

# Government Regulation Projects

## Animal Testing Regulations and Procedures Manual

Revised and applied the Information Mapping® method to a manual for an animal testing research group at a hospital in preparations for an audit

## OSHA Process Safety Management

Documented the revised OSHA Process Safety Management (PSM) Standard for a chemical company's safety group

- Included a summary of each element, its application, and references to other company documentation
- Online included a hot key for each element summary to the actual standard element

## Petrochemical company's environmental procedures

- Used the Information Mapping® method to organize and rewrite the existing procedures prior to updating
  - Reason:* Much easier to read the "mapped" documents
- Revised procedures after the Subject Matter Experts updated them to meet current operations and requirements

## Procurement manual

- Wrote a procurement manual for a manufacturer that won a Navy contract
  - o The company had few procurement procedures.
  - o The contract included comprehensive Mil Specs for approval of the procurement procedures.
    - Result:* The manual passed with only minor changes through the approval process.
- Trained the buyers to use the procurement procedures

## Prime contractor documentation

- Supervised all documentation for a 43-million-dollar DOD contract, including all technical reports and deliverables
- Worked with subcontractors as subcontract administrator