

ESAMS[®]

Hazard Abatement Program (HAP) User's Manual



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The Hazard Abatement Program

When an inspection is closed in IDATS, an email goes out to facility contacts and those responsible for the abatement of the deficiencies associated with that inspection. The Person Responsible for Abatement (PRA) receiving the email is responsible for one or more of the deficiencies noted on the inspection. A Point of Contact (POC) of an inspection can view these deficiency records. The process for filling out and completing the deficiency record can be found In the IDATS or the IDATS-Abatement Process Manuals on the ESAMS website.

This manual contains information regarding the creation of Hazard Abatement (HA) records, which are concerned with requests for Navy Hazard Abatement funding. HA records are linked to deficiency records and must be updated as the deficiency records are updated.

NOTE: IDATS access is not required for the PRA or POC. A PRA will automatically have access to IDATS only for that specific inspection's deficiencies, using the "Abatements / Corrective Actions" link from "My Links" on the main ESAMS page. Using the same link, a POC can view any deficiencies on an inspection where the POC is listed.

The screenshot shows a vertical menu titled "My Links" with the following items: Messages (1/1), Abatements / Corrective Actions (circled in red), Classroom Training Schedule, ESPA Work Certificate, Inspections, Job Hazard Analysis, Needed Training, Profile, Report Near Miss, Report Unsafe/Unhealthful, and Safety Survey.

Abatements / Corrective Actions

The "Abatements / Corrective Actions" page for a POC or a PRA of deficiencies is shown below. PRAs can only access the deficiencies or HA funding requests on which they are noted as PRAs. POCs can view any deficiencies or HA funding requests associated with an inspection where the personnel is listed as a POC. The hot list for a POC/PRA will contain a list of open deficiencies and HA funding requests. A deficiency is open if the status is in one of the following status: Response Required, Abatement Initiated, Further Action Required, or Request Closure. However, an HA Funding request cannot be initiated when in Request Closure status. The POC/PRA must click on a deficiency or HA ID number to view a specific deficiency or HA record. Below is an example of the abatement hot list. Clicking on the "+" next to the Abatement category displays the list; clicking on the "-" link hides the list.

Click The Plus/Minus Image to Expand/Collapse the panel(s).

My Actions Refresh My Actions

Corrective Actions (0)

Deficiencies (3)

Def. ID	Issue Date	Status	RAC	Inspector	Description	Building	Location	Installation
253777	09/26/2012	Abatement Initiated	3	Hamilton, James Thomas	Sufficient access and working space not provided and maintained about electric equipment to permit ready and safe operation and maintenance of such equipment.			HGW
253784	09/26/2012	Abatement Initiated	1	Someguy, Tester	(c)(7)(iii) - Local ventilation. In confined spaces or indoors, welding or cutting operations involving metals containing lead, other than as an impurity, or metals coated with lead-bearing materials, including paint, must be done using local exhaust ventilation or airline respirators. Such operations, when done outdoors, must be done using respirators approved for this purpose by NIOSH under 42 CFR part 84. In all cases, workers in the immediate vicinity of the cutting operation must			NAS Jacksonville
253791	09/26/2012	Response Required	3	Someguy, Tester	cutting operation must be protected by local exhaust ventilation or airline respirators.			NAS Jacksonville

Navy Hazard Abatement Funding Requests (1)

HA ID	Current Status	CMD/Org (UIC)	Requester	Installation	RAC	Project Name
9	Undetermined	NAVFAC SOUTHEAST / N69450	Mcbawn, Ryan	NAS Jacksonville	3 - Moderate	Ventilation Connection

(Closed/Completed/Deleted) Status will be displayed for 180 days

Deficiency Page

Sections 1 and 2

The top portion of the deficiency contains information regarding the inspection. This allows the person responsible to see the deficiency information, the comments and recommended controls suggested by the inspector.

DEFICIENCY EDIT			
Section 1: Inspection Information		<input type="button" value="Change Log"/> <input type="button" value="Close Window"/>	
Inspection ID 355115 Inspection Date: 9/24/2012 OSH Annual Inspector: Someguy, Tester		Current Inspection Status: Completed	
Inspected Command: NAVFAC SOUTHEAST		Installation: NAS Jacksonville	
		Available Departments: <input type="button" value="v"/>	
Section 2: Deficiency Information (Required Fields *)		<input type="button" value="Print Deficiency Notice"/>	
Deficiency ID 253791 CreatedBy: Tester Someguy		Date Deficiency Issued: 9/26/2012 Due Date Of Response: 10/26/2012	
Building: Location <input type="text"/>		<input type="checkbox"/> Repeat Deficiency Abatement Priority: <input type="text"/>	
* Hazard: Confined Space	* Annual Exposure (Personnel): <input type="text" value="50"/>	* Abatement Type: <input type="text" value="Facility-Structural"/>	
* RAC Current: 3-Moderate MUST BE POSTED IN THE WORK PLACE Severity: Critical Probability: Possible			
RAC History Date		RAC	Severity
9/26/2012 3:30:55 PM		5-Negligible	Negligible
9/26/2012 3:26:00 PM		1-Critical	Catastrophic
		Probability	By
		Unlikely	Someguy, Tester
		Likely	Someguy, Tester
			Reason
			test
* Standard Violated: 29 CFR 1910.252(c)(7)(iii) - Local ventilation. In confined spaces or indoors, welding or cutting operations involving metals containing lead, other than as an impurity, or metals coated with lead-bearing materials, including paint, must be done using local exhaust ventilation or airline respirators. Such operations, when done outdoors, must be done using respirators approved for this purpose by NIOSH under 42 CFR part 84. In all cases, workers in the immediate vicinity of the cutting operation must be protected by local exhaust ventilation or airline respirators.			
* Description of Violation: <input type="text" value="Spell Check"/> cutting operation must be protected by local exhaust ventilation or airline respirators.			
* Responsible for Abatement: <input type="button" value="Send Email..."/>			
Name	Phone	Email	
Mcbawn, Ryan		ryan.mcbawn@hgwllc.com	
Deficiency Comments: <input type="text" value="Spell Check"/>			
Recommended Interim Controls: <input type="text" value="Spell Check"/>			
Recommended Permanent Controls: <input type="text" value="Spell Check"/>			
Program Evaluated: <input type="button" value="v"/>			
REINSPECTIONS			

Requesting Navy Hazard Abatement Funding

The bottom portion of the deficiency contains information regarding the abatement process. It is in this section that users may request Navy Hazard Abatement funds.

Section 3: Abatement Save

Initiate Abatement
Request Closure

Current Deficiency Status

1 New 2 Response Required 3 Abatement Initiated 4 Request Closure 5 Closed

Section 3A: Abatement Initiated

* **Estimated Completion Date:** 9/25/2012

* **Interim Controls:** Spell Check
Warning signs and yellow tape posted in affected area during corrections.

Section 3B: Work Order Information

Work Order Title: Ventilation Connecti
Work Order Number: 1234
Work Order Date: 9/25/2012

Work Order Description (max 8000 characters): Spell Check
Reconnection of ventilation ducts

Section 3C: Request Closure

* **Completion Date:** 9/26/2012

* **Corrections Made:** Spell Check
Ventilation ducts properly attached to confined areas

Section 3D: Costs Request Navy Hazard Abatement Funds

Funds Required
Enter whole dollar amount in the appropriate boxes below.
Estimated: \$ 80000 **Final Labor:** \$ 50000 **Final Material:** \$ 75000 **Other:** \$ 50000

Section 3E: Status Comments

Spell Check

Save

Requirements

In Section 3D, "Costs", a user may request Navy Hazard Abatement funds to abate the deficiency. The "[Request Navy Hazard Abatement Funds](#)" button will only be visible if all of the following criteria are met:

- The Deficiency is listed as RAC 1, 2 or 3
- The Inspected Command's Branch of Service must be listed as "Navy"
 - For Fire inspections, the inspection must be conducted by a command whose Branch of Service is listed as "Navy"
- The Deficiency Status must be listed as "Response Required", "Abatement Initiated", or "Further Action Requested"
- The user is one or more of the following:
 - An IDATS Administrator whose scope/access includes the inspected command, or
 - An active Point of Contact (POC) on the inspection, or
 - Listed as a Person Responsible for Abatement (PRA) on the deficiency.

- The cost in the “Estimated” field in Section 3D must be between \$50,000 and \$1,000,000. **Note: The user must click the “Save” button after the cost has been entered to show the “Request Navy Hazard Abatement Funds” button.**
 - Deficiencies with the Hazard of “Ergonomics” can be between \$10,000 and \$1,000,000 to display the “Request Navy Hazard Abatement Funds” button.

Once the “Request Navy Hazard Abatement Funds” button has been selected, a popup will be displayed showing the requirements for requesting Navy Hazard Abatement Funds and asking the user to “Cancel” or “Continue”. Clicking “Cancel” returns the user to the deficiency page; clicking “Continue” opens a new Hazard Abatement (HA) record.

BEFORE YOU SUBMIT

Does project meet guidelines set in 5100.23 series:

- Engineered Project must be between \$50K and \$1M
- Ergonomic project must be between \$10K and \$1M
- Project must have an identified hazard with a RAC 1, 2 or 3
- Ensure estimated cost reflects mitigation of hazard

Project will be rejected if:

- Afloat or uniquely military (weapons system)
- Hazard due to lack of maintenance or repairs
- Environmental cleanup, compliance or protection
- Navy Working Capital Fund, GOCO, or other DoD activities
- Provide accommodations for handicapped
- Ergonomic office furniture

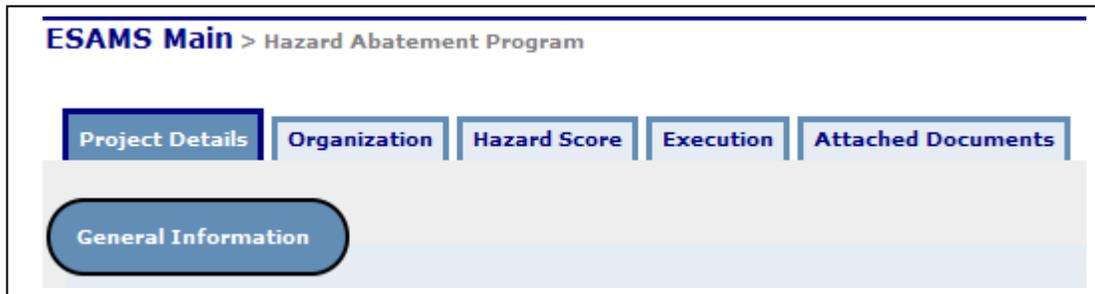
For more information Contact the MP&H Manager

- Note: Any HA requests that have been submitted will be displayed at the bottom of Section 3B. Clicking on the ID will open the HA record.**

Request ID	Status	Date
12	Undetermined	10/1/2012

Filling Out the Hazard Abatement (HA) Record

Although the Hazard Abatement (HA) record will be auto-populated with information from the inspection and deficiency records, the user must enter some information to complete the HA record. There are five (5) information tabs on the HA record; the user will enter information on the first tab. The next three tabs pull all information from the inspection and deficiency records from which the HA record was created. In the last tab, the user may attach documents or other files to the HA record.

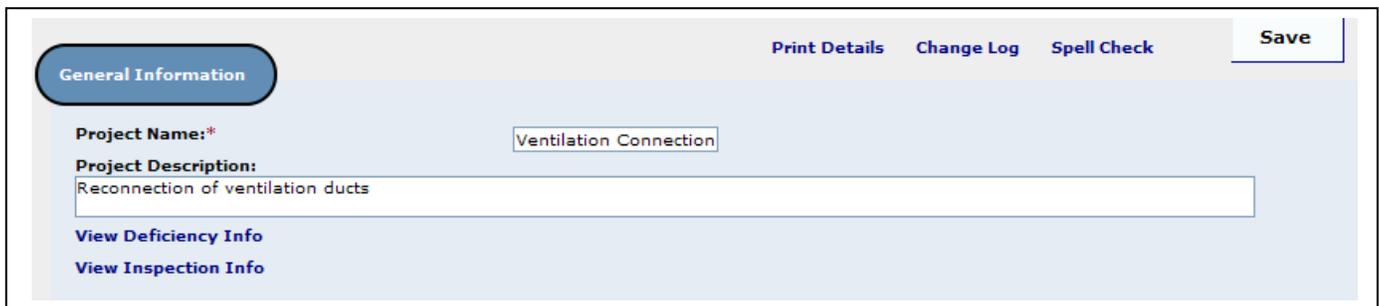


The following actions are available on all five (5) tabs:

- **Print Details** – Clicking this link will create a printable document containing the relevant information from the HA record. (Only available once the HA record has been saved or submitted.)
- **Change Log** – Clicking this link will open a new window in which the user can view changes to the HA record.
- **Spell Check** – Clicking this link will cause the website to read the information typed into the record by the user, checking for correct spelling.
- **Save** – Clicking this button saves the current entered information on the HA record.

Project Details

The first tab, Project Details, is where the user must enter information regarding the funding request. All fields marked with a red asterisk (*) are required to complete the record.

The image shows a screenshot of the Project Details tab in the ESAMS Main Hazard Abatement Program interface. The "General Information" button is selected. In the top right corner, there are buttons for "Print Details", "Change Log", "Spell Check", and "Save". The "Project Name:" field is populated with "Ventilation Connection". The "Project Description:" field is populated with "Reconnection of ventilation ducts". Below the description field, there are buttons for "View Deficiency Info" and "View Inspection Info".

- **Project Name** – This field will be auto-populated from information in Section 3B “Work Order Title” on the Deficiency record, but can be edited by the user.
- **Project Description** – This field will be auto-populated from information in Section 3B “Work Order Description” on the Deficiency record, but can be edited by the user.
- **View Deficiency Info** – Clicking this button will open a new window in which a view-only version of the Deficiency record is displayed.
- **View Inspection Info** – Clicking this button will open a new window in which a view-only version of the Inspection record is displayed.

Request HA

Installation: NAS Jacksonville

Building: N/A

Specific Location:*
(256 Char. Limit)
Ducts connecting to Bldg 354, Rm 22

How was Hazard Identified?* Routine inspection

Primary Project Category:* Ventilation

Type: Welding

Secondary Project Category: Confined Space

Estimated Cost:* 80000

How did you arrive at the estimate?*
How did you arrive at the estimate?

Is project on command/region Integrated Priority List?* Yes No Unkown

Are facilities personnel aware/involved?* Yes No Unkown

Design or engineering study needed to complete project?* Yes No Unkown

Engineering estimate needed for project?* Yes No Unkown

Engineering estimate status:

Comments:

Submit
Cancel

* Denotes Required Fields

- **Installation** – This field will be auto-populated from the Inspection record
- **Building** – This field will be auto-populated from Section 2 “Building” field on the Deficiency record
- **Specific Location** – This field will be auto-populated from Section 2 “Location” field on the Deficiency record, but can be edited on the HA record.
- **How was Hazard Identified?** – Clicking on the drop-down arrow allows the user to select the means by which the hazard was identified
- **Primary Project Category** – Clicking on the drop-down arrow allows the user to select the Primary Project Category of the work/project
 - **Type** – Clicking on the drop-down arrow allows the user to select the specific type of work/project within the project category. This option only appears for some categories.
- **Secondary Project category** – Clicking on the drop-down arrow allows the user to select the Secondary Project Category of the work/project, if desired.
 - **Type** – Clicking on the drop-down arrow allows the user to select the specific type of work/project within the project category. This option only appears for some categories.
- **Estimated Cost** – This field will be auto-populated from Section 3D “Estimated Cost” on the Deficiency record, but can be edited by the user. **Note: Editing the Estimated Cost on the HA record will change the information on the Deficiency record as well.**
- **How did you arrive at this estimate?** – The user must type in the means by which the estimate was calculated.
- **Is project on command/region Integrated Priority List?** – The user must select “Yes”, “No”, or “Unkown”
- **Are facilities personnel aware/involved?** – The user must select “Yes”, “No”, or “Unkown”
- **Design or engineering study needed to complete project?** – The user must select “Yes”, “No”, or “Unkown”
- **Engineering estimate needed for project?** – The user must select “Yes”, “No”, or “Unkown”
 - **Engineering estimate status** – If “Yes” is selected, the user must click on the drop-down arrow to note whether the estimate status is “Requested” or “Complete”
 - If “Requested” is selected two additional fields will open: “Request Date” and “Contact Info”. The

- Contact Information is used to contact specific personnel knowledgeable about the project.
 - If “Completed” is selected the date and contact info fields will close and the “Please Attach Estimate to HA Request” button will appear, allowing the user to attach an estimate file to the project. The user will be moved to the Attach Documents tab once the file is attached.
- **Comments** – The user may type in any comments regarding the HA record. This is a stackable field. The user can add comments, and if their comment is on top, can delete the comment by clicking on the “X”. If another comment has been added, regardless of the “owner” the previous comment cannot be removed.

Organization

The second tab, Organization, displays organizational and Point of Contact (POC) information for the HA record.

The screenshot shows the 'Organization' tab of a web application. At the top, there are navigation tabs: 'Project Details', 'Organization' (selected), 'Hazard Score', 'Execution', and 'Attached Documents'. On the right, there are buttons for 'Print Details', 'Change Log', 'Spell Check', and 'Save'. The main content area is titled 'Organization Info' and contains several sections:

- CMD/Org (UIC):** NAVFAC SOUTHEAST - N69450
- Major Command:** (empty field)
- POC for Request:**
 - Name:** Mcbawn, Ryan
 - Phone Number:** (empty field)
 - E-mail:** ryan.mcbawn@hgwllc.com (circled in red)
- Inspector:**
 - Name:** Someguy, Tester
 - Phone Number:** (empty field)
 - E-mail:** fake.email@hgwllc.com
- Facility POC:**
 - Name:** (empty field)
 - Phone Number:** (empty field)
 - E-mail:** (empty field)
- Other POC:** A table listing other personnel:

Name	Phone Number	E-mail
HUMPHREY, GLENNA	6195322025	glennaXhumphrey@navyXmil
Erdman, Joy	7036022575	joyerdman00@gmailXcom
YAMAMOTO, GORDON	8084721414	gordonXyamamoto@navyXmil
Someguy, Tester		fake.email@hgwllc.com

- **CMD/Org (UIC)** – This field will be auto-populated from the Inspection record with the Inspected Command (or the submitter’s Command for Fire inspections)
- **Major Command** – This field will be auto-populated with the Major (Claimant) Command of the Inspected Command (or of the submitter’s Command for Fire inspections) once the HA record has been submitted (examples: CNIC, NAVFAC, COMPACFLT etc)
- **POC for Request** – This field will be auto-populated with the name and contact information of the HA record submitter
- **Inspector** – This field will be auto-populated with the name and contact information of the Inspector listed on the inspection
- **Facility POC** – This field can only be filled by an HA administrator (see below, pg 15)
- **Other POC** – This field will be auto-populated with the names and contact information of personnel with HA Administrative access whose scope contains the HA record.
- **Note: Clicking on the email address of a POC will allow the user to send an email to the selected POC.**

Hazard Score

The third tab, Hazard Score, displays the General and Hazard Safety information associated with the HA record.

Changed Date	RAC	Severity	Probability	Changed By	Reason
9/26/2012 3:30:55 PM	5-Negligible	Negligible	Unlikely	Someguy, Tester	test
9/26/2012 3:26:00 PM	1-Critical	Catastrophic	Likely	Someguy, Tester	

- **Hazard Type** – The Hazard Type will default to “Safety”. If the Primary Project Category selected is a “Health” or “Asbestos” category, the Hazard Type will change to the selected type.
- **Population Exposed** – Auto-populated from information in Section 2 “Annual Exposure” field on the Deficiency record.
- **Hazard Severity** –
 - **Hazard Type: Safety** – Auto-populated from information in Section 2 “RAC Current” on the Deficiency record.
 - **Hazard Types: Asbestos or Health** – This information is entered on the HA record by an HA Administrator (see below, pg 16)
- **Mishap Probability** – Auto-populated from information in Section 2 “RAC Current” on the Deficiency record.
 - **Hazard Type: Safety** – Auto-populated from information in Section 2 “RAC Current” on the Deficiency record.
 - **Hazard Types: Asbestos or Health** – This information is entered on the HA record by an HA Administrator (see below, pg 16)
- **Deficiency RAC History** – Auto-populated from information in Section 2 “RAC History” on the Deficiency record.
- **CEI** – Cost Effective Index – Auto-calculated and auto-populated based upon information on the Deficiency or HA record.
- **Abatement Priority Number** – Auto-populated from the RAC and CEI calculations [RAC# (CEI#)]
- **Risk Assessment Code** - Auto-populated from information in Section 2 “RAC Current” on the Deficiency record.

Execution

The fourth tab, Execution, displays the Cost Summary for the project and the execution for the Fiscal Year (FY). This information is entered by an HA Administrator (see below, pg 17).

The screenshot shows the 'Execution' tab selected in a navigation menu. Below the menu are buttons for 'Print Details', 'Change Log', and 'Spell Check'. The main content area is divided into two sections: 'Project Cost Summary' and 'Execution Periods'. The 'Project Cost Summary' section contains a table with the following data:

Type	Estimate	Budgeted	Awarded
Design	\$0	\$0	\$0
Construction	\$0	\$0	\$0
Total:	\$0	\$0	\$0

Attached Documents

The fifth tab, Attached Documents, allows users to upload documents and other files to the HA record. These files can be viewed by any personnel with access to see the record.

The screenshot shows the 'Attached Documents' tab selected. It includes buttons for 'Print Details', 'Change Log', 'Spell Check', and 'Save'. Below these is a table with the following data:

Name	Description	Date Added	Uploaded By
Abatement Procedures.ppt		9/27/2012	Ryan Mcbawn

Below the table is a button labeled 'Attach File' which is circled in red.

Clicking on the "Attach File" button allows the user to search for files to upload to the HA record. Once the file to be attached is selected, the user can enter a description for the file. Clicking the "Submit" button attaches the file. The file can be removed by the user who attached the file by clicking on the "X" next to the file name.

The screenshot shows a dialog box titled 'Upload New File' with a 'Close Window' button. The text inside reads: 'Use the controls below to select and upload your file (Maximum file size 4 megabytes) (Files with the following extensions are allowed: .TXT, .DOC, .DOCX, .XLS, .XLSX, .PDF, .RTF, .PPT, .LST, .JPG, .GIF, .BMP, .PNG)'. Below this is a text input field containing the file path 'My Documents\Work\ESAMS PPT\Abatement Procedures.ppt', a 'Browse...' button, and a 'Submit' button which is circled in red. Below the input field is a label 'File Description (100 char max):' and a text input field containing 'Instructional Aid', which is also circled in red. At the bottom, a notice reads: 'NOTICE: You are responsible for the content of the file you attach to the system.'

Completing Submittal

The “Submit” and “Cancel” buttons are located at the bottom of each tab. Clicking on the “Cancel” button deletes the HA record and returns the user to the deficiency page. Clicking “Submit” submits the HA record for review by HA administrators.

Are facilities personnel aware/involved?* Yes No Unkown
Design or engineering study needed to complete project?* Yes No Unkown
Engineering estimate needed for project?* Yes No Unkown
Comments:

Submit **Cancel**



Administrating the Hazard Abatement (HA) Record

Once the HA record has been submitted, emails are sent to personnel with HA Administrative access who can view and/or edit the HA record. **Note: Only HA administrators with “Service Branch Navy” scope for their HA access have Edit rights. All other scopes (Command, Parent Command, etc) have only View and Notification access.**

HA Main

An HA administrator can view the HA Main area by clicking on the “[Hazard Abatement Program](#)” link under the Administrative Links tab on the ESAMS Main page. The HA Main page allows HA administrators to search for HA project records, and also displays a hotlist of the administrator’s current HA project records.

- Clicking on the “[Search Current Projects](#)” link opens a new window in which the administrator may search for any HA records within the administrator’s scope. All HA records that match the criteria set in the search window will be displayed on the HA Main page. Clicking on an ID number opens the record.

ESAMS Main > HA Main

[Search Current Projects](#)

Search Results

HA ID	Current Status	CMD/Org (UIC)	Requester	Installation	RAC	Project Name
3	Undetermined	NAS Whidbey Island / N00620	Higgins, William	Ault Field	2 - Serious	Asbestos!
4	Undetermined	NAS Whidbey Island / N00620	Higgins, William	Ault Field	2 - Serious	Ergonomics
6	Undetermined	NAS Whidbey Island / N00620	Higgins, William	Ault Field	2 - Serious	Hole in the ground
7	Undetermined	CNI NAVMAG IND ISL / N61066	Higgins, William	NAVMAG Indian Island	2 - Serious	Asbestos
8	Undetermined	CNI NAVMAG IND ISL / N61066	Higgins, William	NAVMAG Indian Island	3 - Moderate	asbestos
9	Design in Progress	NAVFAC SOUTHEAST / N69450	Mcbawn, Ryan	NAS Jacksonville	3 - Moderate	Ventilation Connection
11	Work in progress (WIP)	NAVFAC SOUTHEAST / N69450	Someguy, Tester	NAS Jacksonville	1 - Critical	ABCD

- The “My Current Project Hotlist” area will automatically display all HA records where the person is listed as:
 - A POC on the associated Inspection record
 - A PRA on the associated Deficiency record
 - The Facility POC on the HA record

Search Current Projects

My Current Project Hotlist

HA ID	Current Status	CMD/Org (UIC)	Requester	Installation	RAC	Project Name
9	Design in Progress	NAVFAC SOUTHEAST / N69450	Mcbawn, Ryan	NAS Jacksonville	3 - Moderate	Ventilation Connection
11	Work in progress (WIP)	NAVFAC SOUTHEAST / N69450	Someguy, Tester	NAS Jacksonville	1 - Critical	ABCD

†(Closed/Completed/Deleted) Status will be displayed for 180 days

Project Details

An HA Administrator with Edit rights can edit any portion of the Project Details tab that could be edited by the submitter. The administrator also has two additional options on this page:

- **Project Status** – Clicking on the drop-down arrow allows the administrator to select the status of the HA project.
- **View Status History** – Clicking on this link opens a new window in which the administrator can view each time the project has changed status.

Print Details Change Log Spell Check

General Information

Project Name:* Ventilation Connection

Project Description: Reconnection of ventilation ducts

Project Status: Undetermined

[View Status History](#)

[View Deficiency Info](#)

[View Inspection Info](#)

Request HA

Undetermined
Hold
Undetermined
Preliminary Planning
Funding Approved
Funding Pending
Design in Progress
Design Complete
Work in progress (WIP)
Completed
Canceled
Denied

Organization

An HA Administrator with Edit rights can edit two areas on this tab.

- **CMD/Org (UIC)** – Clicking on the popup squares next to the command name opens a window in which the administrator can select another command.
- **Facility POC** – Clicking on the “Link to Select” link opens a new window in which the administrator can select a Facility POC by entering the person’s name.
 - Only one Facility POC can be selected. Selecting a new POC will remove the former POC from the record.
 - **Note: Only NAVFAC personnel will be displayed in this window.**

Project Details | Organization | Hazard Score | Execution | Attached Documents

Print Details | Change Log | Spell Check | Save

Organization Info

CMD/Org (UIC): NAVFAC SOUTHEAST - N69450

Major Command:

POC for Request

Name: Mcbawn, Ryan

Phone Number:

E-mail: ryan.mcbawn@hgwllc.com

Inspector

Name: Someguy, Tester

Phone Number:

E-mail: fake.email@hgwllc.com

Facility POC [Link To Select](#)

Name: Someguy, Tester

Phone Number:

E-mail: fake.email@hgwllc.com

Other POC

Name	Phone Number	E-mail
HUMPHREY, GLENNA	6195322025	glennaXhumphrey@navyXmil
Erdman, Joy	7036022575	joyerdman00@gmailXcom
YAMAMOTO, GORDON	8084721414	gordonXyamamoto@navyXmil
Someguy, Tester		fake.email@hgwllc.com

Hazard Score

Hazard Type: Safety - The third tab, Hazard Score, has no editable fields. All information is populated from information in Section 2 “RAC Current” on the Deficiency record. To change the Hazard or RAC information, the data must be changed on the Deficiency record.

Hazard Type: Asbestos or Health – If the Hazard Type is listed as either Asbestos or Health, the administrator must fill out the Hazard Severity and Mishap Probability fields in order to determine the CEI.

- **Hazard Severity** – Clicking on the drop-down arrow allows the administrator to select the hazard severity
- **Mishap Probability** – Clicking on the drop-down arrow allows the administrator to select the mishap probability
- **Calculating the Risk Assessment Code** – Clicking this link opens a document containing instructions on how the RAC is calculated based upon the administrator’s selections.

The screenshot displays the 'Hazard Score' tab within a software interface. At the top, there are navigation tabs: 'Project Details', 'Organization', 'Hazard Score' (selected), 'Execution', and 'Attached Documents'. Below these are links for 'Print Details', 'Change Log', 'Spell Check', and a 'Save' button.

The main content area is divided into two sections:

- General Safety:** This section contains the following fields:
 - Hazard Type:** Asbestos
 - Population Exposed:** 50
 - Hazard Severity:** I (with a dropdown arrow)
 - Mishap Probability:** A (with a dropdown arrow)
 - CEI:** (empty)
- Hazard Safety:** This section contains the following fields:
 - Abatement Priority Number:** 1 (8.5)
 - Risk Assessment Code:** 1 - Critical

A red circle highlights the 'Hazard Severity' and 'Mishap Probability' dropdown menus. The 'Calculating the Risk Assessment Code' link is also visible in the 'General Safety' section.

Execution

The fourth tab, Execution, displays the Cost Summary for the project and the execution for the Fiscal Year (FY). An HA Administrator can edit this area by entering Execution Period information.

The screenshot shows the 'Execution' tab selected. At the top, there are navigation tabs: Project Details, Organization, Hazard Score, Execution, and Attached Documents. Below these are links for Print Details, Change Log, and Spell Check. A 'Project Cost Summary' section contains a table with the following data:

Type	Estimate	Budgeted	Awarded
Design	\$0	\$0	\$0
Construction	\$0	\$0	\$0
Total:	\$0	\$0	\$0

Below the table is an 'Add Execution Period' button, which is circled in red.

Clicking on the "Add Execution Period" button creates a new area in which the administrator can enter information regarding phases of project execution and associated costs. Multiple Execution Periods can be entered for an HA record.

The screenshot shows the 'Execution' tab with the 'Add Execution Period' button now disabled. The 'Project Cost Summary' table is updated with the following data:

Type	Estimate	Budgeted	Awarded
Design	\$90000	\$75000	\$75000
Construction	\$145000	\$125000	\$125000
Total:	\$235000	\$200000	\$200000

Below this is the 'Execution Periods' section, which contains a table with the following data:

Type	FY	Contract Vehicle	FEC	Estimate Date	Award Date	Cost Estimate	Cost Budgeted	Awarded
Design	2012	In House	NAVFAC SOUTHEAST (copy below)	09/03/2012	09/26/2012	\$90000	\$75000	\$75000
Construction	2012	In House	NAVFAC SOUTHEAST (copy up)	09/04/2012	09/24/2012	\$145000	\$125000	\$125000
Total:						\$235000	\$200000	\$200000

At the bottom of the 'Execution Periods' section, there is a 'Remove Execution Period' button (circled in red) and an 'Add Execution Period' button. A red arrow points from the 'Add Execution Period' button in the previous screenshot to the 'Add Execution Period' button in this screenshot.

. The cost information is auto-populated in the Project Cost Summary area as the information is entered.

- **Type** - Cost summary data can be entered for Design or Construction costs, or both.
- **FY** – Fiscal Year of the Execution Period, selected by using the drop-down arrow.
- **Contract Vehicle** – The administrator must select whether the execution was performed “In House” or “Outside” by using the drop-down arrow.
- **FEC** – (Facility Engineering Command) - Clicking on the popup squares allows the administrator to select the FEC.
 - Clicking on the “(copy below)” or “(copy up)” links will copy the selected command to the Command field above or below the selected link.
 - **Note: There are only four (4) FECs that can authorize project funding and/or implementation, even though other commands will be displayed:**
 - **N00025 NAVFAC HQ**
 - **N62470 NAVFAC Atlantic**
 - **N62473 NAVFAC Southwest**
 - **N62742 NAVFAC Pacific**
- **Estimate Date** – Clicking on the calendar popup allows the administrator to select the date on which the cost estimate was provided.
- **Award Date** – Clicking on the calendar popup allows the administrator to select the date on which the funds were awarded.
- **Cost Estimate** – The administrator can type in the Cost Estimate that was submitted.
- **Cost Budgeted** – The administrator can type in the budgeted funds.
- **Awarded** – The administrator can type in the actual funds awarded.
- **Remove Execution Period** – Clicking this link removes the Execution Period and all of the entered information. **Note: This link is only displayed while the Execution Period is being filled. Once the administrator clicks the “Save” button, this link is replaced by the “Add Comment” link and the Execution Period can no longer be removed.**
- **Add Comment** – Clicking this link opens a new window in which the administrator may type in any comments regarding the Execution Period.

Attached Documents

The fifth tab, Attached Documents, provides administrators the same ability to upload files as the submitter (see above, pg 11).

Attached Documents

Print Details Change Log Spell Check Save

Name	Description	Date Added	Uploaded By
Abatement Procedures.ppt		9/27/2012	Ryan Mcbawn

Attach File

Email Notifications

The ESAMS website will send email notifications to HA users and administrators as the information is updated,

- When the following information is changed on a Deficiency with an HA record, an email notification is sent to the Submitter and any HA Administrators who could see the associated HA record:
 - Location
 - Hazard
 - Annual Exposure
 - Abatement Type
 - RAC
 - Standard Violated
 - Description of Violation
 - Responsible for Abatement
 - Estimated Costs
- When the status of an HA record is changed to any other status, the Submitter receives email notification.
- When the status of a Deficiency with an HA record is changed to one of the following statuses, an email notification is sent to the Submitter and any HA Administrators who could see the associated HA record:
 - Request Closure
 - Closed
 - Deficiency No Longer Valid

Editing the Deficiency Record

When a Deficiency record with an HA record is edited, some information will also be edited on the HA record:

- Building
- Estimated Cost
- Annual Exposure

If the Hazard Type is Safety, the following information will also be edited on the HA record when the Deficiency record is changed:

- Hazard Severity
- Mishap Probability
- RAC