

ATTACHMENT C

Asbestos Work Permit and Management Process

SEPTEMBER 25, 2013



**ADMINISTRATIVE OFFICE
OF THE COURTS**

JUDICIAL AND COURT OPERATIONS
SERVICES DIVISION

JUDICIAL BRANCH CAPITAL PROGRAM OFFICE

AOC Asbestos Work Permit Procedures

Revision Management

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Author: H. Nagata; Health and Safety Analyst (policy writing)
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2.0 Introduction and Purpose

The Judicial Branch Capital Program Office, Risk Management Unit (RMU) provides staff support to the Administrative Office of the Courts' (AOC) Asbestos Permit and Management Process. Any work involving asbestos containing material (ACM) or material that is presumed asbestos containing material (PACM) must receive prior authorization from the RMU. This process describes how to obtain an Asbestos Work Permit, which includes authorization from the RMU. The Asbestos Work Permit is the primary means of managing and regulating asbestos related work activities in court facilities.

The purpose of the process is to provide specific guidelines to the AOC and its Service Providers and related subcontractors in the event of scheduled or unscheduled work activities at court facilities that have the potential to impact ACM or PACM.

The Office of real Estate and Facilities Management has determined that intact ACM or PACM 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 AOC employee, Service Provider, or any other contractor working for the AOC or Service Provider disturb ACM or PACM unless specific authorization is given by the RMU through an Asbestos Work Permit. Asbestos Work Permits can only be issued by the RMU.

The permit process ensures following conditions are met for all work necessary to repair or remove ACM or PACM, as defined in the California Labor Code [Section 6501.8](#):

1. The work must be performed by an Asbestos Abatement Contractor;
2. The work must be completed under the controls of an Operations and Maintenance Plan that has been prepared by the Asbestos Abatement Contractor;
3. All work must be approved by the Asbestos Program Administrator.

3.0 Authority

The requirements of this procedure are found in Title 8 of the California Code of Regulations (8CCR) section 1529.

4.0 Glossary & Abbreviations

ACM Inventory: The Risk Management Unit as the Asbestos Program Administrator maintains an inventory of known or suspect ACM and PACM, 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.

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 these 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, which involves 100 square feet or more of surface area of asbestos containing materials, 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

Asbestos-Containing Material (ACM): Any material containing more than one percent asbestos (defined by the United States Environmental Protection Agency (EPA)).

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. As applied to demolition and renovation operations, this also includes regulated asbestos-containing waste and materials contaminated with asbestos including disposable equipment and clothing.

Asbestos Program Administrator: The Judicial Branch Capital Program Office, Risk Management Unit performs this function.

Asbestos Work Permit: An internal AOC permit issued by the RMU designed to monitor and regulate all work activities that could potentially disturb ACM or PACM in court facilities.

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.

Court: Any of the county superior courts of California, appellate courts, or the Supreme Court of California.

Court Facility or Court Facilities: Court buildings where title is held by the State of California and the building is managed by the AOC, and any court building where title is held by a county, but which is managed by the AOC under the terms and conditions of an agreement entered into between the AOC and the county.

Customer Service Center (CSC): Statewide, 24 hour service center managed by the AOC's Facilities Management Unit 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 fibers per cubic centimeter (f/cc) of air.

Heating, ventilation, and air conditioning (HVAC): A major sub-discipline of mechanical engineering, based on the principles of thermodynamics, fluid mechanics, and heat transfer, HVAC system design refers to the technology of indoor building comfort.

Job Order Contractor (JOC contractor): A contractor that has been selected to provide, via their own efforts or those of 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 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. NVLAP's accreditation programs are established in response to Congressional mandates, administrative actions by the Federal Government, and requests from private-sector organizations and government agencies.

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.

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.

Presumed Asbestos-Containing Material (PACM): In both the OSHA Construction Asbestos Standard (29 CFR 1926.1101) and the General Industry Asbestos Standard (29 CFR 1910.1001) PACM is defined as thermal system insulation (TSI) and surfacing material found in a building constructed no later than 1980. TSI is the material applied to pipes, fittings (joints, "Ts", elbows, valves, etc.), boilers, breechings, tanks, ducts or other structural components, generally to prevent heat loss or gain. Surfacing material refers to materials sprayed, troweled on or otherwise applied to surfaces generally for acoustical, fireproofing, or other purposes.

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 expeditiously.

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 with Office of Real Estate and Facilities Maintenance 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 Office of Real Estate and Facilities Management via the Computer-Aided Facilities Management (CAFM) system. This can be a job order, collection work order, preventive maintenance, or facility modification. These are issued by the Customer Service Center (CSC).

5.0 Scheduled Work Activities

5.1 The following procedure defines how to obtain an Asbestos Work Permit for SWO-based work activities with the potential to impact ACM or PACM. The AOC has not performed an initial building inspection by a qualified inspector to locate and assess the condition of ACM in court facilities. Therefore, when SWO-based work involves certain [suspect materials](#) assumed to contain asbestos, this procedure will apply.

5.2 The following materials found in court facilities constructed prior to 1980 have been identified by the EPA to presumptively contain asbestos:

- thermal system insulation (TSI) applied to pipes, fittings (joints, "Ts", elbows, valves, etc.), boilers, breechings, tanks, ducts or other structural components
- 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)
- joint compound
- decorative finishes on ceilings and walls
- fireproofing on structural members
- asphalt and vinyl flooring material and associated mastics and backings
- flooring felt
- roof coatings and roof tiles
- cement corrugated sheet
- cement flat sheet
- cement pipe
- cement shingle

5.3 Materials that presumptively contain asbestos may be found in the following court facility locations.

- Boiler rooms
- Mechanical rooms
- Electrical panels
- Ceiling plenums
- Areas under raised floors
- Telephone/data closets
- Janitorial closets
- Utility areas
- Roofs, walls, and floors

5.4 As part of the continuous and ongoing assessment of ACM or PACM in court facilities, the AOC requires its Service Providers, JOC contractors, and Asbestos Abatement Contractors to submit an O&M Plans to the RMU for review and approval prior to commencing asbestos related work. Otherwise the O&M Plan applicable to specific work will be required to be submitted to RMU with the Asbestos Work Permit – Form AMP 01 (See section 5.4.1 below).

- 5.4.1** The submission of the asbestos O&M Plan to RMU must occur prior to any asbestos related work being performed by the Service Provider, JOC contractor, or Asbestos Abatement Contractors.
 - 5.4.2** Once the RMU has reviewed and approved the asbestos O&M Plan, it will provide a written approval of the Plan to the Service Provider, JOC contractor or Asbestos Abatement Contractor.
 - 5.4.3** Each Service Provider, JOC contractor, and/or Asbestos Abatement Contractor shall bear sole and exclusive responsibility for safety in all phases of their work. Nothing contained in this procedure shall relieve such responsibility. Contractors are required to develop their own written site-specific safety and health plans for their work at any work site. The AOC bears no responsibility for either the quality of such plans or the contractor's enforcement thereof.
- 5.5** The AOC requires an Asbestos Work Permit for any work that has the potential to impact ACM and/or PACM and/or is located in a court facility listed in Appendix B. In these situations, sections 2.0 through 9.0 of Form AMP 01 (See Appendix A) must be completed and submitted to the RMU at the location below for review, approval, and assignment of an asbestos work permit prior to the commencement of work:

Asbestos Program Manager (RMU)
Risk Management Unit
Judicial Branch Capital Program Office
Judicial Council of California – Administrative Office of the Courts
455 Golden Gate Ave.
San Francisco, CA 94102
Email address: edward.naff@jud.ca.gov

- 5.6** The following persons and/or situations will require an Asbestos Work Permit:
- 5.6.1** An AOC employee, court employee, or Service Provider that submits a SWO into CAFM, where the scope of work includes a court facility listed in Appendix B, and may impact ACM or PACM.
 - 5.6.2** The FMU Supervising Facilities Management Administrator (Area Supervisor) reviewing the SWO identifies that the work being performed is in a court facility listed in Appendix B and may impact ACM or PACM.
 - 5.6.3** The Service Provider representative reviewing the SWO identifies that the scope of work is being performed in a court facility listed in Appendix B, and may impact ACM or PACM.
 - 5.6.4** The contract manager from the AOC Office of Security, Information and Technology Services Office, Center for Judiciary Education and Research (CJER) Audio Visual Unit, or any other AOC Units contracting work in a court facility listed in Appendix B, determines the work associated with a specific contract, purchase order, or SWO may impact ACM or PACM.
 - 5.6.5** The representative of the court responsible for work in the court facility listed in Appendix B determines the activities associated with a specific contract, purchase order, or SWO may impact ACM or PACM.

- 5.7** Upon receipt of the completed Form AMP 01, RMU will complete the following steps:
- 5.7.1** Log the Asbestos Work Permit request (date, location, SWO number, etc.) into the database;
 - 5.7.2** Generate a unique Asbestos Work Permit Number on Form AMP 01;
 - 5.7.3** Attach any ACM inventory data that may exist for the identified facility; and
 - 5.7.4** Return a copy of the permit to the requesting party, with an electronic copy to the followings persons:
 - FMU Regional Manager
 - FMU Area Supervisor
 - AOC Senior Plant Engineer
 - Designated contractor representative as indicated on the Asbestos Work Permit, Form AMP 01, subsection 3.0
- 5.8** Upon receipt of Form AMP 01, the requesting party shall post the Asbestos Work Permit at the work site for the duration of the work activities.
- 5.9** Upon receipt of Form AMP 01, the FMU Area Supervisor, or his/her designee, will determine how to move forward, including one of the following options:
- 5.9.1** If the ACM inventory data indicate that the court facility is free of ACM, work can precede without any further concern for asbestos management.
 - 5.9.2** If the ACM inventory data indicate either the presence of ACM, or there is no information related to ACM at the court facility the Area Supervisor must:
 - 5.9.2.1** Cancel the work associated with the SWO; or
 - 5.9.2.2** Require the Service Provider or the JOC contractor to determine the presence of ACM through bulk sampling and analysis by an independent NVLAP accredited laboratory.
 - 5.9.2.3** If ACM is determined to exist in quantities that require administrative controls work may proceed under appropriate safety precautions as outlined in the Service Provider's or the JOC contractor's Asbestos Abatement Contractor's approved O&M Plan and their Injury and Illness Prevention Program, or
 - 5.9.2.4** Proceed with the SWO with the presumption of ACM and follow the guidelines stated in section **5.11** below. The Service Provider, JOC contractor, and Asbestos Abatement Contractor must follow appropriate safety precautions as outlined in their approved O&M Plan and their Injury and Illness Prevention Program.
- 5.10** Based upon the laboratory analysis of the PACM samples (Section 5.9.2.2), if asbestos is not detected, the work is allowed to proceed without any further concern for asbestos management.
- 5.11** Based upon the results from the laboratory analysis of the PACM samples (Section 5.9.2.2) if asbestos is detected or there is an assumption that ACM is present, the work will proceed under the following non-negotiable conditions:

- 5.11.1** The FMU Area Supervisor makes the decision to continue with work activities identified on the SWO and proceeds to Section 5.11.2 or 5.11.3 as appropriate for the situation.
- 5.11.2** The Service Provider contacts their on-call 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, or
- 5.11.3** The FMU Area Supervisor refers the SWO to an approved JOC 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.
- 5.11.4** The Service Provider or the JOC 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.
- 5.11.5** The FMU Area Supervisor will obtain from the Service Provider or JOC Contractor any pre-work ACM bulk sampling and analysis results from a NVLAP accredited laboratory and make same available to the trial court entity for its information and that of its employees. The results of any pre-work ACM bulk sampling and analysis must also be maintained at the job site for review by any regulatory bodies of Court officers and employees.
- 5.11.6** 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.
- 5.11.7** In order for an asbestos abatement job to be complete, the post-abatement clearance air sampling must find an ACM free environment as evidenced by test results that document a clearance level of not more than (Reference: Title 8 CCR (g) (4) (B) (2)):
- i. **Phase Contrast Microscopy (PCM):** 0.01 fibers per cubic centimeter of air (f/cc) with a minimum sampling volume of 1,200 liters of air.
 - ii. **Transmission Electron Microscopy (TEM):** 70 structures per square millimeter (s/mm²) with a sampling volume between 1,000 to 1,800 liters of air.
- 5.11.8** 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. Office of Real Estate and Facilities Management's Environmental Compliance and Sustainability Unit (ECU) 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 ECU to initiate the disposal process, including:
- 5.11.8.1** FMU, the Service Provider, JOC contractor, or Asbestos Abatement Contractor should make an initial request to ECU for an EPA ID number by emailing the **Request for a Temporary EPA ID Number** form to ECU at ECU@jud.ca.gov;

5.11.8.2 ECU 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.

5.11.8.3 The Service Provider, JOC contractor, or Asbestos Abatement Contractor should complete a Hazardous Waste Manifest form. Leave the signature blank.

5.11.8.4 The Service Provider, JOC contractor, or Asbestos Abatement Contractor should overnight mail the manifest for the necessary signature to ECU at the following address:

Administrative Office of the Courts
Office of Real Estate and Facility Management
Environmental Compliance Unit
2255 N. Ontario Street, Suite # 200
Burbank, California 91504
Attn: Pradip Desai

5.11.8.5 Upon signing the manifest document, ECU 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).

5.11.8.6 The Registered Asbestos Waste Hauler is responsible for ensuring the final manifest is sent back to ECU for tracking purposes.

5.12 When the work outlined in Form AMP 01 is complete, the Service Provider or the JOC contractor shall complete the following:

5.12.1 Complete sections 10.0 and 11.0 on Form AMP 01;

5.12.2 Attach all materials to Form AMP 01 as requested by section 12.0;

5.12.3 If applicable, attach all bulk sample results, all clearance test results, and a copy of the jurisdictional notification (required in section 5.11.4 and 5.11.6 above);

5.12.4 Sign Form AMP 01 and return the completed form to RMU. The completed form and documentation should be sent to the following:

Asbestos Program Manager (RMU)
Risk Management Unit
Judicial Branch Capital Program Office
Judicial Council of California – Administrative Office of the Courts
455 Golden Gate Ave.
San Francisco, CA 94102
Email address: edward.naff@jud.ca.gov

RMU will close the job and post all of the information to the ACM inventory records.

5.13 Copies of the completed and signed AMP 01 will be sent electronically to the same parties as identified in section 5.12 above as evidence of the Asbestos Work Permit being closed.

6.0 Unscheduled Work Activities / Emergency Situations

The following procedure pertains to the Asbestos Work Permit process during unscheduled or emergency situations involving ACM or PACM.

- 6.1** If an unexpected incident occurs, i.e. fire, earthquake, water intrusion, or incidental contact that damages or impacts materials in the court facility where ACM or PACM may be found, the Service Providers or AOC personnel who initially respond to the event should contact the CSC (1.888.225.3583) immediately for notification to the appropriate level of FMU management and the RMU.
- 6.2** The following steps should be followed by the personnel who initially responded to the event to ensure on the ground safeguards and risk mitigation measures.
- a) Shut down HVAC system servicing the affected area
 - b) Treat all suspect materials as PACM
 - c) Isolate and secure the area (no personnel without appropriate training and personal protective equipment may enter the area until the area has been cleared as having no exposure to ACM, see section 6.8.1 and 6.8.2 below, or has been made safe by approved methods)
 - d) Post appropriate signage
 - e) Protect undamaged property from further damage
 - f) Notify responsible parties.
- 6.3** After the incident has been brought under control and an emergency situation no longer exists, only those necessary clean-up activities needed to preserve the property from further damage, e.g. absorption of standing water in the event of water intrusion, may proceed prior to thorough characterization of ACM or PACM under appropriate safety precautions as outlined in the Service Provider's approved O&M Plan and the its Injury and Illness Prevention Program.
- 6.4** The FMU Supervising Facilities Management Administrator (Area Supervisor) or his/her designee shall submit a Priority 1 SWO into CAFM. The next alert cast update should indicate that ACM or PACM may be involved.
- 6.5** Since the SWO has the potential to impact ACM or PACM, a request for an Asbestos Work Permit (Form AMP 01) is required. The person entering the SWO must complete sections 2.0 through 9.0 of Form AMP 01 and submit it to RMU at the address below:

Asbestos Program Manager (RMU)
Risk Management Unit
Judicial Branch Capital Program Office
Judicial Council of California – Administrative Office of the Courts
455 Golden Gate Ave.
San Francisco, CA 94102
Email address: edward.naff@jud.ca.gov

- 6.6** Upon receipt of the completed Form AMP 01, RMU 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** Generate a unique Asbestos Work Permit Number on Form AMP 01;
- 6.6.3** Attach any ACM inventory data that may exist for the identified facility; and
- 6.6.4** Return a copy of the permit to the requesting party, with an electronic copy to the followings persons:
- FMU Regional Manager
 - FMU Area Supervisor
 - AOC Senior Plant Engineer
 - Designated contractor representative as indicated on the Asbestos Work Permit, Form AMP 01, subsection 3.1
- 6.7** Upon receipt of Form AMP 01, the requesting party shall post the Asbestos Work Permit at the work site for the duration of the work activities.
- 6.8** Upon receipt of Form AMP 01, the FMU Area Supervisor, or his/her designee, will determine how to move forward, including one of the following options:
- 6.8.1** If the ACM inventory data indicate that the court facility is free of ACM, work can precede without any further concern for asbestos management.
- 6.8.2** If the ACM inventory data indicate either the presence of ACM, or there is no information related to ACM at the court facility the Area Supervisor must:
- 6.8.2.1** Require the Service Provider or the JOC contractor to determine the presence of ACM through bulk sampling and analysis by a NVLAP accredited laboratory; and
- 6.8.2.2** If ACM is determined to exist in quantities that require administrative controls work may proceed under appropriate safety precautions as outlined in the Service Provider's and its Asbestos Abatement Contractor's approved O&M Plan and their Injury and Illness Prevention Program, or
- 6.8.2.3** Proceed with the SWO with the presumption of ACM and follow the guidelines stated in section 4.10 below. 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 laboratory analysis of the PACM samples (Section 6.8.2.1), if asbestos is not detected, the work is allowed to proceed without any further concern for asbestos management.
- 6.10** Based upon the results from the laboratory analysis of the PACM samples (Section 6.8.2.1) if asbestos is detected, or there is an assumption that ACM is present, then work will proceed under the following non-negotiable conditions:
- 6.10.1** The Service Provider contacts their on-call 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, or
- 6.10.2** The FMU Area Supervisor refers the SWO to an approved JOC 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.

- 6.10.3** The Service Provider or the JOC 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.
- 6.10.4** 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.
- 6.10.5** The FMU Area Supervisor will obtain from the Service Provider or JOC Contractor any pre-work ACM bulk sampling and analysis results from a NVLAP accredited laboratory and make same available to the trial court entity for its information and that of its employees. The results of any pre-work ACM bulk sampling and analysis must also be maintained at the job site for review by any regulatory bodies of Court officers and employees.
- 6.10.6** In order for an asbestos abatement job to be complete, the post-abatement clearance air sampling must find an ACM free environment as evidenced by test results that document a clearance level of not more than (Reference: Title 8 CCR (g) (4) (B) (2)):
- i. **Phase Contrast Microscopy (PCM):** 0.01 fibers per cubic centimeter of air (f/cc) with a minimum sampling volume of 1,200 liters of air.
 - ii. **Transmission Electron Microscopy (TEM):** 70 structures per square millimeter (s/mm²) with a sampling volume between 1,000 to 1,800 liters of air.
- 6.10.7** 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. Office of Real Estate and Facilities Management's Environmental Compliance and Sustainability Unit (ECU) 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 ECU to initiate the disposal process, including:
- 6.10.7.1** FMU, the Service Provider, JOC contractor, or Asbestos Abatement Contractor should make an initial request to ECU for an EPA ID number by emailing the Request for a Temporary EPA ID Number form to ECU at ECU@jud.ca.gov;
- 6.10.7.2** ECU 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.
- 6.10.7.3** The Service Provider JOC contractor or Asbestos Abatement Contractor should complete a Hazardous Waste Manifest form. Leave the signature blank.
- 6.10.7.4** The Service Provider, JOC contractor, or Asbestos Abatement Contractor should overnight mail the manifest for the necessary signature to ECU at the following address:

Administrative Office of the Courts
Office of Real Estate and Facility Management
Environmental Compliance Unit
2255 N. Ontario Street, Suite # 200
Burbank, California 91504
Attn: Pradip Desai

6.10.7.5 Upon signing the manifest document, ECU 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).

6.10.7.6 The Registered Asbestos Waste Hauler is responsible for ensuring the final manifest is being sent back to ECU for tracking purposes.

6.11 When the work outlined in Form AMP 01 is complete, the Service Provider or the JOC contractor shall complete the following:

6.11.1 Complete sections 10.0 and 11.0 on Form AMP 01;

6.11.2 Attach all materials to Form AMP 01 as requested by section 12.0;

6.11.3 If applicable, attach all bulk sample results, all clearance test results, and a copy of the jurisdictional notification (required in section 6.10.3, 6.10.5 and 6.10.6 above);

6.11.4 Sign Form AMP 01 and return the completed form to RMU. The completed form and documentation should be sent to the following:

Asbestos Program Manager (RMU)
Risk Management Unit
Judicial Branch Capital Program Office
Judicial Council of California – Administrative Office of the Courts
455 Golden Gate Ave.
San Francisco, CA 94102
Email address: edward.naff@jud.ca.gov

RMU will close the job and post all of the information to the ACM inventory records.

6.12 Copies of the completed and signed AMP 01 will be sent electronically to the same parties as identified in section 6.6.4 above as evidence of the Asbestos Work Permit being closed.

7.0 Risk Management Unit

7.1 The AOC Judicial Branch Capital Program Office, Risk Management Unit (RMU) is available to provide consultative services in any phase of the asbestos identification and abatement process. The RMU can be reached at:

Risk Management Unit
Office of Court Construction and Management
Judicial Council of California – AOC

455 Golden Gate Ave.
San Francisco, CA 94102
Phone: 415-865-4019
Email: edward.naff@jud.ca.gov



Appendix A
Administrative Office of the Courts
Office of Court Construction and Management

Asbestos Work Permit
Form AMP 01

- 1.0 ASBESTOS WORK PERMIT NUMBER:

- 2.0 Describe the court facility maintenance or modification work that may include disturbance or removal of asbestos containing material (ACM) of presumed asbestos containing material (PACM):

- 3.0 The work described above is being completed:
 - 3.1 Under Service Work Order (SWO) number:
 - 3.2 Designated Contractor Representative (Print):
 - 3.3 Designated Contractor Representative Email:
 - 3.4 Designated Contractor Representative telephone number:

- 4.0 Location of work (court facility name, building, address, floor, room number(s) or general description):

- 5.0 Date(s) of work:

- 6.0 Description of work:

- 7.0 Description of work practices to be employed to minimize disturbance of asbestos (from O&M Plan):

- 8.0 Description of work practices to be employed to contain released fibers and to clean up the work area (from O&M Plan):

- 9.0 Description of personal protective equipment and procedures to be used to protect workers (from O&M Plan):

10.0 List of workers and their employer performing ACM or PACM remediation and/or containment work:

11.0 Describe transportation and disposal of ACM waste:

12.0 Attach or reference the following documents if applicable to the work performed:

- 12.1 O&M Plan
- 12.2 Bulk sample report
- 12.3 Clearance test report
- 12.4 Copy of regulatory notice
- 12.5 Manifest

For: _____

Signed: _____ Date: _____

Print: _____ Title: _____

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Appendix B

AOC Owned or Managed Buildings with Presumed Asbestos Containing Materials

County	Building Name	City
Alameda	Wiley W. Manuel Courthouse	Oakland
Alameda	Hayward Hall of Justice	Hayward
Alameda	Fremont Hall of Justice	Fremont
Butte	Butte County Courthouse	Oroville
Butte	Chico Courthouse	Chico
Butte	New North Butte County Courthouse	Chico
Calaveras	New San Andreas Courthouse	San Andreas
Contra Costa	Wakefield Taylor Courthouse	Martinez
Contra Costa	Danville District Courthouse	Walnut Creek
Contra Costa	George D. Carroll Courthouse	Richmond
Del Norte	Del Norte County Superior Court	Crescent City
El Dorado	Main St. Courthouse	Placerville
El Dorado	Johnson Bldg.	South Lake Tahoe
Fresno	Fresno County Courthouse	Fresno
Fresno	Reedley Court	Reedley
Fresno	Clovis Court	Clovis
Fresno	Firebaugh Court	Firebaugh
Fresno	B.F. Sisk Federal Courthouse	Fresno
Imperial	Calexico Court	Calexico
Imperial	Winterhaven Court	Winterhaven
Kern	Bakersfield Superior Court	Bakersfield
Kern	Bakersfield Superior Court Modular	Bakersfield
Kern	Taft Superior Court Modular	Taft
Kings	Hanford Building A	Hanford
Kings	Hanford Building C	Hanford
Kings	Lemoore Superior Court	Lemoore
Kings	Avenal Court	Avenal
Lake	South Civic Center	Clearlake
Lassen	New Susanville Courthouse	Susanville
Los Angeles	Huntington Park Courthouse	Huntington Park
Los Angeles	Parking Lot-San Fernando Courthouse Employees	San Fernando
Los Angeles	Parking Lot-San Fernando Courthouse Public-	San Fernando
Los Angeles	Parking Lot-San Fernando Courthouse Jury-	San Fernando
Los Angeles	Alfred J. McCartney Juvenile Justice Center	Lancaster
Los Angeles	Compton Courthouse	Compton
Los Angeles	Norwalk Courthouse	Norwalk
Los Angeles	Whittier Courthouse	Whittier
Los Angeles	Santa Monica Courthouse	Santa Monica
Los Angeles	West Los Angeles Courthouse	Los Angeles

County	Building Name	City
Los Angeles	Jury Assembly Trailer	Los Angeles
Los Angeles	Former Jury Assembly Trailer	Los Angeles
Los Angeles	Small Claims Court - 99A	Los Angeles
Los Angeles	Parking Lot West Los Angeles Courthouse	Los Angeles
Los Angeles	Parking Structure Lot 94 Airport Courthouse	Los Angeles
Los Angeles	Van Nuys Courthouse East	Van Nuys
Los Angeles	Parking Structure Lot 48 Van Nuys Court Complex	Van Nuys
Los Angeles	Torrance Courthouse	Torrance
Los Angeles	Torrance Annex	Torrance
Los Angeles	Inglewood Juvenile Court	Inglewood
Los Angeles	Inglewood Courthouse	Inglewood
Los Angeles	Stanley Mosk Courthouse	Los Angeles
Los Angeles	Clara Shortridge Foltz Criminal Justice Center	Los Angeles
Los Angeles	El Monte Courthouse	El Monte
Los Angeles	Parking Structure-El Monte Courthouse-	El Monte
Los Angeles	Mental Health Court	Los Angeles
Los Angeles	Parking Structure-Edelman Court	Monterey Park
Los Angeles	Metropolitan Courthouse	Los Angeles
Los Angeles	Pasadena Courthouse	Pasadena
Los Angeles	Pasadena Municipal Courthouse	Pasadena
Los Angeles	Pomona Courthouse South	Pomona
Los Angeles	Pomona Courthouse North	Pomona
Los Angeles	Long Beach Courthouse Modular	Long Beach
Los Angeles	New Long Beach Courthouse	Long Beach
Los Angeles	San Pedro Courthouse	San Pedro
Madera	Madera County Superior Court	Madera
Madera	Sierra Courthouse	Bass Lake
Madera	New Madera Courthouse	Madera
Madera	New Madera Courthouse Parking Garage	Madera
Mendocino	County Courthouse	Ukiah
Merced	Old Court	Merced
Modoc	Barclay Justice Center	Alturas
Mono	New Mammoth Lakes Courthouse	Mammoth Lakes
Monterey	Salinas Courthouse- North Wing	Salinas
Napa	Historic Courthouse	Napa
Napa	Napa Juvenile Court	Napa
Orange	Central Justice Center	Santa Ana
Orange	Central Justice Center, Civil Complex Center	Santa Ana
Orange	North Justice Center	Fullerton
Orange	West Justice Center	Westminster
Orange	Harbor Justice Center-Newport Beach Facility	Newport Beach
Plumas	Plumas/Sierra Regional Courthouse	Portola
Riverside	Indio County Administrative Center	Indio
Riverside	New Indio Juvenile and Family Courthouse (Desert Reg)	Indio

County	Building Name	City
Riverside	Hemet	Hemet
Riverside	Banning	Banning
Riverside	Banning (FSB)	Banning
Riverside	Riverside Juvenile Justice Trailers	Riverside
Riverside	Riverside Juvenile Justice Trailers	Riverside
Sacramento	Gordon Schaber Sacramento Superior Court	Sacramento
San Benito	New Hollister Courthouse	Hollister
San Bernardino	San Bernardino Courthouse	San Bernardino
San Bernardino	San Bernardino Courthouse - Annex	San Bernardino
San Bernardino	Fontana Courthouse	Fontana
San Bernardino	Barstow Courthouse	Barstow
San Bernardino	Juvenile Dependency Courthouse	San Bernardino
San Bernardino	New San Bernardino Courthouse	San Bernardino
San Diego	County Courthouse	San Diego
San Diego	Kearny Mesa Court	San Diego
San Diego	Kearny Mesa Traffic Court KM5 & KM6 Trailer	San Diego
San Diego	Juvenile Court	San Diego
San Diego	North County Regional Center - North	Vista
San Diego	North County Regional Center - Annex	Vista
San Diego	Trailer - Storage A	Vista
San Francisco	Youth Guidance Center	San Francisco
San Francisco	Family Justice Center	San Francisco
San Joaquin	Manteca Branch Court	Manteca
San Joaquin	Lodi Branch- Dept. 2	Lodi
San Joaquin	Tracy Branch Courthouse	Tracy
San Joaquin	Tracy Agriculture Building	Tracy
San Luis Obispo	Grover Beach Branch	Grover Beach
San Luis Obispo	1070 Palm St.	San Luis Obispo
San Mateo	Traffic/ Small Claims Annex	Redwood City
San Mateo	Central Branch	San Mateo
San Mateo	Northern Branch Courthouse	South San Francisco
Santa Barbara	Figueroa Division	Santa Barbara
Santa Barbara	Santa Maria Courts Bldgs C + D	Santa Maria
Santa Barbara	Santa Maria Courts, Bldg E	Santa Maria
Santa Barbara	Santa Maria Courts, Bldgs. A + B	Santa Maria
Santa Barbara	Santa Maria Courts, Bldg F	Santa Maria
Santa Barbara	Santa Maria Courts, Bldg G	Santa Maria
Santa Barbara	Santa Maria Courts, Bldg H	Santa Maria
Santa Barbara	Santa Maria Juvenile Court (new)	Santa Maria
Santa Barbara	New Santa Barbara Criminal Courthouse	Santa Barbara
Santa Clara	Hall of Justice (West)	San Jose
Santa Clara	Downtown Superior Court	San Jose
Santa Clara	Historic Courthouse	San Jose
Santa Clara	New San Jose Family Resources Courthouse	San Jose

County	Building Name	City
Santa Clara	Palo Alto Courthouse	Palo Alto
Santa Clara	Sunnyvale Courthouse	Sunnyvale
Santa Clara	Santa Clara Courthouse	Santa Clara
Santa Cruz	Main Courthouse	Santa Cruz
Santa Cruz	Jury Assembly Room	Santa Cruz
Shasta	Main Courthouse	Redding
Shasta	New Redding Courthouse	Redding
Siskiyou	Siskiyou County Courthouse	Yreka
Siskiyou	Dorris	Dorris
Solano	Hall of Justice	Fairfield
Solano	Old Solano Courthouse	Fairfield
Stanislaus	Modesto Main Courthouse	Modesto
Stanislaus	Hall of Records	Modesto
Stanislaus	Ceres Superior Court	Ceres
Stanislaus	Turlock Superior Court	Turlock
Sutter	Courthouse West	Yuba City
Sutter	Courthouse East	Yuba City
Tehama	Superior Court at Corning	Corning
Tulare	Tulare Division	Tulare
Tulare	New Porterville Courthouse	Porterville
Yolo	New Woodland Courthouse	Woodland
Yolo	Traffic Court - Modular	Woodland
Fresno	5th DCA, Fresno, Parking	Fresno