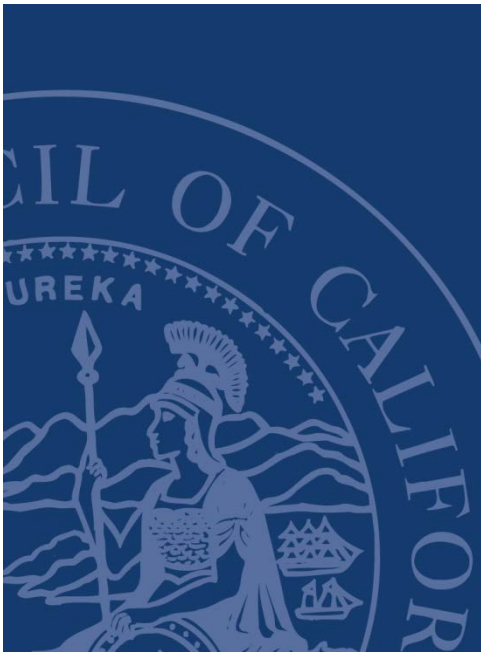


ATTACHMENT 3

Asbestos Work Permit and Management Process



SEPTEMBER 25, 2013 (APPROVED)
REV 2 AUGUST 9, 2017



JUDICIAL COUNCIL
OF CALIFORNIA

OPERATIONS AND PROGRAMS DIVISION
CAPITAL PROGRAM

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Appendix A – JCC Asbestos Work Permit (Form AMP 01)

Appendix B – JCC Owned or Managed Buildings with Assumed Asbestos Containing Materials

2. INTRODUCTION AND PURPOSE

- 2.1. The Judicial Council has a statutory obligation under California Code of Regulations, Section 1529 and section 5208 to establish a program to control the disturbance of asbestos containing materials in all construction work, including but not limited to the following:
 - 2.1.1. Demolition or salvage of structures where asbestos is present;
 - 2.1.2. Removal or encapsulation of materials containing asbestos;
 - 2.1.3. Construction, alteration, repair, maintenance, or renovation of structures, substrates, or portions thereof, that contain asbestos;
 - 2.1.4. Installation of products containing asbestos;
 - 2.1.5. Asbestos spill/emergency cleanup;
 - 2.1.6. Transportation, disposal, storage, containment of and housekeeping activities involving asbestos or products containing asbestos, on the site or location at which construction activities are performed;
 - 2.1.7. Excavation which may involve exposure to asbestos as a natural constituent which is not related to asbestos mining and milling activities;
 - 2.1.8. Routine facility maintenance.
- 2.2. The program will apply to all court facilities, and other buildings, owned or managed by the Judicial Council, constructed in or before 1981 in which construction, demolition, removal, and encapsulation work is planned, or in progress.
- 2.3. The Judicial Branch Facilities Services, Risk Management - Environmental Health and Safety provides staff support necessary to manage the Judicial Council Asbestos Permit and Management Process. Any work involving asbestos containing material (ACM) or material that is assumed asbestos containing material (AACM) or involving any untested suspect material must receive prior authorization from the RMU or the Judicial Council competent person.

- 2.4. This process describes how to obtain an asbestos work permit, which includes the necessary authorization to proceed from the Judicial Council competent person, and documents the work related information that must be maintained. The Asbestos Work Permit (Form AMP 01 found at Appendix A) is the primary means of permitting, managing and controlling asbestos related work activities in court facilities.
- 2.5. The purpose of the process is to provide specific guidelines to the Judicial Council, its service providers and their subcontractors, construction contractors, other Judicial Council offices, and Courts of the requirement to obtain an asbestos work permit before initiating any scheduled or unscheduled work activities at court facilities that have the potential to affect ACM or AACM, or materials containing any levels of asbestos.
- 2.6. The Facilities Services has determined that intact ACM or AACM will not be removed until a condition or situation arises in a court facility necessitating the removal of some or a portion of the ACM. Under no circumstance should any employee of the Judicial Council, its service providers and their subcontractors, construction contractors, other Judicial Council offices, or Courts disturb ACM or AACM unless specific authorization is obtained from the Judicial Council competent person through an asbestos work permit.
- 2.7. The permit process ensures that the Judicial Council maintains a process as defined in the California Code of Regulations Section 6501.8 that includes the following requirements for all work necessary to identify and/or repair or remove ACM or AACM, as defined in the California Labor Code and regulations promulgated by, but not limited to, the following agencies: federal EPA, the applicable air pollution control district having jurisdiction, California EPA (Cal-EPA), federal OSHA and Cal/OSHA. In addition, for materials classified as asbestos containing material (ACM) by Cal OSHA and the California Contractor State Licensing Board (CSLB) regulations, remediation work must be performed in compliance with all of the requirements of this procedure, and the following requirements apply:
 - 2.7.1. The work, except Class IV asbestos work must be performed by a registered asbestos abatement contractor;

- 2.7.2. The work must be completed under the controls of an Operations and Maintenance Plan that has been prepared by the asbestos abatement contractor and has been approved by the Judicial Council's competent person;
- 2.7.3. The Judicial Council competent person must approve all work.

3. AUTHORITY

This procedure is developed pursuant to the requirements of Title 8 of the California Code of Regulations (8CCR) section 1529.

4. GLOSSARY & ABBREVIATIONS

Term	Definition
ACM inventory	The Risk Management Unit as the Asbestos Program Administrator maintains an inventory of known or suspect ACM and AACM, based on previous asbestos surveys and information related to building age and materials of construction. This inventory includes specific information about location, quantity, and type of asbestos, and locations and materials that have tested negative for asbestos.
Air Pollution Control District (APCD)	The Air Pollution Control District (APCD) is a special district created by state law to enforce local, state, and federal air pollution regulations. The APCD is also known as the Air Quality Management District (AQMD), depending on the region.
asbestos (asbestos)	Forms of the following minerals: chrysotile (fibrous serpentine), crocidolite (fibrous riebeckite), amosite (fibrous cummingtonite-grunerite), fibrous tremolite, fibrous actinolite, and fibrous anthophyllite and any of the minerals that has been chemically treated and/or altered.
asbestos abatement contractor	A licensed contractor, who is authorized to engage in asbestos-related work, as defined in California Labor Code Section 6501.8, and has passed an asbestos certification examination administered by the Contractors' State License Board, in consultation with the Division of Occupational Safety and Health in the Department of Industrial Relations and the State Department of Health Services
assumed asbestos containing material (AACM)	Any building component, material, or substance that has not yet been determined, by laboratory analysis, not to contain asbestos.
asbestos-containing material (ACM)	Any material containing more than one percent asbestos (defined by the United States Environmental Protection Agency (EPA)).

Term	Definition
asbestos-containing waste material	Any waste that contains commercial asbestos and is generated by a source regulated under National Emissions Standards for Hazardous Air Pollutants (NESHAP). This includes filters from control devices, friable asbestos waste material, and bags or other similar packaging contaminated with commercial asbestos. This is applicable to demolition and renovation operations, and includes regulated asbestos-containing waste and materials contaminated with asbestos including disposable equipment and clothing.
asbestos program administrator	The Judicial Branch , Risk Management – Environmental Health Safety (EHS), or its designee performs this function.
asbestos work permit (Form AMP 01)	An internal Judicial Council permit issued by the EHS designed to monitor and regulate all work activities that could potentially disturb ACM or AACM in court facilities.
authorized person	Any person authorized by the Judicial Council and allowed by work duties to be present in regulated locations.
California Occupational Safety and Health Administration (Cal OSHA)	The California State agency tasked with enforcing regulations intended to protect workers and employees in the State of California from occupational safety and health hazards.
Class IV asbestos work	Any maintenance and custodial activities during which employees contact but do not disturb ACM or AACM and activities to clean up dust, waste and debris resulting from Class I, II, and III activities. Class IV asbestos related work is not subject to the requirements of this Procedure.
competent person	The Judicial Council employee or consultant who is designated to identify asbestos hazards in the workplace and has the authority to correct them. This person must be qualified and authorized to ensure worker safety and health as required by <i>Subpart C, General Safety and Health Provisions for Construction (29 CFR Part 1926.20)</i> .
court	Any of the Superior Courts of California, Appellate Courts, or the Supreme Court of California.

Term	Definition
court facility or court facilities	Court buildings where title is held by the State of California and the building is managed by the Judicial Council, and any court building where title is held by a county, but which is managed by the Judicial Council under the terms and conditions of an agreement entered into between the Judicial Council and the county.
Customer Service Center (CSC)	Statewide, 24-hour service center managed by the Judicial Council's Facilities Services created to establish, track and control all work related to court facilities.
excursion limit	The Cal OSHA maximum allowable exposure limit for the airborne concentration of asbestos measured over a sampling period of 30 minutes. The excursion limit for asbestos is 1.0 fiber per cubic centimeter (f/cc) of air.
heating, ventilation, and air conditioning (HVAC)	Systems that provide thermal comfort and air quality in an indoor space including central air conditioners, heat pumps, furnaces, boilers, cooling towers, rooftop units, chillers, and packaged systems.
facility modification (FM)	A public works project that involves construction, renovation, or demolition work that may disturb ACM or AACM
job order contractor (JOC contractor)	A contractor that has been selected to provide, via their own efforts or through their subcontractors, the complete range of work, as described in a work order and construction task catalog, all services, including any incidental architectural and engineering services necessary to provide the designated work.
National Ambient Air Quality Standards (NAAQS) Standards	Standards established by the United States Environmental Protection Agency (EPA) under authority of US Clean Air Act 42 U.S.C. 7401 et.seq.
National Voluntary Laboratory Accreditation Program (NVLAP)	An organization that provides third-party accreditation to testing and calibration laboratories.
National Emissions Standards for Hazardous Air Pollutants (NESHAPs)	Emissions standards set by the United States EPA for air pollutants, including asbestos, not covered by NAAQS that may cause an increase in fatalities or in serious, irreversible, or incapacitating illness. These standards are authorized by Section 112 of the Clean Air Act and the regulations are published in 40 CFR Parts 61 and 63.

Term	Definition
operations and maintenance plan (O&M Plan):	A program of regulatory-required training, personal protective equipment, appropriate engineering controls, and specific work practices designed to reduce and maintain employee asbestos exposure to below the eight (8) hour time-weighted average Permissible Exposure Limit (PEL) and/or excursion limit prescribed by Cal OSHA.
permissible exposure limit (PEL)	The Cal OSHA maximum allowable exposure limit for the airborne concentration of asbestos measured over an eight (8) hour time-weighted average. The PEL for asbestos is 0.1 fibers per cubic centimeter (f/cc) of air.
Priority 1 (P1)	A condition that requires immediate action to return a facility to normal operations or a condition that will become immediately critical if not corrected immediately.
registered asbestos waste hauler	In California, unless specifically exempted, it is unlawful for any person to transport hazardous wastes, including asbestos, unless the person holds a valid registration issued by the California Department of Toxic Substances Control (DTSC). A hazardous waste transporter registration is valid for one year and is assigned a unique registration number by the State of California.
service provider	An entity contracting Facilities Services to provide proactive maintenance and repair services, timely response, identification of facility needs, complete operation management services, conscientious environmental stewardship, and responsible fiscal administration with respect to the Court Facility.
service work order (SWO)	A task given to a service provider by Facilities Services via the Computer-Aided Facilities Management (CAFM) system. This can be a job order, collection work order, preventive maintenance, or facility modification. The Customer Service Center (CSC) issues these SWO's.
suspect material	Any material that has not been tested and verified as non-asbestos containing material and that is included on the list of suspect materials found at section 5.3 below, or that otherwise may contain asbestos.

5. SCHEDULED WORK ACTIVITIES

- 5.1. The following procedure defines how to obtain an asbestos work permit for any capital project, SWO, or facility modification (SWO/FM) based work activities with the potential to affect ACM or AACM. In most instances, it must be assumed the Judicial Council has not performed an initial building inspection to locate and assess the condition of ACM in court facilities. Therefore, when capital project, SWO, or facility modifications based work involves certain untested suspect materials assumed to contain asbestos, this procedure will apply.
- 5.2. Work on materials or in locations that are assumed to contain ACM or have not been surveyed to verify there is no ACM present, must be tested by certified persons, through bulk sampling and analysis by a NVLAP laboratory followed by a survey report.
- 5.3. The following materials found in buildings and court facilities constructed prior to 1981 have been identified by the EPA to presumptively contain asbestos:
 - 5.3.1. Thermal System Insulation (TSI) applied to pipes, fittings (joints, “Ts”, elbows, valves, etc.), boilers, breechings, tanks, ducts or other structural components;
 - 5.3.2. Mechanical systems: sealant compounds, duct seam tape, vibration joint cloth, gaskets;
 - 5.3.3. Surfacing material that is sprayed, troweled-on or otherwise applied to surfaces (such as acoustical plaster on ceilings and fireproofing materials on structural members, or other materials on surfaces for acoustical, fireproofing, and other purposes);
 - 5.3.4. Wall systems: plaster, drywall and joint compound;
 - 5.3.5. Decorative finishes on ceilings and walls;
 - 5.3.6. Ceiling tiles and adhesives, drop in ceiling tiles;
 - 5.3.7. Fireproofing on structural members;

- 5.3.8. Asphalt and vinyl flooring material and associated mastics and backings, carpet mastics;
- 5.3.9. Flooring felt;
- 5.3.10. Roof coatings, patch and repair mastics and roof tiles;
- 5.3.11. Cement corrugated sheet;
- 5.3.12. Cement flat sheet;
- 5.3.13. Cement pipe;
- 5.3.14. Cement shingle;
- 5.3.15. Other miscellaneous materials:
 - (1) Window putty,
 - (2) Mirror adhesive,
 - (3) Sink undercoating,
 - (4) Cove base and adhesive,
 - (5) Fire doors and hoses,
 - (6) Elevator shaft insulation,
 - (7) Braided wiring.
- 5.4. The following locations within the buildings and court facilities are assumed to contain ACM or AACM:
 - 5.4.1. Boiler rooms,
 - 5.4.2. Mechanical rooms,
 - 5.4.3. Electrical panels,
 - 5.4.4. Ceiling plenums,

- 5.4.5. Locations under raised floors,
- 5.4.6. Telephone/data closets,
- 5.4.7. Janitorial closets,
- 5.4.8. Utility areas,
- 5.4.9. Roofs, walls, and floors.

However, the types of materials listed in section 5.3 may be found in other locations in a building or court facility, and when identified must be assumed to contain asbestos, and are subject to this procedure.

- 5.5. As part of the continuous and ongoing assessment of ACM or AACM in Judicial Council owned buildings and court facilities, the Judicial Council encourages its service providers, construction contractors, and asbestos abatement contractors to submit in electronic PDF format O&M Plans to the Judicial Council competent person for review and pre-approval in advance of being contracted to perform asbestos related work. Otherwise, an O&M Plan applicable to specific work for which a permit is being requested must be submitted in electronic PDF format to the Judicial Council competent person with the Asbestos Work Permit – Form AMP 01 (See section 5.6).
 - 5.5.1. The submission of the asbestos O&M Plan to the Judicial Council competent person must occur prior to any asbestos related work being performed by the service provider, JOC contractor, construction contractor, or asbestos abatement contractor;
 - 5.5.2. Once the Judicial Council competent person has reviewed and approved the asbestos O&M Plan, it will provide a written approval of the plan to the service provider, JOC contractor, construction contractor, or asbestos abatement contractor;
 - 5.5.3. Each service provider, JOC contractor, construction contractor, and/or asbestos abatement contractor will bear sole and exclusive responsibility for safety in all phases of its work. Nothing contained in this procedure will relieve such responsibility. Contractors are required to develop their

own written site-specific safety and health plans for their work at any work site.

- 5.6. The Judicial Council requires an asbestos work permit for any work that has the potential to disturb ACM or AACM that is located in a Judicial Council owned or managed building or court facility. For work where an asbestos survey report indicates **NO PRESENCE** of asbestos or asbestos containing material in the material or location of the work, then work can proceed with approval from the Judicial Council competent person, and sections 2.0 through 6.0 on Form AMP 01 (See Appendix A) must be completed and submitted, along with all supporting documentation in electronic PDF format, to the Judicial Council competent person at the following address for review and filing in the ACM Inventory.

Mark Smith
Forensic Analytical Consulting Services, Inc.
2959 Pacific Commerce Drive
Rancho Dominguez, CA 90221
Email: acmpermit@forensicanalytical.com

- 5.7. The following persons and/or organizations are responsible to ensure an asbestos work permit has been requested and is received before work begins, unless there is a survey report indicating **NO ASBESTOS** is present (subject to approval by the Judicial Council competent person):
- 5.7.1. The Facilities Operations supervisor (FOS) reviewing the SWO/facility management project identifies that the work is being performed in a court facility listed in Appendix B and may affect ACM or AACM;
- 5.7.2. The Facilities Services Project Manager (FM) responsible for capital project or facility modification work identifies that the work is being performed in a Judicial Council owned building or court facility listed in Appendix B and may affect ACM or AACM;
- 5.7.3. The service provider representative reviewing a SWO/FM identifies that the scope of work is being performed in a court facility listed in Appendix B, and may affect ACM or AACM;
- 5.7.4. The contract manager from the Judicial Council Information Technology, Center for Judicial Education and Research (CJER) Audio Visual, or any

other Judicial Council units contracting work in a court facility, determines the work associated with a specific contract, purchase order, or SWO/FM may affect ACM or AACM;

- 5.7.5. The representative of the court responsible for work in the building or court facility determines the activities associated with a specific contract, purchase order, or SWO/FM may affect ACM or AACM.
- 5.8. Upon receipt of the Form AMP 01, with sections 2.0 through 6.0 completed and required documents attached, the Judicial Council competent person will complete the following steps:
 - 5.8.1. Log the asbestos work permit request (date, location, SWO/FM number, etc.) into the database;
 - 5.8.2. Review the AMP 01 and attached documentation to determine if any extraordinary actions are necessary prior to approving the start of work;
 - 5.8.3. Generate a unique asbestos work permit number on Form AMP 01;
 - 5.8.4. Review existing data to determine if the work location, building, or court facility has been determined to be free of ACM; and so state in Section 6.0 on Form AMP 01 with the following statement: “This location has been determined by approved testing protocol to be free of asbestos containing materials;”
 - 5.8.5. Return a copy of the permit to the requesting party, with an electronic copy to the followings persons as appropriate for the work:
 - (1) RMU designated person,
 - (2) Facilities Operations Manager
 - (3) Facilities Operations Supervisor or Project Manager,
 - (4) Project Management Manager,
 - (5) Designated contractor representative as indicated in section 3.0 on the Form AMP 01.

- 5.9. Upon receipt of Form AMP 01 from the Judicial Council competent person, the requesting party must post the asbestos work permit in a conspicuous place at the work site for the duration of the work activities.
- 5.10. Upon receipt of Form AMP 01 from the Judicial Council competent person, the FO supervisor (FOS) and FO manager (FOM) or project manager (PM), or his/her designee, will determine how to move forward, including one of the following options:
 - 5.10.1. If existing asbestos survey data indicates that the building or court facility is free of ACM, and/or additional surveys indicate that work location is free of ACM or AACM, upon approval from the Judicial Council competent person work can proceed without any further concern for asbestos management;
 - 5.10.2. If the ACM inventory data indicates either the presence of ACM, or there is no information related to ACM at the building or court facility, the FMU area supervisor or project manager must either:
 - (1) Cancel the work associated with the capital project or SWO/facility modification; or
 - (2) Proceed with the capital project, or SWO/facility modification with the presumption that ACM is present in quantities that require administrative controls. In such a circumstance, sections 7.0 through 10.0 on Form AMP 01 must be completed and submitted in electronic PDF format to the Judicial Council competent person at the following location for review and approval prior to the initiation of the work:

Mark Smith
Forensic Analytical Consulting Service s, Inc.
2959 Pacific Commerce Drive
Rancho Dominguez, CA 90221
Email: acmpermit@forensicanalytical.com
 - (3) Either begin the work under an AACM standard with full administrative controls in place, or require the service provider, the JOC contractor, or construction contractor to determine the

presence of ACM through bulk sampling by a certified asbestos consultant and analysis by an independent NVLAP accredited laboratory;

- (4) If work will commence without further testing, or if ACM is determined to exist in quantities that require administrative controls work may only proceed upon completion of sections 7.0 through 10.0 on Form AMP 01, which must be submitted in electronic PDF format to the Judicial Council competent person at the following location for review and approval prior to the initiation of the remediation work:

Mark Smith
Forensic Analytical Consulting Services, Inc.
2959 Pacific Commerce Drive
Rancho Dominguez, CA 90221
Email: acmpermit@forensicanalytical.com

- (5) Whether the work progresses on the assumption that ACM or AACM is present, or there is confirmation of the presence of ACM, all remediation work must proceed under appropriate safety precautions as outlined in the service provider's, the JOC contractor's, or construction contractor's asbestos abatement contractor's approved O&M Plan and their injury and illness prevention program, and all parties responsible for the work must follow the guidelines stated in section 5.12 below.

5.11. Based upon the laboratory analysis of the AACM samples (Section 5.10.2 above), if asbestos is not detected, the work is allowed to proceed with the approval of the Judicial Council competent person without any further concern for asbestos management.

5.12. Based upon the results from the laboratory analysis of the AACM samples (Section 5.12.5) if ACM is detected, or work proceeds on the assumption of ACM, the work, with the exception of work that would proceed as Class IV asbestos work, must proceed under the following non-negotiable conditions:

- 5.12.1. The FOS, FOM, or PM makes the decision to continue with work activities identified on project plan or the SWO/FM and proceeds under the steps outlined in section 5.12.2 through 5.12.15) as appropriate for the situation.
- 5.12.2. The FOS, FOM or PM must obtain from the Judicial Council competent person the Form AMP 01 permit and ensure it is posted in a conspicuous location at the work site.
- 5.12.3. The FOS assigns the work to the service provider, or the project manager contracts with a JOC contractor to construction contractor, who in turn contracts with its asbestos abatement contractor to perform the appropriate asbestos abatement work in a safe and legal manner with all regulatory requirements in place and in compliance with the its approved O&M plan and injury and illness prevention program, or
- 5.12.4. The service provider, or the JOC contractor, or the construction contractor either directly or through its asbestos abatement contractor is responsible for the proper notifications to the regulatory agencies having jurisdiction (i.e. Cal OSHA, local APCD/AQMD) over asbestos related abatement activities.
- 5.12.5. The results of any pre-work ACM bulk sampling and analysis must be maintained at the job site for review by any regulatory agencies, or Court officers and employees.
- 5.12.6. When the asbestos abatement work is complete, air clearance monitoring must be performed by a qualified person who is not employed by the service provider, the JOC contractor, the construction contractor, or the asbestos abatement contractor that performed the actual asbestos abatement work.
 - (1) Clearance criteria – The work location must be visibly clean of dust and debris. Following a successful visual inspection, air sample collection can commence Contrast Microscopy: 0.01 fibers or less per cubic centimeter of air (f/cc) with a minimum sampling volume of 1,200. liters of air (no single sample above 0.01 f/cc)

- (2) Air clearance monitoring must be conducted, and the post-abatement clearance air sampling compared to the following standards (Reference: Title 8 CCR 1529 (g) (4) (B) (2)):
 - a) Phase Contrast Microscopy: 0.01 fibers or less per cubic centimeter of air (f/cc) with a minimum sampling volume of 1,200. liters of air (no single sample above 0.01 f/cc), or
 - b) Transmission Electron Microscopy (TEM): 70 asbestos structures or less (average of five samples) per square millimeter of filter area, with a sampling volume between 1,200 to 1,800 liters of air or 0.01 asbestos structures or less for each sample.

- (3) Phase Contrast Microscopy air clearance testing and analysis should be conducted according to the following list of industry standards:
 - a) Acceptable sampling media for Phase Contrast Microscopy is a 0.8um mixed cellulose ester filter housed in a 25 millimeter cowed cassette.
 - b) The sampling trains should be pre-and post-calibrated in the field using a rotometer calibrated with a laboratory primary standard.
 - c) Air sampling flow rate should be within 8 to 16 liters per minute, and a minimum sampling volume of 1,200 liters of air should be collected.
 - d) Training – The field analyst must have satisfactorily completed the NIOSH 582 Equivalent Course: Air Sampling & Analysis of Airborne Asbestos. Further, the analyst should periodically prove competency via involvement in AIHA's Proficiency Analytical Testing program (or similar review of library slides that can measure the microscopist's expertise in analysis).
 - e) The air samples should be analyzed via phase contrast in accordance with the NIOSH 7400A method.

- f) Air sample results should be compared to the EPA recommended maximum fiber level of 0.01 f/cc or less for the reoccupation of an asbestos related work location.
- 5.12.7. When the air clearance monitoring is complete the results must be sent to the Judicial Council competent person as indicated on the FORM AMP 01. The Judicial Council competent person will: (1) approve the clearance test so that the containment can be dismantled and construction work can move forward, (2) reject the clearance test and provide direction on what must be completed to obtain approval, or (3) approve a portion of the clearance test so that a portion of the containment can be dismantled and work can proceed.
- 5.12.8. The service provider, JOC contractor, or construction contractor must ensure that any asbestos containing waste material generated from the abatement activities is disposed of in a safe and legal manner by a Registered Asbestos Waste Hauler. EHS is the point of contact for hazardous waste disposal, including EPA ID numbers and the required manifest. In order to properly dispose of any asbestos containing waste, the party responsible for disposal should contact the EHS to initiate the disposal process, including:
- (1) FO, or the service provider, or JOC contractor, or construction contractor, or asbestos abatement contractor must make an initial request to EHS for an EPA ID number by emailing the Request for a Temporary EPA ID Number form to ECU at ECU@jud.ca.gov;
 - (2) EHS will obtain an EPA ID Number for the waste and notify the requesting party. Please Note: The EPA ID Number is valid for 90-days from the date of issuance and there is a limit of five tons per year per facility of hazardous waste disposal;
 - (3) The service provider, JOC contractor, construction contractor or asbestos abatement contractor must complete a Hazardous Waste Manifest form. Leave the signature blank;

- (4) The service provider, JOC contractor, construction contractor, or asbestos abatement contractor should overnight mail the manifest for the necessary signature to ECU at the following address:

Judicial Council of California
Facilities Services
Risk Management - Environmental Health and Safety
2860 Gateway Oaks Drive, Suite 400
Sacramento, CA 95833-3509
Attn: Eric Winchester
916-263-8198; Email address: eric.winchester@jud.ca.gov

- (5) Upon signing the manifest document, EHS will overnight the manifest back to the originating party at the specified address. The manifest is now the shipping document that must travel with the asbestos waste from the point of generation, through transportation to the final treatment, storage, and disposal facility (TSDF);
- (6) The Registered Asbestos Waste Hauler is responsible for ensuring the final manifest is sent back to EHS for tracking purposes.

5.13. When the permitted work is complete, the service provider, or the JOC contractor, or the construction contractor, or the asbestos abatement contractor must complete and submit in electronic PDF format to the Judicial Council competent person the following information:

- (1) Complete sections 11.0 through 13.0 on Form AMP 01;
- (2) Attach all materials to Form AMP 01 as required by section 12.0 and section 13.0;
- (3) Sign Form AMP 01 and return the completed form to the Judicial Council Competent person. The completed form and documentation should be sent to the following:

Mark Smith
Forensic Analytical Consulting Services, Inc
2959 Pacific Commerce Drive
Rancho Dominguez, CA 90221
Email: acmpermit@forensicanalytical.com

- 5.14. Upon receipt of all information required by this procedure and the Form AMP 01 the Judicial Council competent person will forward all material to EHS permanent electronic filing.
- 5.15. Upon receipt of the completed Form AMP 01 and supporting documentation from the Judicial Council competent person EHS will close the asbestos work permit and post all of the information to the ACM Inventory records.
- 5.16. Copies of the completed and signed Form AMP 01 will be sent electronically to the same parties as identified in section 5.8.5 above as evidence of the asbestos work permit has been closed.

6. UNSCHEDULED WORK ACTIVITIES / EMERGENCY SITUATIONS

The following procedure pertains to the asbestos work permit process during unscheduled or emergency situations involving ACM or AACM.

- 6.1. If an unexpected incident occurs, i.e. fire, earthquake, water intrusion, or incidental contact that damages or impacts materials in a court facility where ACM or AACM may be found, the service providers or Judicial Council personnel who initially respond to the event should contact the CSC (1-888-225-3583) immediately for notification to the appropriate level of FO management, EHS, and the Judicial Council competent person.
- 6.2. The following steps must be followed by the personnel who initially respond to an event that may have impacted ACM or AACM to ensure health, safety and risk mitigation measures.
 - 6.2.1. Shut down the facility's HVAC system servicing the affected location
 - 6.2.2. Treat all suspect materials as containing asbestos
 - 6.2.3. Follow the appropriate injury and illness prevention program guidance and wear appropriate personal protective equipment before entering potentially affected location
 - 6.2.4. Isolate and secure the location (no personnel without appropriate training and personal protective equipment may enter the location until the location has been cleared as having no exposure to ACM, see section 6.9.6 below, or has been made safe by approved methods)
 - 6.2.5. Post appropriate signage
 - 6.2.6. Protect undamaged property from further damage
 - 6.2.7. Notify responsible parties.
- 6.3. After the incident has been brought under control and an emergency situation no longer exists, only those clean-up activities necessary to preserve the property from further damage, e.g. absorption of standing water in the event of water

intrusion, may proceed before a characterization of ACM or AACM is completed, and then only under appropriate safety precautions as outlined in the service provider's approved O&M Plan and its injury and illness prevention program.

- 6.4. The FMU supervising facilities management administrator (FMU area supervisor) or his/her designee must submit a Priority 1 SWO into CAFM. The next alert cast update should indicate that ACM or AACM may be involved.
- 6.5. If the SWO has the potential to impact ACM or AACM, a request for an Asbestos Work Permit (Form AMP 01) is required. The person entering the SWO must complete sections 2.0 through 6.0 on Form AMP 01 and submit it in electronic PDF format to the Judicial Council competent person at the address below:

Mark Smith
Forensic Analytical Consulting Services, Inc.
2959 Pacific Commerce Drive
Rancho Dominguez, CA 90221
Email: acmpermit@forensicanalytical.com

- 6.6. Upon receipt of the completed Form AMP 01 and required documents, the Judicial Council competent person will complete the following steps:
 - 6.6.1. Log the asbestos work permit request (date, location, SWO number, etc.) into the database;
 - 6.6.2. Review the Form AMP 01 and attached documentation to determine if any extraordinary actions are necessary prior to approving the work to proceed.
 - 6.6.3. Generate a unique asbestos work permit Number on Form AMP 01;
 - 6.6.4. Review existing data to determine if the work location, building, or court facility has been determined to be free of ACM; and so state in Section 6.0 on Form AMP 01 with the following statement, "This location has been determined by approved testing protocol to be free of asbestos containing materials."
 - 6.6.5. Return a copy of the permit to the requesting party, with an electronic copy to the followings persons:

- (1) EHS designated person,
 - (2) FO Manager (FOM),
 - (3) FO Supervisor (FOS)
 - (4) Project Manager (PM),
 - (5) Designated contractor representative as indicated in Section 3.1 on Form AMP 01.
- 6.7. Upon receipt of Form AMP 01 from the Judicial Council competent person, the requesting party must post the asbestos work permit at the work site for the duration of the work activities.
- 6.8. Upon receipt of Form AMP 01 from the Judicial Council competent person, the FOS, or his/her designee, will determine how to move forward, including one of the following options:
- 6.8.1. If the ACM Inventory data indicates that the court facility is free of ACM, work can proceed with the approval of the Judicial Council competent person without any further concern for asbestos management;
 - 6.8.2. If the ACM inventory data indicates either the presence of ACM, or there is no information related to ACM at the court facility, the FOS must, with the exception of work that would proceed as Class IV asbestos work, require the restoration work to proceed under the following non-negotiable conditions:
 - (1) Require the service provider or its asbestos abatement contractor to determine the presence of ACM through bulk sampling by a certified asbestos consultant and analysis by an independent NVLAP accredited laboratory;
 - (2) If, based upon the laboratory analysis of the AACM samples (Section 6.8.2.(1)), ACM is not detected, the work is allowed to proceed with the approval of the Judicial Council competent person without any further concern for asbestos management;

- (3) If ACM is determined to exist in quantities that require administrative controls, or the work will proceed under the assumption that ACM is present, work may proceed upon completion of sections 7.0 through 10.0 of Form AMP 01, which must be submitted in electronic PDF format to the Judicial Council competent person at the following location for review and approval prior to the initiation of the remediation work:

Mark Smith
Forensic Analytical Consulting Services, Inc
2959 Pacific Commerce Drive
Rancho Dominguez, CA 90221
Email: acmpermit@forensicanalytical.com

- (4) Upon approval from the Judicial Council competent person the remediation work can proceed and follow the guidelines stated in section 6.9 and 6.10 below;
 - (5) The service provider, JOC contractor, or asbestos abatement contractor must follow appropriate safety precautions as outlined in the approved O&M Plan and its injury and illness prevention program.
- 6.9. Based upon the results from the laboratory analysis of the AACM samples (Section 6.8.2.(1)) if asbestos is detected, or there is an assumption that ACM is present, work will proceed under the following non-negotiable conditions:
- 6.9.1. The service provider contracts with an asbestos abatement contractor to perform the appropriate asbestos abatement work in a safe and legal manner with all regulatory requirements in place and the work executed according to the approved O&M plan, and their injury and illness prevention program, or
 - 6.9.2. The FOS must obtain from the service provider or JOC Contractor any pre-work ACM bulk sampling and analysis results from a NVLAP accredited laboratory and make the information available to the Judicial Council competent person indicated on Form AMP 01.

- 6.9.3. The service provider, or the JOC contractor, or the construction contractor either directly or through its asbestos abatement contractor is responsible for the proper notifications to the regulatory agencies with jurisdiction (i.e. Cal OSHA, local APCD/AQMD) over asbestos related abatement activities.
- 6.9.4. The results of any pre-work ACM bulk sampling and analysis must be maintained at the job site for review by any regulatory bodies or court officers and employees.
- 6.9.5. When the asbestos abatement work is complete, clearance air monitoring must be performed by a qualified person who is not employed by the service provider, the JOC contractor, or the asbestos abatement contractor that performed the actual asbestos abatement work.
 - (1) Clearance criteria – The work location must be visibly clean of dust and debris. Following a successful visual inspection, air sample collection can commence Contrast Microscopy: 0.01 fibers or less per cubic centimeter of air (f/cc) with a minimum sampling volume of 1,200. liters of air (no single sample above 0.01 f/cc);
 - (2) Air clearance monitoring must be conducted, and the post-abatement clearance air sampling compared to the following standards (Reference: Title 8 CCR 1529 (g) (4) (B) (2)):
 - a) Phase Contrast Microscopy: 0.01 fibers or less per cubic centimeter of air (f/cc) with a minimum sampling volume of 1,200 liters of air (no single sample above 0.01 f/cc), or
 - b) Transmission Electron Microscopy (TEM): 70 asbestos structures or less (average of five samples) per square millimeter of filter area, with a sampling volume between 1,200 to 1,800 liters of air or 0.01 asbestos structures or less for each sample.
 - (3) Phase Contrast Microscopy air clearance testing and analysis should be conducted according to the following list of industry standards:

- a) Acceptable sampling media for Phase Contrast Microscopy is a 0.8um mixed cellulose ester filter housed in a 25 millimeter cowed cassette;
 - b) The sampling trains should be pre-and post-calibrated in the field using a rotometer calibrated with a laboratory primary standard;
 - c) Air sampling flow rate should be within 8 to16 liters per minute, and a minimum sampling volume of 1,200 liters of air should be collected.
 - d) Training – The field analyst must have satisfactorily completed the NIOSH 582 Equivalent Course: Air Sampling & Analysis of Airborne Asbestos. Further, the analyst should periodically prove competency via involvement in AIHA’s Proficiency Analytical Testing program (or similar review of library slides that can measure the microscopist’s expertise in analysis);
 - e) The air samples should be analyzed via phase contrast in accordance with the NIOSH 7400A method.
 - f) Air sample results should be compared to the EPA recommended maximum fiber level of 0.01 f/cc or less for the reoccupation of an asbestos related work location.
- 6.9.6. When the clearance air monitoring is complete the results must be sent to the Judicial Council competent person as indicated in section 13.0 on Form AMP 01. The Judicial Council competent person will: (1) approve the clearance test so that the containment can be dismantled and construction work can move forward, (2) reject the clearance test and provide direction on what must be completed to obtain approval, or (3) approve a portion of the clearance test so that a portion of the containments can be dismantled and work can proceed.

6.9.7. The service provider or JOC contractor must ensure that any asbestos-containing waste material generated from the abatement activities is disposed of in a safe and legal manner by a registered asbestos waste hauler. Risk Management – Environmental Health Safety (EHS) is the point of contact for hazardous waste disposal, including EPA ID numbers and the required manifest. In order to properly dispose of any asbestos containing waste, the party responsible for disposal should contact the EHS to initiate the disposal process, including:

- (1) FMU, the service provider, or JOC contractor, or asbestos abatement contractor should make an initial request to EHS for an EPA ID number by emailing the Request for a Temporary EPA ID Number form to EHS at ECU@jud.ca.gov;
- (2) EHS will obtain an EPA ID Number for the waste and notify the requesting party. Please Note: The EPA ID Number is valid for 90-days from the date of issuance and there is a limit of five tons per year per facility of hazardous waste disposal;
- (3) The service provider, or JOC contractor, or asbestos abatement contractor should complete a Hazardous Waste Manifest form. Leave the signature blank;
- (4) The service provider, or JOC contractor, or asbestos abatement contractor should overnight mail the manifest for the necessary signature to ECU at the following address:

Judicial Council of California
Risk Management – Environmental Health Safety
2860 Gateway Oaks Drive, Suite 400
Sacramento, CA 95833-3509
Attn: Eric Winchester
916-263-8198
Email address: eric.winchester@jud.ca.gov

- (5) Upon signing the manifest document, EHS will overnight the manifest back to the originating party at the specified address. The manifest is now the shipping document that must travel with the

asbestos waste from the point of generation, through transportation to the final treatment, storage, and disposal facility (TSDF).

- (6) The registered asbestos waste hauler is responsible for ensuring the final manifest is being sent back to EHS for tracking purposes.
- 6.10. When the permitted work outlined in Form AMP 01 is complete, the service provider or the JOC contractor must complete and submit in electronic PDF format the following information:
- 6.10.1. Complete sections 11.0 through 13.0 on Form AMP 01;
 - 6.10.2. Attach all materials to Form AMP 01 as required in section 12.0 and section 13.0;
 - 6.10.3. Sign Form AMP 01 and return the completed form and all documentation to the Judicial Council competent person at the following address:

Mark Smith
Forensic Analytical Consulting Services, Inc.
2959 Pacific Commerce Drive
Rancho Dominguez, CA 90221
Email: acmpermit@forensicanalytical.com
 - 6.10.4. Upon receipt of all information required by this procedure and on Form AMP 01 the Judicial Council competent person will forward all material to EHS or permanent electronic filing.
 - 6.10.5. Upon receipt of the completed Form AMP 01 and supporting documentation from the Judicial Council competent person EHS will close the job and post all of the information to the ACM Inventory.
- 6.11. Copies of the completed and signed Form AMP 01 will be sent electronically to the same parties as identified in section 6.6.5 above as evidence of the asbestos work permit being closed.

7. **RISK MANAGEMENT UNIT**

- 7.1. The Risk Management – Environmental Health Safety and the Judicial Council competent person are available to provide consultative services in any phase of the asbestos identification and abatement process. The RMU can be reached at:

Facilities Services
Risk Management – Environmental Health Safety
Judicial Council of California
455 Golden Gate Ave., 8th floor
San Francisco, CA 94102
Phone: 415-865-4256
Email: ACMPermit@jud.ca.gov

