
ASBESTOS CONTROL-OVERSIGHT OF ABATEMENT SUB CONTRACTORS (MOP-P004)
Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This procedure addresses the oversight of asbestos abatement sub-contractor work activities by the District's in-house asbestos control department.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Foreman, Asbestos Control

3.0 APPROVAL:

- 3.1 Director, Facilities and Maintenance:

Approved signature on file

4.0 DEFINITIONS:

- 4.1 Asbestos Abatement: The repair or removal of asbestos containing materials.
- 4.2 Contractor Submittals: Proof of compliance to contract specifications

5.0 PROCEEDURE:

- 5.1 Review Contract Specifications.
- 5.2 Receive Contractor Pre-job submittals.
- 5.3 Make appropriate notifications to site and regulatory agencies.
- 5.4 Meet with contractor to review expectations.
- 5.5 Verify that contractor is using proper methods in setting up regulated area and performing abatement work.
- 5.6 When appropriate conduct air clearance sampling.
- 5.7 At the conclusion of a successful air clearance notify contractor of the availability of the work area.
- 5.8 Receive contractor post job submittals
- 5.9 Prepare report of the abatement activities

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Contract Specifications
- 6.2 Contractor Submittals
- 6.3 Notifications
- 6.4 Air clearance forms
- 6.5 Abatement activities report for Asbestos Management plan.

7.0 RECORD RETENTION:

<u>Identification:</u>	<u>Storage:</u>	<u>Retention:</u>	<u>Disposition:</u>	<u>Protection:</u>
Contract Specs.	Asb. Control Office	30 Years	Dispose	Public Doc.
Contractor Submittals	Asb. Control Office	30 Years	as desired	In-Office Only
Notifications	Asb. Control Office	30 Years	Dispose	Public Doc.
Air Clearance	Asb. Control Office	30 Years	as desired	Public Doc.
Management Plan Rpt.	Asb. Control Office	30 Years	Dispose as desired	Public Doc.

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8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/19/04	A	Initial release