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ASBESTOS INSPECTION (MOP-P006)  
Sacramento City Unified School District

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**1.0 SCOPE:**

- 1.1 This procedure discusses the process that is used to provide three-year inspections, six-month surveillance inspections and inspections of school demolitions at schools and other district sites for Sacramento City Unified School District. The health and safety at schools are given priority consideration when performing this process.

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

**2.0 RESPONSIBILITY:**

- 2.1 Supervisor to Hazardous Material Inspection

**3.0 APPROVAL AUTHORITY:**

Approved signature on file

- 3.1 Director, Facilities and Maintenance

**4.0 DEFINITIONS:**

- 4.1 Category I Work Orders:** Work Orders generated for asbestos inspection that immediately pose health and safety hazards.
- 4.2 Category II Work Orders:** Work Orders generated for asbestos inspection that might become critical if not performed within the time limits set. Items that require support from other crafts.
- 4.3 Category III Work Orders:** Work Orders generated to perform routine asbestos inspections that do not pose any immediate or imminent health or safety problems to the site.
- 4.4 Asbestos material:** Material that contains greater than .10 % asbestos.
- 4.5 AHERA:** Asbestos Hazardous Emergency Response Act of 1986
- 4.6 Asbestos Inspector:** Inspector certified by CAL OSHA and EPA to have successfully completed the EPA approved AHERA course for "ASBESTOS Building Inspection". Annual re-certification is required.
- 4.7 Asbestos Management Planner:** EPA approved AHERA course for Asbestos Planning and required under TSCA Title II.

**5.0 PROCEDURE:**

- 5.1 Create school inspection file for the asbestos inspector, which will include a school map and the appropriate recent inspection results in the form of an inspection sheet, "Asbestos Re-inspection Report Form".
- 5.2 Inspector goes to site.
- 5.3 Inspector visits each room at the site that is on the re-inspection form and documents the updated condition of each entry using hand-written notes on the form.
- 5.4 Inspector records any new suspected material found during the inspection on the "Sacramento City Unified School District Asbestos Re-inspection Report Form, (yellow form).

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- 5.5 Inspector takes appropriate samples of new suspected materials found during inspection.
- 5.6 Inspector returns to office.
- 5.7 Suspected material samples are sent to testing LAB for analysis.
- 5.8 LAB results are received.
- 5.9 LAB results are reviewed and entered into Asbestos Database. Entry includes the sample number results of the testing if the sample tested positive for asbestos levels.
- 5.10 Print out updated inspection results from Asbestos Data Base and send report to school.
- 5.11 File school report in "School Book" in Asbestos office.
- 5.12 Update inspection files in office.

**6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Asbestos Tracking Program, (Access data base)
- 6.2 Asbestos Data base User Guide
- 6.3 Asbestos Bulk Sample Request Form
- 6.4 Asbestos Weekly Tracking Sheet
- 6.5 Asbestos Re-inspection Report Form, (by room, white form)
- 6.6 Asbestos re-inspection Report Form, (by material, yellow form)
- 6.7 AHERA six-month Surveillance Report Form
- 6.8 Response Action Report Form
- 6.9 Damage Assessment Report Form
- 6.10 AHERA three-year Suspect Material Report Form
- 6.11 SCUSD Asbestos Control Monthly Report Form

**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
School Books	Asbestos office	50 years	Dispose as desired	Access limited to Operations Support Services personnel
Routine Work Orders	Asbestos office	Life of the School	Dispose as desired	Access limited to Operations Support Services personnel
Monthly Labor Report	Asbestos office	Life of the School	Dispose as desired	Access limited to Operations

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Inspection Files	Asbestos office	50 years	Dispose as desired	Support Services personnel Access limited to Operations Support Services personnel
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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

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