

To learn more or discuss a procedures cost estimate, please call 866-734-9244 ext 206



Digital Procedures

Here is a link to one of our Digital Procedure examples.

<http://www.wgr-sw.com/GenericProcedure.html>

- Our “**Digital**” procedures identify specific step by step instructions to accurately and safely perform your day to day operations, by incorporating your digital photos into the document to enhance the procedure and identify general to specific operations. “A picture paints a thousand words.”



- We rely on you to provide your most seasoned and trained employees whom we call “Site Material Experts.” (SME)
- We act as scribes to collect specific operational data and transform that data into a coherent format for ensuring “best practices” throughout your operations.





- We provide an overview section of the procedure at the beginning of every document identifying such areas as “Scope and Purpose”, “Safety Precautions”, “Equipment Requirements” and so on.

- We can incorporate tables, charts, graphs or levels of information, caution or danger warnings into the procedure to meet critical measurements or increase safety awareness.

Tank Sampling – Table 2

Product	Top (Approx. 2 ft. below product surface)	Middle (Mid-point of product)	Bottom (Approx. 2 ft. above the tank bottom)	Tolerances
Ultra Low Sulfur Diesel	1-pint grab sample from the bottom tank wall port	1-pint grab sample using a sample from the tank spickets	1-pint grab sample using a sample from the gauge spickets.	
	Sulfur (Sindie)	Sulfur (Sindie)	Sulfur (Sindie)	< 13 ppm
	Clarity / Haze	Clarity / Haze	Clarity / Haze	Clear

 **NOTE:** All terminal tanks are hand gauged at least once per month to confirm levels with the Automatic Gauging System (MTS).

 **CAUTION:** If you have any questions concerning PPE, contact your Safety Coordinator or Industrial Hygienist.

 **DANGER:** All products within this facility are **FLAMMABLE**. Take appropriate precautions when handling samples. No smoking in the terminal except in the designated area.

Procedure Benefits:

Provide 24/7 365 internet access to all of your procedures.

Compliance of company standards to ensure proper execution of operations.

Consistently meet safety standards.

Capture the experience and expertise of your most seasoned professionals

Use these proven methods for training new personnel.

With seldom conducted operations, use the procedures for reference from the internet.

Use our “Sign off” section to hold employees “accountable” to practice safe and proper operations.

Keep a copy in their personnel file for training records.