

EESOH-MIS Access and SAAR Instructions for an Account

1. How do I gain access to EESOH-MIS to acquire Hazardous Materials?

- 1st-Ensure that you meet the system access requirement listed at https://www.my.af.mil/afp/netstorage/login_page_files/afportal_account_lbp.html.
- 2nd-Follow the procedures outlined in **Appendix F & O** of the Fort Lee Hazardous Materials Management Program (HMMP) Plan https://home.army.mil/lee/application/files/9515/3546/0375/HMMP_plan_WebVer.pdf.

2. Are there any special instructions for filling out my Form 2875 SAAR?

- Refer to https://www.my.af.mil/afp/netstorage/login_page_files/afportal_account_lbp.html.
- Ensure all DATE blocks are filled.
- Ensure your Air Force Portal ID is listed.
- Do not leave blocks 22-32 blank!

After EESOH-MIS Access and SAAR Instructions

3. Why can't I log into EESOH-MIS? *Assuming you have an EESOH-MIS account – If not, refer to Question #1

- Users are required to log in every 30 days to keep account status active - if not, you will need to resubmit Form 2875, refer to https://www.my.af.mil/afp/netstorage/login_page_files/afportal_account_lbp.html to restore EESOH-MIS access.
- Refer to HMMP Plan available at https://home.army.mil/lee/application/files/9515/3546/0375/HMMP_plan_WebVer.pdf **Appendix O** to start the process again.

4. How do I view my shop's Authorized Use List (AUL)?

AUL = The Hazardous Material that my shop is allowed to have

- From the EESOH Homepage (with the jets and helicopter at the top) click "Request material" under the Hazardous Materials section. Scroll to the bottom of the page and click the 3 buttons shown here (*starting with 1*)

The screenshot shows a web browser window with the URL <https://www.my.af.mil/eesoh/hazmat/material/requestMaterial/create/search/initSearchShopMaterials.esoh?display=1>. The page displays a table of hazardous materials with columns for ID, description, quantity, and status. A modal window titled "Material Authorizations in Shop Sequence (AUL)" is overlaid on the table. The modal window contains the following elements:

- Page ID: 11591
- * Indicates a required field.
- MSN-Nouns: All Selected (labeled 2)
- Include Locally Assigned Numbers: Yes No
- Document Format: PDF Excel
- Run report in Background?
- Run Report (labeled 3)

At the bottom of the modal window, there is a link "Material Authorizations in Shop Sequence (AUL)" (labeled 1) and a "Run Report" button.

Below the modal window, the page shows a "2. Request Type" section with a "Submit" button and a "Material Authorizations in Shop Sequence (AUL)" link (labeled 1).

5. How do I find/print a current inventory of HazMat that my shop has on hand? *Assuming you have an EESOH-MIS account – if not, refer to Question #1.

- 🔗 Call EESOH-MIS Help Desk (1-866-643-6541) to have a Shop Level inventory report generated and emailed to you.

IMPORTANT: Difference between “Local Process Name” and “Process Name”

6. How do I name a Process I want to add to my AUL?

*This process is used to **create a new shop process**. This should not happen often since you already have processes established. You would do this ONLY if the hazardous material you are entering does not readily fit under one of the existing processes or if you are starting a completely new process not on the list.

1. “[Hazardous Materials](#)” → “[Processes](#)” → “[Process Authorization](#)” → “[Create Process](#)”

You must answer any question marked with a red * All others are optional.

2. Enter a “[Local Process Name](#)”. It should stay consistent with the “[process name](#)” - pull down entry that you use below in #5. {Please copy & paste the “[process name](#)” chosen from #5 pull-down menu.} **Using the product name is incorrect - Once identified, you will have to correct this error.**

3. Select a “[category](#)” from the pull-down menu. (Typically this is industrial)

4. Select a “[process type](#)” from the pull-down menu.

5. Select a “[process name](#)” from the pull-down menu.

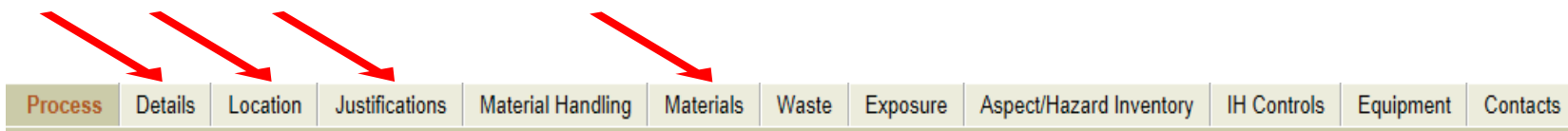
6. Enter a “[brief process description](#)”. This can be just a sentence that briefly describes the process.

7. Enter the “[date the process starts](#)”. (Typically the current date).

8. Select the “[Select shop name/code](#)” from the pull-down menu. This is the shop where the process will be performed. You can search by shop code or shop name. Note: If you are in a specific shop when creating the process, the shop code/name will self-populate.

9. Hit “[save and continue](#)”. You will get a message at the top that says the process has been created. You will also now be on a page with several tabs.

10. You must answer all questions denoted with a red * under tabs “[Details](#)”, “[Location](#)”, “[Justification](#)”, and “[Materials](#)”. After completing each tab, hit “[Save](#)” before moving on to the next tab or information will not be saved.



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11. For the “Details” tab, fill in the frequency (typical and maximum); duration of process; and start date (this field self populates but may be changed). Don't put end date - once ended, the process cannot be resurrected. Click “[Save](#)”.
12. For the “Locations” tab, answer all questions on this tab. If this process is performed in a restricted or confined space, this must be marked. When filling out the confined space information, always answer "yes" or "no." Click “[Save](#)”.
13. For the “Justifications” tab, first, click “[Add Justification](#).” Select the “justification type” from the pull-down menu. Normally the justification is SOP, however, if you have a special process that is tied to a tech manual, this is where you would add that information. You can also upload the tech manual. Click “[Save](#)”.
14. The “Materials” tab is where you add all HM needed for the process. You must know the MSN number (or you can do wildcard % search on MSN). You must answer all the questions marked with * for all the materials. You can add multiple materials at this tab.
 - Click “[Add material](#).” Fill in "MSN." If the MSN is in EESOH-MIS, the product will self-populate/verify. If not, you will need to add it (Data steward services). Put in "draw amount" and "draw frequency." This is the amount you would typically request in a specific time frame. For example 2 items at 4 times a year.
 - If you answer "yes" to "Will you accept the same draw amount of material in a smaller unit of issue?" you will have to load that MSN onto the AUL as well that represents the new size.
 - Add in the justification.
 - If the material is exempt from EPCRA reporting, select the reason from the pull-down menu. (There are separate menus for EPCRA 312 and 313 exemptions.)
 - Click “[Save](#)”. “[Add material](#)” again if additional hazardous materials are required for this process.
15. After completing all tabs needed, return to the Process tab. You must then “[Submit for authorization](#)”.



Local Process Name: 3 TEST AIR PROCESS Status: New Shop Name: SAIC TEST SHOP

~~Request Process~~ Submitted For Review Submit for Authorization »

16. Hit “[Submit for authorization](#)” again on the next screen. You will get a message that says, “The process will be routed for authorization”.

7. Where do I find SDS/MSDS for my products? *Assuming you have an EESOH-MIS account – if not, refer to Question #1.

- Search by NSN/MSN under “Search PHD” tab.
 - If no results are found, request the SDS from the manufacturer of the product and have the Fort Lee Hazardous Material Control Center (HMCC Phone: 804-734-5243) upload the SDS into EESOH-MIS.
 - NOTE: Must be in updated SDS format for EESOH acceptance. Manufacturers must provide replacements for outdated MSDS documents.

8. What should I do if a hazardous material that I need is not on my AUL? *Assuming you have an EESOH-MIS account – if not, refer to Question #1.

- 1st-Ensure the SDS for your product has been loaded into EESOH-MIS. Refer to Question #7.
- 2nd-Request to have the material added to your Shop’s AUL. Refer to **Appendix I** in the HMMP Plan available at https://home.army.mil/lee/application/files/9515/3546/0375/HMMP_plan_WebVer.pdf.

9. How long does it take to get approval for hazardous materials to be added to my AUL? *DON'T WAIT TIL THE LAST MINUTE!

- It depends. The review process includes Environmental, Industrial Hygiene, and Safety. IF your request is correct and there is not a less hazardous material available, the committee strives to process requests within two weeks. If there is a delay please contact the HMCC at 804-734-5243 to request status.

10. Should common household type cleaners be listed on my AUL?

- Refer to the Hazardous Material Management Program Plan available at https://home.army.mil/lee/application/files/9515/3546/0375/HMMP_plan_WebVer.pdf in **Appendix G**.
- Certain common household cleaning products may be exempt from the EESOH-MIS tracking, but having them on your AUL covers you in the event this exemption is rescinded.

11. Are there materials that are exempt from the EESOH-MIS process?

- Refer to the Hazardous Material Management Program Plan available at https://home.army.mil/lee/application/files/9515/3546/0375/HMMP_plan_WebVer.pdf in Appendix G & H.
- Yes. Certain office supplies and common household cleaning products may be exempt.

12. What happens if my hazardous material does not have a bar code or sticker for accountability?

- Refer to the Hazardous Material Management Program Policy available at https://home.army.mil/lee/application/files/7615/3436/3929/FL_Policy_20-03_Haz_Mat_SOP.pdf
- The unit or tenant organization may face financial liability, administrative and/or punitive action by the Garrison Commander and/or the Agency Organization Program Coordinator (AOPC) in the Mission and Installation Contracting Command (MICC). Penalties may include the suspension or revocation of credit card privileges. Avoid this situation by ensuring your Hazardous Materials are listed on your AUL, and received through the HMCC and are barcoded.

13. Where can I read the Fort Lee Hazardous Materials Management Program Plan?

- Refer to the Hazardous Material Management Program Plan at https://home.army.mil/lee/application/files/9515/3546/0375/HMMP_plan_WebVer.pdf

14. What is the maximum quantity I can request at a time?

- You may request any quantity of a material as long as it does not exceed your AUL Max On Hand, you have appropriate storage space/conditions (flammable lockers, etc.), and your mission allows you to use/consume all of the requested material within its shelf life.

15. Why was my Process or Material Request denied?

- Usually a Process name, Contacts information, Location material will be stored, Composite list, or another critical piece of information was left blank or filled incorrectly. The material requested may also be too hazardous for safe use on Fort Lee, in which case a less hazardous substitute should be researched.
- Ensure Quantity requested is reasonable (see Question 14).
- Provide as much information to reviewers as possible (DODAAC, IH/Safety Controls, WHY you need the product).

Current Issue

Make Changes to an Approved Process

16. How do I add materials to a pre-existing Process?

1. From the home screen look to the right at “Quick Links” and click on Process Authorization.
2. On the top line that shows: “Search Approved-Active, New, Awaiting Approval and Proposed” hit the **“Search”** button.

EESOH Home Work Basket Search PHD Processes Functional Areas Management Reporting

Page ID: 10646

Process Authorization

Please select one of the options below:

Search Approved-Active, New, Awaiting Approval and Proposed: % in Local Process Name [Advanced Search](#)

Search Approved-Inactive, Replaced and Rejected: % in Local Process Name [Advanced Search](#)

[Create Process](#)

[View Pending Process](#)

3. Find the appropriate **“Local Process Name”** for the material you need added. Select the radio button next to the process that needs a change and hit **“Edit/View”**

Displaying 1 - 4 of 4 records

Local Process Name	Process Name	Process Id	Shop Name	Shop Code	Status	Location	Start Date	Actions
<input checked="" type="radio"/> USE OF ADHESIVES, PRESERVATIVE AND SEALING COMPOUN	Adhering/bonding/sealing - all usages	IAB102220289-	EMD	LEE-SH-027	Approved-Active		2018/02/21	Process Report
<input type="radio"/> USE OF PAINTS, DOPES, VARNISHES AND RELATED PRODUC	Coating/painting operations, NOC	ICP118920290-	EMD	LEE-SH-027	Approved-Active		2018/02/21	Process Report
<input type="radio"/> USE OF PEST CONTROL AGENTS AND DISINFECTANTS	Pest control, multiple operations	IPC177220291-	EMD	LEE-SH-027	Approved-Active		2018/02/21	Process Report
<input type="radio"/> VIB HAZMAT	Administrative, NOC	AAD102820711-	EMD	LEE-SH-027	Approved-Active		2018/02/26	Process Report

Total Pages: 1 <<< < 1 > >>> Page:

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- Under the “**Edit Process**” Select “**Propose Change**” at bottom of page or upper right hand side. This will open up the process to allow changes to any tab.

Local Process Name: USE OF ADHESIVES, PRESERVATIVE AND SEALING COMPOUNDS Status: Approved-Active Shop Name: EMD

Propose Change

Process Details Location Justifications Material Handling Materials Waste Exposure Aspect/Hazard Inventory IH Controls Equipment Contact

Local Process Name: * USE OF ADHESIVES, PRESERVATIVE AND SEALING COMPOUNDS
Process Category: * Industrial
Process Type: * Adhering/Bonding/Sealing
Process Name: * Adhering/bonding/sealing - all usages
Process Description: * USE OF ADHESIVES, PRESERVATIVE AND SEALING COMPOUNDS
Process Id: IAB102220289-
CCS Process Id:
Shop: EMD

Conditions of Use
Environmental:
Safety:
Occupational Health:

Air Manager Use Only
Air Source Id:
Selecting YES, will force the consumption of this material to MANUAL DECREMENT regardless of current shop setting.
Does The Process Require A Manual Log? Yes No


Propose Change Cancel

- Make necessary changes in the tab. If you are adding a material, you first need to click on “**Add Material**”. You can then search on the MSN. (A wildcard % search can be done.) After you select the material, you must answer all questions marked with a red *. Hit the “**save**” button at the bottom of each tab that is changed.
- After completing all tabs needed, return to the Process tab.

Process Details Location Justifications Material Handling Materials Waste Exposure Aspect/Hazard Inventory IH Controls Equipment Contacts

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7. You must then select either “[Request process be submitted for review](#)” (if someone in the shop must review prior to submitting for authorization) or “[Submit for authorization](#)” (if you can submit for authorization directly).



The screenshot shows a web interface with the following elements:

- Local Process Name: 3 TEST AIR PROCESS
- Status: New
- Shop Name: SAIC TEST SHOP
- Buttons: "Request Process Be Submitted For Review" and "Submit for Authorization »".

A red arrow points to the "Submit for Authorization »" button.

8. Hit “[Submit for authorization](#)” again on the next screen. You will get a message that says, “The process will be routed for authorization”.