

## Responding to Concerns of Suspected Asbestos Materials

### Standard Operating Procedure

June 2014

#### During Work Hours:

1. Route caller to the Customer Relations Service Referral (FM, x42930 or HDH x42600).
2. Instruct the caller to stay away from the suspected area. If possible, instruct caller to secure the location to limit access.
3. Dispatch a Project Manager at Facilities Management or Bruce Watson at Housing, Dining, and Hospitality to assess the situation. Call until you reach someone within FM, HDH, or EH&S, who can visit the site within 4 hours upon receipt of the call.
4. Create a work order and enter "Asbestos" in the classification description and specify the name of the assigned project manager/employee. In the long description, clearly include detailed statements made by the caller, describing what was found, where, and what circumstances. Send a copy of the work order to EH&S ([ehsih@ucsd.edu](mailto:ehsih@ucsd.edu)). EH&S Occupational Health and Hygiene (OHH) will follow up according to the circumstance.
5. The Project Manager or the Asbestos Elite Team (see below) will visit the site of concern, secure and isolate the area. Project manager will follow the procedure on the Blink, <http://blink.ucsd.edu/go/asbestos> and call in Asbestos Consultant or Asbestos Elite Team to collect and verify if the suspected material is asbestos containing material. Only current certified Asbestos Consultant or the Asbestos Elite Team Member with current Asbestos Building Inspector certification can collect bulk samples.
6. The Asbestos Elite Team member may submit the samples to EH&S OHH to be taken to an asbestos analysis certified lab or may directly submit the samples to EMSL Lab at Convoy Court.
7. EH&S OHH Team will report back to the Asbestos Elite Team member of the result and the original caller. If **negative** result for asbestos, work can resume and the area can be accessed. If **positive** and the maintenance work is beyond the scope of a glove bag and/or the Asbestos Elite Team member cannot not perform the tasks to contain, encapsulate or abate the asbestos containing material, the Project Manager can contact one of the CA asbestos certified contractor and consultant (as needed) on <http://blink.ucsd.edu/go/asbestos>.
8. If asbestos work is being initiated, the Project Manager must submit the Asbestos Project Information Sheet, found on <http://blink.ucsd.edu/go/asbestos>.
9. When work is completed, Project Manager or Asbestos Contractor may contact EH&S, x42753 to sign the manifest. The Project Manager shall close out the project by submitting the consultant report and the updated entries for the Asbestos Survey database to EH&S OHH, [ehsih@ucsd.edu](mailto:ehsih@ucsd.edu).

#### After Work Hours:

1. Route caller to the UCSD campus Police Department, x44357.

2. The Police Dispatcher will activate the EH&S After Hours Duty Responder.
3. EH&S responder will contact FM or HDH to direct the UCSD Blink Approved Asbestos Vendor webpage: <http://blink.ucsd.edu/safety/occupational/hazard-control/asbestos/vendors.html> .

## UCSD Campus Asbestos Elite Team Contacts

April 2014

<b>Name</b>	<b>Department</b>	<b>Phone</b>	<b>Email</b>	<b>Supervisor</b>
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