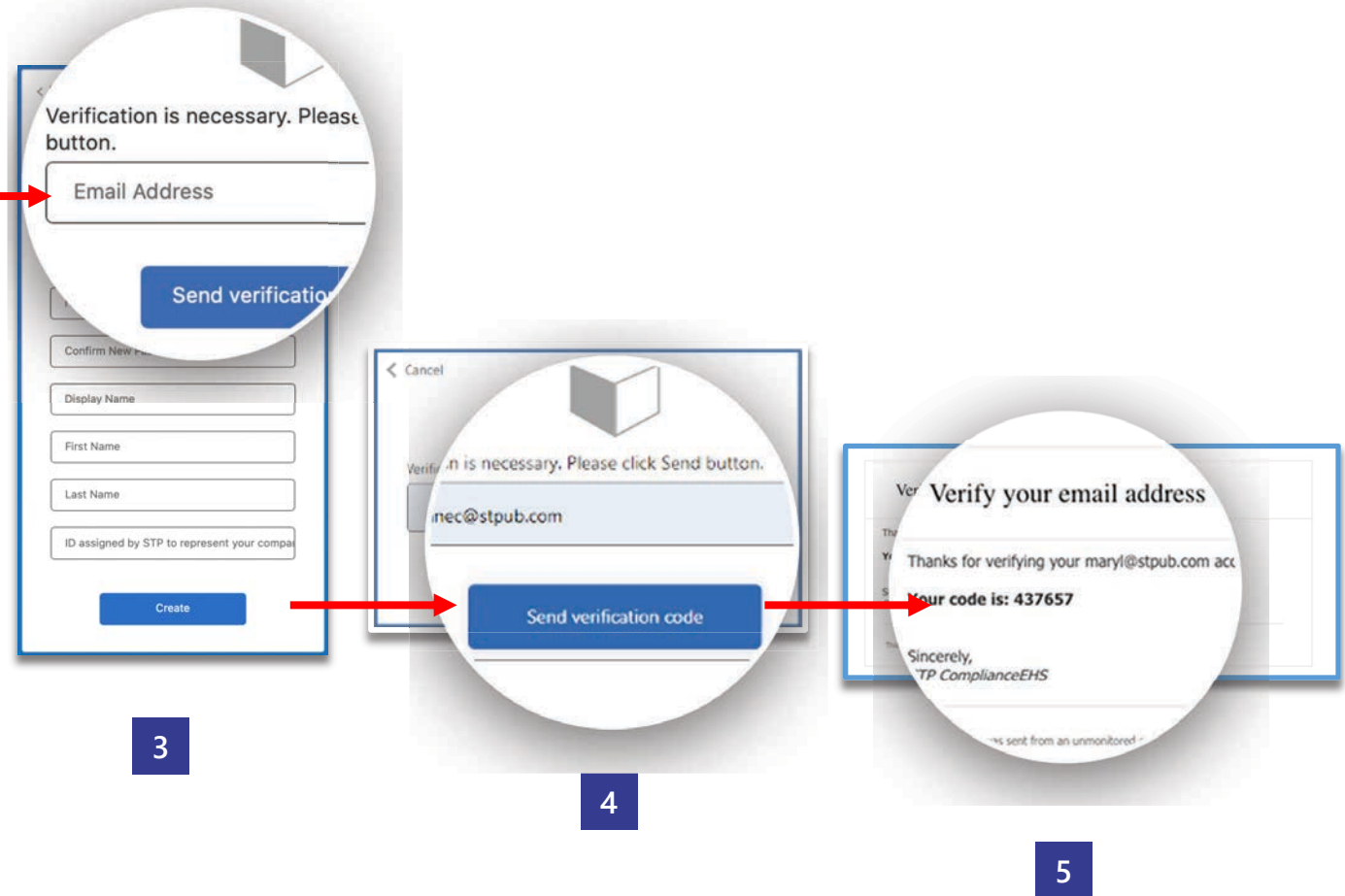
1

2
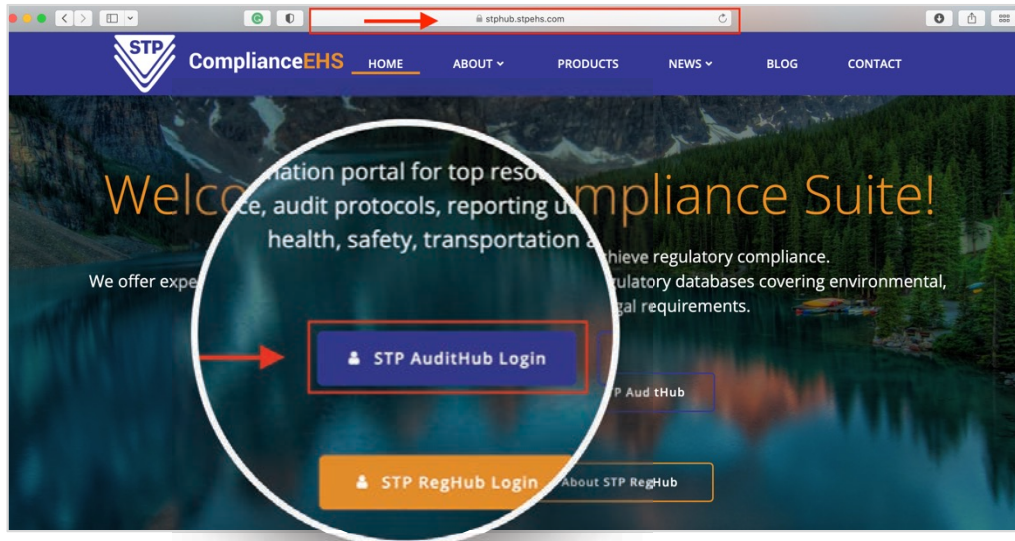
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How do I sign up?....continued

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**
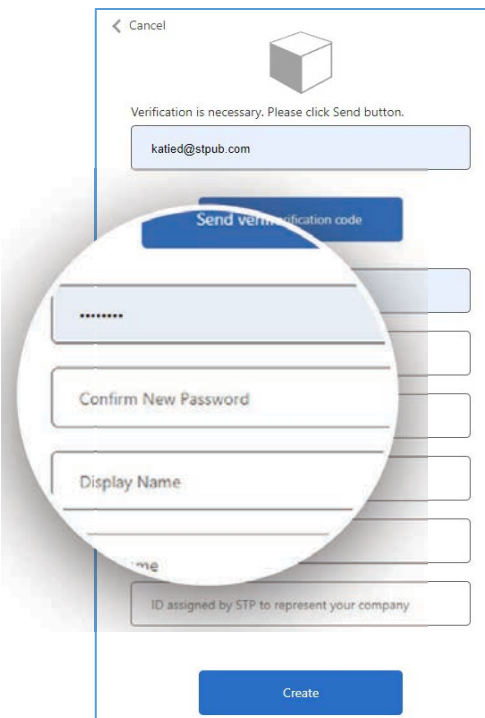
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How do I sign up?....continued

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: @ # $ % ^ & * - _ + = [ ] { } | \ : ' , ? / ` ~ " ( ) ; .
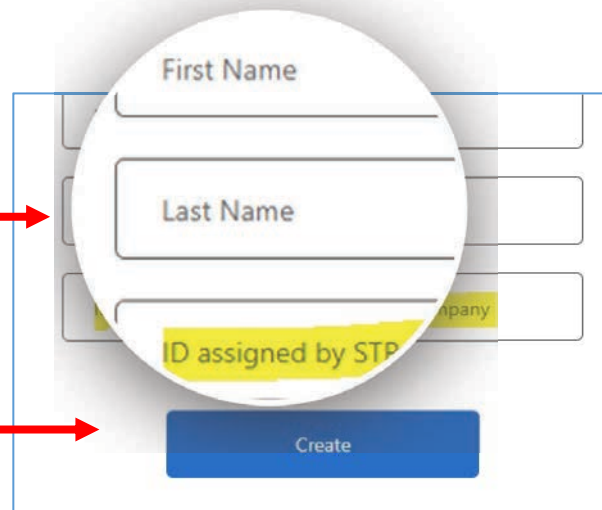

7 **Enter** your **First (Given) Name** and **Last name. Enter your company ID** which has been assigned by STP to represent your company.

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

How do I login?

1 To log into your account **go to:** https://stphub.stpehs.com/
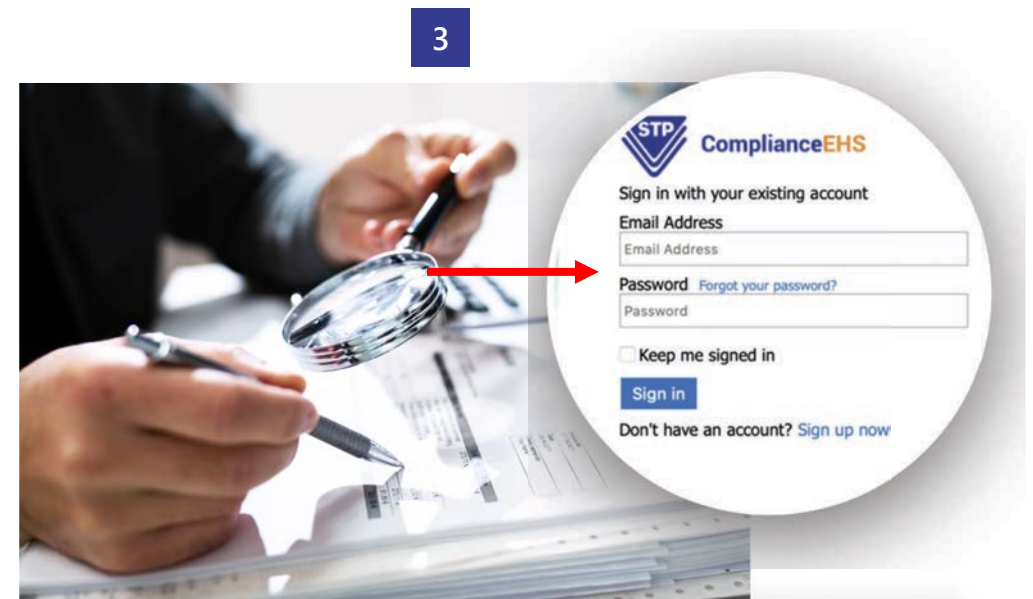
2 **Select** STP AuditHub Login. This will redirect you to the Login Page.
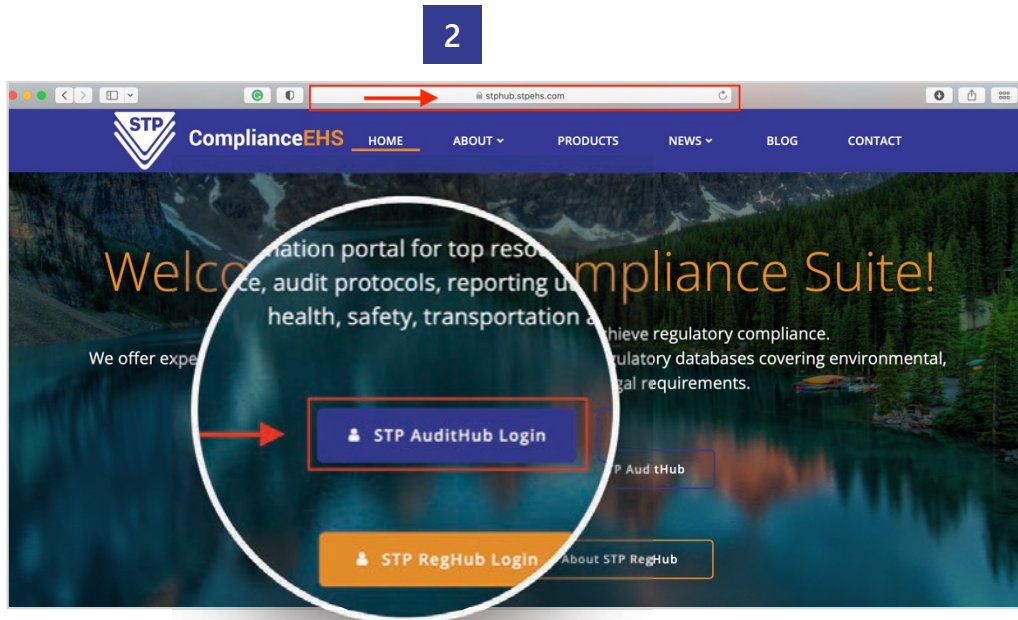
3 Enter your corporate email address and password. (You should have already verified your account and created your password.

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

2

3

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.**

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How do I know which products were updated recently?

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

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.

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.

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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.

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   **2**

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.
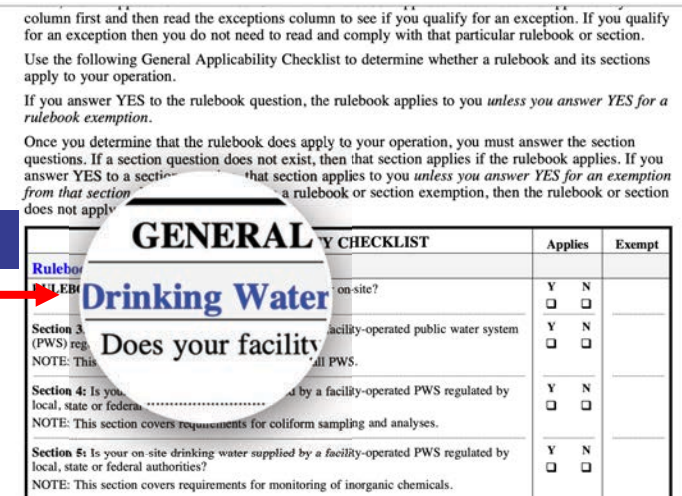
2 **Using Web Links**

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.
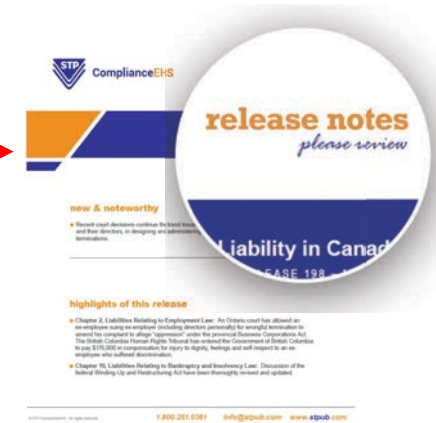
3 **Using Release Notes**

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.**

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.**

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Custom Questions, Ranking & Scoring

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

17
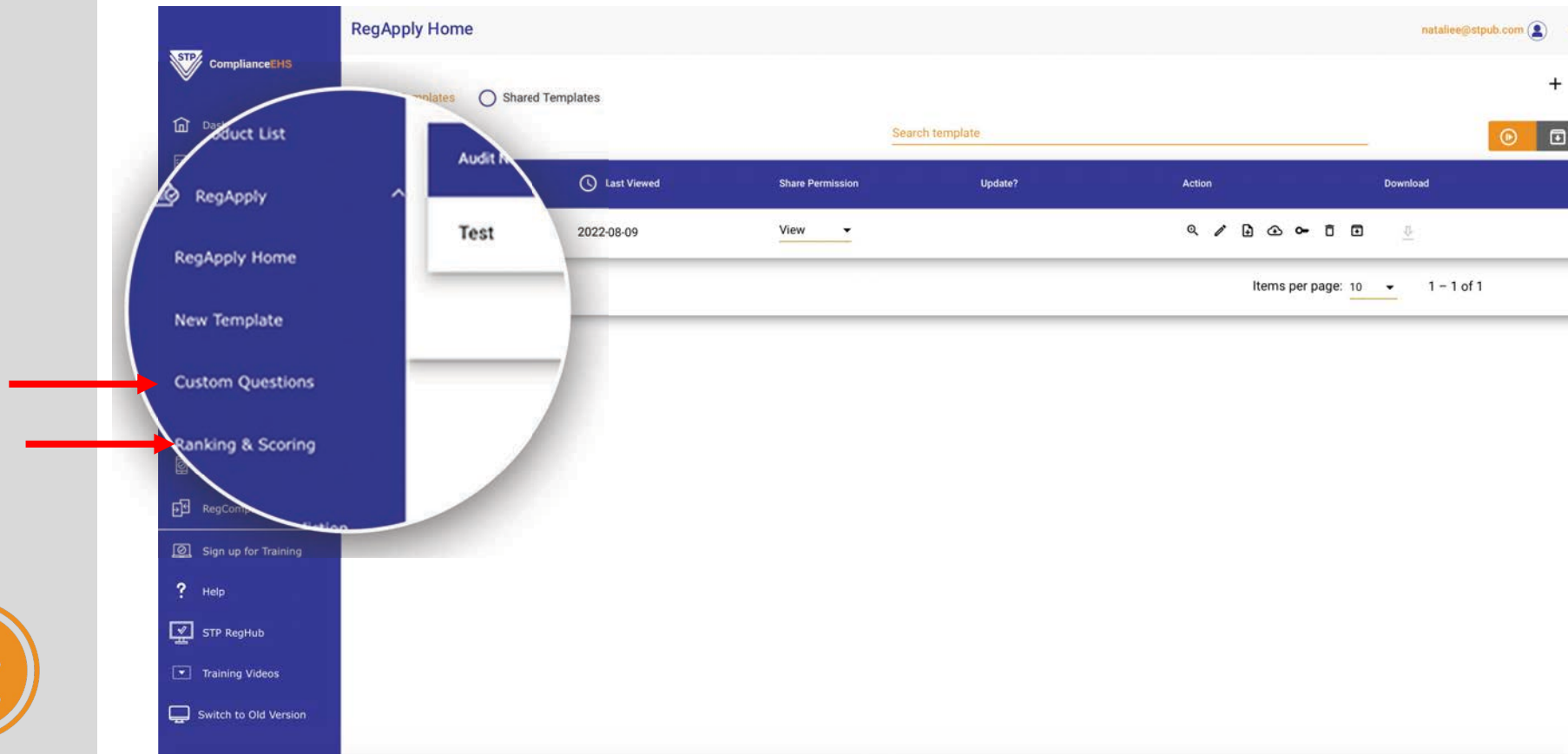
Custom Questions

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.

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Custom Questions... continued

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

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

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

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

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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
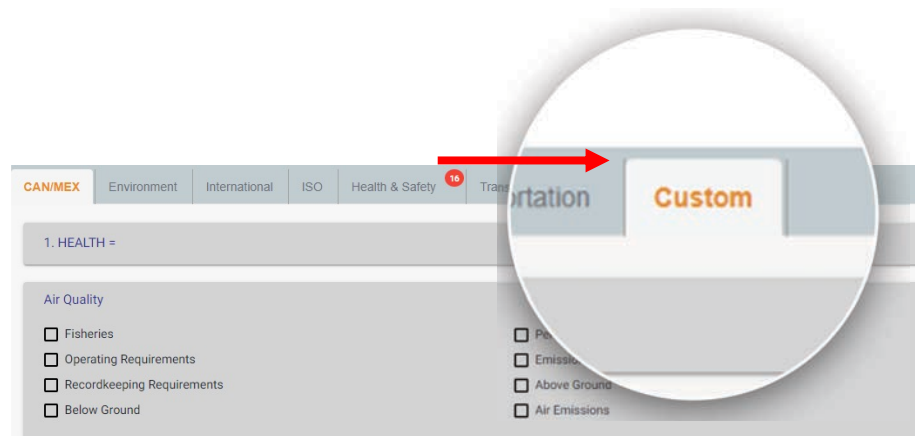
Ranking and Scoring

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.
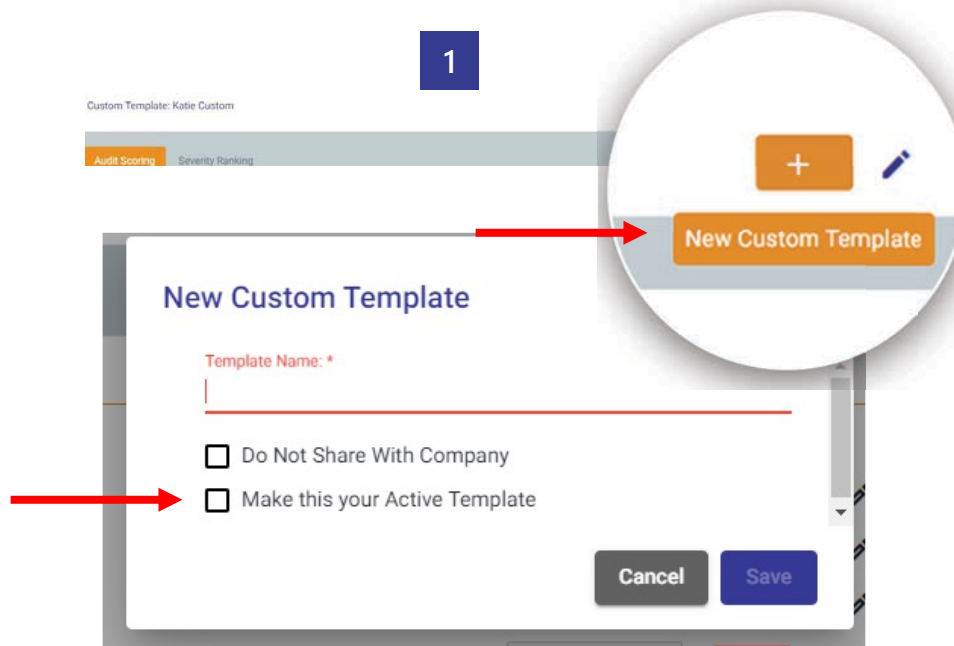
2 Audit scoring: **Add your Custom Scoring Element** and **score and select the plus sign.**
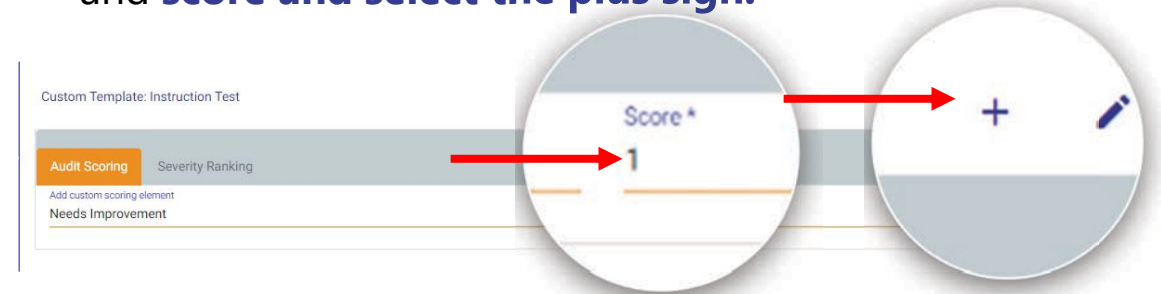
3 You can then **apply the appropriate color.**
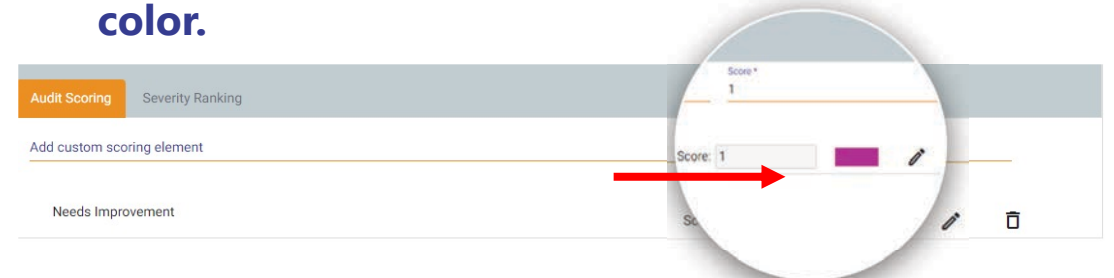
4 Continue adding scoring elements. Do the same for **Severity ranking.**
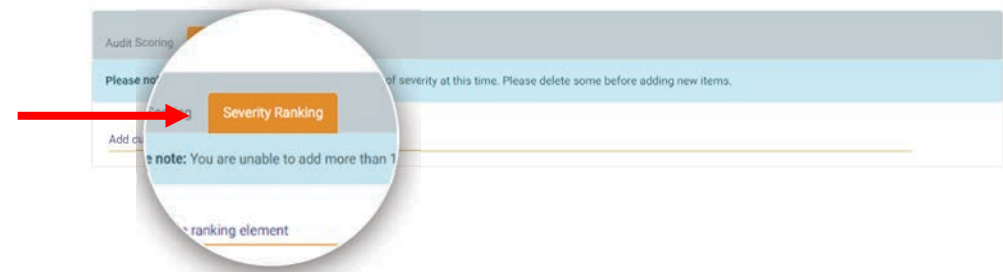
How do I start a New Audit Template?

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 curser into the first box. A calendar will appear and you can choose you 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.

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

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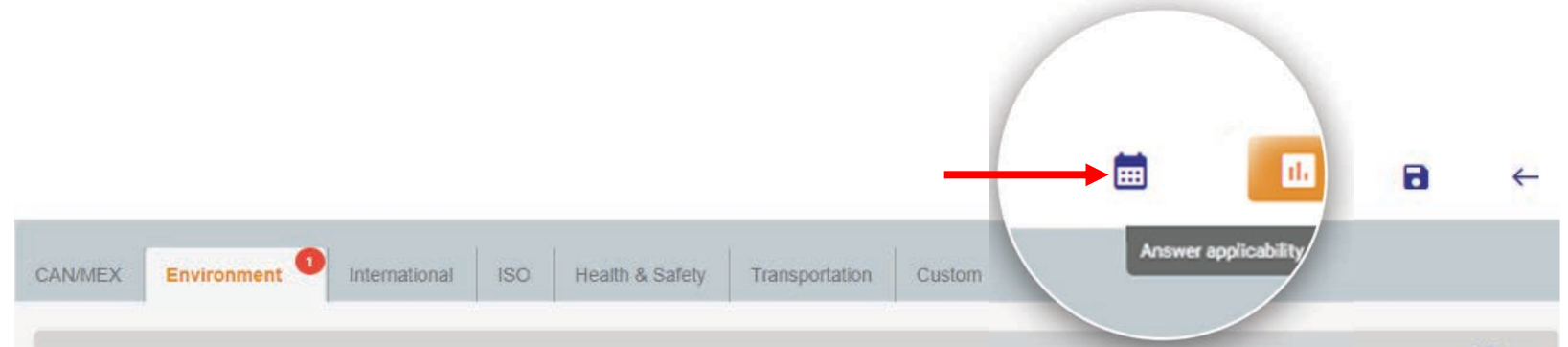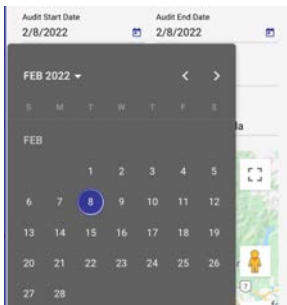
How do I start a New Audit Template?... continued

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.

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

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.

You have reached the end of the Applicability Questions!

Back to Summary   Next Rulebook →

EAF > Drinking Water

Rulebook: Drinking Water   100%   ★

Back to Summary   Next Rulebook →

6
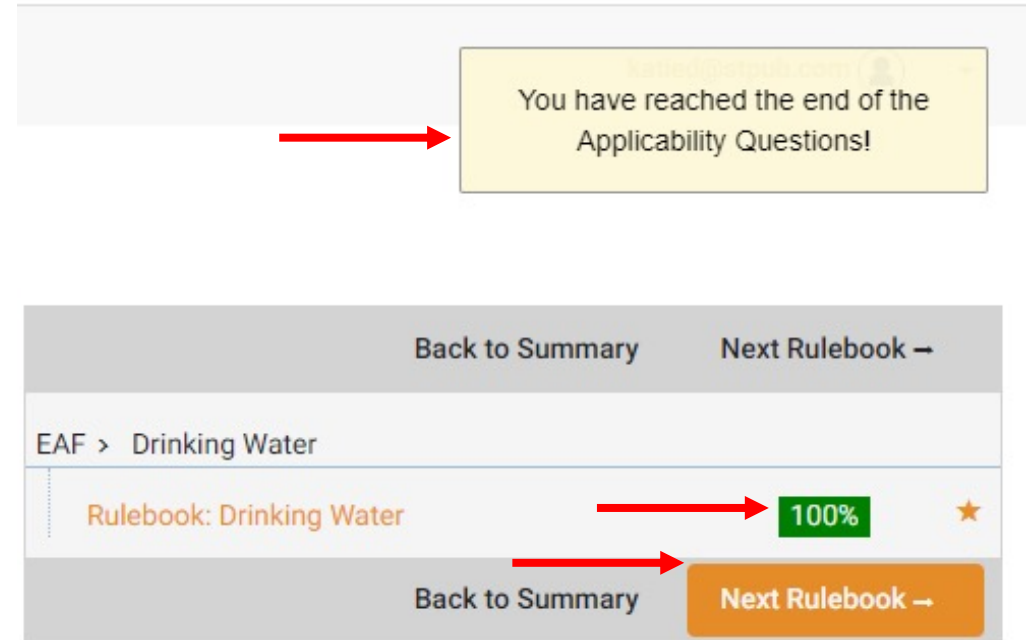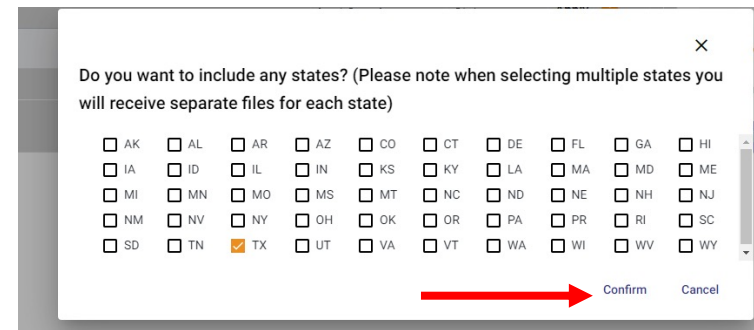
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How do I start a New Audit Template?... continued

Once Completed **return "Back to the Summary".**

From this screen, under actions, you can:
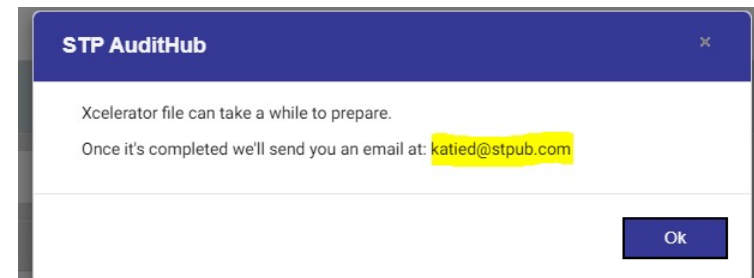
7   **Build Xcelerator file.** A screen will display for federal content (EAF and OF) allowing you to build a file with state differences included. Once selected, **hit "Confirm".** The system will email you once the file is completed.

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.

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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.

STP AuditHub

RegRegister monitor has been set for the template.

Ok
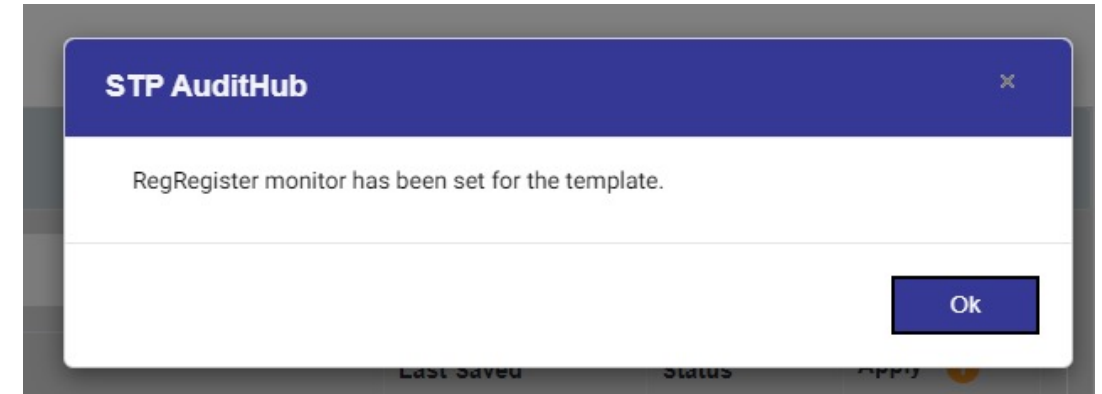
10 **View Rulebooks.** This will allow you to **see the applicable scoresheet questions on a screen**. You can **toggle to view the guide notes** or you can **apply a state** if desired. Or **Print** for use on site if needed.
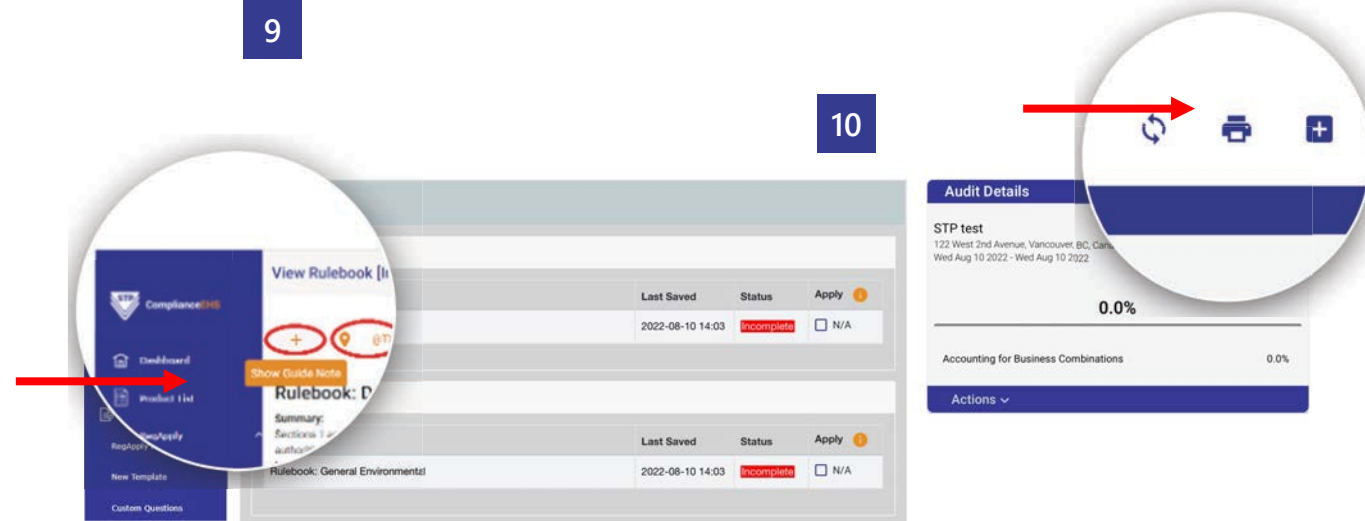
11 **Export** to your Companies specific Software partner.

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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.
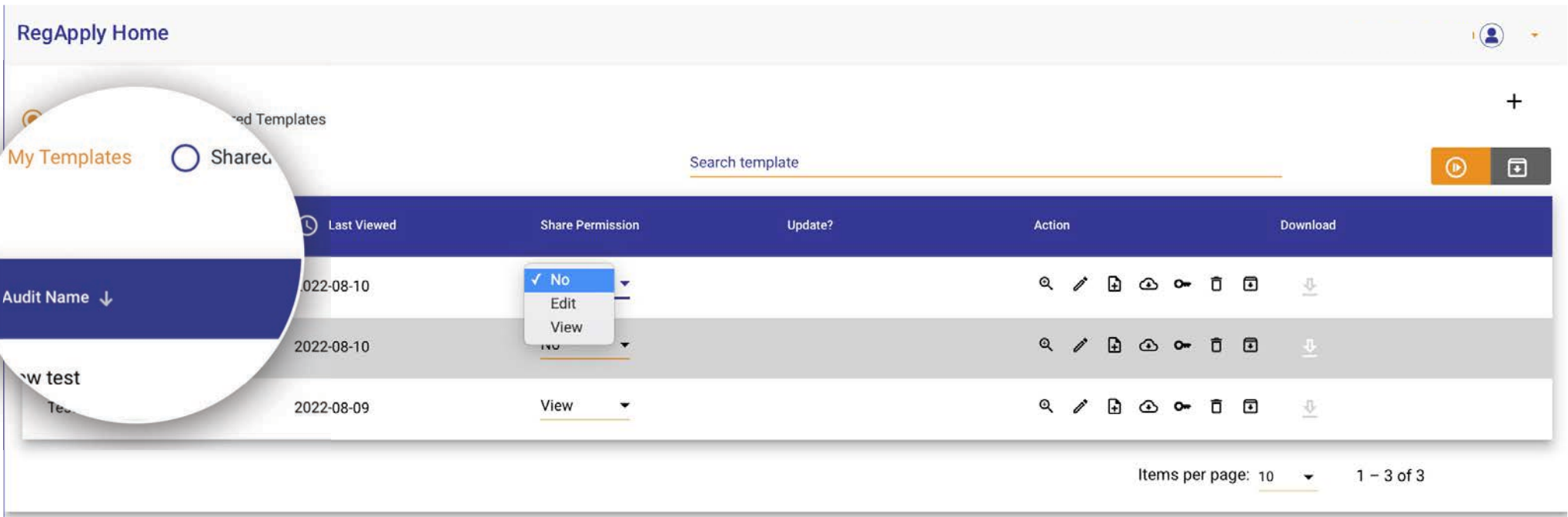
13 Once a template is sent to STP RegHub, an eye will appear denoting that the RegRegister is being monitored.
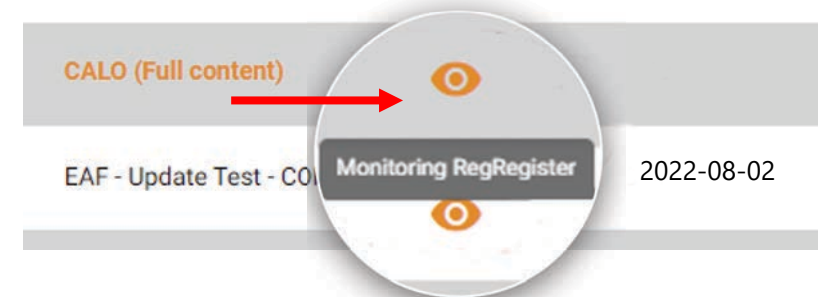
How do I start a New Audit Template?... continued

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.

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 Csskey 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.

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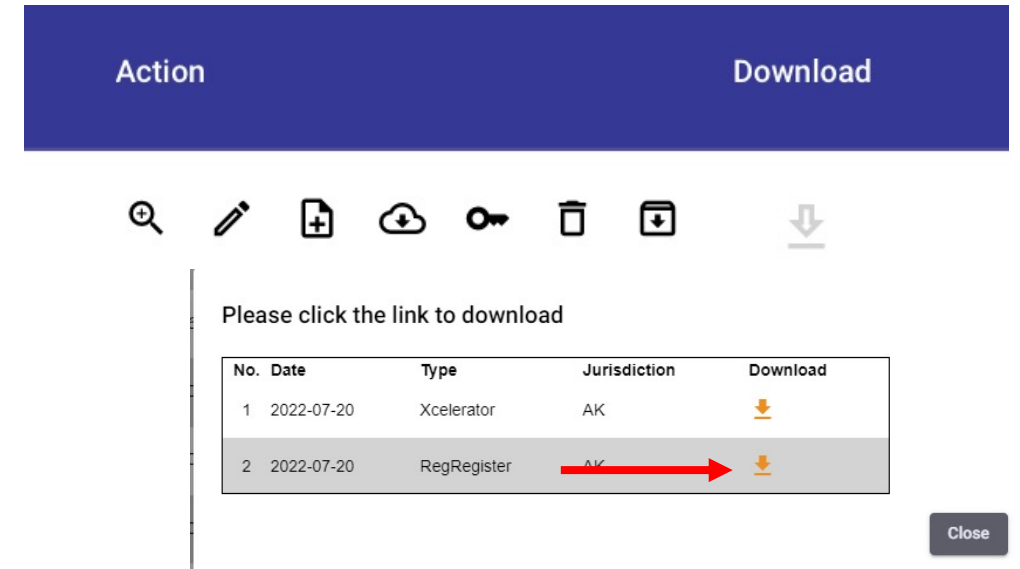
How do I Update a Template?

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.

Update?

Update available
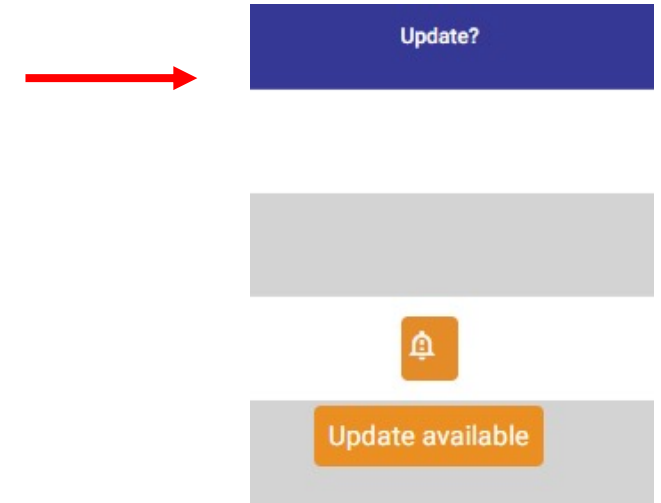
Drinking Water - New site citation   2022-07-20   No

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.
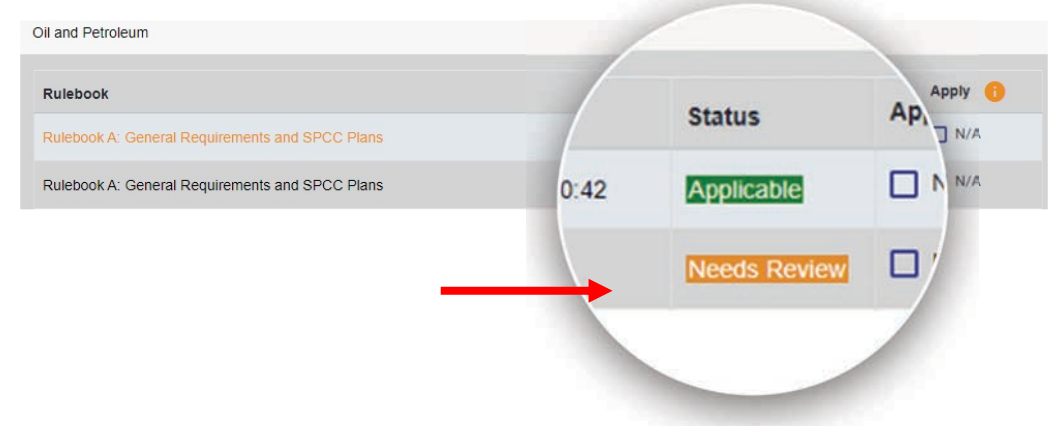
Power Transmission, Prime Movers, Machines

Rulebook	Last Saved	Status	Apply ℹ️
Rulebook F-1: General Machinery Guarding	2022-07-12 09:34	Applicable	☐ N/A
Rulebook F-2: Point-of-Operation Guarding 🚩	2022-07-12 09:34	Applicable	☐ N/A
Rulebook F-3: Refuse and Trash Collection Equipment	2022-07-12 09:36	Applicable	☐ 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
Rulebook A: General Requirements and SPCC Plans
Rulebook A: General Requirements and SPCC Plans

Status | Apply
Applicable
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.

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