



Approach

BlueWater has been serving a wide range of clients since 1990 in a variety of projects, specializing in the development of Health, Safety, Hazardous Waste Operations, Emergency Response and Environmental Compliance Training. Our approach is simple - to provide a **customized, quality and cost effective** training experience for our clients.



Because of our adherence to this simple philosophy BlueWater has extensive experience with applying regulatory training standards to the specific needs of our clients. Not only do BlueWater courses comply with regulatory standards but they also apply directly to the business and work requirements of our clients. This approach requires us to team closely with your staff to review your operations and maintenance activities, to review and include your policies and procedures training and to incorporate features of the equipment and facilities used by your organization into our course material.

BlueWater training is known for its hands-on emphasis and group exercise functionality. Our creativity provides new and different approaches to developing interactive experiences, which highlight the training content. Our goal is to maximize student participation with interactive and group exercises.

In addition, BlueWater has developed a web-based training that implements Health, Safety, Environmental and Emergency Response training via the Internet – a **Web-Based training solution**. The web-based training format is ideal for ensuring uniform compliance training to organizations that are spread over large geographic areas and that have difficulty coordinating training locations, times and schedules. It can be your solution for *Anytime, Anywhere* compliance training.



BlueWater has a comprehensive suit of web-based training courses.

Thus, BlueWater can provide complete one-stop training for your Environmental, Health, Safety, and Emergency Response training needs. We offer flexible training solutions - experienced local instructors for all topics and BWeb remote training. We focus on tailored training and emphasize training management that is “Customer Oriented.” We promote and maintain close ties and coordination with the customer throughout the training design, class instruction, and training completion.

We emphasize our flexibility to meet your needs with local experienced training staff.

GENERAL INFORMATION

Many companies and industries currently use customized web-based training modules developed by BlueWater & Associates for Health, Safety and Environmental Training needs.



**BWeb Training can be found at
www.BWebTraining.com**

We have demonstrated a close working relationship with their staff to provide a fully customized, interactive web-based learning experience. In addition, BlueWater has coupled the modules with a fully editable database for records management by your course administrators.

Our web training integrates a high level of customization, quality and user-friendly administrative database services under one training solution. We have a proven staff of experienced safety professionals, talented content developers and expert database administrators. We provide either full scope web based training solutions, or individual interactive web based training designed to our exacting standards but able to be integrated for use on your learning management system.

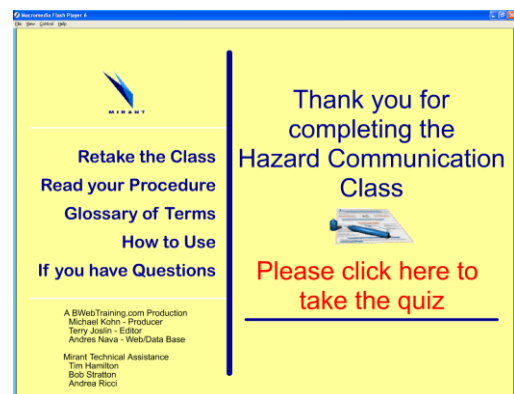
Our customized class design process couples standard off the shelf Environmental, Health, and Safety web based training with specialized content focused on your operations – your policies – your plant. BlueWater works closely with your key staff members to provide an exceptional and tailored learning experience for your organization.

BlueWater is convinced that BWeb Training is the the best value for quality and tailored web based training.

SYSTEM IS IN USE TODAY!

It should be noted that the system described above is in use today by both students and administrators at many companies and hundreds of locations. Employees and training administrators are already familiar with the usability of the courses, quizzes and the database. Example web-based training courses in use are listed below.

- Ammonia Safety
- Blood Borne Pathogens
- Confined Space Awareness
- Hazardous Waste Management
- Pollution Prevention
- Spill Prevention Control & Counter Measures
- Field Ergonomics
- Hazard Communication
- Facility Emergency Response Procedures
- Hearing Conservation
- Pond Operations
- Respiratory Protection
- Hazardous Waste Operations – Refresher Training & Technician Level (including Basic Incident Command)



2004 Final Course Screen

SCOPE OF WORK

Starting with PowerPoint outlines and material provided by a company along with existing BlueWater courseware content, BlueWater has already created the customized online training courses outlined in your RFP. The system is currently online and has been used by your organization for three years with a high degree of success. The major highlights of each course incorporate:

- Photographs of company facilities, equipment and personnel and links to Company Policies and Procedures
- Course that are fully narrated. With voiceovers that enhance the learning experience by having the students listening to and reading course material
- Modules that average 30 - 45 minutes in length with some courses being a bit longer to cover the subject sufficiently
- A Welcome Screen, Introduction, Interactive Elements and Exercises and Summary for each course.
- True/False, Multiple choice quizzes. Students must pass the quiz with a minimum score (usually 80%) to receive a passing grade
- Immediately scored quizzes where students receive instant feedback on test results (questions that were missed) and subject areas that they can revisit
- The ability for students to ask questions about the course material (via email) to BlueWater, with copies of questions sent to key staff members
- Courses that can be readily updated/ revised with turnaround times as short as several hours (based on degree of revisions) or as required by changes in regulatory requirements or industry best practices
- Compliance with Federal and State Health and Safety standards
- Automated tracking of student performance by training administrators (more on this feature in later sections)



An employee demonstrating "Static Posture" in the Field Ergonomic training module.

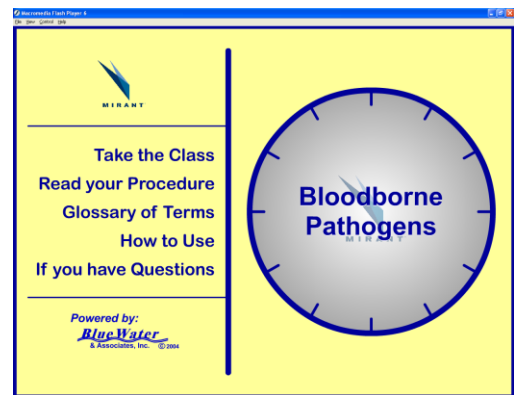
From an administrative standpoint perhaps our most important feature is our database. The administrative data base tracks student participation and tests & quiz scores. The database is under the complete control of the client (Client Administrators) who can view the data in real time and manipulate and produce training records as needed (from any computer connected to the internet).

COURSE MAINTENANCE

Revisions & Upgrades

All BlueWater courses are reviewed, revised, and updated on a regular schedule. A team of in-house regulatory experts supports BlueWater in maintaining the technical and regulatory accuracy of our courses. An ever-changing regulatory environment, evolving technology, and increasingly sophisticated learners demand that we continually innovate to maintain the relevance, appeal, and value of our courseware to learners. As part of our course fees BlueWater shall:

- Annually review course content and update as regulatory standards change
- Complete a new Welcome Screen for each course on an annual basis
- Revise the course content when deficiencies are communicated to BlueWater by staff or by students
- Annually change each course quiz so questions are not repeated
- Complete minor change to the course or add course content to improve the learning experience for students



Screen Shot of a Health and Safety Training
Module – Bloodborne Pathogens

BlueWater has proven our ability to complete changes per requests in an extremely timely fashion. **Example** - *Your staff pointed out the need to revise two test questions. Agreed text revisions were edited into the existing test within hours.* BlueWater can usually make edits to any portion of the course in a very short time frame. Students have made suggestions to improve the learning experience that are now incorporated into existing course material. Our flexible revisions and upgrading capability insure an accurate learning experience for your employees.

COURSE DEVELOPMENT

Course Customization Overview

BlueWater strives to offer a highly customized learning experience. Our approach starts by teaming up with the subject matter experts in your organization to get a clear understanding of what is required. BlueWater documents the design plan so that everyone is working together to provide the best learning experience for your students.

Fortunately the design process has already been completed for all of the courses listed in your RFP. As stated previously BlueWater fully supports the existing course catalog and is prepared to work closely with Company to enhance the existing learning system. However, this does not preclude the development of new course material. BlueWater recommends the continuation of our existing design process as outlined below:

Step 1 - BlueWater will create and submit to Company for approval a preliminary script/storyboard in MS PowerPoint for each new course, with graphic placeholders and descriptive interaction specifications where necessary.

Step 2 - Company will provide BlueWater with timely feedback for the revision, if any, of script/storyboard created in Step 1, including specifications for additional interactive content requirements.

Step 3 - BlueWater will, if required, revise, copyedit, and proofread the script/storyboard and return to Company for approval.

Step 4 - Company will approve the script/storyboard created in Step 3 in a timely manner.

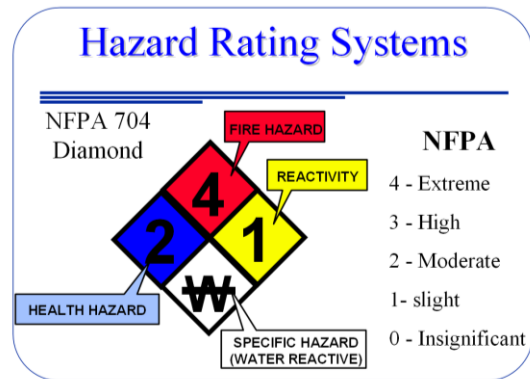
Step 5 - Company will provide any remaining content needed to complete Step 4.

Step 6 - BlueWater will create beta version of the Project. BlueWater will release this beta version to Company in the appropriate format for review.

Step 7 - Company will review the beta version of created in Step 6 and provide BlueWater with feedback. Company will submit any final revisions to the beta version to BlueWater. Feedback will occur within an agreed schedule of receipt of the beta version from BlueWater.

Step 8 – BlueWater will make any required changes and insure the module is ready for release. BlueWater will fulfill all delivery obligations for the relevant Project consistent with the agreed upon subject matter.

Step 9 - Company approves the final Project and BlueWater adds the course module to the existing (live) course curriculum for access and use by the student population



Preliminary script for the existing Hazard Communication module.

OPERATIONAL FEATURES

OPERATIOAL FEATURES FOR STUDENTS

Logging In

Employees (or students) log into the BlueWater Training system via an access portal already installed on Company computers. Each student has a unique user name and password. Once logged in, students can see the courses they are enrolled in for the current year. This includes the classes they are enrolled in, the completion status for each class and their score. If the class is Instructor-Led the date of completion is also displayed. From this course enrollment screen, students have access to the training material for each non-instructor led class they have not passed. Classes are arranged so that multi-class courses are grouped together (and in order) and a certificate is issued only if all dependent classes have been completed.

Quiz

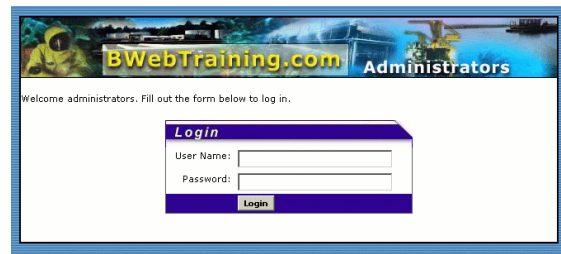
After completing a class, students are directed to the quiz for the selected class. Questions are in true/false, multiple-choice format. After completing the quiz, students can view the quiz along with their answers and if the answers were correct. Students are also provided with their score for the quiz. Their score will be recorded and if they failed the quiz a try will be deducted from their allowed number of tries. Depended classes are be updated with the same information.

Company usually allows three tries for each student (thereafter the tries must be reset by a Company administrator). If students correctly answer the minimum number of questions required, students will be considered as having passed the class. Students must first pass all dependent classes in order for them to receive a certificate of completion.

OPERATION FEATURES FOR ADMINISTRATORS - Database Features

Administrators

The administrator's section of the website provides Company plant and department managers with total control over the online training for employees they oversee. Administrators can run high-level summaries of class enrollment, down to the specific class performance of a selected employee.



Sample Administrator Log in (students log in screen is basically the same but text reads 'Students').

As a security feature, administrators have access to view and modify only plants and departments that they oversee. Administrators will provide their username and password and be directed to the Company Department screen.

From this screen, administrators will have access to the plant and department under their control. Each department will be organized under its plant. Company managers will have access to all plants and departments. Plant managers will have access to their plant and all departments under them and department managers will only have access to their department.

In the company department screen, administrators will be able to expand a plant to view all of its departments. Administrators have the option to either view the classes or students for all of Company (if they are Company administrators), the selected plant, or a department.

Class Reports

This screen allows administrators to see the list of courses that students in the selected plant or department are enrolled in for the current year. For consistency, the classes will be arranged in the same way that the course enrollment is listed for the student, with the dependent classes grouped together.

From this screen, administrators have access to entire year reports. For each course listed, administrators can download the single class report for the entire year or a group report for multi-class courses. Administrators can change the year in which they wish to view the class report. In addition, administrators will be able to download the entire yearly report for the selected year in Microsoft Excel format. Clicking on a class name will direct the administrator to the class summary screen.

Class Summaries

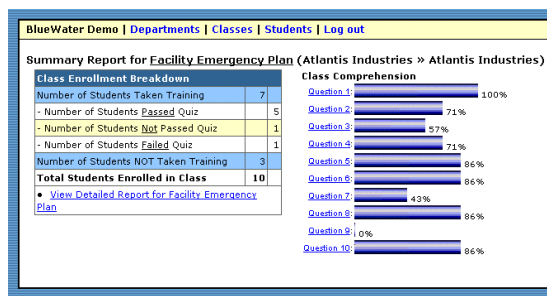
Administrators will be able to view high-level report for the selected class. These summaries include a breakdown of the number of students enrolled, have taken the training, passed a quiz, not passed a quiz, those failed and those that have not taken the training.

In addition, administrators are able to view a report that graphs the employee comprehension of the material. This is achieved by graphing the percentage of correctly answered questions the first time the students took the quiz for the selected class. To view exactly how each employee did for the selected class, administrators will then be able to view the details for the selected class.

Class Details

This screen is used to view how each student did for the selected class. This is achieved by grouping the students based on their completion status: Passed, Not Yet Passed, Failed or Not Taken Training.

Once grouped, administrators will be able to see exactly how each student scored in the selected class. This will include the student's name, date first taken quiz, date passed, number of attempts, score and if the class is instructor-led, and the date the class was completed.



Sample Class Comprehension Graph

Students

The student page will list the active students that belong to a plant or department under the administrator's control. Students will be arranged by last name in ascending order. Administrators can view the course enrollment for each student or edit a student's information.

Edit Students

Administrators have access to update the student's profile. This includes name, password, plant, department, email address, organization, and state. This page can be used to allow administrators to retrieve a password for a student that does not remember their password. When the need arises, BlueWater will make updates to the student as requested by Company.

Course Enrollment

BlueWater will take care of enrolling each of the students in their required training classes. The major part of the enrollment will be done at the beginning of the year with additions and changes occurring throughout the year.

The Course Enrollment screen gives administrators access to the student's course enrollment. Again, for consistency, this screen will list the classes in a similar order as the student course enrollment screen. BlueWater will help Company to edit student profiles and student enrollment.

The student's class enrollment will include the status for each class, the score they received, and number of attempts and the date the instructor-led class was completed. Dependent classes will be denoted and no action can be taken on them.

BlueWater Demo Departments Classes Students Log out					
Course Enrollment for <u>Sam Clarke</u>					
Class	Status	Score	Attempts	Inst Led	Reset
2003					
Facility Emergency Plan	Passed	8	1	-	Reset
HazCom	Not Passed	0	0	Input	Reset
Respiratory Protection	Not Passed	0	0	Input	Reset
Square Knot (Instructor-Led)	Not Taken Training	0	0	Input	Reset
First Aid - CPR (Instructor Led)	Not Taken Training	0	0	Input	Reset

Class requirement is satisfied by another class.

Sample Course Enrollment Screen

For instructor-led classes, administrators will have the option to record the date and score of completed instructor-led class. Classes depended on the selected class, if any, will also be updated.

Administrators also have the option to reset a student class. This will reset the status, score, number of attempts and the date the Instructor-Led class was completed. Classes depended on the selected class will also be updated.

Administrators will be able to print the class certificate for classes that the student has successfully completed. For multi-course classes, once certificate will be made available once all sub-classes are completed.

The certificate will include the name of the class, name of student, date class completed and digital signature of trainers. It will not contain the score they received for the class.

Instructor Led Training

To allow for a more comprehensive training, some classes may require hands-on training. These classes, called Instructor-led classes, ensure that students not only understand the principles being taught, but can also apply them. Instructor-led classes are classes in which training is done onsite with an instructor. Their main purpose is to allow Company to manage their entire EHS training roster, including online and instructor-led courses, from one place.

These classes can be added at the beginning of the year for each student based on their needs. Throughout the year, when students complete the training, administrators simply record the completion date for the class and the student's score, if applicable.

When they log in, students and administrators can see the list of courses that they need to complete online as well as a listing for training that they've completed onsite with an instructor.