

# ESAMS<sup>®</sup>

## Hazard Abatement Program (HAP) User's Manual



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**THE HAZARD ABATEMENT PROGRAM .....3**

My Actions..... 3

Deficiency Page..... 4

**Filling Out the Hazard Abatement (HA) Record ..... 5**

    Project Details..... 6

    Organization ..... 8

    Hazard Score ..... 9

    Execution..... 10

    Attached Documents ..... 10

    Completing Submittal ..... 11

**Administrating the Hazard Abatement (HA) Record..... 12**

    HA Main..... 12

**FAVORITE APPLICATIONS ..... 13**

    Project Details..... 15

    Organization ..... 16

    Hazard Score ..... 17

    Execution..... 18

    Attached Documents ..... 19

Email Notifications..... 20

Editing the Deficiency Record..... 20

**HAZARD ABATEMENT REPORTS ..... 21**

**FAVORITE REPORTS ..... 21**

Hazard Abatement Master Report..... 23

# The Hazard Abatement Program

When an inspection is completed 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 both IDATS and HAP share the Estimated Cost field.

**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 “My Actions” link on the left side of the main ESAMS page. Using the same link, a POC can view any deficiencies on an inspection where the POC is listed.



## My Actions

The “My 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 are 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 ID displays the list; clicking on the “-“ link hides the list. A deficiency is noted as a HAP record by the “page” icon next to the deficiency ID. (NOTE: If the HAP Icon is present, inspections and deficiencies will appear for 180 days past the status change to Closed/Completed/Deleted.)

**My Actions Note:** Click The Plus/Minus Image to Expand/Collapse the panel(s). Refresh My Actions

**Corrective Actions (1)**

CA ID	Description	Cmd/Org Assigned	PRCA's	Status	Est Date	Comp Date	Created By
4430	PWD Whiting Field Mishap Training	NAVFAC Southeast	SELLEARS, JAMES,	Response Required	7/14/2019		HANSFORD, ANTONIO

**Deficiencies (2)**

**Abatement Initiated (1)** *The abatement has begun on these deficiencies.*

Deficiency ID	Inspection Info	Category	Est. Completion Date	RAC	Mission Category	Violation Description	Building	Specific Location
782510	<a href="#">Details</a>	OSH	7/12/2019	1-Critical		If the HAP Icon is present, inspections and deficiencies will appear for 180 days past the status ch....		

**Request Closure (1)** *These deficiencies have been sent to the administrators for closure.*

Deficiency ID	Inspection Info	Category	Est. Completion Date	RAC	Mission Category	Violation Description	Building	Specific Location
782509	<a href="#">Details</a>	OSH	7/12/2019	2-Serious		If the HAP Icon is present, inspections and deficiencies will appear for 180 days past the status ch....	0307	

*Has HAP associated*

**Navy Hazard Abatement Funding Requests (1)**

HA ID	Current Status	Cmd/Org (UIC)	Requester	Installation	RAC	Project Name
455	Undetermined	NAVFAC Southwest / N62473	HANSFORD, ANTONIO	NAS Fallon, NV	1-Critical	HAP Icon

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

**AEDs (1)**

**Public Access (1)**

**NAS Whiting Field, FL (1)**

ID	ETracker Title	Serial #	Building	Location	Item Exp	Battery Exp	Adult Pad Exp	Ped Pad Exp
944690	AED 44	8675309	1433	<a href="#">View</a>	7/5/2019	7/30/2021	10/25/2021	3/17/2021

**Fire (0)**

## Deficiency Page

The top portion of the deficiency displays multiple tabs for entering information regarding the deficiency. Under the "Abatement Initiated" section on the "Abatement" tab, the user may click the "Request Navy Hazard Abatement Funds" button to make a HAP request. Clicking the button will take the user to the "HAP" tab of the deficiency record. The button will only display if certain requirements are met:

- Project must be equal to or greater than \$5,000
- Project must have identified hazard with RAC 1,2, or 3

**Note:** The dollar threshold requirement is lower than specified in OPNAVINST 5100.23G, because the Navy Mishap Prevention & Hazard Abatement Program Manager made the change.

**Abatement Initiated**

\* Denotes Required Fields

Action Taken: \*

Estimated Completion Date:

Recommended Interim Controls:

Interim Controls: \*

(2000 character left)

Estimated Cost: (whole dollars) \$

Funds Required:

[Request Navy Hazard Abatement Funds](#)

Deficiency Info | Abatement | **HAP** | Re-Inspection (0) | Attachments (0)

**Hazard Abatement Program (HAP)**

Does project meet guidelines set in 5100.23 series:

- Project must be equal to or greater than \$5,000
- Project must have identified hazard with RAC 1,2, or 3
- Ensure estimated cost reflects mitigation of hazard

**Warning** - 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 Navy Hazard Abatement & Mishap Prevention Program Manager [View HAP Manager\(s\)](#)

[Create a HAP Record](#)

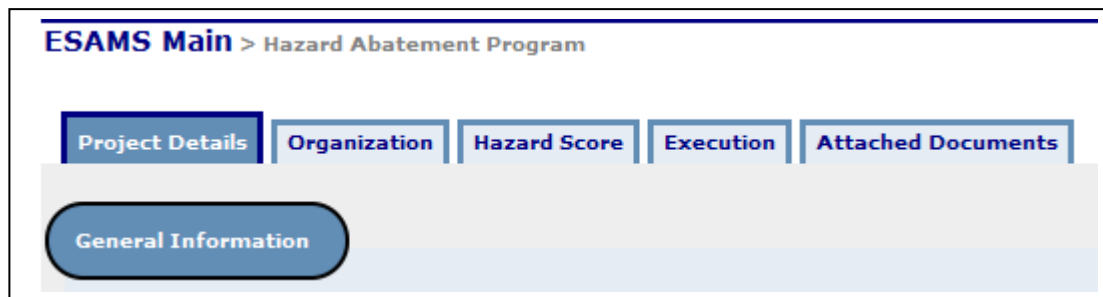
There is currently no associated HAP Record.

Alternatively, the user may click on the “HAP” tab to reach the same page.

- Project guideline requirements and common reasons for rejection are shown on the page.
- Clicking the “[View HAP Manager\(s\)](#)” link opens a window in which the contact information for local HAP Managers listed in ESAMS can be viewed.
- Clicking the “[Create a HAP Record](#)” button takes the PRA to the Hazard Abatement Program area, to begin the process of creating a HAP funding request.

## 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:

- **Status Definitions** – Clicking this link will open a new window in which the user can view the definitions of each Project Status.
- **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.
- **Save** – Clicking this button saves the current entered information on the HA record. Until the record is saved it does not exist in the system. Click Save BEFORE you leave the record. A HA ID and record are created at this time.

## 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 screenshot shows the 'General Information' tab of a web form. It contains the following fields and elements:

- Project Name:** A text input field containing 'FRCWESTPAC Fall Prot'.
- Project Description:** A large text area containing 'Provide working platforms and fall arrest system davits for operations in FRCWESTPAC facilities. Building 5500'.
- Project Status:** A dropdown menu with 'Completed' selected. A red box highlights the dropdown arrow.
- View Status History**, **View Deficiency Info**, and **View Inspection Info**: Three blue links.

- **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.
- **Project Status** – The HAP Administrator can click on this drop-down selector to change the status of the project.
- **View Status History** – Clicking this button will open a new window in which the administrator can view a list of when the status was changed on the record.
- **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.

The screenshot shows the 'Request HA' tab of a web form. It contains the following fields and elements:

- Installation:** Text input field with 'NAS Jacksonville'.
- Building:** Text input field with 'N/A'.
- Specific Location:** Text input field with '(256 Char. Limit) Ducts connecting to Bldg 354, Rm 22'.
- How was Hazard Identified?\***: Dropdown menu with 'Routine inspection' selected.
- Primary Project Category:\***: Dropdown menu with 'Ventilation' selected.
- Type:**: Dropdown menu with 'Welding' selected.
- Secondary Project Category:**: Dropdown menu with 'Confined Space' selected.
- Estimated Cost:\***: Text input field with '80000'.
- How did you arrive at the estimate?\***: Text input field with 'How did you arrive at the estimate?'.
- Is project on command/region Integrated Priority List?\***: Radio buttons for Yes, No, and Unkown (selected).
- Are facilities personnel aware/involved?\***: Radio buttons for Yes (selected), No, and Unkown.
- Design or engineering study needed to complete project?\***: Radio buttons for Yes, No (selected), and Unkown.
- Engineering estimate needed for project?\***: Radio buttons for Yes (selected), No, and Unkown.
- Engineering estimate status:** Dropdown menu.
- Comments:** Text input field.
- Submit** and **Cancel**: Two buttons at the bottom.
- \* Denotes Required Fields**: A red asterisk legend at the bottom.

- **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 and saving, will change the information on the Deficiency record as well. Once the HAP is submitted neither a POC/PRA or inspection Administrator can change it from the HAP; it is grayed out. However, they CAN change the Estimated Cost on the Deficiency record, and as soon as the change is saved the change is reflected on the HAP as well. This can be done when the HAP is in ANY status.**
- **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 “Unknown”
- **Are facilities personnel aware/involved?** – The user must select “Yes”, “No”, or “Unknown”
- **Design or engineering study needed to complete project?** – The user must select “Yes”, “No”, or “Unknown”
- **Engineering estimate needed for project?** – The user must select “Yes”, “No”, or “Unknown”
  - **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.

**Organization Info**

Cmd/Org (UIC): PWD Jacksonville - N44  
 Major Cmd/Org: NAVFAC HQ - N00025  
 POC for Request: TESTA, DEBORAH  
 Name: TESTA, DEBORAH  
 Phone Number: 9018743061  
 E-mail: [deborah.X.testa@navy.X.mil](mailto:deborah.X.testa@navy.X.mil)

**Inspector**

Name: TESTA, DEBORAH  
 Phone Number: 9018743061  
 E-mail: [deborah.X.testa@navy.X.mil](mailto:deborah.X.testa@navy.X.mil)

**Facility POC**

Name:  
 Phone Number:  
 E-mail:

**Other POC**

Name	Phone Number	E-mail
CHAVEZ, DAVID	8059825314	<a href="mailto:david.X.chavez1@navy.X.mil">david.X.chavez1@navy.X.mil</a>
VENABLE, WILLIAM	8059823771	<a href="mailto:william.X.venable@navy.X.mil">william.X.venable@navy.X.mil</a>
ZHAI, LANCE	8084721423	<a href="mailto:lance.X.zhai@navy.X.mil">lance.X.zhai@navy.X.mil</a>
HUMPHREY, GLENNA	6195322025	<a href="mailto:glenna.X.humphrey@navy.X.mil">glenna.X.humphrey@navy.X.mil</a>
SATO, JOHN	8084721394	<a href="mailto:john.X.sato@navy.X.mil">john.X.sato@navy.X.mil</a>
SAUER, ROBIN	2026859216	<a href="mailto:robin.X.sauer@navy.X.mil">robin.X.sauer@navy.X.mil</a>
SMITH, SHAWN		<a href="mailto:SHAWN.X.C.X.SMITH2@NAVY.X.MIL">SHAWN.X.C.X.SMITH2@NAVY.X.MIL</a>
TESTA, DEBORAH	9018743061	<a href="mailto:deborah.X.testa@navy.X.mil">deborah.X.testa@navy.X.mil</a>
WHITEHEAD, CINDY	(540) 653-8257	<a href="mailto:cindy.X.whitehead@navy.X.mil">cindy.X.whitehead@navy.X.mil</a>
WALKOWIAK, WILLIAM		<a href="mailto:william.X.walkowiak@navy.X.mil">william.X.walkowiak@navy.X.mil</a>

- **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](#))
- **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.

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

Save

**General Safety**

Hazard Type: Safety  
Population Exposed: 50  
Hazard Severity: 1 - I - Catastrophic  
Mishap Probability: 1 - A - Likely  
Deficiency RAC History:

Changed Date	RAC	Severity	Probability	Changed By	Reason
2/23/2017 9:17:22 AM	1-Critical	I - Catastrophic	A - Likely	TESTA, DEBORAH (5720270)	Initial Selection

CEI: 1.1

**Hazard Safety**

Abatement Priority Number: 1 (1.1)  
Risk Assessment Code: 0 -

- **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 can be entered on the HA record by the submitter prior to submission, and can be edited by an HA Administrator ([see below](#))
- **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 can be entered on the HA record by the submitter prior to submission, and can be edited by an HA Administrator ([see below](#))
- **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. The CEI calculation is found in DoDI 6055.01 on the last page of the Appendix to Enclosure 3.
- **Abatement Priority Number** – Auto-populated from the RAC and CEI calculations [RAC# (CEI#)]
- **Risk Assessment Code** –
  - **Hazard Type: Safety** – Auto-populated from information in Section 2 “RAC Current” on the Deficiency record.
  - **Hazard Types: Asbestos or Health** – Determined by the current Hazard Severity and Mishap Probability information entered by the submitter/administrator.
    - **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. **Note: This link is displayed only for Hazard Types: Asbestos or Health.**

## 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](#)).

The screenshot shows the 'Execution' tab in a software interface. At the top, there are navigation tabs: 'Project Details', 'Organization', 'Hazard Score', 'Execution' (selected), and 'Attached Documents'. A 'Save' button is in the top right corner. Below the tabs is a 'Project Cost Summary' section containing 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 'Execution Periods' section, which is currently empty.

When the Project Cost Summary is updated through changes in the Execution Period(s), the deficiency will begin reflecting the change, as well as any further changes, on the deficiency Abatement TAB next to the Estimated Cost. The new field is Titled "HAP Cost Estimate" and the value will be grayed out. This information will also appear on the Deficiency Master Report to the right of the 'Navy Hazard Abatement Funds' column.

This screenshot shows a form with two main fields. The first is 'Estimated Cost: (whole dollars)' with a value of 75000. The second is 'HAP Cost Estimate:' with a value of 1700. The 'HAP Cost Estimate' field is highlighted with a red border. Below these fields is a 'Funds Required:' section with an unchecked checkbox.

## 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 in the software interface. At the top, there are navigation tabs: 'Project Details', 'Organization', 'Hazard Score', 'Execution', and 'Attached Documents' (selected). A 'Save' button is in the top right corner. Below the tabs is an 'Attached Documents' section containing a table with the following data:

Name	Description	Date Added	Uploaded By
HAP Hazard Abatement Program Manual 022317.doc		2/23/2017	DEBORAH TESTA

Below the table is an 'Attach File' button, which is highlighted with a red border.

**Upload New File**
Close Window

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,.PPTX,.JPEG)

File Description (100 char max):

**NOTICE: You are responsible for the content of the file you attach to the system.**

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.

### Completing Submittal

The “[Submit](#)” and “[Cancel](#)” buttons are located at the bottom of each tab. Until the “Submit” button is clicked you can continue making changes, and the HAP remains in “Not Submitted (New)” status. Note: In New status, the HAP is only visible through My Actions and the deficiency itself. In the Deficiency Master Report, it is also displayed in the ‘Navy Hazard Abatement Funds’ column, as long as the ‘HAP Initiated’ checkbox is NOT selected on the report. 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 and changes the status to “Undetermined”.

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

\* Required Fields

**Program Notification**
80000
X

## HA Request has been submitted

**Reminder: You may access this request from [My Links -> 'Abatements/Corrective Actions' Link]**

Once you have submitted the HAP, only the following, and their associated fields can be updated by the PRA/POC or Inspection Administrator from within the HAP:

- Is project on command/region Integrated Priority List?
- Are facilities personnel aware/involved?
- Design or engineering study needed to complete project?
- Engineering estimate needed for project?
- Add Additional Comment
- You can still Attach files, or delete your attached files.

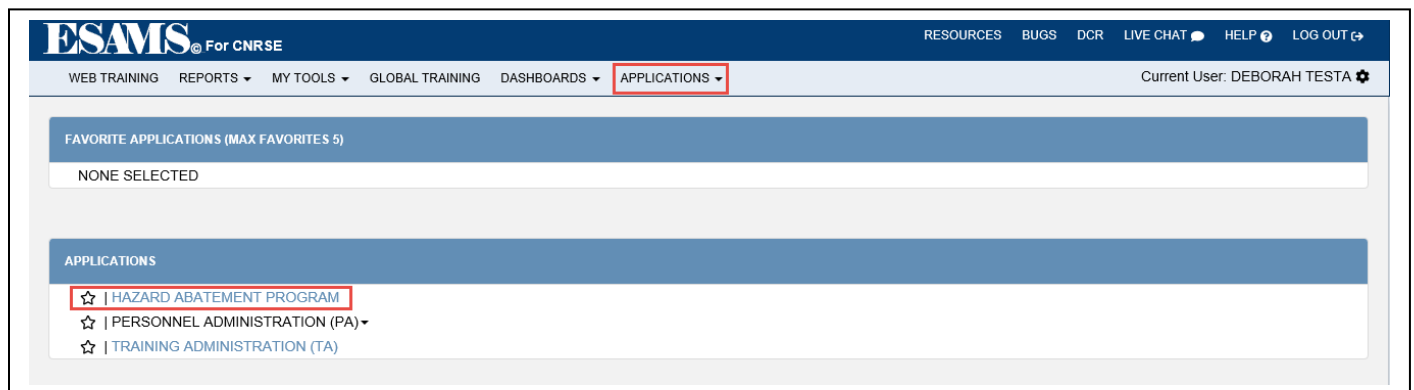
**Note: please recall, the RAC, and Estimated Cost and be updated from the Deficiency, but not on the HAP.**

## 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

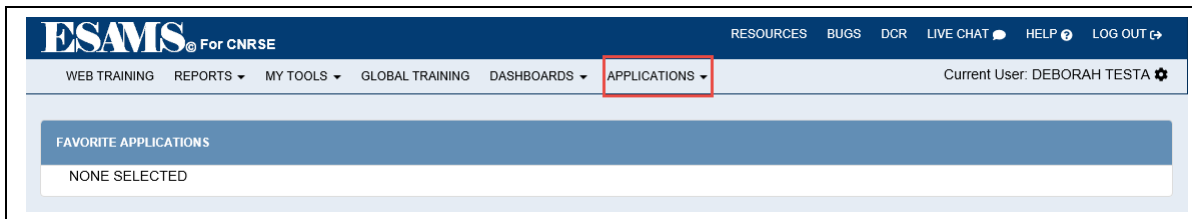
An HA administrator can view the HA Main area by clicking on the “[Hazard Abatement Program](#)” link under “[Applications](#)” on the ESAMS Main page. The HA Main page allows HA administrators to search for HA project records, and also displays a hotlist of the administrator’s current HA project records.



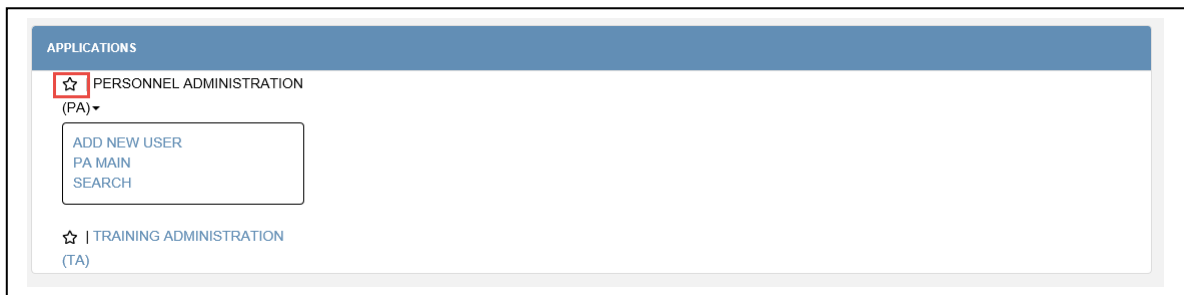
## Favorite Applications

At the top of the ESAMS Main page, the “Applications” link contains several links for administrators. Clicking on the “Applications” link expands the area to show all links available to the administrator. Administrators can note specific application links in the “Applications” area as “Favorites”. These links will be displayed in the “Favorite Applications” area above the normal application links, allowing the administrator to quickly access the application link(s). (example shown below)

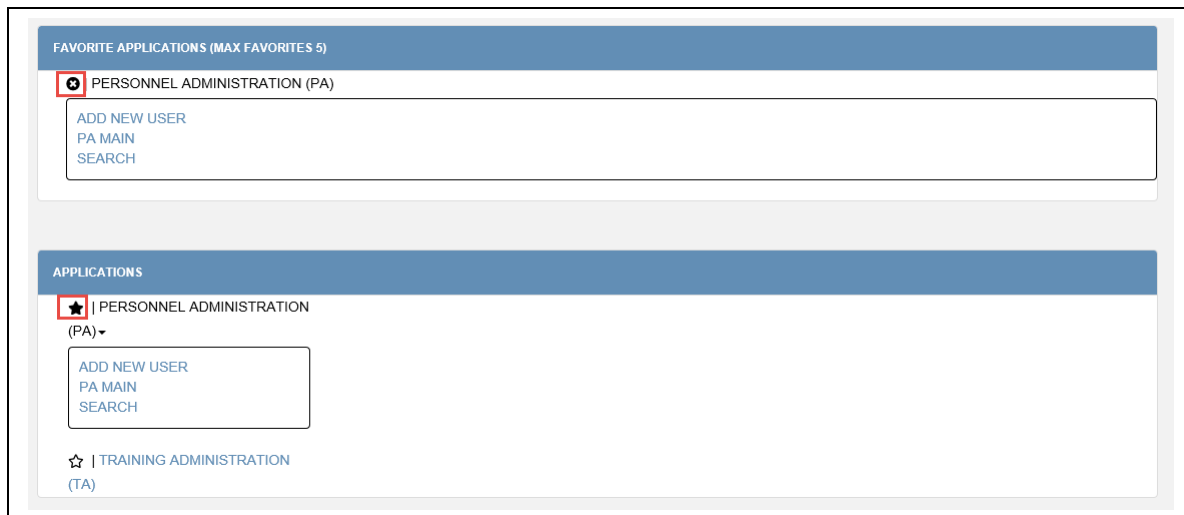
1. Click on the “Applications” link.



2. Click on the star icon next to an application link.



3. The application link will now also be displayed in the “Favorite Applications” section.



4. Click on the star icon again or the “X” next to the application link to remove it from the “Favorite Applications” section.

- 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.

### Search Criteria

Reset
Search

**HA ID:**

**Primary Project Category:**

**Secondary Project Category:**

**Project Status:**

**Design Execution FY:**  to

**Construction Execution FY:**  to

**Project Creation Date:**  to

**CMD/Org:**

**Major Command:**

**FEC:**

**Project Description:**

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

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

- o 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.

The screenshot displays a web form titled "General Information" for a project named "Ventilation Connection". The project description is "Reconnection of ventilation ducts". The "Project Status" dropdown menu is open, showing options: Undetermined, Hold, Undetermined, Preliminary Planning, Funding Approved, Funding Pending, Design in Progress, Design Complete, Work in progress (WIP), Completed, Canceled, and Denied. The "View Status History" link is circled in red. Other elements include "Print Details", "Change Log", "Spell Check", and a "Request HA" button.

Field	Value
Project Name	Ventilation Connection
Project Description	Reconnection of ventilation ducts
Project Status	Undetermined

## 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 calculations are based upon the Hazard Type and come from OPNAVINST 5100.23(Series) Chapter 12 and DoDI 6055.01 Appendix to Enclosure 3.

The screenshot displays a web application interface for the 'Hazard Score' tab. At the top, there are navigation tabs: 'Project Details', 'Organization', 'Hazard Score' (selected), 'Execution', and 'Attached Documents'. On the right side of the top bar, there 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 and a red circle around it)
  - 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 link labeled 'Calculating the Risk Assessment Code' is located in the top right of the 'General Safety' section.

## Execution

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

The screenshot shows the 'Execution' tab of a software interface. At the top, there are navigation tabs: 'Project Details', 'Organization', 'Hazard Score', 'Execution' (selected), 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 'Execution Periods' section with a button labeled 'Add Execution Period' 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.

This screenshot shows the 'Execution' tab with a populated 'Project Cost Summary' table and an 'Add Execution Period' table. The 'Project Cost Summary' table is as follows:

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

The 'Add Execution Period' table below it has 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

A red arrow points from the 'Awarded' column of the 'Add Execution Period' table to the 'Awarded' column of the 'Project Cost Summary' table. Other elements include a 'Save' button, 'Print Details', 'Change Log', and 'Spell Check' links, and a 'Remove Execution Period' button circled in red.

. 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](#)).

The screenshot displays the 'Attached Documents' tab in a web application. At the top, there is a navigation bar with tabs for 'Project Details', 'Organization', 'Hazard Score', 'Execution', and 'Attached Documents'. Below the tabs, there are buttons for 'Print Details', 'Change Log', 'Spell Check', and 'Save'. A table lists the attached documents with columns for 'Name', 'Description', 'Date Added', and 'Uploaded By'. One document is listed: 'Abatement Procedures.ppt' with a date added of '9/27/2012' and uploaded by 'Ryan Mcbawn'. Below the table, there is an 'Attach File' button, which is circled in red.

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

## 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 Inspection and HA Administrators, any POCs and/or PRAs associated with the inspection/deficiency:
  - Request Closure
  - Closed
  - Deficiency No Longer Valid

## Editing the Deficiency Record

When a Deficiency record with an HA record is edited and the “Save” button is clicked, 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:

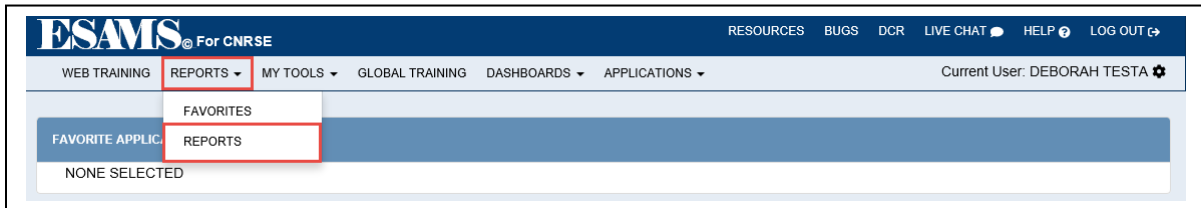
- Hazard Severity
- Mishap Probability
- RAC

# Hazard Abatement Reports

## Favorite Reports

At the top of the ESAMS Main page, the “Reports” link contains several links for administrators. Clicking on the “Reports” link expands the area to show all links available to the administrator. Administrators can note specific report links in the “Reports” area as “Favorites”. These links will be displayed in the “Favorite Reports” area above the normal report links, allowing the administrator to quickly access the report link(s).

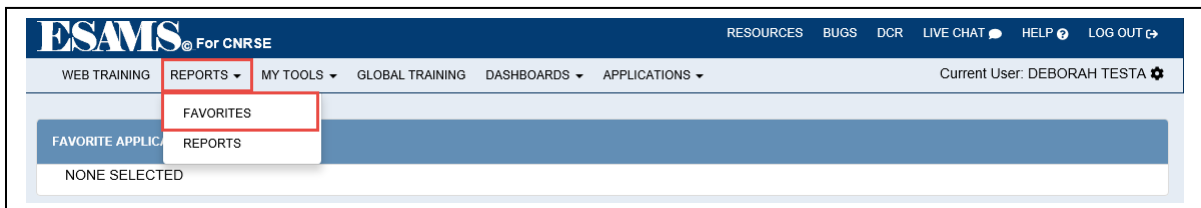
1. Click on the “Reports” link.



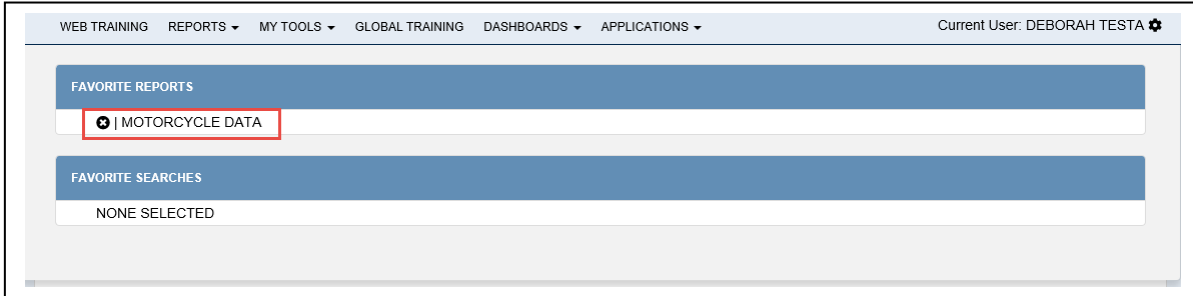
2. Click on the star icon next to a report link.



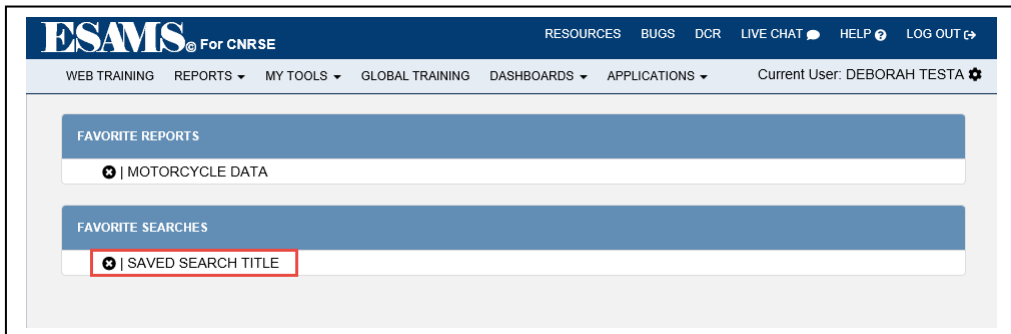
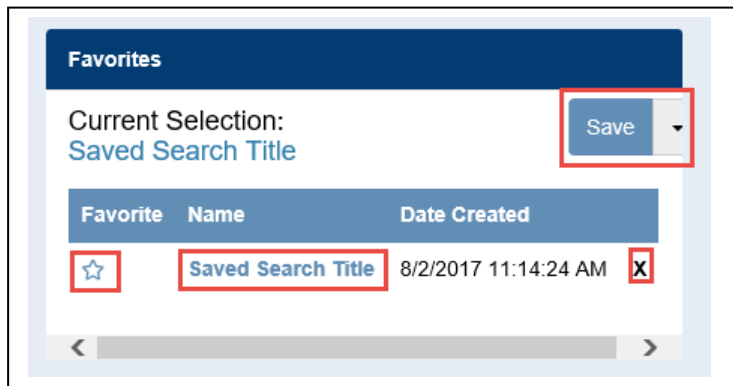
3. The report link will now also be displayed in the “Favorites” section under “Reports”.



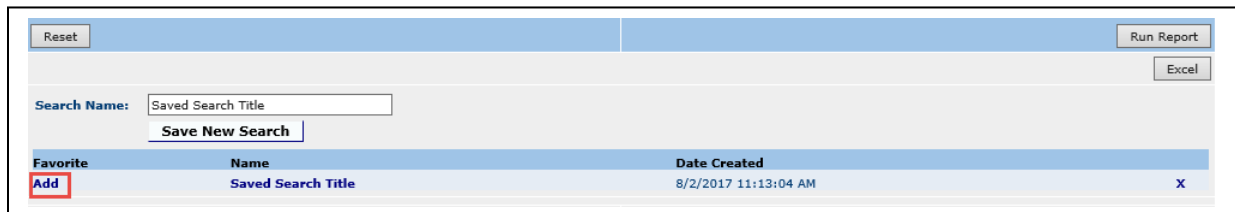
- Click on the star icon again or the "X" next to the report link to remove it from the "Favorite Reports" section.



- Some reports in ESAMS contain the ability to save search criteria so that the administrator may run the same type of report in the future. If an administrator has saved a search in a report, checking the star icon next to the saved search name places a link to the saved search in the "Favorites" area under the "Reports" link.



- Older reports may show favorites searches differently. Once the favorite search is saved, look for the "Add" link under the "Favorites" column of saved searches. Clicking the "Add" link add the search to the "Favorites" area under the "Reports" link. Click the "Remove" link or the "X" next to the report link to remove it from the "Favorite Reports" section.



## Hazard Abatement Master Report

The Hazard Abatement (HA) Master Report allows the administrator to view Hazard Abatement project information. The information is provided as an Excel download that can be saved on the administrator's computer. The administrator may narrow down the search by filling in any of the appropriate fields within the Search Criteria section (Primary Project Category, Design Execution FY, Cmd/Org, etc). Alternatively, administrators may leave all of these fields blank to run the report for every HA project in their scope. The administrator may save a search under the "Saved Reports" area by filling in the "Search Name" field at the top of the screen and clicking on the "Save New Search" button. By clicking on the search's name, the saved selections will automatically be chosen for the report. These "Favorite Searches" can be modified by selecting the search, choosing the field selections to be changed, and clicking on the "Update/Save Current" button. Once the favorite search is saved, look for the "Add" link under the "Favorites" column of saved searches. Clicking the "Add" link add the search to the "Favorites" area under the "Reports" link. Click the "Remove" link or the "X" next to the report link to remove it from the "Favorite Reports" section.

Favorite	Name	Date Created
<a href="#">Add</a>	Saved Search Title	8/2/2017 11:13:04 AM

An Administrator may change the default fields to run the standard "HA Projects Summary Report" by clicking the report link under Favorite Search, and then clicking the "Run Report" button.

**Saved Reports**

Search Name:  Current Search: NAVFAC SE Fall Prot

[Save New Search](#) [Update/Save Current](#)

Favorite Search	Date Created
<a href="#">HA Projects Summary Report</a>	
X <a href="#">NAVFAC SE Fall Prot</a>	2/23/2017 10:05:22 AM

**HA Master Report**

[Reset](#) [Run Report](#)

**Search Criteria**

HA ID:

Primary Project Category:  ▼

Secondary Project Category:  ▼

Project Status:

Design Execution FY:  to

Construction Execution FY:  to

Project Creation Date:

Cmd/Org:  ▼

Major Cmd/Org:  ▼

FEC:  ▼

Project Description: (contains)

Once all fields that the administrator requires to define the range of hazard abatement projects for which the administrator is searching have been filled in, the administrator must select which Output Fields will be displayed on the report. These fields determine what sort of information will be displayed for the administrator in the downloadable Excel spreadsheet. (If no fields are chosen, no information can be displayed.) The administrator may: 1) choose to select all fields in an individual section by selecting the “[Select all XXXXX Fields](#)” box at the top of each section (for example choosing all fields in the Project Details Fields); or 2) select the box next to each information field that the administrator wishes to view. Clicking the “[Run Report](#)” button will bring up the results of the search.

Output Field Selection	
Select Default Fields	<input type="checkbox"/> Select all Fields
<b>Section 1: Project Details</b> <input type="checkbox"/> Select all Project Details Fields	
<input checked="" type="checkbox"/> HA ID (required)	<input type="checkbox"/> Created By
<input checked="" type="checkbox"/> Cmd/Org (UIC)	<input type="checkbox"/> Major Cmd/Org
<input checked="" type="checkbox"/> Project Name	<input type="checkbox"/> Project Description
<input checked="" type="checkbox"/> HA Status	<input checked="" type="checkbox"/> Installation
<input type="checkbox"/> Building	<input type="checkbox"/> Specific Location
<input type="checkbox"/> Hazard Identified	<input type="checkbox"/> Primary Project Category
<input type="checkbox"/> Secondary Project Category	<input checked="" type="checkbox"/> Estimated Cost
<input type="checkbox"/> Is Project on IPL	<input type="checkbox"/> Are facilities personnel aware/involved
<input type="checkbox"/> Design or Eng. Study needed	<input type="checkbox"/> Engineering Estimate Needed
<input type="checkbox"/> Engineering Estimate Status	<input type="checkbox"/> Engineering Estimate Request Date
<b>Section 2: Hazard Score</b> <input type="checkbox"/> Select all Hazard Score Fields	
<input type="checkbox"/> Hazard Type	<input checked="" type="checkbox"/> Population Exposed
<input type="checkbox"/> Hazard Severity	<input type="checkbox"/> Mishap Probability
<input checked="" type="checkbox"/> Risk Assessment Code	
<b>Section 3: Execution</b> <input type="checkbox"/> Select all Execution Fields	
<input type="checkbox"/> Estimate Total	<input type="checkbox"/> Budgeted Total
<input type="checkbox"/> Awarded Total	