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# ASBESTOS CONTROL IN-HOUSE ABATEMENT ACTIVITIES (MOP-P003)

## Sacramento City Unified School District

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### 1.0 SCOPE:

- 1.1 This procedure addresses planned, non-emergency, in-house asbestos abatement activities.

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.

### 5.0 PROCEDURE:

- 5.1 Define the scope of work to be accomplished
- 5.2 Schedule work with all parties involved.
- 5.3 Make appropriate notifications to site and regulatory agencies.
- 5.4 Gather equipment and supplies to perform work.
- 5.5 Using proper methods, setup regulated area and perform abatement work.
- 5.6 Conduct air clearance.
- 5.7 At the conclusion of a successful air clearance. Remove equipment and notify restoration crafts of the availability of the work area.
- 5.8 Prepare report of the abatement activities

### 6.0 ASSOCIATED DOCUMENTS:

- 6.1 Work Order
- 6.2 Notifications
- 6.3 Personal air sampling forms
- 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>
Work Order	Maint. Office	5 Years	dispose as desired	In Dist. Only
Notifications	Asb. Control Office	30 Years	dispose as desired	Public Doc.
Personal air sampling	Asb. Control Office	30 Years	dispose as desired	In Dist. Only
Air Clearance	Asb. Control Office	30 Years	dispose as desired	Public Doc.
Management Plan Rpt.	Asb. Control Office	30 Years	dispose as desired	Public Doc.

### 8.0 REVISION HISTORY:

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