



Project Management & Construction Services

Standard Operating Procedures

I. TITLE: Asbestos Abatement Processing

II. PURPOSE: Ensure projects requiring asbestos abatement are identified early, coordinated, performed, and paid in compliance with state and Environmental Health and Safety (EHS) requirements.

III. ACTIVITIES:

Project Startup

1. PM Submits test request to EHS at beginning of design phase to request testing history of renovation area
2. EHS Rep gathers info regarding area to be renovated and forwards it to PM
3. If area has been tested before, PM determines whether or not to test it again. Otherwise, a test will ALWAYS be performed.
4. Either EHS or 3rd party will perform test. The PM determines who will perform the test based on the scope of work. (4 hr max testing duration for EHS to perform test) PM will ensure that a copy of any 3rd party tests are forwarded to EHS.
5. If Contaminated, PM determines who will perform the abatement. (This will be based on several factors – see guidelines)

If Not Contaminated, end this process and continue with project.

State Notification (10 day notice)

6. Project Manager, using the project PSP, determines the quantity of asbestos located in the project area. The PM will ensure that DSHS is notified of abatement projects not covered by the Operation and Maintenance Plan. The PM must ensure that a notification is filed with DSHS NLT 10 working days prior to start of abatement activity.
7. PSPs must engage a certified asbestos consultant to prepare the notification form and submit the form to DSHS. The form must include the following address for the facility owner on page 2 in the section titled “**PROJECT INFORMATION**
A. Facility Owner”:

The University of Texas at Austin



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Attention: James Wichman
Mailing Address: P.O. Box 7729
City: Austin State: TX Zip: 78713
Owner Phone Number: (512) 471-2028

- a. Additionally, the form must include the work order number after the facility name on page 1 in the section titled “**FACILITY INFORMATION**

1. Facility Location” See attached example of a completed form. Ensure that the PSP/Asbestos Consultant uses the Texas Department of State Health Services Form APB #5 dated 5/07.

8. PM prepares a budget line and work order for payment of asbestos notification fees, asbestos removal costs and asbestos consultant fees.
9. PM determines how asbestos will be removed either by general contractor action in a contract or with PMCS Construction Services Abatement Shop.
10. If the PMCS Construction Services Abatement Shop will perform the asbestos removal, that shop will ensure preparation of the notification form using a PMCS Asbestos Consultant.
11. EHS Rep ensures he/she has all necessary documents and resolves any issues with the PM before Pre-Abatement Conference.
12. Asbestos Shop (if no design) or Hazardous Materials PSP (if design was needed) submits 10 day notification (with copy to EHS Rep)
13. Before demolition, PM holds a Pre-Abatement Conference with the contractor, EHS, and any other involved parties if necessary.
14. Designated party performs abatement. 3rd party monitor will monitor abatement (this may be the Hazardous Materials PSP hired by the PM).
15. If the asbestos removal will be accomplished by a general contractor, the project PSP, using a certified asbestos consultant, will prepare and submit the asbestos notification form to DSHS with a copy to the PM. The form must be filled out and filed by the asbestos consultant with owner information (section 3 on the form) shown exactly as on the attached example. The PM must provide and the consultant must include the FAMIS work order number covering the asbestos work.
16. DSHS calculates the required fee and sends an invoice to the UT EHS Asbestos Program Manager.

17. PM receives abatement closeout documents from 3rd party monitor. These should include the dump manifest for hazardous materials, and the monitoring package.
18. PM forwards closeout docs to EHS Rep
19. EHS Rep reviews documents for completeness
20. EHS Rep provides feedback to PM regarding closeout docs
21. The UT Asbestos Program Manager arranges for payment of the fees by interdepartmental transfer from the project account. PM must ensure funds are budgeted and available for payment of the fees
22. Upon project closing, PM verifies fee payment, asbestos consultant payment and closes the work order.

IV. DEFINITIONS and ABBREVIATIONS:

Asbestos Reporting Unit (ARU) An asbestos reporting unit is 160 square feet or 260 linear feet or 35 cubic feet of asbestos-containing building material in public buildings or regulated asbestos-containing material in facilities, as defined under National Emissions Standards for Hazardous Air Pollutants.

Asbestos Consultant A professional service provider (PSP) under contract to the University of Texas or a project PSP who evaluates asbestos in a project area, conducts asbestos surveys, collects and evaluates asbestos samples, conducts third party air monitoring and generally oversees the asbestos removal operation..

DSHS, State of Texas asbestos reporting thresholds Asbestos-containing building material greater than or equal to 160 square feet or 260 linear feet or 35 cubic feet. If a project contains a quantity equal to or greater than one (1) ARU, then it is a reportable asbestos removal activity.

Asbestos Notification A notification is required for renovation activity affecting asbestos or any demolition activities in all buildings with public access. Written notifications of asbestos abatement activity or demolition must be hand delivered, express mailed, or postmarked at least 10 working days (not calendar days) before asbestos abatement or any other activity begins that will disturb asbestos.

DSHS notification fees are based on an asbestos reporting unit (ARU) at a rate of \$30 per ARU. The number of ARU's associated with a removal activity is determined by dividing the number of linear feet by 260, the number of square feet by 160, and/or the number of cubic feet by 35. The sum of these ARU's minus any fraction is then multiplied by \$30 to calculate the fee due. The minimum fee is \$55 and the maximum fee is \$3,210 per notification. The fee invoice from DSHS is sent directly to the building owner as identified on the notification form.



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Asbestos Notification Form The formal name of this form is the Demolition/Renovation Notification Form or form APB#5 revised 05/07.

UT Asbestos Program Manager Texas Department of State Health Services Individual Asbestos Consultant. Develop program related policies and procedures. Ensure regulatory compliance. Interface with regulatory agencies, committee members and institutional staff. Review of daily and forecasted activities. Manages Asbestos Agency and Contractor Licenses. Coordinates with the University's abatement shop to ensure contractors are properly assigned. Monitors asbestos abatement projects to ensure the adequacy of control methods. Coordinates the assignment and submission of regulatory notification and manifest requirements. Performs building material inspections for the presence of asbestos for University departments upon request. Provides historical data on the presence of asbestos upon request. Responds to suspect material emergencies as required. Reviews contract specifications and comments as requested. Assists UT components with asbestos related work when requested. Review plans for construction, renovation, and demolition of University properties for safety and compliance concerns. Assists and performs inspections and sampling procedures needed within the asbestos program.

Emergency Situation Unanticipated or discovered disturbances of building materials or equipment which may include emergencies, clean up of vandalism activities, valve ruptures, or a sudden, unexpected event.

V. REFERENCES:

Texas Occupations Code - Title 25, Part 1, Chapter 295, Subchapter C, Section 61 – Department Of State Health Services, Occupational Health, Texas Asbestos Health Protection, Operations, Notifications.