

**PROJECT MANAGEMENT AND CONSTRUCTION SERVICES
POLICY AND PROCEDURES MANUAL
THE UNIVERSITY OF TEXAS AT AUSTIN**

**PROCEDURE FOR PROCESSING ASBESTOS NOTIFICATION
FEES**

1. PURPOSE: To define a consistent process for evaluating the need for asbestos notifications to the State of Texas, preparation and submission of the asbestos notification form and payment of asbestos notification fees.

2. OBJECTIVE: Provide clear guidelines for Project Managers to ensure that timely notification is made to the Department of State Health Services (DSHS) for asbestos removal in projects and the payment of associated fees.

3. 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.

4. WHAT MUST BE DONE:

- a. Project Managers must evaluate project scope to determine if the project will require DSHS notification.
- b. A certified asbestos consultant must evaluate the asbestos removal requirement in the project, prepare a DSHS Demolition/Renovation Notification Form and submit this form to DSHS.
- c. DSHS determines required fees and submits an invoice to the University of Texas, as listed in Block 3 of the notification form, after the notification completion date.
- d. The University of Texas Environmental Health and Safety Office(EHS) coordinates payment of the notification fees by interdepartmental transfer from a project account.

5. 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.

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.

6. ACTIVITIES:

- a. Project Managers, using the project PSP, determines the quantity of asbestos located in the project area. If the identified quantity of asbestos exceeds State

of Texas reporting thresholds, the PM must ensure that a notification is filed with DSHS NLT 10 working days prior to start of abatement activity.

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

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.

- c. PM prepares a budget line and work order for payment of asbestos notification fees, asbestos removal costs and asbestos consultant fees.
- d. PM determines how asbestos will be removed either by general contractor action in a contract or with PMCS Construction Services Abatement Shop.
- e. If the PMCS Construction Services Abatement Shop will accomplish the asbestos removal, that shop will ensure preparation of the notification form using a PMCS Asbestos Consultant.
- f. 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.
- g. DSHS calculates the required fee and sends an invoice to the UT EHS Asbestos Program Manager.
- h. 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
- i. Upon project closing, PM verifies fee payment, asbestos consultant payment and closes the work order.

7. STAKEHOLDERS & RESPONSIBILITIES:

Project Manager Provides overall project management throughout the life of the project.

Project PSP Provides project design and code compliance, contracts with asbestos consultant as needed.

Construction Services Abatement Shop The internal Construction Services shop which is responsible for proper management and removal of asbestos (and other hazardous materials from university buildings.

EHS Asbestos Program Manager The EHS staff member who is the single point of contact with DSHS concerning asbestos management on the campus.

Asbestos Consultant 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.