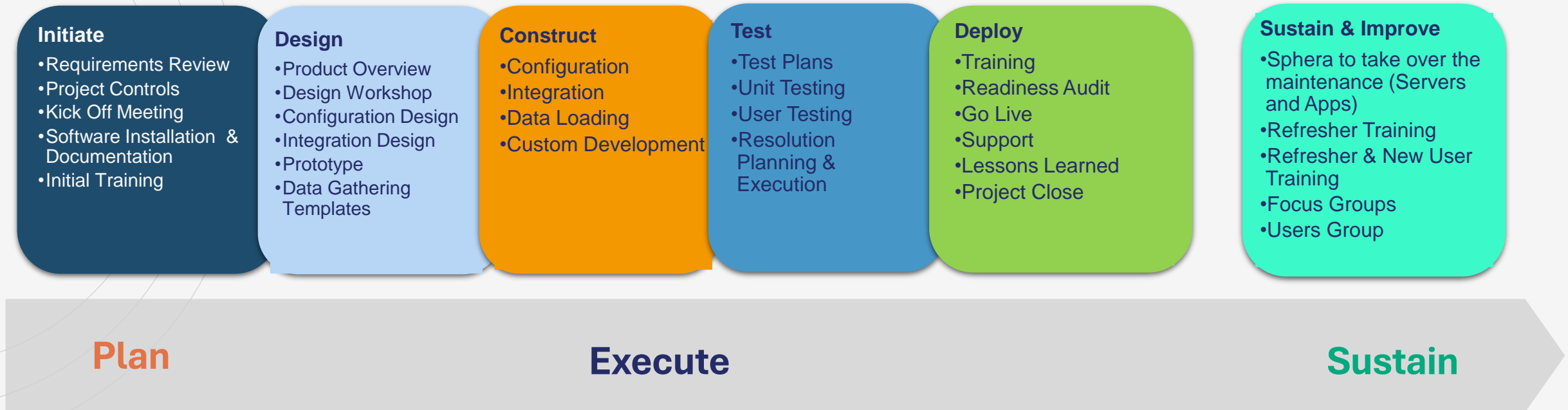




Solution Implementation –
IA to CE Transition
Overview

Implementation Methodology

A proven project methodology is used as the backbone to the project plan



Initiate

Scope

Project

Implement Sphera's Compliance Engine and Datalink for Product Safety and Transport and migrate existing legacy data from Intelligent Authoring to SAP.

Sphera will:

- Provide consulting and implementation Services to achieve Afton's goals.
- Project scope includes:
 - Program Management
 - Data Migration
 - CE Installation
 - Datalink for Product Safety and DG (OCC) Installation
 - Training
 - Go Live and Handover

Initiate

Kick-Off

The project goals, project organization, project schedule and next steps will be reviewed with all of the stakeholders.

Sphera will:

- Prepare appropriate materials to review with stakeholders.
- Jointly facilitate a kick-off meeting.
- Prepare an initial, high level project plan, after the meeting.

Afton will:

- Coordinate the kick-off meeting with stakeholders
- Provide access to the relevant SAP systems and remote access to the relevant Afton network
 - VPN, Citrix, or similar access into the relevant Afton systems
 - Local administrator rights on relevant Windows servers
 - SAP role(s) assignment which will allow Sphera to perform all installation activities, unless otherwise directed by Client
- Review the documented requirements with Sphera

Design

Design Workshop

The design workshops will begin with a review of the current solution which will then lead into the proposed new solution. Decisions regarding configuration details including layout, logic and content will be discussed and agreed upon.

Sphera will:

- Prepare a workshop agenda prior to scheduling this event.
- Facilitate detailed design discussions.
- Discuss key decision points and, when appropriate, identify best practices.
- Document key decisions, open questions, and action items from the meeting.
- Where applicable, document the data points required to be interfaced, imported, or entered manually to achieve the defined safety datasheets.

Afton will:

- Where applicable, document the data points required to be interfaced, imported, or entered manually to achieve the defined safety datasheets.
- Facilitate the organization of the meeting with local resources and stakeholders.
- Assure proper participation of stakeholders.
- Provide sample data for a representative number of products.
- Provide access to a system or systems containing the required elements which can be used for the session.
- Review and approve the Design Document

Construct

Data Migration

Sphera will participate in the data migration activity with Client. The purpose of the data migration is to move existing EHS data from the Client legacy system (Intelligent Authoring) and upload into the new S4/HANA system.

Sphera will:

- Determine the data to be extracted from Client legacy system
- Extract relevant data from Client's Intelligent Authoring system (up to two times)
- Provide Client with the extracted data in a mutually agreeable format.
- Participate in data migration meetings with Client's SAP consultants (up to 15 hours)

Afton will:

- Assist Sphera in identifying relevant data to extract from legacy system.
- Provide feedback to Sphera on data extract
- Coordinate any data migration meetings with Clients SAP consultant

Construct and Test

Compliance Engine

An installation of the most recent version of Compliance Engine will be performed on a development, test and production environment in Client's SAP S4/HANA 2020 system.

Sphera will:

- Install the licensed components of the application to a development environment
 - CEEHS Add On, Transports; BC Sets; Property trees; WWI Templates; Phrases and Phrase sets
 - Customize the environment parameters
 - Create the ZCE rating
 - ACE rule engine
 - EHS Adaptor
 - Perform preliminary tests and document findings.
- Migrate any legacy Intelligent Authoring settings to the CE Settings Editor Tool
- Migrate any custom algorithms from legacy system

Afton will:

- Provide Sphera access to the appropriate Systems.
- Perform user testing to ensure that the Test environment performs as documented.
- Load external transports provided by Sphera
- Perform testing of the software
- Provide Sphera the required SAP components that are licensed for installation on Afton CE and OCC servers

Construct and Test

DataLink for PS and DG

An installation of the current version of Datalink for Product Safety and Dangerous Goods on Client's S4/HANA system will be performed, on the Development, Quality and Production environments.

Sphera will:

- Install the licensed components of the application to a development environment
 - Install the Content packages required
- Perform preliminary tests and document findings.
- Load the Datalink data to the Listed Substances
- Support Client during their testing.

Afton will:

- Provide Sphera access to the appropriate Systems.
- Provide adequate skilled resources to assist Sphera with the upgrade
- Review the installation documentation
- Perform user testing to ensure that the Test environment performs as documented.

Deploy

Training

During the project planning in the initiate phase, it can be mutually agreed that some of these sessions will take place during the design or contract phase to enable Client to take the lead to some aspects of the solution.

Sphera will:

- Provide standard training material.
- Provide recordings of the various training sessions provided online.
- Conduct either on-site or on-line training sessions with stakeholders on:
 - Compliance Engine
 - Datalink for Product Safety and Dangerous Goods
- Provide presentations used during trainings

Afton will:

- Assure appropriate participation.
- Coordinate necessary resources and logistics.

Deploy

Go Live and Handover

A close-out meeting will be conducted between the project managers and team members. Part of this is the handover of the solution to the Client's team that will be responsible for maintaining and improving the system going forward.

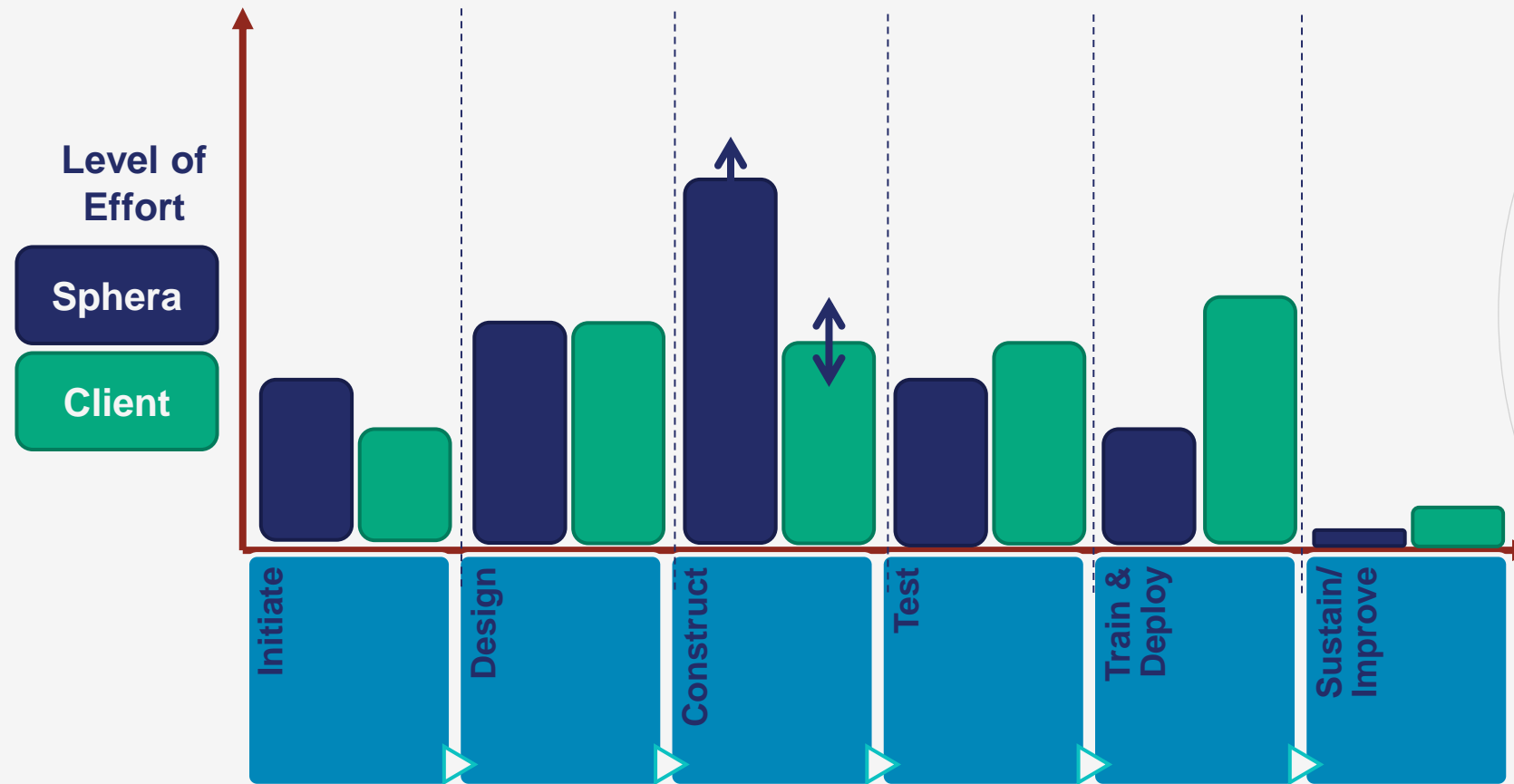
Sphera will:

- Collaborate with the Client to help construct a broadcast message to communicate the information users need to begin using the system.
- Conduct a formal support hand-over between Sphera and the Client, which includes explanation of responsibilities and transition of communications to respective points of contact in each Sphera support organization.

Afton will:

- Assure all project Deliverables have been provided.
- Participate in the handover meeting with Sphera Customer Service and Strategic Account Manager.
- Take ownership of the system.

Project Phases & Associated Effort



** Acceptance & education steps are built into each phase of the project.

** Close coordination of team is done through frequent communication.

Sustainment Services

Sustainment Services

- **Sustainment Services** ensures that the Client's PCS solution is kept up to date with the quarterly data content updates and application upgrades released during each calendar year. Moreover,
 - It does this in a predictable and cost effective way and it can be tailored to a Client's needs
 - It can be implemented for Clients who have their PCS solution deployed on premise or hosted
- Sphera is routinely adding important updates for legislation or standards such as GHS, REACH, and EU CLP
 - Our data content includes updates to several hundred global lists, including occupational exposure limits, inventory lists, carcinogen lists, banned/restricted chemicals, and toxicity data on mammals and aquatic species.

Key features of Sustainment Service

- Intelligent Authoring or Compliance Engine upgrades
- Datalink / Transport Datalink updates
- Productivity tool and custom application upgrades
- Regulatory and business consultancy
- Technical review and monitoring
- Program management (weekly meetings, tracking issues)

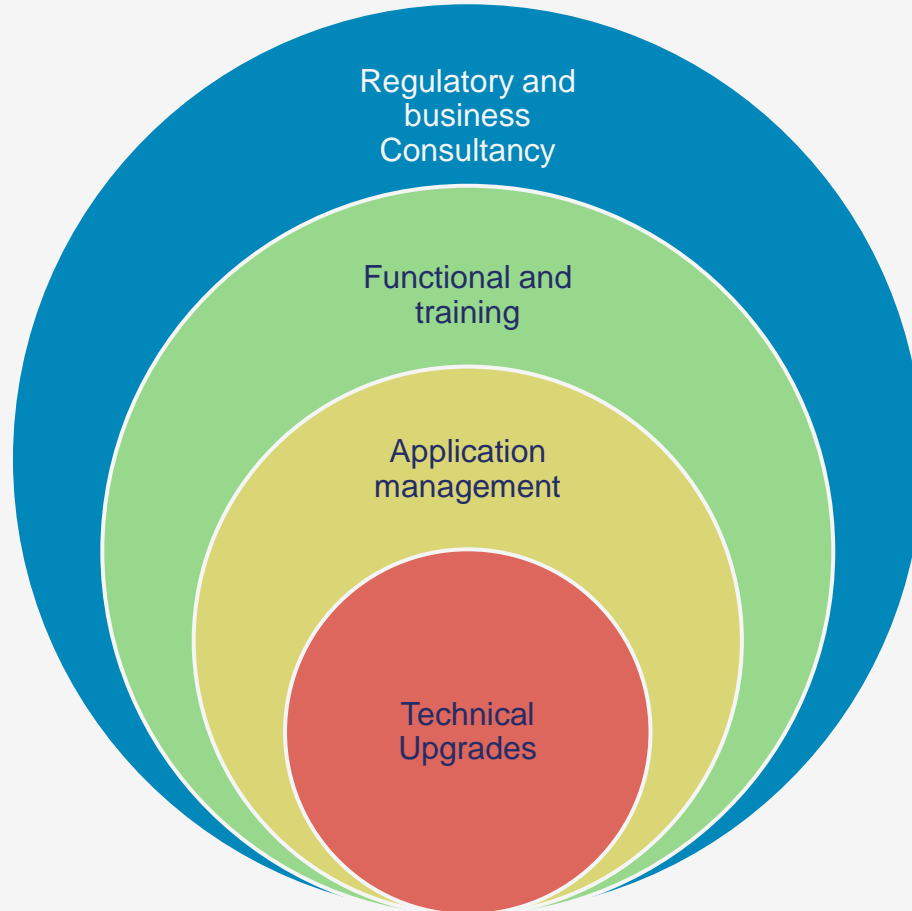
Sustainment Benefits

- Ensure Client's investment is always up-to-date, in a timely and efficient fashion
- Ensure compliance by providing client priority "reservation" for upgrades
- Maximize Return on Investment (ROI)
- Reduced total cost of ownership (TCO)
 - Client can optimize internal resources and define an optimal organizational structure
 - Predictable cost & budgeting
- Provides client with priority access to technical and regulatory expertise (over non-participating customers)
- Gain efficiencies as program rolls on
- Strengthens Client/Vendor relationship – we become a trusted partner and have a vested interest in the success of the solution

Maintenance vs. Sustainment Matrix

Software, Tools , Activities	Support	New Releases, Service packs & hotfixes	Upgrade deployment
Intelligent Authoring / Compliance Engine	Maintenance	Maintenance	Sustainment
SCCM / Document Storage	Maintenance	Maintenance	Sustainment
Managed Regulatory Content / Data Link	Subscription	Subscription	Sustainment
Productivity Tools	Maintenance	Maintenance	Sustainment
Custom tools and elements	Sustainment	Sustainment	Sustainment

Layered Model



Regulatory, functional and business consulting, Regular onsite meetings. Process support

Best practices (SOP), training, guidance, functional health check, content assessment, functional and regulatory support during upgrades, support UAT, Workshops.

Solution maintenance (customizations). Proactive monitoring, technical Health Check, Before/after content reports.

Planning and Roadmap, Technical Upgrades to IA , Productivity tools and datalink, incident management, program management



Sphera is the leading global provider of integrated sustainability, risk & performance management software, data and services.

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