ESAMS©

Inspections, Deficiency, and Abatement Tracking System (IDATS) User's Manual – Abatement Process

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THE ABATEMENT PROCESS – PERSON RESPONSIBLE FOR ABATEMENT 3

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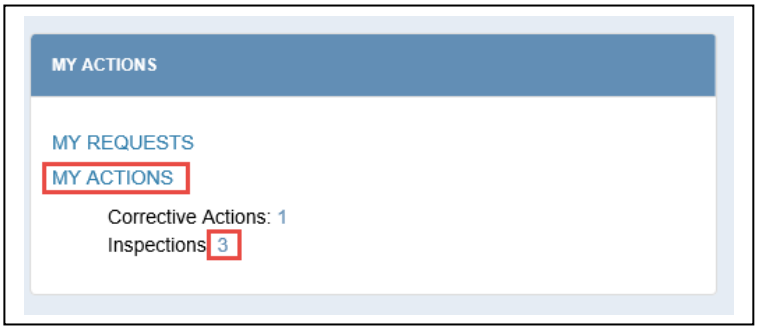
The Abatement Process – Person Responsible for Abatement

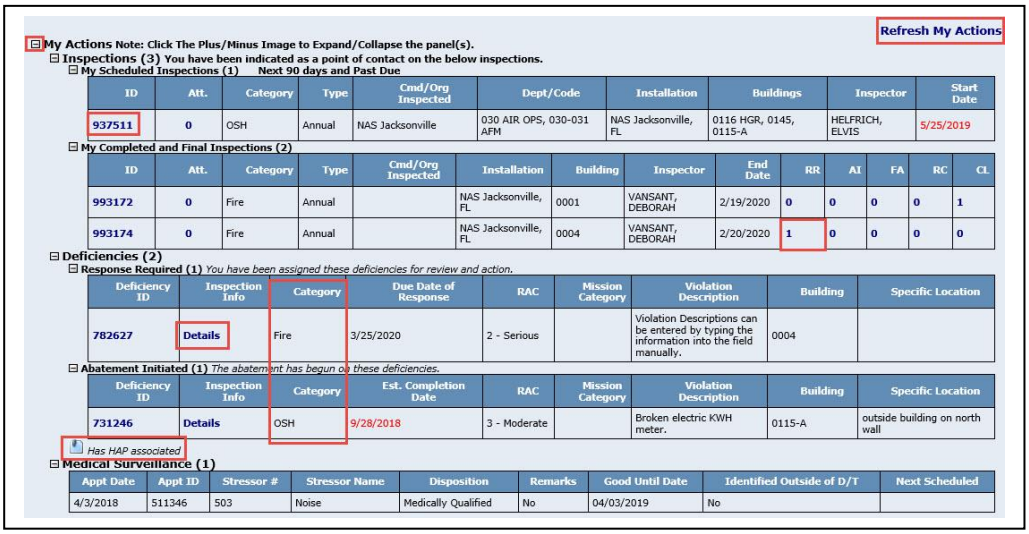
When an inspection is completed in IDATS, an email goes out to identified points of contact (POC) and those responsible for the abatement (PRA) of the deficiencies associated with that inspection. The Person Responsible for Abatement (PRA) receiving the email may or may not be responsible for all the deficiencies noted on the inspection.

NOTE: IDATS access is not required for the POC or PRA. The PRA will automatically have access to IDATS only for that specific inspection's deficiencies assigned to them, and the POC will have access to all deficiencies in the inspection, using the "My Actions" link on the left side of the main ESAMS page.



My Actions

The "My Actions" page for a PRA is shown below. Personnel can only access the deficiencies for which they are noted as PRA, POC or Fire Warden. **Note: For purposes of this manual, if they choose to take the action, where you see "PRA" it also applies to the "POC" or "Fire Warden".** The hot list for a PRA will contain a list of open deficiencies where the user is one of the persons designated as responsible for abatement on the deficiency. A deficiency is open if the status is in one of the following status: Response Required, Abatement Initiated, or Request Closure. Below is an example of the abatement hot list.



Refresh My Actions

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

Inspections (3) You have been indicated as a point of contact on the below inspections.

My Scheduled Inspections (1) Next 90 days and Past Due

ID	Att.	Category	Type	Cmd/Org Inspected	Dept/Code	Installation	Buildings	Inspector	Start Date
937511	0	OSH	Annual	NAS Jacksonville	030 AIR OPS, 030-031 AFM	NAS Jacksonville, FL	0116 HGR, 0145, 0115-A	HELFRICH, ELVIS	5/25/2019

My Completed and Final Inspections (2)

ID	Att.	Category	Type	Cmd/Org Inspected	Installation	Building	Inspector	End Date	RR	AI	FA	RC	CL
993172	0	Fire	Annual		NAS Jacksonville, FL	0001	VANSANT, DEBORAH	2/19/2020	0	0	0	0	1
993174	0	Fire	Annual		NAS Jacksonville, FL	0004	VANSANT, DEBORAH	2/20/2020	1	0	0	0	0

Deficiencies (2)

Response Required (1) *You have been assigned these deficiencies for review and action.*

Deficiency ID	Inspection Info	Category	Due Date of Response	RAC	Mission Category	Violation Description	Building	Specific Location
782627	Details	Fire	3/25/2020	2 - Serious		Violation Descriptions can be entered by typing the information into the field manually.	0004	

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
731246	Details	OSH	9/28/2018	3 - Moderate		Broken electric KWH meter.	0115-A	outside building on north wall

Has HAP associated

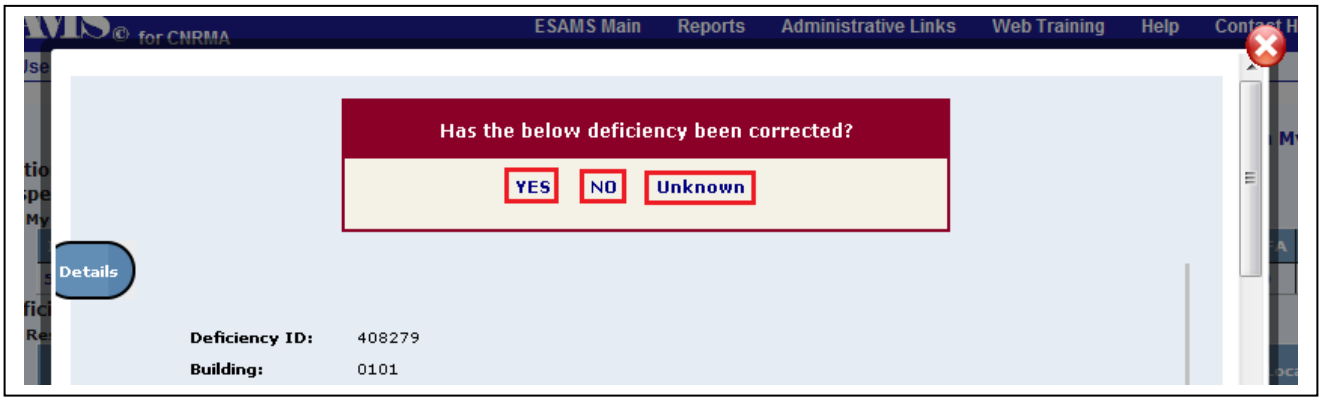
Medical Surveillance (1)

Appt Date	Appt ID	Stressor #	Stressor Name	Disposition	Remarks	Good Until Date	Identified Outside of D/T	Next Scheduled
4/3/2018	511346	503	Noise	Medically Qualified	No	04/03/2019	No	

- Clicking on the "**+**" next to the Deficiency category displays the list; clicking on the "**-**" link hides the list.
- Clicking on the "Details" link opens a new window in which the PRA can view the inspection details.
- Clicking on a deficiency ID number opens a new window in which the PRA can view and work the selected deficiency record.
- Clicking the "Refresh My Actions" link updates the hotlist.
- Deficiencies noted with the "page" icon have an associated Hazard Abatement Program (HAP) record (see below).
- If the HAP Icon is present, inspections and deficiencies will appear for 180 days past the status change to Closed/Completed/Deleted.)

Deficiency Page

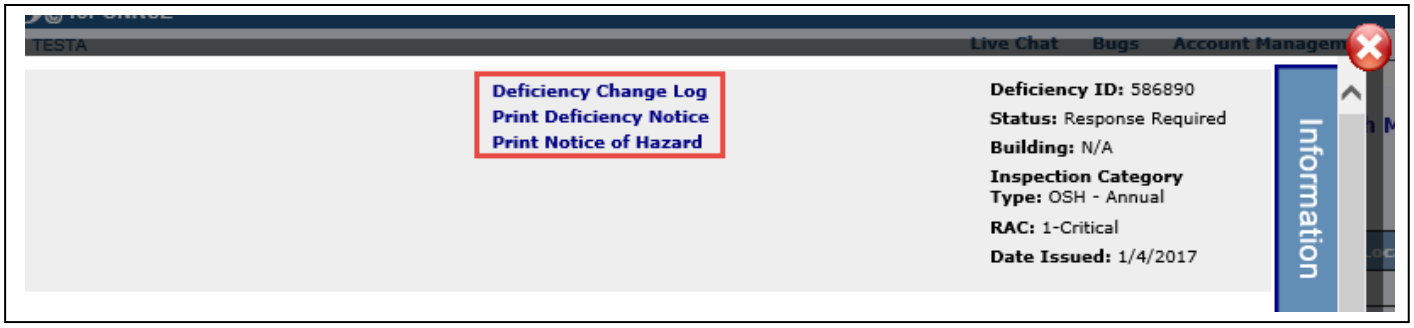
Once the inspection record has been completed, all associated deficiency records are moved from “New” status to “Response Required” status and emails are sent to relevant personnel, including the Person(s) Responsible for Abatement (PRA) for the deficiency. The PRA must log into ESAMS and click on the “My Actions” link on the ESAMS Main page (shown above) to begin working the deficiency record. Clicking on a deficiency ID opens a new window in which the deficiency record can be worked.



The PRA will first be asked: “Has the below deficiency been corrected?”

- Clicking “Yes” will open the deficiency record to the “Request Closure” section of the Abatement tab.
- Clicking “No” will open the deficiency record to the “Abatement Initiated” section of the Abatement tab.
- Clicking “Unknown” will open the deficiency record, displaying both the “Request Closure” and “Abatement Initiated” sections of the Abatement tab.

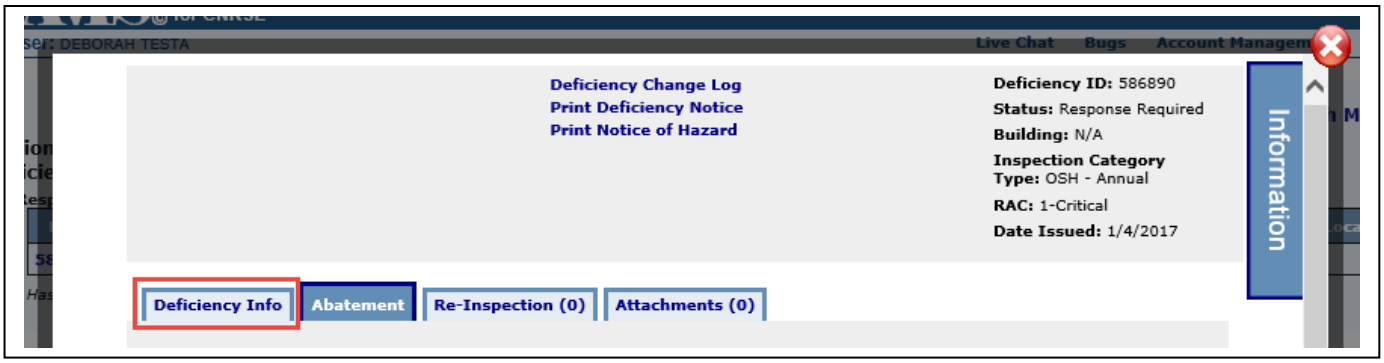
Based upon the answer to the question, the system will display all fields required to complete and close the record.



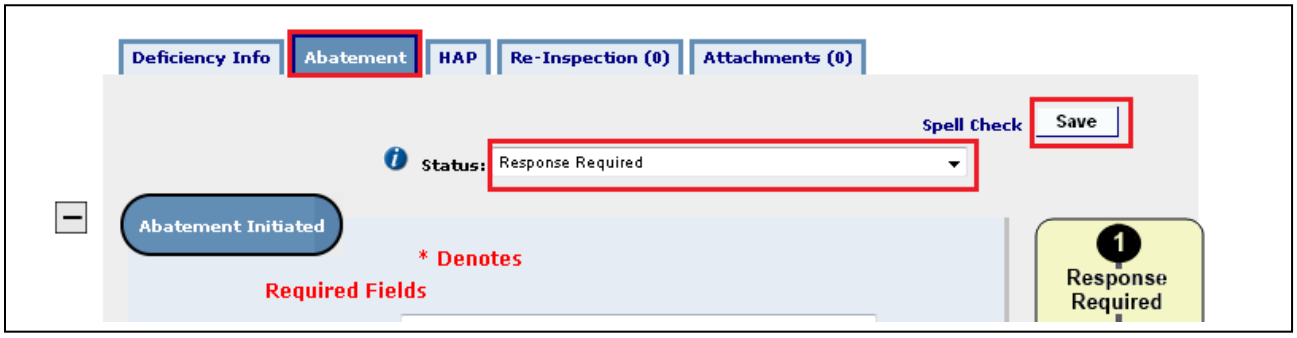
The top of the Deficiency record contains:

- Deficiency Change Log: Clicking this link opens a new window in which the administrator can view information on changes made to the record.
- Print Deficiency Notice: Clicking this link creates a Word document that contains the deficiency information and can be used as a posted Deficiency Notice document.
- Print Notice of Hazard: Deficiencies with a RAC 1, 2 or 3 will also have an option to print a Notice of Hazard. The Notice of Hazard is an Acrobat file containing information extracted from the Deficiency Info TAB; the Location (deficiency ‘Specific Location’), Hazardous Condition (deficiency ‘Violation Description’), RAC (deficiency ‘Risk Assessment Code’), Interim Control(s) (deficiency ‘Recommended Interim Controls’) and Permanent Control(s) (deficiency ‘Recommended Permanent Controls’). As a PRA you will need to manually fill in three fields. Date Posted (upper right corner), For Further Information Contact (your name and telephone number at the bottom left corner), and Expected Completion Date (bottom right corner).

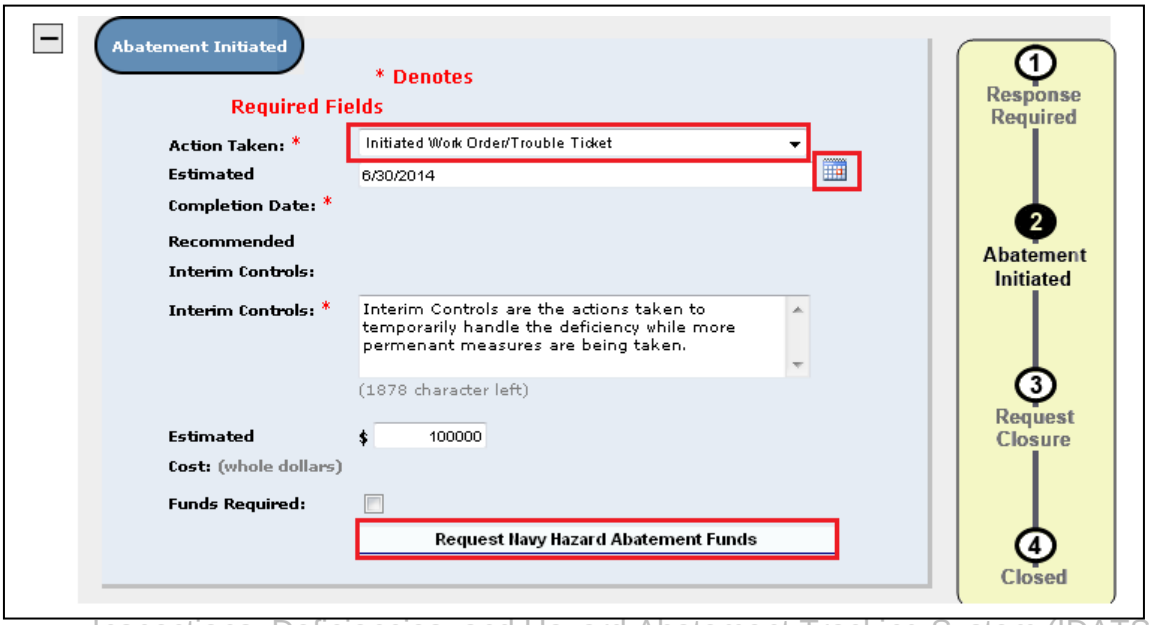
- Deficiency Info: In the top right corner, pertinent information is displayed for the administrator.
- On the right side of the deficiency record, there is a slide-out tab: “Information: Clicking on this tab causes the tab to expand, displaying pertinent inspection information. Clicking on the “More Info” link opens a new window displaying the full inspection record.



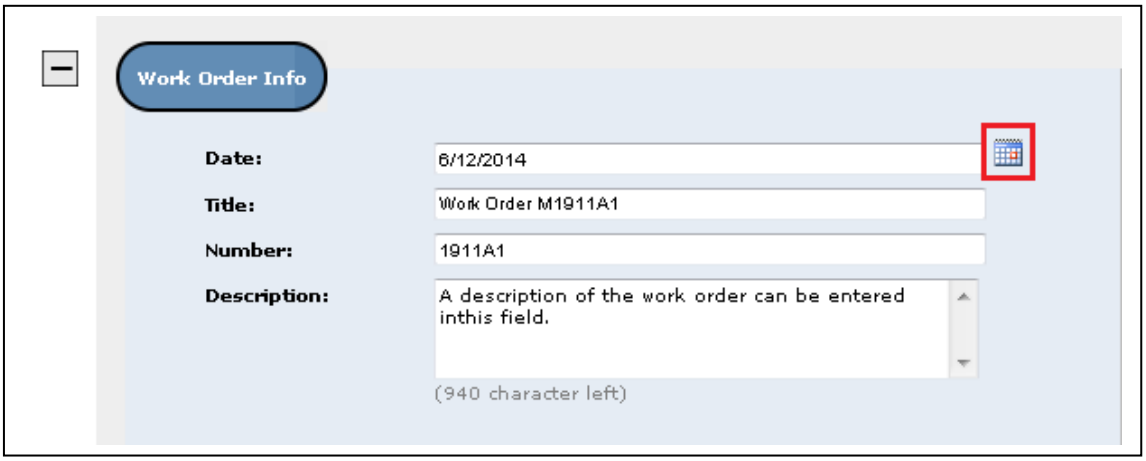
- The Deficiency record has five tabs: Deficiency Info, Abatement, HAP, Re-Inspection, and Attachments.
  - Deficiency Tab
    - This tab contains the deficiency information entered by the inspector(s)/administrator(s). The PRA can view but not edit this information.



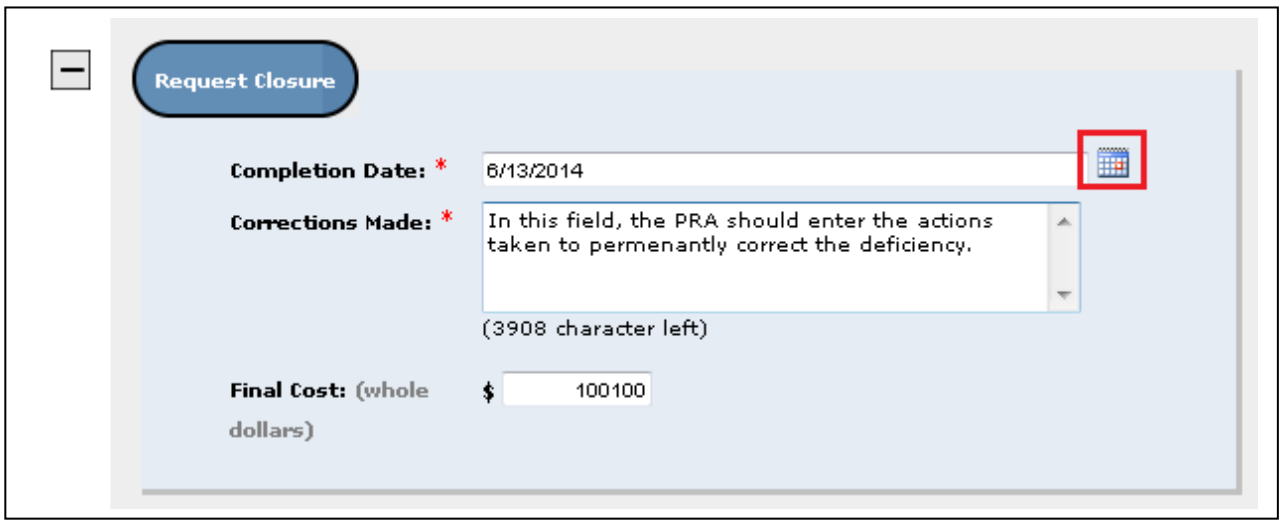
  - Abatement
    - This tab is the primary area in which the PRA will enter information.
    - Status: Clicking on the drop-down arrow allows the PRA to select the status of the deficiency record. The PRA must click the “Save” button to change the record to the selected status.



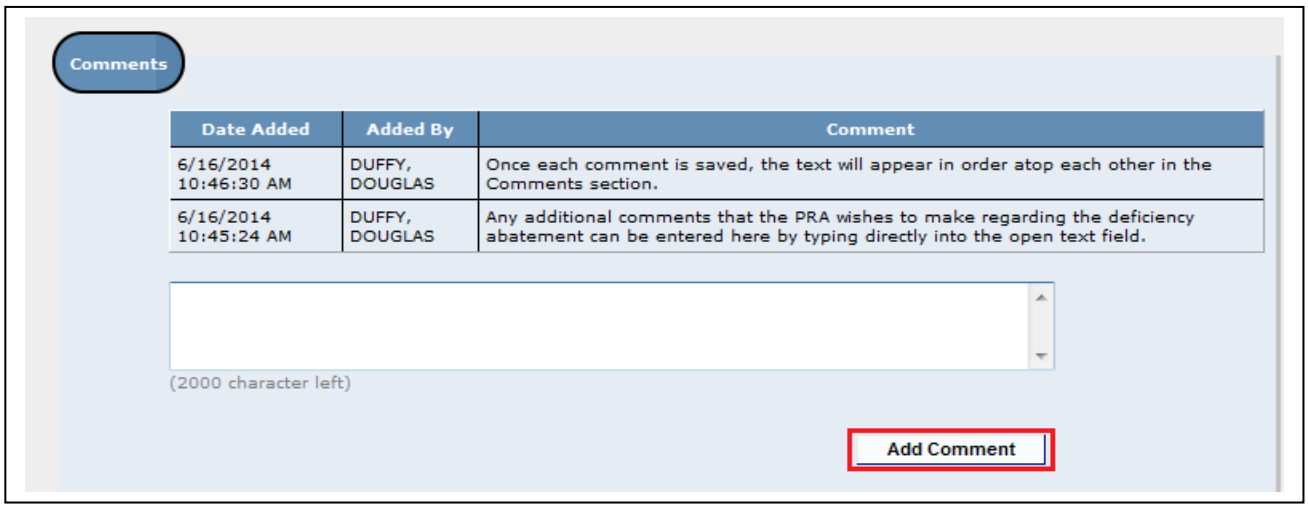
1. In this section, the PRA must note the actions that are being taken to abate the deficiency. Placing any information in this area and clicking the "Save" button will automatically change the record from "Response Required" to "Abatement Initiated".
2. Action Taken: Clicking on the drop-down arrow allows the PRA to select the type of action taken to abate the deficiency.
3. Estimated Completion Date: Clicking on the calendar popup allows the PRA to select the date by which the abatement should be completed.
4. Recommended Interim Controls: This field will auto-populate with the information entered in this field on the inspection record by the administrator.
5. Interim Controls: The PRA must enter the temporary safeguards imposed to make the hazard safer until the hazard is abated by typing directly into the field.
6. Estimated Cost: The PRA can enter the estimated cost of abating the deficiency (whole dollar amounts only).
7. Funds Required: Checking this box notes that funds are required to abate the deficiency. This just a visual indicator.
8. Request Navy Hazard Abatement Funds: Clicking this button takes the PRA to the "HAP" tab, allowing the PRA to request funding for the abatement (see below). 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.
    - The following fields will transfer to the HAP. Specific Location from the Deficiency Info TAB, with the rest from the Abatement TAB; Estimated Cost, Work Order Title, and Work Order Description. Each can be edited as desired on the HAP, but it is easier to make the entries as complete as possible before you create the HAP.



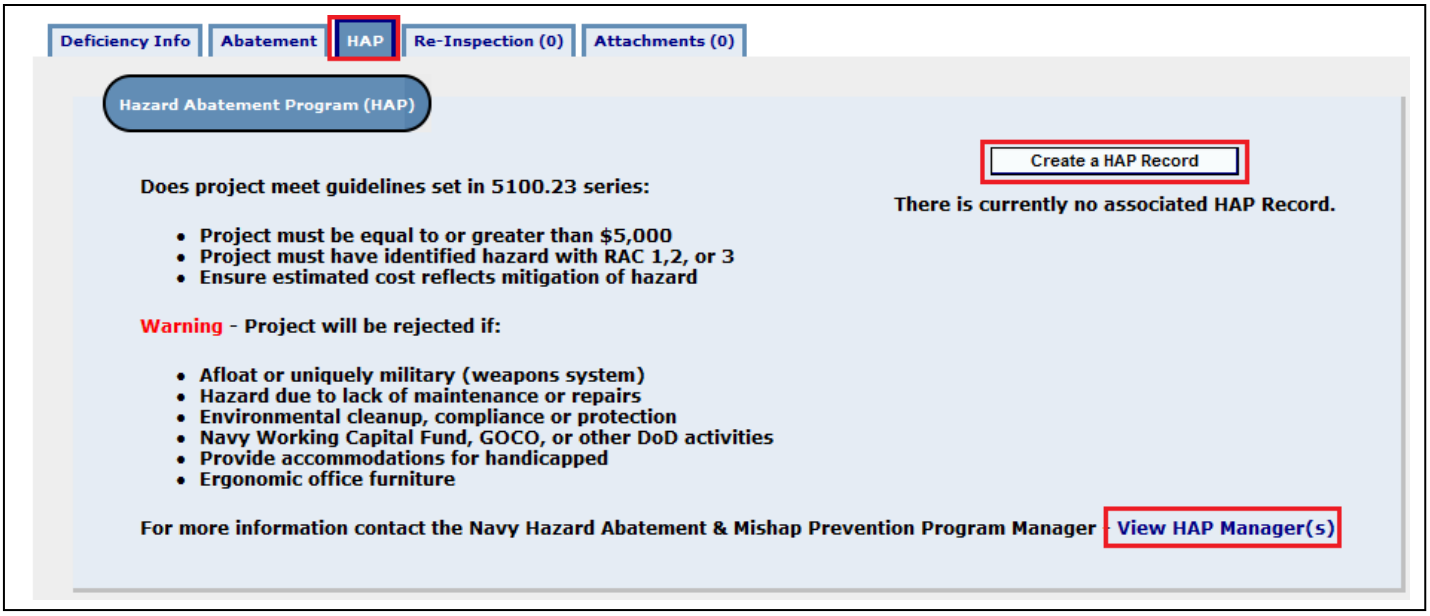
- Work Order Info
    1. If a work order was requested/created to abate the deficiency, the PRA can enter the information in this area.
    2. Date: Clicking on the calendar popup allows the PRA to select the date the work order was entered. This date must be on or previous to the current date.
    3. Title: The PRA can type the title of the work order in this field.
    4. Number: The PRA can type the number of the work order in this field.
    5. Description: The PRA can type the description of the work order in this field.



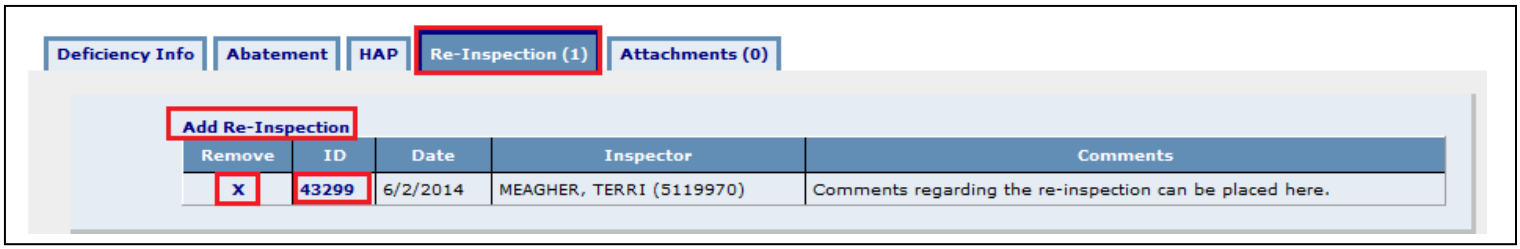
- Request Closure
    1. Once the PRA determines that all required work has been done to abate the deficiency, additional information must be entered to request closure of the deficiency record.
    2. Completion Date: Clicking on the calendar popup allows the PRA to select the date on which abatement was completed. Once this date is selected and the "Save" button is clicked, the record will automatically change to "Request Closure" status.
    3. Corrections Made: The PRA must enter the permanent actions taken to abate the issue by typing directly into the field.
    4. Final Cost: The PRA can enter the actual cost of abating the deficiency (whole dollar amounts only)
- Comments: Any additional comments that the PRA wishes to make regarding the deficiency abatement can be entered here by typing directly into the open text field. These comments will "stack" atop any other in the Comments area. Clicking the "Add Comment" button saves the text as a comment.

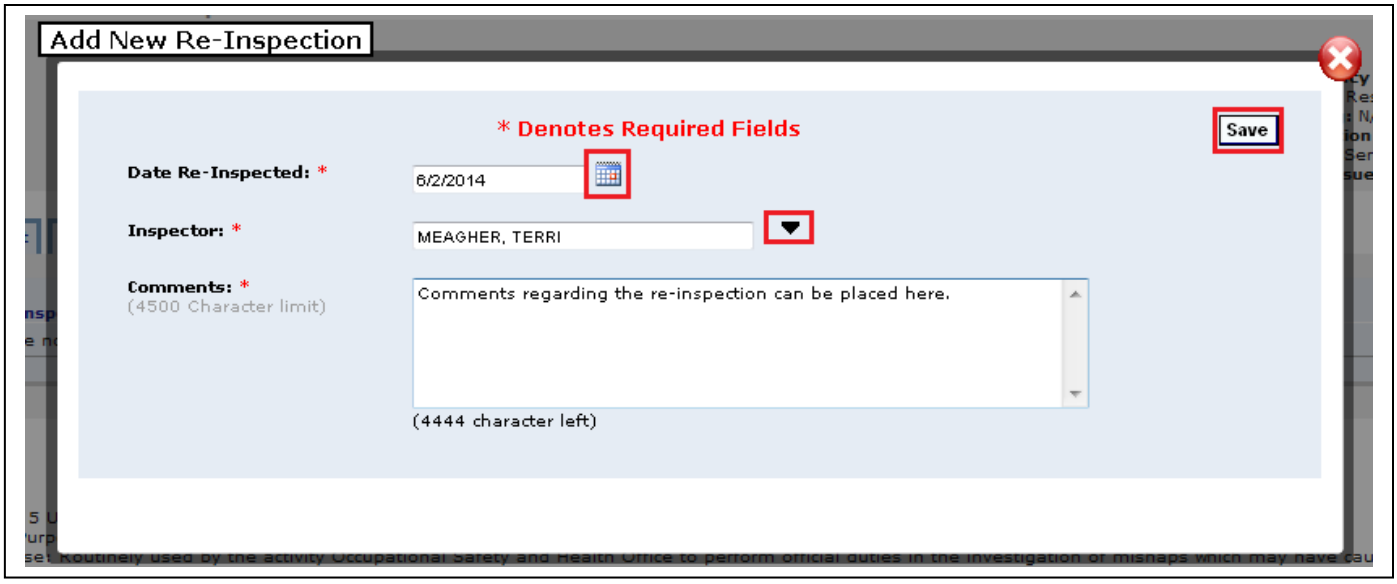


- HAP
  - This is the area in which a PRA can request Hazard Abatement Project funds for correcting the deficiency.
  - Project guideline requirements and common reasons for rejection are shown on the page.
  - Clicking the "View HAP Manager(s)" link opens a window in which the contact information for 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, allowing the PRA to request HAP funds. (For more information on HAP requests, see the HAP Manual).

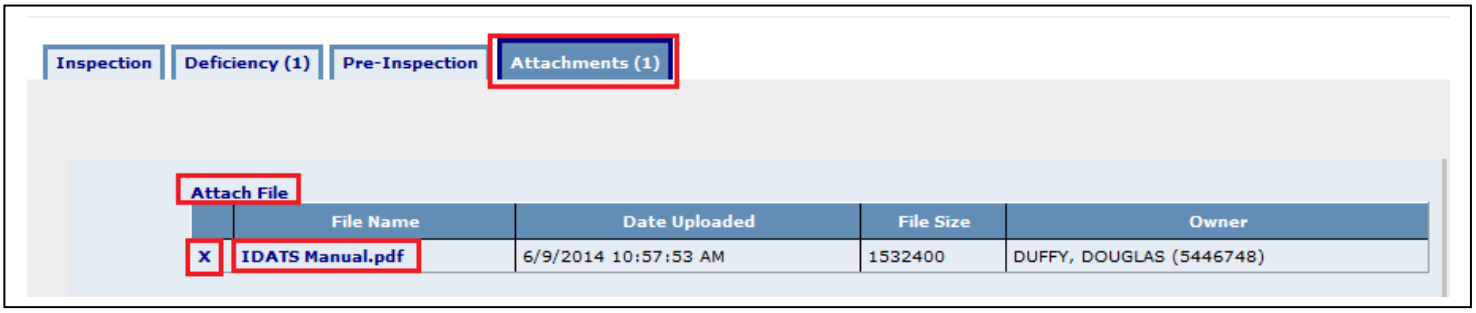


- Re-Inspection
  - In this area, an administrator can note whether or not a deficiency has been re-inspected at another date.
    1. Clicking on the "Add Re-Inspection" link will open a new window in which the administrator can enter the Re-Inspection information.
       - Date Re-Inspected: Clicking the calendar popup allows the administrator to select the date of re-inspection.
       - Inspector: Clicking the popup triangle allows the administrator to search for an inspector by name.
       - Comments: Any comments regarding the re-inspection should be entered in this area.



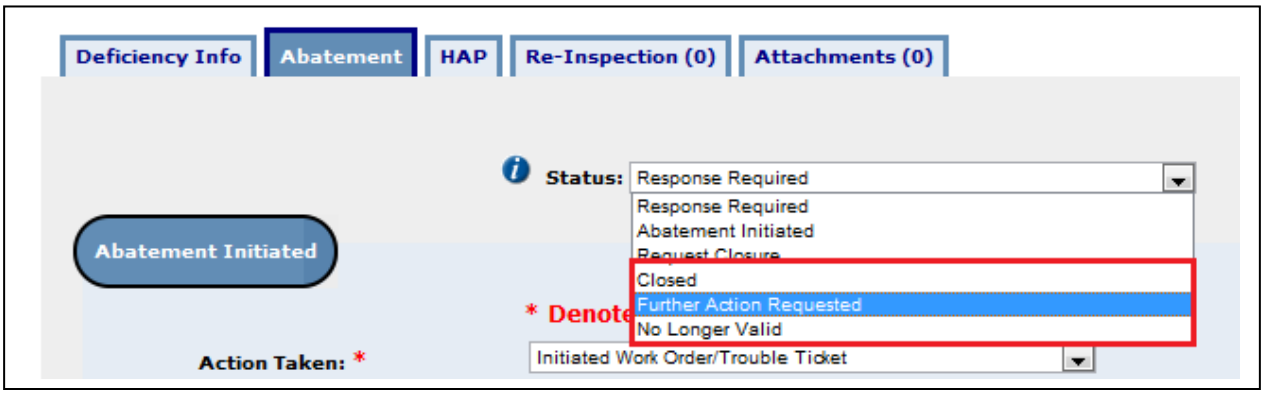


- Attachments
  - The PRA can attach or view files on this tab.
  - The Attachments tab will display the number of files currently attached to the inspection record in the tab.
  - Clicking the "Attach File" link opens a new window in which the administrator may search for files to attach to the inspection record.
  - Clicking on the file name opens the file. These files can be viewed by any personnel with access to see the inspection record.
  - Clicking the "**x**" removed the file from the record. Only the person attaching the file will see the "x", and may remove the file.



Responding to a Request for Closure

The administrators on an inspection are notified via email that the person responsible for abatement is requesting closure of the deficiency.

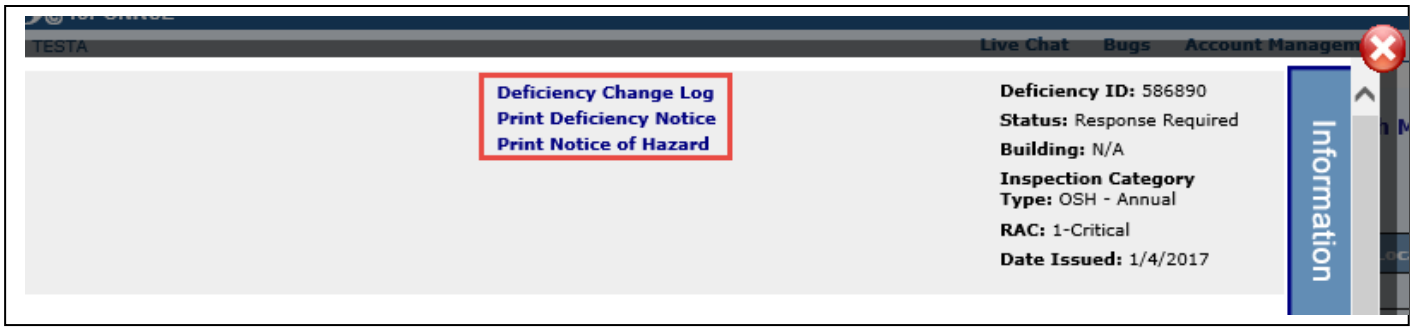


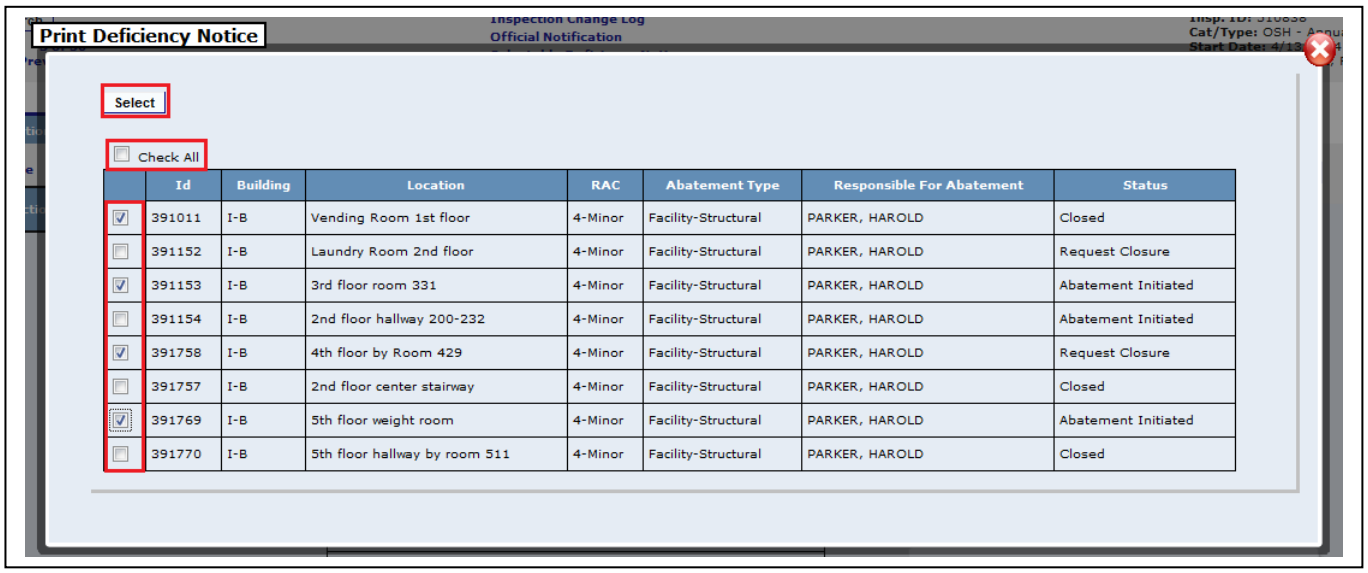
The Administrator can either close the deficiency, or require Further Action.

- Further Action Requested: The administrator may select this status option to indicate that the deficiency is incomplete (for example, a small portion requiring correction was missed and must be corrected). Once this status is selected and the "Save" button is clicked
    1. A new window will open in which the administrator must enter the reason for changing the status to "Further Action Requested", which will alert the PRA(s) and POC(s) to the work that needs to be completed;
    2. The deficiency will be changed to "Further Action Requested" status.
    3. The second stage of the deficiency lifecycle will change on the deficiency page from "Abatement Initiated" to "Further Action Requested";
    4. Emails will be sent to all PRA(s) and POC(s) to inform that more work must be done.
    5. The PRA(s) must work the deficiency just as if it were in "Abatement Initiated" status, requesting closure once all required work has been performed.
- Closed: The administrator may select this status once all required work has been performed on the deficiency. Once this status has been selected and the "Save" button has been clicked;
    1. The deficiency will be changed to "Closed" status;
    2. Emails will be sent to all PRA(s) and POC(s) to inform of closure;
    3. The deficiency record will be locked so that no further changes can be made to the record.

Selectable/Print Deficiency Notices

The "Selectable Deficiency Notice" link allows users to create a NAVOSH Deficiency Notice (OPNAVISNT 5100.23 series Appendix 9-B) Report. The user can select multiple deficiencies, and can run the report while the inspection is in "Completed" or "Final" status. The document can be saved as a Word document to the user's computer. The "Selectable Deficiency Notice" button can be found on the inspection page and the "Print Deficiency Notice" can be found on the deficiency page. Deficiencies with a RAC of 1, 2, or 3 have a Print Notice of Hazard link (see above).
Note: The "Print Deficiency Notice" button on the deficiency page will only create a report for that deficiency.





	Id	Building	Location	RAC	Abatement Type	Responsible For Abatement	Status
☑	391011	I-B	Vending Room 1st floor	4-Minor	Facility-Structural	PARKER, HAROLD	Closed
☐	391152	I-B	Laundry Room 2nd floor	4-Minor	Facility-Structural	PARKER, HAROLD	Request Closure
☑	391153	I-B	3rd floor room 331	4-Minor	Facility-Structural	PARKER, HAROLD	Abatement Initiated
☐	391154	I-B	2nd floor hallway 200-232	4-Minor	Facility-Structural	PARKER, HAROLD	Abatement Initiated
☑	391758	I-B	4th floor by Room 429	4-Minor	Facility-Structural	PARKER, HAROLD	Request Closure
☐	391757	I-B	2nd floor center stairway	4-Minor	Facility-Structural	PARKER, HAROLD	Closed
☑	391769	I-B	5th floor weight room	4-Minor	Facility-Structural	PARKER, HAROLD	Abatement Initiated
☐	391770	I-B	5th floor hallway by room 511	4-Minor	Facility-Structural	PARKER, HAROLD	Closed

DEFICIENCY NOTICE

SECTION A - DEFICIENCY INFORMATION		
Command: Support Services PM Storefront Norfolk Department: PM3		ID Number: 391011 External Ref. Number:
Building or Area: I-B		Specific Location: Vending Room 1st floor
Description of Hazard: Light cover is not secured.		
Citation Violated:29 CFR 1910 305(a)(2)(ix) - All lamps for general illumination shall be protected from accidental contact or breakage by a suitable fixture or lampholder with a guard. Brass shell, paper-lined sockets, or other metal-cased sockets may not be used unless the shell is grounded.		
Work Order Type: Facility-Structural		Deficiency Status: Closed
Personnel Exposed: 20		Abatement Priority:
RAC: 4-Minor	Mishap Probability: C - Possible	Hazard Severity: III - Marginal
OSH Official: MCCLURE, ROBERT	Date Identified: 1/15/2014	Date Issued: 3/13/2014
SECTION B - ABATEMENT STATUS (Complete all applicable parts)		
Responsible for abatement: PARKER, HAROLD		
INTERIM CONTROLS		

FIRE DEFICIENCY NOTICE

SECTION A - DEFICIENCY INFORMATION		
Building: 0004 Department: N/A		ID Number: 782627 External Ref. Number:
Building or Area: 0004		Specific Location:
Description of Hazard: Violation Descriptions can be entered by typing the information into the field manually.		
Citation Violated: NFPA 1 (2018 Edition) 1.7.8 - Where conditions exist and are deemed hazardous to life or property by the AHJ, the AHJ shall have the authority to summarily abate such hazardous conditions that are in violation of this Code.		
Work Order Type: Facility-Structural		Deficiency Status: Response Required
Personnel Exposed: 10		Abatement Priority:
RAC: 2 - Serious	Mishap Probability: B - Probably	Hazard Severity: II - Critical
Fire Inspector: VANSANT, DEBORAH	Date Identified: 2/24/2020	Date Issued: 2/24/2020
SECTION B - ABATEMENT STATUS (Complete all applicable parts)		
Responsible for abatement: BROWN, CHRISTOPHER		
INTERIM CONTROLS		

Official Notification

Official Notifications can be created once an inspection has been moved to “Completed” or “Final” status. The Official Notification is a memorandum from the Inspector to the POC and contains all associated deficiencies. Clicking the “Official Notification” link at the top of the inspection record creates the Word document that can be saved to the user’s computer. The document can be edited as necessary, sent by email or printed and given to the inspected command.