

# ASBESTOS PROJECT INFORMATION

(See instructions Complete each section prior to proceeding)

## SECTION I – Project Information to be completed by NCCU Project Manager (PM)

**Project Type:** ☐ Sampling/Assessment ☐ Abatement/Removal ☐ Encapsulation ☐ Other (Describe)

Building / Facility:

Room or Area:

Project Name:

Anticipated Start Date:

Anticipated Completion Date:

Primary Contractor:

Contractor Representative:

Phone:

NCCU Project Manager

Signature

Date

EHS Receipt

Signature

Date

*Contractor should not proceed until all reviews have been completed and signatures of EHS and PM are included.*

## SECTION II – Design (completed by Designer)

**Designer Required?** ☐ Yes ☐ No

**Design Submission:** Copies of asbestos project design document by a certified asbestos designer should be submitted when complete. (one copy to: EHS, PM, and Primary Contractor).

Certified Asbestos Designer

Signature

Date

EHS Receipt

Signature

Date

*Contractor should not proceed until all reviews have been completed and signatures of EHS and PM are included.*

## SECTION III – Permitting (completed by Primary Contractor)

**Permit Required?** ☐ Yes ☐ No

**Permit Submission:** Submit completed copy of DHHS 3768 Form to EHS, PM, & Contractor when submitted to DHHS.

Primary Contractor

Signature

Date

EHS Receipt

Signature

Date

**Permit Approval:** A completed permit, approved by DHHS, should be submitted to EHS and PM when received.

Primary Contractor

Signature

Date

EHS Receipt

Signature

Date

*Contractor should not proceed until all reviews have been completed and signatures of EHS and PM are included.*

## SECTION IV – Occupant Notification (completed by NCCU Project Manager)

**Building Occupied?** ☐ Yes ☐ No

Contractor should not proceed until notification has been made.

NCCU Project Manager

Signature

Date

EHS Signature

Signature

Date

## SECTION V – Air Monitoring (completed by Air Monitor secured by Contractor)

Contractor provide PM and EHS copies of all air sampling reports collected during and after abatement, and sample location diagrams.

Air Monitor	
_____ Signature	_____ Date

EHS Receipt	
_____ Signature	_____ Date

*Contractor should not proceed until all reviews have been completed and signatures of EHS and PM are included.*

## SECTION VI – Disposal Information

Volume of ACM for Disposal Facility:

Disposal Facility:

Date(s) of Disposal:

Contractor shall provide PM and EHS copies of all disposal manifests.

Submitting Contractor	
_____ Signature	_____ Date

EHS Receipt	
_____ Signature	_____ Date

*Contractor should not proceed until all reviews have been completed and signatures of EHS and PM are included.*

## SECTION VII – Project Closure (completed by Primary Contractor)

Certifies that NCCU has received all documentation required by law, procedure or designer specifications including a certification letter from the contractor that all ACMs have been removed from the area within the scope of work.

Primary Contractor	
_____ Signature	_____ Date

PM Review	
_____ Signature	_____ Date

EHS Review	
_____ Signature	_____ Date

# Instructions:

This form is designed to ensure that all documentation is completed and all regulatory requirements are completed for each project where regulated asbestos containing materials are disturbed. It outlines what sections should be completed, by whom and what information should be attached.

## Section I - Project Information

This section is to be completed by the NCCU Project Manager with information from the Primary Contractor. For the purposes of this document the Project Manager is the person responsible for hiring the contractor and overseeing the completion of the project. Although other sections are to be completed by contractors, the NCCU Project Manager should complete the check blocks for each section determining its applicability. To prevent possible project delays, it is imperative that the contact information for the Primary Contractor be provided as soon as possible.

## Section II - Design

The NCCU Project Manager should check the appropriate box designating whether a Certified Asbestos Designer is required. Complete this section if one is required. If the project is to remove greater than 35 cubic feet, 160 square feet or 260 linear feet of regulated asbestos material then an Asbestos Abatement Design Plan is required. The NCCU Project Manager in consultation with EHS may decide to require a design plan for lesser amounts. The Asbestos Designer may be hired directly by NCCU or the Primary Contractor.

**NOTE: If a designer is not required, the Primary Contractor should provide the following information before project completion.**

- A layout or site diagram showing active abatement areas as well as the location of safety and security measures (such as decontamination areas) and the location of barricades and warning signs.
- A description of the sequence and methods used for removal or abatement.  
A description of barriers, barricades and warning signs shown on the site diagram.  
A description of controlling emissions from the area including barriers, ventilation and the isolation of heating, ventilation and air-conditioning (HVAC) equipment.
- A description of personnel and building decontamination procedures
- A list of key project and their level of accreditation including workers, supervisors, the project manager and the company principal.

## Section III – Permitting

NCCU Project Manager should check the appropriate box designating whether a permit is required. If required, the Primary Contractor should complete this section. If the project is to remove greater than 35 cubic feet, 160 square feet or 260 linear feet of regulated asbestos material then an Asbestos Abatement Design Plan is required. The NCCU Project Manager in consultation with EHS, may decide to require a Letter of Notification sent to North Carolina Division of Health and Human Services for lesser amounts.

#### **Section IV - Occupant Notification**

To be completed by the NCCU Project Manager. If the building is to be occupied, then the Building Occupant Notification Form found in the NCCU Asbestos Control Program document should be submitted to the building manager for posting near entrances and to be sent via email to all occupants. Once project is completed, the project manager should contact building supervisor to remove notices.

#### **Section V - Air Monitoring**

To be completed by the supervising Air Monitor. A supervising Air Monitor should be secured by the Primary Contractor. This Air Monitor should collect samples in accordance with the design plan if prepared but, in all cases, samples should be collected outside the abatement area during abatement and inside the abatement area after the completion of abatement activities.

#### **Section VI - Disposal**

To be completed by the Primary Contractor. The volume and type of asbestos containing materials that were disposed of during this project should be described, as well as, the disposal facility and the method of transportation.

#### **Section VII - Project Closure**

To be completed prior to project close out. It is a final check to ensure that all documentation is contained in the file and that all steps have been appropriately completed. Prior to close out the Project Manager should ensure that the Primary Contractor has submitted all information required to PM and EHS. Final payment and project close out should not occur until this phase is completed.