Guidance for Submitting Hazard Abatement Projects
20 June 2002

Guidance for Submitting Hazard Abatement Projects

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Overview of Procedures for Submitting a Project

1. Determine that the proposed project meets the criteria for acceptance given in Attachment 1. Read Attachment 2 for details of what is expected in the project submission. **Failure to follow the guidance in Attachments 1 and 2 could result in rejection or delay of your project. Before logging on to submit a project, make sure you have the information for the required fields listed in Attachment 2.**

2. Log on to the Hazard Abatement (HA) on line database at http://www.navfac.navy.mil/safety/webha/generaluser/fsetmain.htm. You must use Internet Explorer 5.0 or higher to be able to use many of the built in features of the HA database. Since the system was written to take advantage of certain capabilities built into Internet Explorer, it will not work with Netscape Navigator or other web browsers.

3. On the opening screen of the HA database click on "Click here to Register for an HA Account". Follow the instructions on the screen to register for an account as a "Hazard Abatement Program Coordinator" (HAPC). Be sure to choose your Activity/Unit Identification Code (UIC) during the registration process. (See Attachment 3 for explanation of registrations for multiple UICs, (e.g., for regional HAPCs). See Attachment 4 for rules regarding whom enters projects for activities in regional programs). If you entered your correct e-mail address you will receive a notification that your request for an account has been successfully submitted and you will need to wait up to 24 hours for your registration to be approved.

4. Once the account is approved by the HA Program Manager you can log on using the user name and password selected during registration. You will NOT receive notification that your registration has been approved.

5. After you have logged on, from the menu at the top of the screen click "Project" and, on the drop down menu, click "Insert New Project".

6. Enter the project data requested on six of the tabs (i.e., General Information, Problem Description, etc.). Note that information on the "Activity Information" tab will fill in automatically from the link to your UIC. If you are responsible for more than one UIC, select the appropriate one from the Activity UIC drops down list. Activity name, address, etc. is linked to that UIC and will automatically be filled in. Items with red labels or outlined in red are required and the project request cannot be submitted without these items.

7. **NOTE:** The computer server that houses the HA On Line Database will time out after 20 minutes of inactivity. This is a security precaution to keep connections to the server from remaining open when the client computer operator is absent. If you see the message "You have tried to access an unauthorized URL" your session has timed out and you will need to log out and log back in. All unsaved work will be lost. The time you spend filling in the submission form is seen as inactivity. To work around this, a message should appear after 18 minutes advising you that your session is about to time out and you should press "OK". By pressing "OK" you will start the clock again. Another way around this is to fill in all the required (red) fields and submit the project in less than 20 minutes. You can then reopen the project submission by clicking on the menu bar "Project" then "Update/View Project" and enter the project serial number in the search screen.

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8. Once you have completed the project forms press the "Submit" button on the menu at the top of the screen. You should receive a message on the screen that the project has been accepted and you will be advised of the serial number of your new project. At the same time a message will be sent to the e-mail address you supplied when you registered. This message will also contain the serial number and confirm that the project has been entered.

9. After a project has been submitted an e-mail message will be sent to the major claimant point of contact (e.g., CINCLANTFLT, CINCPACFLT, COMNAVRESFOR, etc.) as well as the HA Program Manager (HAPM) responsible for your activity's geographic area.

10. The cognizant HAPM is responsible for reviewing the project to ensure the information submitted is adequate and clear. Once the HAPM has reviewed the project he or she will notify the major claimant POC responsible for the activity submitting the project. The major claimant POC will review and approve or deny the project. Approval is signified when the claimant POC changes the project status from "Undetermined" to "PP" (Preliminary Planning).). Changing the project status from "Undetermined" to "Denied" signifies denial.

11. As long as the status remains "Undetermined" you or the major claimant POC can return to the project as often as necessary and make changes or additions.

What happens after you have submitted your project?

1. The major claimant point of contact for your activity, the Hazard Abatement Program Manager for your geographic area, and the Centers of Expertise for Ergonomics and Fall Protection (if appropriate) will be notified by automatic e-mail that you have submitted a project and they will receive the project serial number. Each will then review the submission for completeness and compliance with this guidance. If additional information is required or the submission appears incomplete the claimant POC and/or the HAPM will enter the questions in the "Missing Information" field and contact the person listed on the project submission as the NAVOSH point of contact. The NAVOSH point of contact will provide the missing information.

2. If the project is determined to be acceptable, the major claimant POC will change the status from "Undetermined" to "PP" (Preliminary Planning). If the project is determined to be unacceptable the major claimant POC will change the project status to "Denied". If the status is changed to "Denied" the claimant POC will be offered the opportunity to archive the project upon submission. If it is later determined that the project should not have been denied it can be recalled from the archive by the HAPM

3. Each year approximately 1 February the major claimant POCs will prioritize the projects under their jurisdiction and submit them to the HA Program Managers. The HAPMs will prepare a presentation of each submitted project for consideration by the HA Program Project Selection Board. The Project Selection Board will meet during the month of April to select from the submitted projects those that will be executed in the following fiscal year (1 October through 30 September). The Project Selection Board consists of the HAPMs and the major claimant POCs or their designated representatives. Projects will be selected based primarily on risk although other factors such as the cost of the project versus the number of people exposed will be considered.

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4. To be considered for the next fiscal year, projects must be in the database no later than 1 February. You are strongly encouraged to submit projects as soon as the need is determined. Do not wait until the deadline for claimant prioritization. Waiting until the deadline does not allow enough time to ensure that all necessary information has been gathered and all questions about the project have been answered. In addition, during each fiscal year unprogrammed funds sometimes become available as a result of bids less than the budgeted amount for a given project. This money can be used to fund emerging urgent requirements submitted during the fiscal year.

5. During the execution year the HAPMs will execute the selected projects by a number of means: In house execution by an Engineering Field Division; a funding document to the local activity for execution through their contracting mechanisms; various indefinite quantity contracts administered by the Engineering Field Divisions, Government Services Administration or other third party contracting agencies via HAPMs, PWCs or EFD/As The status of execution can be determined by logging on to the database and checking the execution status (i.e., committed, obligated, complete).

6. If at any time you become aware that a project is no longer needed or will be completed by other means such as a locally funded project, Military Construction Project, demolition, etc. you should advise the HAPM for your activity so that the project can be removed from the database.

7. At any time after submitting a project you can log on to the HA database site and, on the menu bar, click on "Project", "Update/View" project and enter the appropriate search criteria to look for projects for your activity. You can continue to change the data for a given project until the status is changed by your major claimant from "Undetermined" to some other status. Once that is done, only the HAPM can make changes.

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Basic Criteria for Acceptance (from OPNAVINST 5100.23)

1. Cost. Projects must meet the following funding thresholds and limits.
    a. Minor Construction For HA Projects: Minimum cost of $100,000 and maximum cost of $1,000,000. The definition of Construction can be found in Chapter 6 of OPNAVINST 11010.20F which should be consulted.

    b. Repair: Minimum cost of $100,000 and maximum cost of $1,000,000.

    c. Ergonomics: Minimum cost of $10,000 and maximum cost of $1,000,000.

2. Risk criteria: Projects must have a risk assessment code (RAC) of 1, 2, or 3.

3. Other restrictions:

    a. Projects must be for the protection of safety and health vice protection of property. For example, installation of fire alarms, emergency egress, and other life safety projects for the emergency evacuation of personnel are acceptable. Projects for installation of sprinkler systems to protect property are normally not accepted. In some cases where egress is restricted or difficult a sprinkler system is necessary to protect personnel. Such a situation might exist in a brig or hospital.

    b. Asbestos: To be considered for HA funding, asbestos must be friable, accessible, and damaged, and affecting existing occupants. Relocation of personnel into a space that already has a friable asbestos hazard will not be funded, as the relocation costs should include the cost of asbestos remediation. An exception to these rules would be asbestos in a location where it is subject to frequent damage such as lagging on steam lines that run through a barracks room. This would eliminate projects for removal of asbestos in crawl spaces, attics, or other locations where access can be controlled. As a rule, asbestos should be managed in place until it can be removed as part of building renovation or demolition projects.

    c. Maintenance: Projects to repair hazards resulting from lack of maintenance and end of life cycle replacement will not be accepted. Activities are expected to forecast and budget for maintenance of facilities and infrastructure. For example, the HA program will not fund replacement of rotted planks on a wood pier; replacement of deteriorated exterior stairways; repaving of roadways with potholes; installation of a new roof; etc.

    d. Environmental Protection: The HA program will not fund projects that are primarily for environmental protection. Examples of projects that have been submitted and rejected in the past are cleanup of traps in rifle or pistol ranges (although installation or upgrade of ventilation systems may be considered); construction of hazardous waste storage facilities; or installation of berms around hazardous liquid storage sites.

    e. Other projects not permitted:
    - Projects for Navy Working Capital Fund (NWCF) activities. Navy Comptroller rules do not permit using HA funds for NWCF activities. Note that where a NWCF activity occupies a facility OWNED AND MAINTAINED by an O&M,N funded activity and the project is to correct a facilities deficiency the project may be submitted.
    - Projects to provide accommodation for the handicapped. These are covered under other programs.

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- Projects for U.S. Marine Corps facilities. The Marine Corps follows its own rules and has its own system for abating hazards.
- Projects for Government Owned, Contractor Operated (GOCO) facilities. This includes situations where contractors work on Navy installations such as contractor operated fire stations or aircraft maintenance. Note that where Navy employees and contractor employees share facilities the project may be submitted.

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Detailed guidance for submission of a Hazard Abatement project

Before submitting a project, determine from the activity facilities manager or other appropriate person that the hazard is not going to be corrected by other means such as a demolition project, Military Construction Project, locally funded special project, demolition, etc. All projects should be on the activity's local Hazard Abatement log as required by OPNAVINST 5100.23F before funds are requested. In addition, if the project is listed on the activity or region Integrated Priority List (IPL), stronger consideration will be given to funding the project as it demonstrates high-level command awareness and planning for abatement.

Select from the menu bar at the top of the screen "Project" then "Insert Project". You will be shown the project entry screen. This screen consists of a number of Tabs labeled "General Information", "Activity Information", etc. Click on each tab in turn and enter the requested information. All items with red labels or red borders are required. If there is no entry in those fields you will be unable to submit the project. Below is guidance on the information to enter in each field.

REQUIRED FIELDS

Before logging on to submit a project, be sure you have complete information for the required fields listed below in this paragraph. See the paragraphs farther down in this attachment for a complete description of these items. Because these are listed as the "required fields they are required for the computer to initially accept the project and, if you do not have them readily available, your session might time out while you are looking for the information. All other information such as standard violated, industrial hygiene surveys, etc. will ultimately be needed for a project to be considered for funding.

Required Fields:

1. Project Title
2. Problem
3. Total Estimated Cost.
4. Hazard Score Information.
5. NAVOSH Point of Contact

GENERAL INFORMATION TAB

1. Project Title. The title should make clear that the project is to abate a safety or health hazard and should indicate the location. Remember that the project title is often used in project lists submitted to comptrollers, program sponsors and others not knowledgeable about safety and health. For example: "Abate Fall Hazard – Aircraft Maintenance Hangars 1, 2, And 4" would be acceptable. "Abate Hazard Of Lack Of Grounding System, Bldg. 1" would be acceptable. "Upgrade Electrical System" would not be acceptable (no indication of hazard being abated). "Abate Fall Hazard, Various Buildings" would not be acceptable (no indication of location of hazard or scope of the project).

2. Project Category. Select an appropriate category from the drop down list. In most cases you will need to select only the primary category. In some cases there might be two categories that apply to a project. For example, a project to build new stairs needed for carrying materials

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to an upper level of a facility might have a primary category of Fall Protection and a secondary category of Ergonomics.

3. Project Status and Execution Status are unavailable during project submission.

4. Local Activity Project Number: If your facilities office has a special or other project prepared enter the number here. Typically, this is a number like R-00102 or C-00102 although other number systems are used. This number is for your use in matching the HA project to a local project. If there is no local project number leave this field blank.

6. Creation Date: This is the date you entered the project and is automatically generated from your computer system's internal calendar.

ACTIVITY INFORMATION TAB

1. Information on this tab is automatically generated from the UIC linked internally to the activity name, address, cognizant major claimant, and cognizant Engineering Field Division/Activity. If you are responsible for more than one activity, select the one for which this project is being entered from the UIC or Activity Name drop down list. If any information on this tab is incorrect or your UIC or Activity Name are not found send an e-mail to the HA Program Manager (see contact information in attachment 6).

PROBLEM DESCRIPTION TAB

This is the most important tab since it presents the information that will be used to select the project for execution.

1. Problem: Enter a description of the hazard to be corrected. Explain what the hazard is, why it is a hazard, and any special conditions that either aggravate or ameliorate the hazard. Try to be brief but as complete as possible. You have more room than the size of the input box. Following are examples of issues that have caused difficulties in the past:

    - Example of a correct entry: "Fire alarms in Bldg. 1 cannot be heard in all areas. Bldg. 1 is a 3-story brick structure approximately 50,000 square feet total. It is a training building with 25 classrooms on the 2nd and 3rd floors and 15 offices on the ground floor. Up to 200 students, instructors, and staff may occupy the building at any one time. The fire alarm cannot be heard on the 3rd floor. There is no sprinkler protection in the building."
    - Incorrect version: "The fire alarm in building 1 is inadequate." with no further explanation of why it is inadequate.

    - Example of a correct entry: Buildings 3 and 100 are both located within 90 feet of the aircraft taxiway and the "hot refueling" station where F/A 18 fighters are refueled. Inside both buildings, noise levels from the aircraft engines have been measured at 104 dBA and 8-hour Time Weighted Average exposures of 92 dBA have been measured on five subjects in each building (see the attached industrial hygiene report). Building 3 is the airfield fire station and is occupied 24 hours a day by at least 20 members of the crash rescue team. Building 100 is a combination maintenance shop and pilot ready room. The maintenance shop is occupied by 40 airfield general maintenance workers. 50 to 100 pilots preparing for missions occupy the ready room.

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   - Inadequate version: "Fireman, Maintenance Personnel and Pilots are exposed to noise levels in excess of 100dBA when aircraft are being hot refueled, when jet exhaust is pointed directly at the building."

2. Suggested Corrective Action: Enter briefly but completely the proposed action to abate the hazard. Keep in mind that upon study the HAPM might determine that another corrective action would be more appropriate or more cost effective. For example, a suggested corrective action might be "Install a fall arrest system on the roof of Bldg. 1 to prevent maintenance workers from falling from the roof." The final corrective action might be a guardrail around the mechanical equipment on the roof.

3. Interim Control Measures: What measures are being used to protect people pending correction of the hazard (e.g., personal protective equipment, procedures (briefly explain), etc.).

4. Missing Information. Leave this field blank during initial submission. It is for later use by the Claimants and HAPMs when requesting additional information on a project.

5. Citations: Enter the name of any organizations such as OSHA, or NOIU that have cited the hazard in a formal inspection. Enter the date of the citation and type such as willful or repeat violation. You can also enter here items such as fire protection engineering surveys, explosive ordnance inspections, etc. Do not enter local activity inspections. It is assumed the local activity has identified the problem if it is being submitted for funding by the HA program.

6. Regulation: Enter the correct detailed regulation violated such as an OSHA standard, NFPA standard, Navy instruction, etc. As an example, do not simply site 29 CFR 1910 for citation regarding the design load of a fixed ladder, rather if the ladder is required to support 200#, then cite 29 CFR 1910.27(d)(i). Give the name of the code or standard, the date of publication/issue, and the specific paragraph/section.

COST INFORMATION TAB

Please estimate costs as closely as possible to enable us to budget accurately during project selection. For projects dealing with facilities design, consult with the local activity facilities office personnel who should know the correct cost estimating procedures. Please do not use "SWAGs". In the Problem description indicate the basis of the cost estimate (e.g., engineered estimate by public works, other similar project, etc.). Upload as an attachment any documentation that supports the estimate.

1. Estimated Design Cost: If it is anticipated that an engineering design will be required, enter separate design and construction costs. Otherwise, leave the design cost field blank and enter the construction cost.

2. Estimated Construction Cost: Enter the estimated construction cost.

HAZARD SCORE TAB

On this tab you will enter the risk assessment information as explained below. Once the hazard probably and severity and the number of people affected are entered, the computer will combine that information with the estimated costs from the cost tab and will calculate an Abatement Priority Number (APN) according to the algorithm in DOD Instruction 6055.1. See Attachment 5

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for an explanation of the APN. The APN is a combination of the Risk Assessment Code and the cost effectiveness index (CEI) which is the portion in parentheses. Essentially think of the CEI as comparing abatement of a hazard to one person for a hundred thousand dollars vice an equivalent hazard to a hundred thousand people for one dollar. Obviously, the one-dollar abatement to protect 100,000 people would be executed first.

First select a Hazard Type. The choices are Safety (the default), Health, or Asbestos. Sometimes the choice you should make is not obvious but generally, any area addressed by industrial hygiene services (except asbestos) should be considered a health hazard. Whether ergonomics hazards are safety or health issues can be argued either way but for purposes of the Hazard Abatement Program they will be considered safety hazards. All other hazards are safety hazards.

The choices "Initial" and "Validated" are unavailable at the time of initial project entry. The values submitted by the person creating the project are the "Initial" values. If the HAPM or Major Claimant representative changes the values those will be considered the "Validated" input.

1. FOR SAFETY HAZARDS:
        - Enter the population exposed (Whole Number). This is not always easy to determine. Where the hazard involves a fixed population such as a ventilation system for a welding shop simply count the number of people who work in the area of overexposure. For a hazard involving all the occupants of a building such as a fire alarm or egress deficiency count the normal number of occupants of the building. Where the number of people varies such as fall protection to work on an antenna use the average number of people exposed during typical maintenance operations. For example, if two people at a time are required to climb and maintain an antenna and there are ten people in the shop qualified to do the job, the exposure is two people and not ten.

        - Hazard Severity: Use the guidance in OPNAVINST 5100.23 Chapter 12 and select the appropriate value from the drop down list. The severity selected should be the MOST LIKELY consequence of a mishap involving the hazard.

        - Hazard Probability: Use the guidance in OPNAVINST 5100.23 Chapter 12 and select the appropriate value from the drop down list. Again, use the MOST LIKELY probability.

2. FOR HEALTH HAZARDS:

        - AER Possible?: Is there an Alternate Exposure Route? (I.e., could the hazard of concern be absorbed by the body through a route other than inhalation?) Examples might include ingestion of lead on the hands, absorption of certain chemicals through the skin, etc. Select Yes or No.

        - Exposure Conditions: Enter the appropriate choice for the measured exposure to the hazard. See Attachment 4 for more details. Choices are >CT (greater than the "Component Threshold"); Occasionally > than CT always < STD (Occasionally greater than the "Component Threshold" but always less than the "Standard"; CT approximately STD (The "Component Threshold" and the "Standard" are the same); and >STD (exposure is greater than the "Standard". In this context, "Component Threshold" means any threshold that triggers surveillance actions, usually, Medical Surveillance Action Limits. The "Standard" is the applicable exposure limit such as OSHA Permissible Exposure Limits (PEL) or ACGIH

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Threshold Limit Values (TLV) as applicable. You can override these choices by selecting the Severity and the Probability at the bottom of the screen. However, detailed information on the exposure is preferred. In any event, an industrial hygiene survey or other appropriate health survey is required for health projects.

- Hazard Severity: Same as above for Safety projects.

- Hazard Probability: Same as above for Safety projects.

3. FOR ASBESTOS HAZARDS: Note that, per OPNAVINST 5100.23 HA funds will pay for asbestos projects if the asbestos is friable, accessible, and damaged. This means you should not submit projects to remove asbestos that is in good repair or that is contained within walls or in crawl spaces or attics where access can be controlled. Consideration will be given to removal of damaged asbestos in locations where fibers can be entrained in the air stream such as in false ceilings or attics used as return air plenums. Projects can also be submitted to remove asbestos in locations where it is subject to frequent damage even though it is quickly repaired. Examples of the latter case would be asbestos lagging on baseboard hot water heating systems that is exposed to damage from the movement of furniture and people.

See Appendix 12-A of OPNAVINST 5100.23 for further explanation of values that can be entered on this screen.

- Rate of Exposure: Select one value from the drop down menu. Choices are "1-8 hrs/wk", "9-40 hrs/wk", ">40 hrs/wk"

- Naval Asbestos Facilities Score: If an evaluation of asbestos has been performed in accordance with the "Asbestos Facility Inventory/Protocol", Naval Energy and Environmental Support Activity Publication 70.2-010, enter the resulting value here. Note that values less than 33 will not be considered. If a NAF Score is not available, leave this field blank and fill in the Probability and Severity.

POINTS OF CONTACT TAB

The NAVOSH point of contact is required and must be somebody in the activity OSH office who is knowledgeable about the project and knows the project has been submitted for HA funding. The Facility POC should be a person in the activity's facilities office, (e.g., the facilities manager, PWD engineer, PWC engineer, or regional engineer who knows about the project, cost estimates, other projects that have an impact on the HA project, etc.). The Claimant POC can be left blank to be filled in by the Major Claimant when he/she reviews the project for approval. The Comptroller Contact may be left blank until it is determined to whom an eventual funding document will be sent.

ATTACHMENTS TAB

The primary purpose of this tab is to submit pictures of the hazardous condition. Generally, there should be at least two digital pictures. One should show the overview and one or more additional pictures should show details where necessary. For example, a project to replace entry gates on an installation due to the ergonomic hazard posed should show the user

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operating the gate in the fashion that makes the project a hazard, vice just showing a picture of a gate.

Pictures should be .jpg (Joint Photographic Experts Group) images. .jpg images are compressed and take up less space than other formats. DO NOT embed .jpg images in a file such as a Word document or PowerPoint presentation since these pictures are decompressed and take up much more storage. Pictures can be taken with a digital camera or can be photographs scanned into your computer. DO NOT put labels on the pictures themselves. You will have an opportunity to enter a picture label and description when you upload them.

If the hazard is in a secure area and pictures might be classified do not submit them without permission from your security office. Although the HA database is password protected, the security systems in place are not sufficient to meet the needs of National Defense Security.

You are encouraged to upload other documents such as electronic versions of industrial hygiene surveys, cost estimates, and other documents that might support the project. Most formats can be used, i.e., Word documents, Adobe .pdf (Portable Document Format), and Excel spreadsheets.

You are limited to a total of 1 Megabyte for all attachments combined.

To upload an attachment click on the "Add Attachment" button. A box will appear. Click the "Browse" button and follow the prompts on the screen to navigate to the folder where you have stored attachments on your computer. Once you have selected an attachment, return to the box and enter a title and description. Follow this procedure for as many attachments as you have. When you click "Submit" on the menu bar to save your project submission, any attachments will be uploaded with the project. Note that some local computer networks might not be able process multiple attachments. Therefore, it is suggested that you complete and submit all of the project information except the attachments. Then return to your project by clicking on the menu bar "Project", "Update/View" project and enter the serial number of the project on the search screen. As long as the project status remains "Undetermined" you will be able to return to the Attachment tab and upload additional attachments.

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ASSIGNMENT OF MULTIPLE UICS/ACTIVITIES TO ONE HA ACCOUNT

In certain cases it is necessary to assign more than one UIC/Activity to a single person. Such cases occur when a region has cognizance over multiple activities or one activity is buying safety services from another activity through an Interservice Support Agreement (ISSA) or Memorandum of Understanding (MOU). Follow this procedure.

1. The responsible person should register for an HA account as described in the basic guidance. Use the UIC/Activity Name of the region or "Home" activity and register as HAPC.

2. Send an e-mail to John Bodi (Hazard Abatement Program Manager) at bodijw@pwcnorva.navy.mil. In the e-mail identify the responsible person and "Home" Activity Name then list all other UICs and Activity Names for which you are responsible.

3. The HAPM will approve the basic registration and give the responsible HAPC authority over the other activities.

4. When a person responsible for multiple activities enters a new project, he/she must select the UIC/Activity Name for which the project is being entered from the drop down list on the Activity Information Tab of the HA submission form. Failure to make the correct selection might assign the project to the wrong activity.

5. Note that the major claimant assignment does not change so, for example, an activity that reports to CNET might have the project entered by an HAPC whose activity reports to CINCPACFLT. The CNET claimant POC will continue to be responsible for reviewing and approving the project.

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SPECIAL RULES CONCERNING RESPONSIBILITIES IN REGIONAL PROGRAMS

Where regional safety offices supply services to multiple activities and the region owns the Class 1 (land) and Class 2 (buildings, structures or utilities) property, the following rules apply.

1. Where an activity in the region Area of Responsibility (AOR) receives ALL safety support from the region, the region will be responsible for entering and tracking all projects. The authority for those UICs will be given to the region. Projects related to the activity's mission (e.g., purchase of ergonomic equipment, installation of local exhaust ventilation, etc.) will be entered using the activity's UIC. Projects related to the facilities (e.g., installation of fire alarms, emergency egress, etc.) will be entered under the region's UIC. In the project title and problem description identify the location of the hazard (e.g., Bldg. 1 <name of the activity>). This might seem unnecessarily confusing, but it allows us to assign projects to the correct major claimant. It also enables us to accurately track expenditures and projects by activity and claimant for reporting to higher headquarters.

2. Where an ACTIVITY in the region AOR has its own INTERNAL SAFETY PROGRAM but the region owns the class 1 and 2 property, the activity safety manager will be responsible for entering and tracking projects related to the activity's mission (e.g., purchase of ergonomic equipment, installation of local exhaust ventilation, etc.) and will use the activity's UIC. The authority for that UIC will be assigned to the activity safety office and not the region. The REGION WILL BE RESPONSIBLE FOR abatement of hazards related to the property they own (e.g., installation of fire alarms, emergency egress, etc.) and WILL USE THE REGION'S UIC. In the project title and problem description identify the location of the hazard (e.g., Bldg. 1 <name of the activity>).

3. Navy Working Capital Fund activities are not eligible for Hazard Abatement funds but where the region owns the property AND the region retains the O&M responsibility, the region can enter projects to correct facility deficiencies under the REGION'S UIC.

4. Note that the activity major claimant reference remains linked to the UIC. As a result, the region claimant will be notified when a project is entered to correct a hazard associated with a building owned by the region, even though the activity occupying the building might belong to another claimant. This situation requires coordination between claimants when the time comes for project prioritization and selection.

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For information only. APN will be calculated automatically by the HA Database Program

EXPLANATION OF ABATEMENT PRIORITY NUMBERS (APN)

Excerpt from DOD INSTRUCTION 6055.1, Enclosure (7),

 DEFINITIONS

2. Abatement Priority Number (APN). A two-part code that combines a RAC and CEI expressed as: APN 2(7), where 2 is the RAC and (7) is the CEI.

5. APN Rank Order. A priority listing of abatement projects in order of APNs, grouped by RACs and by CEIs in ascending order within identical RACS; for example:

> 1(3)
> 1(5)
> 2(1.5)
> 2(4)
> 3(3)
> 3(5.2)

9. Cost Effectiveness Index (CEI). A measure that represents, in a single value, the ratio between the cost of an abatement project and the potential effectiveness (measured in terms of reduced frequency and severity of mishaps) to be derived from implementing the abatement project. The method for computing the CEI is depicted in table 3.

23. Risk Assessment. An expression of potential loss, described in terms of hazard severity, mishap probability, and exposure to the hazard. Subdefinitions follow:

     a. Hazard Severity. An assessment of the expected consequence, defined by degree of injury or occupational illness that could occur from a hazard. A hazard severity is classified by an upper case Roman numeral according to the criteria in table 1.

     b. Mishap Probability. An assessment of the likelihood that, given exposure to a hazard, a mishap will result. A mishap probability is classified by an uppercase letter according to the criteria in table 1.

     c. Exposure to Hazard. An expression of personnel exposure that considers the number of persons exposed and the frequency or duration of the exposure.

     d. Risk Assessment Code (RAC). An expression of the risk associated with a hazard that combines the hazard severity and mishap probability into a single number as in table 1.

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DERIVING RACs FOR SAFETY HAZARDS

Use the matrix and descriptive definitions below to determine the RAC.

			MISHAP PROBABILITY			
			A	B	C	D
H	S	I	1	1	2	4
A	E	II	1	2	3	4
Z	V	III	2	3	4	5
A	E	IV	4	4	5	5
R	R					
D	I					
	T					
	Y					

TABLE I

HAZARD SEVERITY

I   Death or permanent total disability
II   Permanent partial disability or temporary total
disability in excess of 3 months
III   Lost-workday mishap or compensable mishap
IV   First-aid or minor supportive medical treatment,
or simply violation of standard

MISHAP PROBABILITY

A   Likely to occur immediately
B   Probably will occur in time
C   Possible to occur in time
D   Unlikely to occur

RACs

1   Critical
2   Serious
3   Moderate
4   Minor
5   Negligible

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DERIVING RACs
FOR HEALTH HAZARDS

For health hazards the Health Hazard Severity Category (HHSC) replaces the Mishap Severity and the Mishap Probability Category (MPC) replaces the Mishap Probability. The HHSC and MPC are used to look up the RAC in a matrix just as we would determine the RAC for safety hazards. Steps for calculating the RAC for health hazards are explained below.

STEP 1. Using the following procedures to assess points, determine (HHSC). The HHSC reflects the magnitude of exposure to a physical, chemical, or biological agent and the medical effects of exposure.

     A. Exposure Points Assessed

		Exposure Conditions			
		> CT	Occasionally >CT Always <STD	>CT < STD	>STD
AER POSSIBLE?	NO	0	3	5	7
	YES	1-2	4	6	8

TABLE 2

AER = Alternate exposure route, such as skin absorption, ingestion

CT = DoD component threshold that triggers surveillance actions, such as microWatts/cm2, dB, parts per million

STD = DoD exposure limit, such as Threshold Limit Value and Permissible Exposure Limit

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B. Medical Effects Points Assessed

Condition	Points
No medical effect, such as nuisance noise and nuisance odor	0
Temporary reversible illness requiring supportive treatment, such as eye irritation and sore throat	1-2
Temporary reversible illness with a variable but limited period of disability, such as metal fume fever	3-4
Permanent, non-severe illness or loss of capacity, such as permanent hearing loss	5-6
Permanent, severe, disabling, irreversible illness or death, such as asbestosis and lung cancer	7-8

C. Determine the HHSC by totaling the points assessed and using the following guide:

Total Points (sum of A and B, above)	HHSC
13-16	I
9-12	II
5-8	III
0-4	IV

STEP 2. Using the following guides to assess points, determine the mishap probability category (MPC) for health hazards. The probability of mishap reflects the duration of exposure and the number of exposed personnel.

A. Duration of Exposure Points Assessed

		Length of Exposure		
		1-8 hr/wk	>8hr/wk, not continuous	continuous
Type of Exposure	Irregular, intermittent	1-2	4-6	-
	Regular, periodic	2-3	5-7	8

TABLE 3

Guidance for Submitting Hazard Abatement Projects

B. Number of Exposed Personnel Points Assessed

Number of Exposed Personnel	Points
<5	1-2
5 to 9	3-4
10 to 49	5-6
>49	7-8

C. Determine the MPC for health hazards by totaling the points assessed and using the following guide:

Total Points (sum of A and B, above)	MPC
14-16	A
10-13	B
5-9	C
<5	D

STEP 3. Determine the RAC for health hazards from the MPC and HHSC by using the following matrix.

		MISHAP PROBABILITY CATEGORY			
		A	B	C	D
H H S	I	1	1	2	3
E A E	II	1	2	3	4
A Z V	III	2	3	4	5
L A R	IV	3	4	5	5
T R I					
H D T					
Y					

TABLE 4

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COMPUTING THE ESTIMATED CEI AND ABATEMENT PRIORITY

1. Compute CEI as follows:

    (a) Find severity/probability multiplier in the matrix and record below:

NOTE: The multipliers in this matrix represent a proportional distribution of the annual cost and frequency of DoD mishaps, and are derived from an analysis of actual DoD mishap experience.

			MISHAP PROBABILITY			
			A	B	C	D
H S		I	188	63	21	7
A E		II	63	21	7	2
Z V		III	21	7	2	1
A E		IV	7	2	1	.26
R R						
D I						
T						
Y						

TABLE 5

    (b) Record the average or equivalent number of persons exposed daily to the hazard during the course of the year:

(c) Compute the Effectiveness Index:

        (a) x (b) = (c)

        (   ) x (   ) = (   )

    (d) Obtain the estimated cost of the abatement project:

        $ _____

    (e) Compute CEI:

        (d) / (c) = (e)

        (   ) / (   ) = (   )

2. Combine RAC and CEI to obtain the APN:

    RAC   CEI   APN

(from Table 1 or 2)   and (from 1.(e), above)   = RAC (CEI)

Guidance for Submitting Hazard Abatement Projects

SAMPLE CALCULATION OF COST EFFECTIVENESS INDEX AND ABATEMENT PRIORITY NUMBER

<u>Given</u>:

Mishap Probability: B   Hazard Severity: II
Equivalent Population Exposed Daily: 50
Estimated Cost: $100,000

<u>Look Up</u>:

Risk Assessment Code (RAC) from Table 1 or 2: 2
Severity/Probability multiplier from Table 3:   21

<u>Compute</u>:

Effectiveness Index=Severity/Probability Multiplier X Population Exposed
21 X 50=1050

Cost Effectiveness Index (CEI)=Estimated Cost/ Effectiveness Index
$100,000/1050=92.4

Combine RAC and CEI to obtain Abatement Priority Number (APN)

APN: 2 (92.4)

Rank projects according to APN with the RAC portion having priority over the CEI portion, e.g.,
    1(3)
    1(5)
    2(1.5)
    2(4)
    3(3)
    3(5.2)

Hazard Abatement Program Points of Contact
6/19/02

Major Claimant POCs

Individuals responsible for reviewing and approving projects for claimants.

Claimancy	POC	DSN	Commercial	E-mail
CINCLANTFLT	Eugene (Gino) Myers	836-3680	757-836-3680	myerseg@clf.navy.mil
CINCPACFLT	Mark Murray		(808)471-9359	murraym@cpf.navy.mil
COMNAVAIRSYSCOM	Bradford Allen	757-2157	(301)757-2157	allenbj@navair.navy.mil
BUMED	Robert Coulton	762-3492	(202) 762-3492	rdcoulton@us.med.navy.mil
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CNNOC (Chief, Naval Network Operations Command) Note: CNNOC has appointed NCTAMS to oversee HA at subordinate Commands				
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Hazard Abatement Program Points of Contact
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Manager				navy.mil

Centers of Expertise

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