

September 15, 2010

Dear JLL Amgen Contractor,

Jones Lang LaSalle ("JLL") has established a business relationship with ISNetwork ([www.isnetwork.com](http://www.isnetwork.com)). Effective immediately, ISNetwork will begin serving as JLL's primary contractor information management system for Environmental Health and Safety (EHS) management. As a result, contractors and their subcontractors performing high risk activities for JLL at Amgen locations will be required to become a subscriber to ISNetwork.

Your company has been determined to meet the JLL criteria of performing high risk activities and as a result will be required to subscribe to ISNetwork. If your company is a current subscriber to ISNetwork for another company or an Amgen location, there is neither an additional subscription required nor any additional fees. However, please do ensure your company information is up to date and that the items listed below have been completed. For those not already subscribing to ISNetwork, there is a subscription fee required to register.

Your company's ISNetwork subscription will provide JLL access to the following information:

1. **Company Profile** – You will be requested to populate your company's Dashboard in ISNetwork to include company contact information, office locations, work types performed, geography served, etc. This will provide JLL with your company's most current contact information at any time.
2. **EHS Questionnaire Management** – ISNetwork contains the Management System Questionnaire (MSQ) which will be used to gather your company's EHS data. The MSQ will replace all previous JLL EHS questionnaires sent to your company.
3. **Document Submittal** – JLL will use ISNetwork to track and verify your company's *Insurance Certificates, OSHA Logs and EMR Letters*. During your company's subscription set up, ISNetwork will explain how to submit these documents within your company's subscription and make them available online to JLL.
4. **Review and Verification** – ISNetwork RAVS will review your company's written health and safety program for conformance with regulatory and/or JLL's standards. Your company will be required to submit to ISNetwork RAVS copies of your company's written health and safety program. Detailed instructions will be communicated during your company's subscription set up. ISNetwork RAVS will also verify your company's OSHA and EMR statistics.

In order to be considered by JLL during the contractor services selection process, your company's subscription must be in place and all required data must be posted prior to selection. If you are already contracted to JLL to work on an Amgen location verification of your subscription will be expected by **November 1, 2010**. For further details about ISNetwork, **please contact the ISNetwork Customer Service Team at (214) 303-4900 or (800) 976-1303 or visit their website at [www.isnetwork.com](http://www.isnetwork.com).**

Sincerely,



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