



STATE OF CALIFORNIA
DEPARTMENT OF INDUSTRIAL RELATIONS
DIVISION OF OCCUPATIONAL SAFETY AND HEALTH

**APPLICATION FOR INITIAL REGISTRATION FOR
ASBESTOS-RELATED WORK**

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**BE SURE TO READ THE INSTRUCTIONS BEFORE
FILLING OUT THE APPLICATION AND OTHER FORMS**

Additional information can be obtained at www.dir.ca.gov/DOSH/ACRU/ACRUhome.htm

DOSH ASBESTOS REGISTRATION APPLICATION INSTRUCTIONS

NOTE: California Labor Code Section 6501.5 includes the following statement:

“An application for registration shall contain such information and attachments, given under penalty of perjury, as the division may deem necessary to evaluate the safety and health of the proposed employment or place of employment.”

Completing the Application Package

Follow the instructions carefully. Submit all documents and information as attachments in the same order as on the application form, tabbed to correspond with the application Part Number and subsection it pertains to, for example "Part I." Also tab the individual parts of the policies and procedures and number the pages.

→ **The CSLB licensee must initial each page in the lower right corner of the application.**

Paying the Fee

The initial application fee is \$350. Public entities are exempt from the registration fee. Send a check or money order payable to the Asbestos Contractor Registration. If the check is returned for insufficient funds, there will be a \$10 charge for handling costs. We cannot begin to process an application until the fee is paid.

Submitting the Completed Application

Send both the hard copy and an electronic copy in pdf format on cd's (compact discs) to the following address (we recommend use of USPS Express Mail):

**Division of Occupational Safety and Health
Asbestos Contractor Registration Unit
1750 Howe Avenue, Suite 460
Sacramento, CA 95825**

<http://www.dir.ca.gov/dosh/asbestos.html>

Part I General Information

(a) Entity Name

Enter the legal name(s) of the business entity. Use the identical entity names on documentation for the asbestos medical surveillance coverage or trust fund, Workers' Compensation Insurance, and other documents.

Contractors:

Enter the name(s), including the doing business as name (dba), exactly as they appear on your Contractor's State License Board (CSLB) License. Also enter the contractor license number in the space provided.

Non-Contractors:

- **Private companies or other private entities:**
 - Corporation- Use the name as listed in the Articles of Incorporation
 - Other- Use the name on a Fictitious Name Statement or other legal statement of ownership
- **Public agencies-** Identify the department and unit that employ's and supervises the asbestos removal workers.

Warning: These are the ONLY legal name(s) ACRU will place on your Asbestos Registration Certificate and under which you are allowed to perform asbestos-related work or, if a contractor, advertise (ref. Business and Professions Code §7027.1 and §7099.11). If you plan to do business under any other name, you must, in advance, notify ACRU and, if a contractor, the CSLB to have them make the changes on your license. **Use of non-legal names is a misdemeanor and may result in loss of registration.**

(b) Contact Information

Locations

List your California main office street address. If you are an out-of-state contractor without a California office, list your out-of-state home office, as well as any business addresses in California. If you have no business address in California, provide an explanation for how you conduct business in California. We do not accept a post office box or an address provided by a mail drop business. **We require an address for all the locations at which you contract for business and maintain documents, store equipment and dispatch employees in the State of California.** If needed, use the separate form we provide with the application to list all business addresses and attach with the application. We will consider your application incomplete without such addresses. You must update us on changes in this information as they occur. We consider failure to do so as a breach of your registration duties.

Mailing Address

If different from the physical address, provide your main office mailing address. If these are the same write "same".

Telephone and Fax Numbers

Provide the business phone and fax numbers for each office location.

E-mail Address

Provide your business e-mail address if you have one. We will use your e-mail address for correspondence, and to provide you with registration forms and application instructions.

Website Address

Provide your Internet website address if you have one.

(c) Other Information

1. Entity Type

Note your entity type. If a partnership, sole proprietorship or other individually owned entity you must file proof that you have a legal status in the U.S. See below.

Ownership/Legal Responsibility

Depending upon the type of entity, provide the following documents as indicated:

- Public Corporation- The articles of incorporation filed with the California Secretary of State;
- Private Corporation- The above and legal documentation detailing the ownership of the entity;
- Private, Non-corporation- Legal documentation detailing the ownership of the entity;
- Public Agency- A brief letter on official Agency stationery with the appropriate government seal identifying the agency, department, unit and responsible manager at each level.

2. Proof of Legal Status in the U.S.

Section 344.85, Title 8, CCR, bars individuals who lack proper immigration status from eligibility for certifications, licenses and registrations. In order to conduct asbestos-related work you must complete the attached Cal/OSHA-W-1, "Statement of Citizenship, Alienage, and Immigration Status For State Public Benefits." Failure to provide proof of status will cause us to reject your application.

3. Employee Totals

Enter the total number of employees at the time of application and the maximum number of individuals employed by the organization at any one time in the 12-month period prior to submission of the application. Include the number of all employees, not just asbestos workers.

4. Previous or existing DOSH asbestos registration

If any owners or officers of the company, the CSLB qualifier or the C-22 certificate holder have or are currently holding DOSH asbestos registration, provide the name of the registered entity, the CSLB number, and the DOSH registration number.

5. Previous Asbestos Activity

Provide details of asbestos work activity (including collection of bulk material or air samples and any subcontracts let for asbestos-related work) in the last 10 years for all of the following associated with the business applying for registration:

- Owners and officers of the business and the CSLB licensee and qualifier;
- Management or supervisory personnel;
- Related business entities including partnerships, joint ventures, and those owned by family members.

If the business applying for registration was previously registered, provide the registration number and describe any asbestos work activity and sampling performed, or subcontracted to another entity, since the last registration certificate expired.

6. Using the Compliance Report Form, provide the following information regarding any inspections of your company in the last 10 years which resulted in the discovery of alleged violative/non-compliant conditions associated with asbestos-related work:

- Date of the inspection;
- Address of the job site;
- An explanation of the events that took place giving rise to the alleged violative conditions, and evidence of any corrective actions;
- The name of the competent person on site at the time of the inspection;
- The name of the manager responsible for supervising the Competent Person.
- Name of inspecting agency
- Description of citations and monetary penalties

7. Related Businesses

Provide a list of company's engaged in asbestos-related work (including sampling and consulting) which are owned by family members, or with whom your organization otherwise has a financial or proprietary interest. Complete the Related Entities form included in the application. If there is a related business entity that is currently registered, please include a "letter of intent" explaining whether the intent is to maintain two registered companies, or whether the originally registered company will cease to perform asbestos-related work.

(d) Registration Applied for

Unrestricted Registration Contractors should apply for this registration if they plan to perform asbestos-related work up to and including Class I asbestos work as defined in 8 CCR §1529.

Roofing Only Registration This registration is limited to asbestos-related work conducted outdoors and only involving asbestos bituminous or resinous roofing materials. This registration is not valid for work outdoors with other asbestos-containing materials, or for any asbestos-related work conducted indoors. You must still have an ASB certification at the CSLB.

Part II: Contractor Information (Non-contractors proceed to Part III.)

(a) Licensing & Certification by Contractors State License Board

1. Provide the name of the CSLB Licensee
2. Name of the qualifier(s) for the Asbestos C-22 on your license and/or ASB Certification.
3. Does your company hold a C-22 license or an asbestos certification from CSLB or both?

Warning:

- If the CSLB license number changes (for example due to incorporation or loss/gain of partner), you may be required to reapply as an initial applicant. To avoid business disruption, notify the Asbestos Registration office 60-90 calendar days before the change takes effect using the Status Change Form.
- If at any time during the registration period you lose your CSLB asbestos certificate holder or contractor license qualifier, or your CSLB license expires or is suspended during the registration period, you must notify us immediately using the Status Change form if you wish to maintain your registration. You must include a written explanation of the circumstances of the situation, provide supporting documentation, and request that your registration be temporarily placed on inactive status.

(b) Other Contractor Information

Primary Business

Describe your main business activity by checking the one box or filling in the blank space that best represents your main business activity.

Service Area

Check the boxes that describe where you normally perform asbestos-related work.

Business Documents

Provide copies of stationary and bid/contract forms that include the company name.

Parts III and IV

Employees

Whether employed directly or through a management company, all individuals (except for owners) under the direction and control of the registrant are considered employees for the purpose of registration. Even when workers are hired for short-term jobs, the registrant must comply with the legal requirements governing the employer-employee relationship. Employee status must be verifiable by payroll and payroll tax withholding records. Employment law violations can lead to revocation of registration. **All** employees conducting asbestos work must be listed on the roster as detailed elsewhere in these instructions.

Neither asbestos medical surveillance, nor worker's compensation insurance are required for those persons who are major stockholders/owners/partners of a company unless their wages or compensation identify them as employees. (Reference LC §3350- §3370 and §4150 - §4157). When an applicant does not have employees at the time of application they must nonetheless provide proof that there is in force a valid workers' compensation insurance policy so that any employee hired once the registration is issued will automatically be covered. This coverage must remain in force in order for the registration to be valid.

“Employee Leasing” Arrangements

If some or all of your workers are provided from a separate management company and that company is providing the workers' compensation coverage for those workers' you must provide the following to document the business relationship and to prove that appropriate and valid workers' compensation insurance coverage is in effect:

1. A copy of the contract with the management company as follows:
 - a. On the management company letterhead with their physical address, telephone number and fax number.
 - b. Signed by officers of your company and the management company, indicating the respective position titles of each and their names typed or printed.
 - c. With details of the services that will be provided for your company.
 - d. The effective dates of the contract.
2. A signed statement on your company's letterhead from an officer of your company indicating:
 - a. Whether all, or only some, of your company's employees conducting or supervising asbestos work will be provided from a management company or other service. If only some employees will be administered through the management company, you will need to provide proof of valid Workers' Compensation insurance coverage for your own employees as well as those provided from the management company.
 - b. That you will notify us immediately when the contract with the management company is no longer in effect. At such time you will need to explain how workers' compensation insurance coverage will be arranged for the employees previously provided from the management company and provide documentation of the coverage that is in force.
3. Proof of Workers' Compensation insurance, provided by the applicant, and/or by the management company as detailed below in Part III.

Part III: Insurance Coverage

All documents must contain all legal names used by the entity applying for registration.

Asbestos Medical Surveillance

Employers must be prepared to provide and pay for asbestos medical surveillance and for respirator examinations for all employees who do asbestos-related work. Employers may do so through:

1. Asbestos medical surveillance coverage provided by-
 - a) An insurance carrier, through a policy; **or**
 - b) A union as the result of a collective bargaining agreement; **or**
 - c) A health care provider contract (with a clinic, physician or hospital); **or**
2. An asbestos medical trust account of \$500 per employee engaged in asbestos-related work; **or**
3. A combination of the above. For example: an employer has both union and non-union employees on the roster. Union personnel may be covered by their own health insurance. Non-union personnel can be covered by one of the other methods. If a combination of insurance/trust fund is used, then a distinction must be made on the roster form as to who has which coverage.

Asbestos Medical Coverage Option

Coverage must include all respirator evaluations, initial and annual asbestos exams and a post-employment medical examination. A regular health insurance plan for employees and dependents is not sufficient. You must submit the indicated proof(s), including contact information from one of the following:

- Union trust-fund Letter, with the language noted below, and a signed copy of the agreement where the applicant affirms their exclusive agreement with the union.
- Insurance carrier or healthcare provider- Copy of the contract, and letter if the contract is not specific.

The letter/contract/policy must state that: "This agreement/policy does pay, on behalf of _____ for all medical examinations, consultations, and procedures, required by 8 CCR §341.7(b)(2) and 8 CCR §1529, at no cost to the employee even though the company may be out of business. We will inform the Division of Occupational Safety & Health of the termination of this contract."

Trust Account Option

The trust account must contain \$500 per employee listed on the roster not covered by other means. The account is often created as a self-administered trust account. This does not require the involvement of a lawyer or the bank, although the latter are confused by the use of the term "trust." Submit the following:

- Employer's Trust Account form (attached); **AND**
- Bank account statement dated to within the last month that shows the name of the account holder and bank, bank address and phone number, the account number and the balance.

The account **MUST** be in the name of the employer as used on the application form and associated documents. If your payroll increases during the year, you must add funds to the account. Do not merge these funds with other operating funds. We may audit use of the account, including maintenance of sufficient funds and the actual provision of such exams.

Workers Compensation Insurance

Registrants must provide proof of appropriate workers' compensation insurance, that:

- Is currently in force;
- Uses your legal name(s);
- Is valid in California;
- Includes a copy of the insurance certificate that lists the Asbestos Contractor Registration Unit/DOSH as the holder (using our mailing address) so that we will be notified in case of cancellation;
- Indicates that the policy covers asbestos removal work either by:
 - Policy's Declaration's page or the,
 - Annual Ratings Endorsement

Contractors applying for Roofing-only registrations are only required to provide proof that the policy covers roofing work.

You must maintain workers' compensation insurance coverage for the duration of your registration.

“Employee Leasing” Arrangements

If you will be using workers provided from a management company you will need to document that valid workers’ compensation insurance is in force for those workers.

If workers’ compensation insurance for the workers provided by the management company is carried by the applicant for registration, a certificate of insurance must be submitted along with policy declarations showing coverage for the job class code for asbestos abatement work (or for roofing work for roofing only registrations).

If workers provided from the management company are covered for workers’ compensation insurance under the management company’s own policy the following is required to be submitted:

1. The management company’s certificate of workers’ compensation insurance with the Asbestos Contractor Registration Unit **and**
2. A copy of the annual ratings endorsement or the declarations page from the policy, **and**
3. A letter from the management company’s workers’ compensation insurance company on their letterhead stating that the applicant will be covered for the appropriate job class codes for the work to be undertaken, with reference included to the policy number and effective dates of coverage.

Self-Insured

If the company is self-insured, submit a copy of the “Certification of Consent to Self-Insure” (Department of Industrial Relations), a copy of the certificate for any excess claims policy and evidence that it covers asbestos-related work.

Part IV: Personnel Roster and Training

All owners and employees performing asbestos-related work must have appropriate training as defined in T8 CCR §1529 (k)(9). All training shall be provided at no cost to the employee.

DOSH-approved Training

DOSH approved training is required for all asbestos-related work requiring registration. These courses will cover California-specific issues. Out-of-state contractors must use DOSH-approved providers. There are some approved out-of-state training providers. For a list of Cal/OSHA-approved training providers or any other questions regarding training, contact the DOSH Consultant and Training Provider Approval Unit at 916-574-2993 or go to

http://www.dir.ca.gov/databases/doshcaccsst/DOSH_ApprovedTrainingCoursesProviders.pdf.

Personnel Roster and Training Certificates

For a list of Cal/OSHA-approved training providers or any other questions regarding training, go to

<http://www.dir.ca.gov/dosh/AsbestosTraining.html>, or contact the DOSH Consultant and Training Provider Approval Unit at (916) 574-2993.

1. Complete a Personnel Roster Form.
 - a. We accept photocopies or computer printouts of this form in this same format. The original signature document must be received by our office to complete the registration process.

- b. Renewal applicants - List all owners and employees who have completed AHERA training, and/or performed asbestos-related work or bulk sampling for your organization since the date of submission of the previous roster. **Alphabetically list current employees, followed by an alphabetic list of former employees. Attach copies of their training certificates.**
- c. Note: Your company must verify the authenticity of any training certificates that are not received directly from the training provider, and those certificates must be verified before the employee is allowed to perform asbestos-related work.
- d. Training for current supervisors and workers must be valid at the time of renewal application submittal. If any of the listed certificates are due to expire before the current registration expiration date, enter the scheduled refresher training date and the training provider name on the roster, and email or fax a copy of the certificate as soon as it is available. Provide copies of, and separately list any falsified certificates.
- e. Initial applicants - Alphabetically list all owners and employees who will be performing asbestos-related work or bulk sampling for your organization. Attach copies of their training certificates.
- f. Contact: The Training Provider Approval Unit to verify suspicious certificates/trainers at ACTU@dir.ca.gov.
- g. Medical Coverage
 - 1) Using these symbols, identify the medical surveillance coverage for the current employees or owners:
 - I. T – Trust Account of \$500 per employee engaged in asbestos-related work
 - II. U – Union as the result of a collective bargaining agreement
 - III. I – Insurance carrier, through a policy
 - IV. C – Contract with a health care provider or insurance company
 - V. O – Owner of a company who is exempt from the trust fund requirements
 - VI. E – Exempt: Building Inspector training only not an asbestos worker or supervisor
- h. Roster Status
 - 1) No Entry – Continuing employee who was on the last roster and remains on this one
 - 2) (+) Added – New employees added since last roster submitted
 - 3) (-) Dropped – Former employees, or employees who have ceased performing asbestos work since last roster submitted
 - 4) (+-) Added Then Dropped – Employees who were added and later dropped
- i. Training Type
 - 1) Enter the type of training as follows:
 - I. I-Initial
 - II. R-Refresher
 - III. C/S – AHERA Contractor/Supervisor
 - IV. AW – AHERA Asbestos Worker
 - V. AWS – AHERA Asbestos Worker/Spanish
 - VI. RW – Roofing Worker
 - VII. FW – Flooring Worker

- VIII. BI – AHERA Building Inspector
- IX. MP – AHERA Management Planner
- X. PD – AHERA Project Manager
- XI. CAC/CSST – List their certificate number in the notes column and include copies of all current AHERA training certificates.
- XII. Other specialty training – Name here and explain in notes

- j. DOSH Approval # - DOSH approval number as listed on the certificate (begins with CA)
 - k. Expiration Date – The expiration date as listed on the certificate
 - l. Provider Name – The training provider name as listed on the certificate
 - m. Notes – Any clarification or additional information, such as scheduled refresher training, or no longer working with asbestos as explained above
 - n. Total Number of Asbestos-Related Work Personnel
 - o. Provide the total of all persons who completed AHERA training, and/or performed asbestos-related work, or bulk sampling since the date on the last roster submitted.
 - p. Total Number of Trust Account Employees
 - q. Provide the total of all employees covered by a trust account at the time of registration and use this total to calculate the amount in your trust account.
 - r. Affirmation of validity of training and employment
 - s. The individual signing the Assurances and Declarations in the application form must sign and date the roster, thereby attesting to the identity of the individuals named on the roster, and the validity of their training certificates.
2. All individuals hired for asbestos work through a management company or other hiring service (including temporary staffing agencies) are to be treated as if they were working directly for the registrant. They must be included on the roster and a copy of their training certificate must be provided along with the application.
3. There must be at least one Certified Supervisor (competent person) on the payroll at all times. This person can be an employee, owner, principal stockholder, partner, etc.

Warning:

- By providing the certificates as part of the application, you are attesting to the identity of the individuals working for you who are named on the roster and the validity of their certificates.
- Whenever you discover a falsified training certificate, immediately fax us a copy.
- Do not include employees found to have falsified training certificates on your roster, provide a separate list of those individuals titled "Falsified Training Certificates". Include the name, social security number, and the action taken (refused employment, re-trained, fired).

Part V: Health and Safety Policies, Procedures and Programs

Submit the documents as described in the attached Part V Instructions and Checklist. It may be necessary to engage the services of a Certified Asbestos Consultant to prepare these written programs.

Part VI: Assurances & Declarations

a) Initialing the Specific Assurances:

The person initialing all the listed assurances and signing the declaration does so under the penalty of perjury under the laws of the State of California. This initialing must be handwritten. The individual providing the assurances in this section must be:

- Duly authorized to represent the applicant;
- Able to make the assurances and declarations relating to knowledge, based on experience and/or training;
- The highest level manager in the company with responsibility for supervision of asbestos-related work.

b) General Assurance Statement

The statement on the application is to be signed by the CSLB licensee, the license qualifier, and the C-22 qualifier. Where one individual holds more than one of these titles, they must sign each line.

c) Assurance of the Supervisor of the Competent Person

This form must be signed by the management official responsible for supervising the competent person(s) on a day to day basis (see Part V checklist).

As indicated on the application form, be sure to:

- ➔ Return all pages of this form with original signatures as required on pages 3 and 4;
- ➔ Group and tab all attachments with the corresponding Part number of this application form;
- ➔ Enclose the non-refundable application fee for initial registration of \$350.00. Make check or money order payable to "The State of California" (we cannot accept credit cards).

Send both the hard copy and a copy in pdf format on cd's (compact discs) to the following address (we recommend use of USPS Express Mail)

**Division of Occupational Safety and Health
Asbestos Contractor Registration Unit
1750 Howe Avenue, Suite 460
Sacramento, CA 95825**

<http://www.dir.ca.gov/dosh/asbestos.html>

Additional Information Regarding Asbestos-Related Work Registration

The following information regarding the asbestos registration process with the Division of Occupational Safety and Health (DOSH), better known as Cal/OSHA, is not meant to be a substitute for, or a legal interpretation of existing requirements. For the complete asbestos in construction registration and related administrative requirements see:

- Sections 341.6 through 341.14 of Title 8 of the California Code of Regulations (8 CCR §341.6 – §341.14), Registration-Asbestos-Related Work, at http://www.dir.ca.gov/title8/ch3_2sb2a2_5.html.
- Business and Professions Code Division 3, Chapter 9, Article 11, Sections §7058.5 & 6, §7180-§7189.7 and §7028.1, at <http://www.leginfo.ca.gov/cgi-bin/calawquery?codesection=bpc&codebody=&hits=20>.

Conduct of construction-related asbestos work is regulated by 8 CCR §1529, and other sections of Title 8 of the California Code of Regulations.

Registration Coverage

Conditions that trigger the asbestos registration requirements

Registration is required when disturbing 100 sq. ft. or more of construction materials, containing more than 0.1% asbestos (at a single worksite on an annual basis). The complete definitions are:

- Asbestos-containing construction materials (ACCM)** - The work involves any manufactured construction material which contains more than 1/10th of 1% asbestos by weight. Note: This is a lower threshold than the 1% for ACM used in 8CCR §1529 to trigger work practices and other requirements for Class I-IV work.
- Asbestos-related work**- The activity, by disturbing ACCM, may release asbestos fibers into the air and is not related to its manufacture, the mining or excavation of asbestos-bearing ore or materials.
- Size of job**- The square footage of ACCM involved equals or exceeds 100 sq. ft. at a single worksite on an annual basis. See 8 CCR §341.6(e) for the full explanation.

Requirements that apply when engaging in asbestos removal involving less than 100 sq. ft. of ACCM

Employers must send a "report of use" to Cal/OSHA and notification of temporary worksites. **All other occupational health and safety work rule requirements apply, including §1529.** For more information about reports of use, and to obtain the required form, call 510-286-7362. Also, see 8 CCR §5203, the Carcinogen Report of Use Requirements.

CSLB licensing requirements

The first step in the registration process for contractors

The Contractors State License Board (CSLB) requires you to obtain a specialty C-22 certification, by having a responsible managing officer or employee (RMO and RME are the terms used by the CSLB) take an asbestos exam. If they pass, they become the C-22 "qualifier" for the license

Asbestos Training

Training that is required for registration

All owners and employees performing asbestos-related work must have appropriate training as defined at 8 CCR §1529(k)(9) for workers, and §1529(o)(4) for competent persons. Each registrant must have at least one competent person who is current with DOSH-approved Contractor Supervisor training. All training shall be provided at no cost to the employee and must be provided by a DOSH-approved training provider. There are some approved out-of-state training providers. For a list of DOSH-approved training providers, contact the DOSH Asbestos Consultant and Trainers' Approval Unit at 916-574-2993 or go to http://www.dir.ca.gov/databases/doshcaccsst/DOSH_ApprovedTrainingCoursesProviders.pdf.

Training requirements for those individuals who will be taking bulk samples

Under 8 CCR §1529(k), building owners and employers have a duty to determine if the construction material contains asbestos, or assume it does and act accordingly. This information must be disclosed to prospective bidders, employees, other employers and tenants. Contractors may take samples for bid purposes only in residential (4-plex or smaller) construction. Individuals taking samples of building materials must hold a current certificate for AHERA Building Inspector training, as required by:

- 8 CCR §1529(k)(5)(B) Criteria to rebut presumed asbestos containing material;
- Business & Professions Code of California §7180(b), which allows contractors in residential construction to take up to 12 bulk samples of construction materials to determine the location and quantity of ACM for bid preparation, employee health and safety or contract completion purposes;
- EPA in public and commercial buildings.

Be aware that only a DOSH Certified Asbestos Consultant can interpret sampling results and provide asbestos consulting services on a contract basis.

The requirements that apply to the qualified person (8 CCR §341.9)

The asbestos temporary worksite notification to the Division must include the name of the "qualified person" who will be responsible for conducting air sampling, calibration of air sampling equipment, respirator fit testing, and evaluation of results of these tests. 8 CCR §5155(e)(3) requires for the protection of employees, that the person supervising, directing or

evaluating the monitoring and control methods be competent in industrial hygiene practice. It is the responsibility of the employer to:

- Ensure on an ongoing basis that the individual(s) designated to conduct the tasks of the “qualified person” are performing them effectively, and
- Obtain the services of an experienced industrial hygienist to perform, or train employees in, one or more of these functions when necessary.

Application Processing

Application Fee

The law requires a **non-refundable** application fee of \$350 for the initial registration (public entities are exempt).

Information you must provide to obtain a Cal/OSHA asbestos registration

In order to apply for registration to perform asbestos-related work, you must provide proof of the following:

1. **Contractors must provide copies of their CSLB license and C-22 Qualifier Application;**
2. **Health Insurance or a trust account of \$500 per employee** to cover the cost of medical examinations;
3. **Worker’s Compensation Insurance coverage;**
4. **Supervisor(s)** with appropriate training and competence;
5. **Worker training** for all non-supervisory personnel who will perform asbestos-related work;
6. **Compliance** with asbestos regulations (work and regulatory history);
7. **Written asbestos removal operating policies and procedures;**
8. **List of equipment** necessary to perform such work.

These requirements are described in detail in the application instructions.

The application review process

During the initial application review process we evaluate documents submitted, history of regulatory compliance, and health and safety procedures. We may require explanations of items submitted or discovered in our review, as well as revisions to the health and safety procedures.

Common grounds for rejection

- Lack of a current CSLB license;
- Lack of C-22 certification by the CSLB;
- Failure to submit the required documentation;
- Failure to provide adequate operating procedures, policies and programs;
- Untruthful assertions on the application or fraud in submission of documents;
- A record of previous unsafe, willful or criminal behavior

Expiration of registration

The registration is issued for one year. Each year you must complete a renewal application and will receive a new, dated, registration certificate if the renewal application is approved.

MAINTENANCE OF REGISTRATION

Maintaining your registration status in good standing -

You must:

- Continue to meet the minimum requirements for registration;
- Maintain current knowledge of the applicable health and safety standards; and
- Provide a safe and healthful place of employment

Compliance with asbestos registration regulations

You must continue to meet the conditions of registration including:

- Contractors must maintain their CSLB license and the C-22 certification and qualifier;
- Provision of training, valid workers compensation insurance, and medical surveillance;
- Having at least one competent person as defined at 8 CCR §1529 on the roster;

- Updating your Operating Policies and Procedures to reflect changes in: your operations, work practices and equipment, and applicable laws and regulations;
- Notifying us of status changes in CSLB license number & entity name/type, Workers' Compensation Insurance policy, C-22 qualifier, physical locations, and contact information;
- Reporting your temporary asbestos worksites to the nearest Cal/OSHA District Enforcement office.

Compliance with Title 8 requirements

Registrants must meet the following informational requirements of §341.6-14:

- Hold a pre-job safety meeting that includes the building owner, prime contractor, employer, employees and their representatives as per 8 CCR §341.11;
- Provide a copy of the registration certificate to the prime contractor and other employers on-site;
- Post the certificate at the worksite next to the Cal/OSHA poster;
- Notify the nearest Cal/OSHA District Enforcement office 24 hours prior to the work;
- Maintain a safe and healthy work environment for your employees;
- Comply with the applicable Title 8 standards governing asbestos-related work;
- Comply with other applicable Title 8 requirements including;
 - Respiratory Protection, Section 5144;
 - Injury & Illness Prevention, Section 3203,
 - Requirements for related physical safety hazards such as fall protection, electrical safety, lockout tagout, confined space and others,
 - Recordkeeping, Section 3204.

For more information about these and other work requirements, see Title 8 and Cal/OSHA publications.

Compliance with Related Codes and Laws

You must also comply with the Labor Code, Business & Professions Codes, as well as other laws relating to the removal of asbestos, such as those for air quality and hazardous waste. Contact the EPA or the local air quality management district for information on air quality regulations. The disposal of asbestos debris is regulated by the California Environmental Protection Agency, Department of Toxic Substances Control.

When your business changes its name, incorporates, changes partners, is sold, merges, etc.

You will be registered under your legal name(s) and the CSLB license number, if applicable, as listed on your registration certificate. You must notify us of name changes and provide revised documents using that name. Entity changes involving issuance of new CSLB licenses cause us to treat you as a new applicant. We require a new initial application and fee. To avoid business disruption, contact both the CSLB and the ACRU in writing well in advance of any entity change (at least 90 days).

RENEWAL OF REGISTRATION

Annual renewal of your registration

While we send out applications 2 – 3 months prior to expiration, it is **YOUR** responsibility to ensure that your organization remains registered. You need to be aware of your expiration date and contact us for renewal applications if you have not received one. The law requires the application for renewal to be submitted no later than 30 days prior to the registration expiration date. We cannot review applications if they lack fees.

Late applications

If we receive your renewal application after the deadline (30 days prior to expiration). you will likely be required to re-apply as an initial applicant.

The renewal application process

In addition to completing the application forms and paying the \$150 fee, you must provide proof of training, Workers' Compensation Insurance, and medical surveillance trust fund or contract. During the application review we evaluate your Cal/OSHA compliance history over the past year and other information bearing on your ability to provide a safe and healthful workplace. To ensure that you are keeping your operating policies and programs up-to-date, we may randomly request them from applicants. **Do not** supply them unless we request you to.