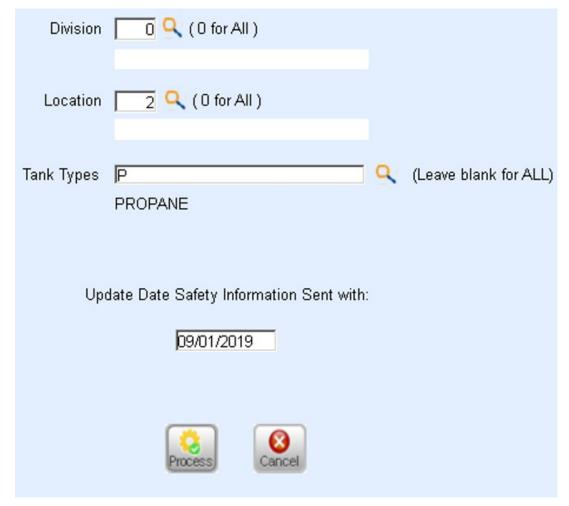
Process Safety Update Program

Last Modified on 03/25/2024 4:14 pm EDT

This is to be processed when Duty to Warn documentation is mailed to customer accounts.

- 1. From the Main Menu of Energy Force, navigate to Supervisor / Process / Utility Menu.
- 2. Select Safety Date Update.
- 3. Enter the Division (or leave 0 for all).



- 4. Enter the Location (or leave 0 for all).
- 5. Select the **Search** icon and choose the *Tank Type* or leave blank for all.
- 6. Enter the *Update Date Safety Information Sent with*: (the date safety information was mailed) and select **Process**.
 - The date must be within the last 30 days.
 - $\circ~$ If date has exceeded 30 days, contact SSI, Inc. for support.
- 7. Select Cancel when finished. This will update the Customer Maintenance screen with the date entered.

