

# Air Quality: Asbestos Notification Procedure

Department: Chemical and General Safety

Program: Air Quality

Owner: Program Manager

Authority: ES&H Manual, Chapter 30, Air Quality<sup>1</sup>

The Bay Area Air Quality Management District (BAAQMD) requires notification of any project that involves demolition or major renovation. The following procedure describes how to prepare a notification for work conducted at SLAC.

*Note* The project start date must be at least 10 working days after the notification package is mailed by the program manager. If either the start or end date changes, the revised date(s) must be faxed to the BAAQMD by the program manager as soon as feasible.

Step	Person	Action
1.	University technical representative (UTR) and air quality program manager	Determine if the project is classified as a demolition or renovation, as defined in the BAAQMD regulations <sup>2, 3</sup>
2.	UTR and air quality program manager	Select the form that applies and fill out all applicable sections. Note that the start and end dates must be provided.
3.	Person performing the work or the subcontractor representative	Signs the form on the top of page 2 of the form
4.	UTR	Forwards the form to the air quality program manager for ES&H evaluation
5.	Air quality program manager	Completes and submits the package, including fees
6.	UTR and air quality program manager	Determine if any work may proceed during the 10-day waiting period that commences when the notification package is mailed. Only work that does not involve asbestos containing material (ACM) may be performed.

1 SLAC Environment, Safety, and Health Manual (SLAC-I-720-0A29Z-001), Chapter 30, "Air Quality", [http://www-group.slac.stanford.edu/esh/environment/air\\_quality/policies.htm](http://www-group.slac.stanford.edu/esh/environment/air_quality/policies.htm)

2 Bay Area Air Quality Management Demolition Notification Form and Instructions, [http://www.baaqmd.gov/enf/forms/1102\\_demolition\\_041306.pdf](http://www.baaqmd.gov/enf/forms/1102_demolition_041306.pdf)

3 Bay Area Air Quality Management Asbestos Renovation Notification Form and Instructions, [http://www.baaqmd.gov/enf/forms/1102\\_renov04\\_030105.pdf](http://www.baaqmd.gov/enf/forms/1102_renov04_030105.pdf)