

**ADVISORY NO. 3.0: UNIVERSITY OF CINCINNATI
ASBESTOS PROGRAM**

ASBESTOS ABATEMENT

Environmental Health & Safety is the official asbestos coordination unit for the University. The Director of Environmental Health and Safety functions as the Asbestos Coordinator. **Environmental Health & Safety must be contacted on all asbestos abatement related activities, and the guidelines outlined below must be followed in order to insure that the proper safety standards are met and accurate records are maintained.** Further information may be obtained by contacting Environmental Health & Safety at 556-4968.

PROCEDURES

1. Environmental Health & Safety must be notified of all real or potential asbestos abatement projects. The notifying area will supply project background information. Environmental Health & Safety will then visit the site and take initial samples to determine if in fact friable asbestos or asbestos containing materials (ACM) are present.

Environmental Health & Safety will be the official interface with University Design and Construction, or Maintenance Departments on all asbestos related jobs. Environmental Health & Safety will be responsible for enforcing the policy and procedures related to the removal of asbestos, investigating and monitoring the project, and preparing or reviewing the specifications for the removal.

2. Representatives of Environmental Health & Safety with Design & Construction or Maintenance and potential contractors will conduct site visits.
3. Contracting, project management, and scheduling will be performed by Design and Construction or Maintenance. Design and Construction is responsible for obtaining the approval of the Department of Administrative Services for projects that are to be designed and/or bid in-house. Once approval is obtained, bids are secured (if necessary), and a contractor is selected by Design and Construction or Maintenance with input from Environmental Health & Safety for all asbestos related contracts.
4. Environmental Health & Safety will obtain an account number from the Capital Finance Department for the removal project. This account number is given to Design & Construction or Maintenance so that the project can begin. Auxiliary projects will require 50% of the project cost to be transferred into the account via an A-123, prepared by their business office, and processed using normal procedures. Project information, such as building and estimated costs, will be supplied to Capital Finance by Environmental Health & Safety at this time.
5. Design and Construction or Maintenance is responsible for the contract preparation, with review and sign off by the Asbestos Coordinator. If a term contractor is involved, Design and Construction or Maintenance will perform the necessary functions to secure the contract, with review and sign off again by the Asbestos Coordinator. Administration of contract documents, purchase orders, contract releases and other forms necessary for the completion of the asbestos project will be the responsibility of Design and Construction or Maintenance. All invoices will be required to have the approval of Design and Construction or Maintenance; and, in addition, the asbestos abatement related invoices require the approval of Environmental Health & Safety. This will be done to insure that all work is performed according to regulations, specifications, drawings, and to the satisfaction of all concerned parties. Environmental Health & Safety will forward abatement-related invoices to the Accounts Payable Office for payment, as will Design and Construction or Maintenance forward all others.

6. It will be the responsibility of the Design and Construction Departments or Maintenance to forward all project documentation to the Capital Finance Department so that the project can be submitted for State reimbursement. The following documentation is required per the State:
 - a. A letter from DAS (Department of Administrative Services) for projects that are to be designed and/or bid in-house.
 - b. A tabulation of bids from the Purchasing Department for locally bid jobs or a letter from the State Architect for jobs bid in Columbus.
 - c. A copy of the contractual document. This can be a contract, a "NOT TO EXCEED" letter for a term contract, or a change order.
 - d. Copies of the following from the contractor for locally contracted jobs:
 - State EEO Form
 - State Non-Competitive Bid Contract
 - Controlling Board Form A-155a

These forms will be provided by the Planning Office and are completed by DAS when the job is bid in Columbus.

7. Capital Finance will prepare a letter requesting preparation of the release request, to the Administrator of Facilities Planning at the Ohio Board of Regents (OBR). Capital Finance will then advise the Asbestos Coordinator, and Design and Construction or Maintenance of the requests and their status by means of a monthly report.
8. The Administrator of Facilities Planning at the OBR prepares and submits the release request to the Controlling Board for approval. Upon approval, Facilities Planning will notify Capital Finance in writing. The Controlling Board will approve and release the percent applicable of the State's share of asbestos funding (90% for Instructional and General buildings and 50% for Auxiliary buildings).
9. A check for the released amount will be sent to the Capital Finance Department and deposited into the asbestos cash account (7-02040). These funds will be allocated to the project after completion.
10. It is the responsibility of Environmental Health & Safety to monitor and for Design and Construction or Maintenance to supervise the project daily. Environmental Health & Safety will perform physical inspections, environmental sampling, final clearance sampling, and provide final clearance sampling reports to Design and Construction or Maintenance and the notifying areas.
11. Accounting and reporting on all asbestos projects will be done by the Capital Finance Department. Monthly reports will be sent to Environmental Health & Safety, the Design and Construction Departments, and to Facilities Management.