

How can I leverage 3E Online's new HazCom Training and Document Storage capabilities?

3E Online now offers basic Hazardous Communication (HazCom) training materials including a HazCom Employee Manual, Training Presentation, Test, Answer Sheet and Training Attendance Sheet. Customers who subscribe to the 3E Online Hazard Communication General Awareness Training module can customize these baseline training materials to fit the needs of employees at each of your facilities as required under OSHA's Hazard Communication Standard.

Customers can also upload and store each site's training materials and other important documents within 3E Online's Location Documents Library to ensure quick access for employees during inspections.

How do I access and customize training documents?

Log in to 3E Online and select Help > Training Center and go to the 3E Online OSHA Hazardous Communication Training Materials section. All documents are available for download. The presentation, attendee sheets and tests can be customized.

Once I customize my documents, how do I distribute to different locations?

Catalog and Inventory Managers (with access to specific locations) can maintain and distribute files to their users through 3E Online at various locations using the Location Documents feature (Regulatory > Location Documents).

How can I use the Location Documents feature?

Location Documents can be used to store a variety of files useful to users at specific locations such as training materials, regulatory disclosures, permits, evacuation routes, contact numbers, internal FAQ's, standard operating procedures and policies.

To attach a location document:

1. Under the "Regulatory" Tab, select "Location Documents"

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English

Home SDS Product Catalog Inventory Report Center Chemical Analysis **Regulatory** Admin Help

Regulatory

Regulatory Links

- [Location Research](#)
Regulatory Location Research
- [Agency Search](#)
Regulatory Agency Search
- [Location Documents](#)**
Access location specific documents.

2. Click Add New Document. The Facility Document Add screen will automatically open.

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Home SDS Product Catalog Inventory Report Center Chemical Analysis **Regulatory** Admin Help

Regulatory > Location Documents

1 Select Location (optional)
(No location selected) [Clear](#)

2 Click Find Documents to display all available documents

[Find Document](#) **[Add New Document](#)** Include Expired Documents [Legend](#)

3. Select the location (optional).
 - a. Users with access to the location will have access to the document.
4. Enter the document information.
5. Click Browse to select your document.
6. Click Submit to load your document.

For more on this option please refer to the 3E Online User Guide under “Help” within 3E Online.