



 Stoffenmanager®

Stoffenmanager® **Support**

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## We are here for you

Does your company work with hazardous substances? Then you will know that you have a registration obligation. Stoffenmanager® allows you to easily organise your register of substances and perform risk assessments. Implementing a substances policy does not have to be complicated, but certain steps and situations can raise issues and require support; for example, when your components have no limit values or when specific measurements must be carried out. Together, we ensure that your company is compliant.

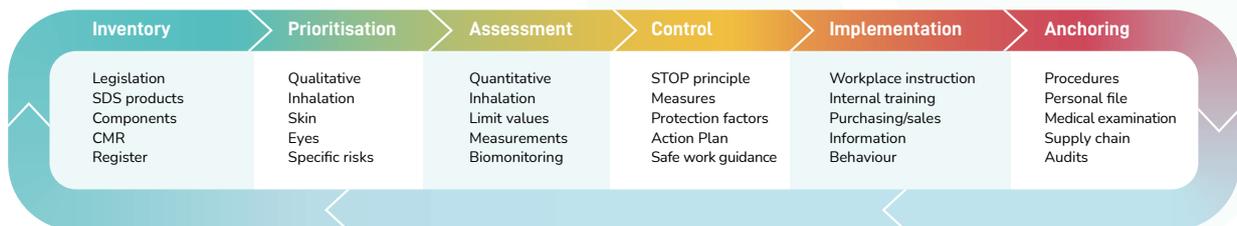
### Stoffenmanager® implementation steps

Our philosophy is based on the Stoffenmanager® implementation steps. These correspond to the 4-step tool 'Self-assessment of Hazardous Substances' of the Labour Authority. In Stoffenmanager® you proceed through the continuous process of your substances policy. Our core team of experts can assist you during all implementation steps and with all your working conditions issues. This may be in the form of a one-off project or you can request the permanent deployment

of an expert for a month or a longer period of time. Of course, you can also make use of our standard services. Our consultants at Stoffenmanager® are registered toxicologists, occupational hygienists and/or safety experts and have years of experience in working with hazardous substances, with Stoffenmanager® and in guiding companies.

### How we operate

We operate on the basis of an intake interview and a non-binding offer. Do you want to explore what the best step for you would be or would you like to make use of our expertise? Please contact us. You can reach us at [info@stoffenmanager.com](mailto:info@stoffenmanager.com) or call 0031 (0) 20 792 0013. For more information, check [www.stoffenmanager.com](http://www.stoffenmanager.com).



Stoffenmanager® implementation steps

## Standard support

### **Stoffenmanager® consultation hour**

Are you having difficulty with a risk assessment, or entering products or other operations in Stoffenmanager®? For all questions that go beyond the scope of work of the free Helpdesk we offer a Stoffenmanager® consultation hour! During this consultation you can ask one of our experts all your questions. A Stoffenmanager® consultation is not only invaluable for companies that are just starting up, but also for experienced users whose substance policies are becoming more complex. We give you customised advice so that you can quickly return to focusing on your work. You can determine the content and length of the consultation hour yourself. Do you need advice based on your specific business situation? Request your personal Stoffenmanager® consultation hour.

### **Quick scan of dangerous substances**

Get a grip on the actual state of your substance policy with the Stoffenmanager® Quick scan. During a Quick scan, we analyse your company's substance administration based on the implementation steps of Stoffenmanager®. You will receive insight into your substance policy and a plan of action with points of attention. We can perform a Quick scan when you set up your substance policy, but also when you are already using it and want to know if your current approach can be improved. Curious about the status of your organisation? Request a Quick scan today.

### **Implementation in your company**

During half a day, an experienced consultant will set up the Stoffenmanager® account together with you based on the needs of your organisation. The focus will be on creating the right location structure, company specific fields, personal protective equipment and assigning rights and roles to users. This will allow you to become familiar with all the management options and you are ensured that everything is set up correctly.

## Datasupport

### Data entry: entering product data from Safety Data Sheets

Entering information from Safety Data Sheets (SDSs) is a time-consuming activity and requires the necessary knowledge. Do you want your data entry and management carried out for you? That is possible! You deliver the SDSs and we will enter all the necessary data for you, such as physical-chemical, ATEX, PGS-15 and workplace instruction card data, after which you can link the products to your location. We will then create components for you and complete missing information, such as vapor pressure or public limit values. This gives you a complete register of hazardous products and a specific register of all your carcinogenic, mutagenic and reprotoxic (CMR) products.

### Updating products and components register

Do you want your components to always be up-to-date so that you no longer have to worry about it? We will gladly perform an annual check of whether the limit values of your components are still up-to-date. We can also maintain your products. We update your product database based on a 3-year cycle. It is important to know that you always remain the owner of your data and not Stoffenmanager®. This means that the data is easy to import and export.

### What are the options?

- Once every 3 months you deliver new products that we enter into Stoffenmanager®.
- Once every 3 months you provide a new SDS for your products that are more than 3 years old. We make sure that your old products are updated.
- Once a year we update all the limit values of your components.



## Consultancy

Our experts assist companies with complex occupational hygiene and toxicology issues, carry out hazardous substance measurements and provide support in finding the correct limit values.

### **Risk assessment of hazardous substances**

The core expertise of Stoffenmanager® is performing quantitative hazardous substances assessments. Would you rather have this assessment performed for you? Then we will start with mapping workplace scenarios and data processing in Stoffenmanager® together. We will analyse whether your workplace is sufficiently controlled or whether additional control measures or other follow-up steps are necessary. Then we will set up a strategy for performing exposure assessments so that they can be carried out effectively.

### **Applying the STOP strategy**

Applying the STOP strategy, also referred to as the occupational hygiene strategy, is an important step in controlling risks. Based on outcomes from Stoffenmanager® or the measurement results, we can advise you on taking the right measures. We can also support you in preparing and testing a plan of action.

### **Measurement of hazardous substances**

If the risk assessment by Stoffenmanager® shows that the situation is not fully controlled, one of the next steps is to perform measurements. These include exposure measurements for different types of dangerous substances such as: liquids, powders, and solvents. Measurements may also be necessary for substances that cannot be assessed by Stoffenmanager®, such as welding fumes, diesel engine emissions, combustion processes and nanoparticles. We set up a suitable measurement strategy, carry out the measurements and test them against the current standard. You will receive a report with findings and recommendations for your organisation.

### **Biological monitoring**

Biological monitoring is used to assess the total exposure to substances or, for example, to demonstrate the effectiveness of personal protective equipment. It can be used to determine whether employees are adequately protected when they perform their work. Think of solvents, isocyanates or metals. We advise you on the options for using biological monitoring within your organisation.

## Implementing policies

### **Assurance: getting more out of your information activities.**

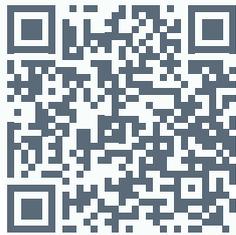
Perhaps you already spend a lot of time providing your colleagues with information, but you feel as though you are not achieving the desired results. Our advisors are trained to effectively inform companies and employees. Our approach starts with an analysis of the current form of information provision, and we think along with you on how to implement improvements or we suggest an alternative approach. We show you how to better connect with your target group by using different working methods, what the effective strategies are in terms of approach and frequency, and how to measure this. You will receive a practical toolkit to get started right away. Stoffenmanager® training 4 provides a solid basis to learn how to provide information effectively. You can easily register via: [www.stoffenmanager.com](http://www.stoffenmanager.com)

### **CMR policy**

Do you already work with Stoffenmanager®? Then your company complies with laws and regulations, including with regard to your CMR substances! Legislation and regulations impose additional requirements on CMR substances, including the registration requirement. Would you like guidance in preparing your CMR policy? Together with you, we will work towards preparing and implementing a replacement policy.

### **Training**

We have years of experience in providing training. During the training 'Working with Stoffenmanager®' you will learn how to use Stoffenmanager® in different modules, from entering products to executing the risk assessment and its interpretation. Moreover, we offer in-depth training, such as deriving limit values, REACH, skin exposure and control measures. We also provide all our training courses as in-company training. Based on your knowledge requirements and the level of participants, we create a customised programme in which company-specific casuistry can be included. For more information, please visit [www.stoffenmanager.com](http://www.stoffenmanager.com)



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