

**2010  
Seminar Dates**

- **January 28 & 29, 2010**
- **May 24 & 25, 2010**

Seminars are held at our in-house training facility. The lab is fully equipped with computers and presentation tools.

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Seminar hours:

8:30 a.m. to  
4:30 p.m.

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Sign up for one or both  
Seminar dates.

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Registration information must be re-  
ceived a minimum of two weeks prior  
to course date.

**Seminar Fees:**

Seminar fee includes lunch, all-day refreshments,  
and course materials:

One day only: \$450    Two days: \$800

Each additional attendee from the same facility:

One day only: \$350    Two days: \$700

**Early payment, less \$50 per person.** To receive the Early Payment discount, we must receive your payment a minimum of two weeks prior to scheduled seminar.

# MIRS™ TRAINING SEMINARS

Getting the most out of **MIRS™** for your compliance, management, and reporting needs.

Providing Hands-On Experience With Common EHS Tasks

## What Is Covered?

Each module section (see reverse for course details) begins with a brief overview of the regulations, so that the associated requirements are fresh in your mind before you begin.

Each segment is delivered with effective workshop exercises that illustrate the concepts. Following each segment, advanced topics are offered, designed to provide additional hands-on experience and exposure to various features, building on the fundamentals just covered.

- Existing users will improve their use of **MIRS™** with this additional in-depth exploration.

- For those new to **MIRS™**, the sections are structured so that the advanced material can be skipped, allowing more time to work on the basics.

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## Registration Information

### Four easy ways to register:

*By Fax*  
734.677.4480

*By Phone*  
734.973.3000

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*By Mail*  
4657 Platt Road  
Ann Arbor, MI 48108

*By E-mail*  
[SEMINAR@MIRSinfo.com](mailto:SEMINAR@MIRSinfo.com)  
(Please include registration information)

## Registration Form

Seminar date(s): \_\_\_\_\_

Mr./Ms. \_\_\_\_\_ Title: \_\_\_\_\_

Company: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Payment Information. Payment must be received before the seminar date to hold your seat. Payment Amount: \$ \_\_\_\_\_

I'm paying early (two weeks or more before scheduled seminar). Reduce my cost by \$50.00 per attendee.

Charge to: (Circle one) MasterCard    Visa     Check enclosed payable to: A V Systems, Inc

Card number: \_\_\_\_\_ Mail to: A V Systems, Inc., 4657 Platt Road, Ann Arbor, MI 48108

Expiration date (mm/yy): \_\_\_\_\_

3-digit CCV from signature area: \_\_\_\_\_  Purchase order number \_\_\_\_\_ attached.

Billing street address: \_\_\_\_\_ ZIP \_\_\_\_\_

**Cancellation Policy:** In order to receive credit toward a future seminar for up to one year, your notice of cancellation must be received in writing (by letter or fax) 10 working days before the course date. We regret cancellations will not be accepted after that date. However, we will be pleased to transfer your registration to another member of your company at any time. No shows are subject to the full registration fee. A V Systems reserves the right to cancel any course and refund all seminar fees with two weeks notice. In the unlikely event of a course cancellation, A V Systems' entire liability shall be limited to refund of the course registration fee.

## Day One

**SARA:** Material Tracking is the cornerstone of all aspects of environmental data management and compliance. In the SARA section, you will learn how to enter Material Tracking data, produce Tier II and internal material inventory reports.

**Advanced SARA:** You will examine advanced Material Tracking options, including confidential locations and exempt chemicals. You will also take a tour of the program utilities to remove deleted entries and back up/restore data.

**INVENTORY:** The INVENTORY module tightly integrates with the SARA module to provide day-to-day management information and the required Tier reporting information regarding annual usage and inventory amounts. In this section, you will learn how to enter physical inventory and purchase transaction data, and use the assumed linear usage method to generate required Tier Report information.

**Advanced INVENTORY:** You will use the actual usage method to generate inventory information used in Tier Reporting, and compare this method to the assumed linear usage method employed in the basic module section. You will practice transferring amounts from one location to another.

**MSDS:** Managing Material Safety Data Sheets is a priority for most facilities. In this section, you will learn how to transfer product information from Material Tracking, locate, view and print MSDSs, labels, and summary reports, and import pdf MSDSs.

### Here's what recent participants had to say about MIRS™ Training Seminars...

*"I brought a lot of questions with me. All were answered with the seminar content."*

--G. Moon  
Travel Trailer Industry

*"Good training. I should have gone through this two years ago."*

--D. Dawson  
Food Manufacturing Industry

## Day Two

**FORM R:** Toxic Release Inventory (TRI) Reporting is made easier with **MIRS™**. In this section, you will learn all the basics needed to identify reportable and exempt chemicals, generate usage amounts, perform threshold determinations and release calculations, and generate the Form R and Form A reports.

**Advanced FORM R:** You will examine additional features that aid in Form R Reporting, including the multiple types-of-use for product components feature in the calculation screen, use of the category locator and special condition review, multi-year reporting, *de minimis* percentage range calculations, as well as AIR, NPDES, and WASTE module transfer of Chemical Release Calculations to the FORM R module.

**AIR:** Due to the complexity of air regulations, you'll find this to be one of **MIRS™** most powerful modules. To begin this section, you will use the AIR module setup wizard to fit your specific tracking requirements. Then you will enter information on emission sources, material mixture compositions, pollutant limits, and material mixture usage needed to generate a set of potential and calculated emission reports.

**Advanced AIR:** This section details the use of the Monitored Pollutant feature to track reaction products and exceptions as well as how to use the effective date to reflect changes in parameters. Additional reporting options will also be examined.

**WASTE:** This module helps facilities manage their hazardous and non-hazardous waste activities with respect to wastes, containers and manifests, especially in their accumulation and storage, manifesting, recordkeeping and reporting. In this section, you will define a waste material, specify containers accumulated with this waste stream, and generate a waste manifest.

**Advanced User Options:** In this section, you will create passwords and assign access rights to specific users, review the steps necessary to create a custom label or report, and review the different configuration options available.