

## DOSH ACRU

These are the Instructions for your application for the DOSH ACRU Asbestos Contractors Registration. There is some help here for your CSLB C22 Application. Dan Napier, CIH is here to help you get registered and keep going. There are links to pages where you can find the latest forms and guidance for your DOSH/ACRU registration.

### A brief word about the Application Process:

This is a registration, you are not guaranteed to get this. You must be completely honest about everything on the application. You can be dishonest in two ways. You can just tell an outright lie (Miss Information). Or you can not disclose some important fact – again the same person (Miss information). If the famous Miss Information is present on your application you have committed a crime, and will be subject to criminal punishment. And you will added to the imaginary list of “Ain’t Never Ever Gonna Get a DOSH”

Currently the CSLB wants to see your name on a roster for four of the last ten years to prove that you have the experience to qualify for the C22. Copies of rosters are not public information and employers are under no obligation to provide them to you. DOSH does have copies of those rosters, you can ask them for the copies so you can prove that you worked for four of the last ten years removing asbestos. Some employers have not complied with the law and have not listed everyone who was AHERA Trained on their roster. Just like some people who run stop signs and never seem to get caught.

Warning: Please check your advertising and letterhead. You may have the ASB on your CSLB License, but you cannot advertise that you can do any phase of asbestos work. You cannot advertise that you can bid on work unless you have the ACRU DOSH Certification Number. The “Bidding Purposes Only” phrase on your CSLB License is a little miss-leading, you can bid but you cannot advertise. Check your World Wide Web Site for any mention of Asbestos and get it changed NOW. You have been breaking the law! If you have please discuss it with me and you will need to “Fess up” on your application, but you will be able to say–“ I done wrong, but I fixed it”. Pay special attention to the checklists, the two page checklist at the beginning of the application package is very important. You need to follow it and carefully review your application to see that your application meets each item on the check list. The ACRU now wants the entire application in electronic format as well as the original wet signature paper application. When you send me the application for the LAST LOOK, I will do that conversion and send you and the ACRU the required Electronic copies of you application. You are advised to provide a perfect application that meets the criteria of their checklists. The checklist below has easy to understand instructions and examples, please read it as you fill in the forms and write your Resume. Refer to the ACRU Checklist and to this checklist. If you do not understand the question, or need to order

your [DOSH ACRU Part V Manual](#)-- please call me - [Dan Napier, CIH](#) at 310-644-1924 X 103 or 800-644-1924 X 103.

VERY VERY Important

Since January 2015, the CSLB has provided a new license category.

When you apply for the DOSH ACRU Registration you will get an email like this

Dear Applicant:

Attached are our initial application forms and instructions. Before we can start our review the following material must be received via U.S. Postal Service:

- Completed original hard copy application package
- Electronic copies of your company's application submittal in pdf format on 2 CD's (use 1 disk for your Part V Procedure Manual, and another disc for the other submittals)
- Registration fee of \$350 (check/money order/cashiers' check)
- C-22 Classification on your CSLB License

Here is a link to our website where the process is explained

<http://www.dir.ca.gov/dosh/ACRU/ACRUregistration.htm>. When you navigate to that web page, scroll half way down the page to the heading "The Cal/OSHA Asbestos Registration Process", where you will find the process discussed in detail. The first step for a contractor is to add the ASB Certification to their contractor's license  
[http://www.cslb.ca.gov/contractors/New\\_C-22\\_Asbestos\\_Abatement\\_Classification.aspx](http://www.cslb.ca.gov/contractors/New_C-22_Asbestos_Abatement_Classification.aspx).

#### Attention

Once we receive your complete application package an Acknowledgment of Receipt letter will be sent to you.

The minimum time period required for review of any 1st submittal is 15 business days. If you contact us before we have had 15 business days to process your submittal, we will not provide an update on the status of your application.

Be aware that the application package and instructions have been revised. Carefully review the application and instructions prior to completing and submitting your company's renewal application.

\*\*\*\*\*

Here is the link to the [CSLB C22](#) application.

Just in case you did not read the FAQ Please look at the [information and help for filling](#) in the C22 CSLB Application. We will send DOSH a copy of the application to show them we are applying for the C22.

Please make your CSLB C22 application experience the same as your DOSH/ACRU experience. Because the law changed in January 2015. If you just hired SUBS the experience will not qualify you as a C22 holder. You will need to apply at the same time for both the C22 and the DOSH/ACRU Registration. Both Agencies require that you have an open application with the other Agency.

Application Checklist:

Registration Fee: Enclose a check for \$350.00 payable to the State of California ACRU

Briefly-You will need to do the following:

Download the application form and copy it to your computer, you can fill it in and save it for later editing. When you have completed the form -Print it and - Get a BLUE Ink Pen and Sign the application initial all boxes above the signature and part 5 and complete the application, initial all the pages, check all the boxes. Furnish worker training certifications, insurance certificates, etc. Sign the roster, sign the promise to enforce safety rules. Call me if you have any questions, whatsoever. Send original signed documents. Make a copy of the forms if you want, but you will get the electronic copy from me when you send me the application for the LAST LOOK. I will scan it put it in the Format that CalOSHA wants. I will then send it on to DOSH.

### [Copies of Application Forms from DOSH ACRU](#)

Here are the details:

Part I

In front of the first page of the application put the [two page application checklist](#), fill it in.

I put it on one page to save paper. The forms go in the first four sections of the application booklet. The safety program table of contents and required sections go in the back of the application package. The Sample documents, letterhead, contract and estimate work sheet go after the safety program in the tabbed area called "Sample Documents" Everything else goes in the front of the application package.

Put the following items in the tabbed section marked "Part I"

The [DOSHA ACRU](#) Application

Here are the instructions for the form: Application must be signed and initialed by the License Qualifier on each page. Use blue ink so that it is clear that you have sent original copies.

Hint: Use the forms on my site, you can fill them in and save the forms for later editing. You can print them or email them if you want.

Entity Name: Put the Corporate Name or the Name listed on Your Pocket License.

DBA: Put the name of the DBA as shown on your CSLB. NB You cannot use a DBA if you have not listed it with the CSLB. If you have a DBA make certain that you have notified the CSLB of that DBA!

Addresses: Put your physical address here, you cannot use a Post Office Box or one of those for rent addresses at a PMB. This is the address that the inspector will come to when they want to meet you or see your records.

Contractor Information:

CSLB Licensee: Put the name of the person who qualifies for the license. RMO RME . Usually this is the same for all the items.

C22 Certificate Holder: Put the name of the person who took and passed the C22 license category for the CSLB.

There is a question about number of employees -Put the number of employees in your company, this is for all the people at your company, not just the asbestos workers.

Fill in the rest of the forms. Do not put "NA" or scribble on the forms. Unless you want to irritate the ACRU and delay your application. The forms all ask questions, answer the questions. For instance a form asks if you have any other addresses. Do NOT PUT "NA" and scribble on the form! Leave the top of the form blank and **Check** the Box that says "As all our organizations ..." and sign the bottom of the form.

The form about other "Related Entities" is the same. Fill in the lines if you are a School, Lab or Consultant. Otherwise leave them blank. If someone working for you is a CAC or CSST list them and provide a letter that they understand the regulations. Ask for my help on this! If do not have any labs or consultants check the box that says "Our Company does not have any ....." and fill in the information and sign the form.

Previous Citations:

Again do not put NA and scribble on this form. If you do not have any citations check the box so stating that and sign the bottom. Do not forget to have the qualifier initial the bottom of the form.

If you do have any citations you will need a detailed letter explaining what happened, you will need to discuss this with me. If you do not start out by disclosing everything in detail. Expect to have DOSH ask you many questions, and require other information, and endless delay. The more

specific detail of what the citation was for and what you have done to correct the situation the better. Please note that sometimes local agencies give you a "Notice to Comply" (NOC) when they are just asking for records. Those must be listed on your citation history. I recommend that you always contest NOCs if they are not in fact notices of a violation, or an out of compliance situation. See warnings about experience in the next section.

OK You have completed the Application form. Now let's do the other items that go in Part I

Previous experience Letter:

Put a Letter explaining your experience--

A biography showing that the top manager is competent to manage the removal of asbestos, show the last ten years. The CSLB and DOSH applications must show the same experience. CSLB is requiring that the Qualified demonstrate that they have four years experience as a Journeyman for four of the last ten years. You will need to demonstrate that you have had your AHERA/ASHARA Supervisor certificate for at least four of the last ten years. You will need to have a current supervisor certificate. Highlight your experience removing asbestos for other licensed contractors, or that you have done everything else and are ready to remove asbestos. The BEST way to do this is to submit a spread sheet showing every job for the last ten years. Show the following information. The Owner of the Job, the Address of the Job, the Date the Job Started, The Approximate Value of the Job, The Name CSLB # and DOSH # of the Company who did the job. Remember this is the electronic age, if you cannot remember every job, check the internet. Check "Craig's List" check Yelp. Sometimes a homeowner does not realize that you hired a sub to do the work, they think you did it. They may say something like "Fred Ripnskip is the greatest, he removed all the asbestos in my house" on Yelp. If that is out there expect DOSH to ask you about your experience illegally removing asbestos! Please note that you must identify all of your jobs for the last ten years! Do not leave out anything. Perhaps you have always hire Sub-Contractors to remove asbestos, that is good experience. Avoid sending a Resume or marketing brochure. We all know that you are the leader in your field and have the best experience possible. What you need to do is explain how you are able to remove asbestos material from buildings safely. You do not need to have worked as an asbestos worker and worked your way up from the bottom. You need to be able to prove that you understand the processes and dangers of asbestos removal, and be able to prove that you can manage the process in compliance with the law. Do not say something like "I have been in this industry for more than thirty years." Say something like:

"My first asbestos project was the cleanup at the Atlas High Rise in Boomtown, California from 11/01/2001 to 3/21/2002. The project was a floor by floor asbestos mitigation project. The Atlas Tower is 16 stories about ten thousand square feet per floor. The asbestos removal started in 1985 and all asbestos mitigation was finished in 1993. The building is located at 12 Broadway Boulevard, Boomtown, CA 90445. The first contractor was NBATEC CSLB 667662 DOSH 5. They worked there until 1990. At that time we terminated them because they were cited by CalOSHA, for providing workers who presented forged certificates. See the citation information in the listing of previous citations. Note we included the citation even though it was more than ten

years ago. The next contractor was Ubetcha Mitigation, CSLB 123456 Dosh 666. They completed the mitigation without any other citations or incidents. I was in charge of managing the contractors during the entire mitigation process from 1985 to 1993. I worked for the building owner the Dichi San She Goroku Building Management Company of Ichibukeru, Japan Tel110- 81-213-456-7784. (www.dssgbmc.com) They did not have a CSLB license because they owned the building and did not do any construction activities except to manage their own properties." Go on and on, the more exact information the better.

Very IMPORTANT. Put the name of the Sub or Company you worked for or with, include the CSLB Number and the DOSH Number -every time you name the company. The CSLB number is on the web forever, but the DOSH is not - only current Contractor's numbers are on the web! If you do not know the DOSH number say " The Company had a valid DOSH number when we hired them, but they have since left the Asbestos Industry. I do not know what the DOSH number was." If you used a sub-contractor who did not hold a valid DOSH ACRU Certificate there is a whole different set of problems. You will need to discuss that problem in detail. We will need to review all the work and be prepared to disclose all the information about the project.

Other wise say something like "I worked at Dummy Brothers RipNSkip CSLB 109999919 DOSH # 123123 for two months in 2005. I left because ....." or We Subcontracted Dummy Brothers RipnSkip CSLB 109999919 DOSH # 123123 for fifteen private residential removal projects in the City of Los Angeles on January 7 through May 15, 2007. We subcontracted ..... the more exact details here the better. Put in the dates of the work and the addresses.

You can list this experience like this:  
I worked for:

Fazzio -- Burnburg Environmental CSLB 1234567 Dosh 1234

4528 Longburt St, Sacramento, CA July 20-August 30, 2007 Appx. \$ 330,000.00

1234 Jump Street, Salinas, CA Shimbun Cold Storage and Foot Locker Building September 2, 2004 to August 15, 2005 Appx. \$1,909,000.00

Barfey Brothers, CSLB 125678 DOSH # Unknown, they had a DOSH number when we hired them, however the specific records have been lost, and Barfey Bros is no longer in business, and they left no forwarding address..

2345 Broadbend Road, Sacramento (Residential Mitigation) July 15-18, 2006 Appx. \$2,000.00.

Again go on with as much detail as you can, demonstrating that you did the work. Or your qualified workers did the work, while you supervised them.

You should have all that information in the Air Quality District notices that you filed. You did keep the notices didn't you? - DOSH knows where the originals are and they can look at them anytime they want - so tell them everything - Be certain that you are telling everything about your previous work history. Do not 'forget about' some unpleasant incidents, or things that went wrong, but nobody knew about it because it was way back in the woods somewhere. If you do you will be lying on an application, and that is something that can get you to be on the "Never gonna get a DOSH" list. Contact me and I will help you explain that you have developed management processes to deal with the problem. So it could not happen again. Experience with a company that did it all wrong may be able to be used to your advantage.

Be certain to and sign the letter in blue ink.

Responsible Person Respirator Program Letter: Please send a separate letter for this-Do not put it in the experience letter above in Previous Experience Section. Please put in a separate letter.

Letter explaining--

A short biography of the person responsible for the respirator program, their training and experience. Say why the person is qualified to provide the correct respirator, and know where to send the workers for their physicals-etc. Be certain to and sign the letter in blue ink.

Company Organizational Chart:

The ORTS chart can be simple, owner supervisor worker in three boxes with a little arrow pointing between each box. This can be many pages or a single page with just three boxes Management, Supervisors and workers, just be certain to identify the management person by name.

In addition to the ORTS Chart you must have the following:

If a Corporation, Proof of Corporation and the Minutes of the meeting when you all voted to do asbestos related work. Enclose the Corporate Charter and Minutes that say the Corporation decided to remove asbestos. Include the document from the Secretary of State for California showing your Corporate Charter. Provide information as to who is the owner of the shares of the Corporation, and how many share are authorised to be issued, how many have been issued and who owns the issued shares. This must be a signed letter, see Example at the end of this document. If publically traded so state. See Sample Meeting Minutes on the Last Page for the meeting about asbestos. Be certain to and sign the letter in blue ink.

If not a Corporation you must provide proof of US citizenship (of the owner). You must complete the first page of the forms, sign page 4. You will submit page 1 and 4. (Copy of a Birth certificate or passport is required) for each owner or partner.

Additional Address Listings

The forms all ask questions, answer the questions. For instance a form asks if you have any other addresses. Do NOT PUT "NA" and scribble on the form! Put an X on the statement "No Other Addresses" and sign the bottom of the form. Important Hint: Look for any addresses that you may have posted or used and forgot about closing them. If you do not list all your addresses something looks fishy and DOSH will start asking many questions and your application will get delayed if not totally stopped. Sometimes a listing will show up that you honestly do not know about. Google shows me as having an address in San Diego, but it is a vacant lot. How it got listed is a mystery, and I cannot get it changed because Google wants me to prove that I am the guy with his office on a vacant lot! It turns out I need to get a letter delivered to the vacant lot to prove that I do not operate from the vacant lot. So do a thorough search on Google, Google Places, Yahoo and perhaps even MSM for your name and addresses. Either fix the listing or get it removed. Several years ago one of my clients almost failed to get his DOSH registration because a friend of his had put his information on the friend's web site as a DOSH approved Contractor. He "Just wanted to help out his buddy"-- good job-- it took months to find it and weeks to get it down.

Let's just recheck, did you sign every letter and form in blue ink. Do not send copies of any letter or form, the State wants an all original application. Let's do it that way! That is why I want you to sign in blue ink, make it easy to see it is not a copy!

OK It looks like we are done with Part I

## Part II

State Contractors License No.:

Make a Copy of your CSLB "Pocket License" front and back of Signed Pocket License, sometimes folks submit the pocket license without a signature! That is what the guys at DOSH are looking for, a signature.

Make a Copy of the Wall License

There that was easy!

## Part III

Workers Compensation Insurance:

Your Initial Application must show that you have Workers Compensation Insurance, whether or not you have coverage for Asbestos Work as outlined below.

Please show this to your Broker, they will understand all of the requirements.



You must provide a copy of the Policy or Declaration sheet with Asbestos Indicated as a covered activity. The Declaration Sheet or Policy must show ASBESTOS ABATEMENT -- all operations -- including shop 5473 or Roof removal operations separately classified as 5552, Roofing, or 5553, Roofing , New construction separately classified. The thirty day notice for proof of coverage must be from the Carrier. The State Fund will not cover you for asbestos work unless you have a DOSH number and DOSH will not issue a DOSH number unless you have Workers Compensation Insurance showing asbestos as a covered activity. I understand that SCIF has designated a few Brokers and they can bind coverage and provide Policy Holder Services. They have "The Pen".

If you are going to be insured by the State Fund© (SCIF) you will need to take special steps. Do not give up, there is an answer. First send in your application with proof that you have workers compensation. The Workers Compensation proof of coverage for asbestos work can be missing, but you must have proof of just Workers Compensation Coverage. DOSH will send you a letter acknowledging your application and you can then take that to your Broker or The State Fund©. You should be able to obtain the additional coverage. The ACRU has contacted the upper management underwriters at the State Fund and they have agreed to solve this problem. Then you or your broker will be able go to the State Fund © and give them the additional deposit they require and they will give you coverage and send that information directly to DOSH. Be certain that the FUND has the correct address, double check this with them. They like to send the proof of coverage to the CSLB instead of DOSH ACRU. SCIF needs to send the Accord 25 form to both the CSLB and DOSH.

Make certain that you have ordered the Proof of Coverage with 30 Day Notice of Cancellation sent by your Insurance Carrier, (This is an Accord 25 form) specifically not the Broker, to:

Department of Industrial Relations  
DOSH - Asbestos Contractors' Registration Unit  
1750 Howe Avenue Suite 460  
Sacramento, CA 95825-3367

PS the address on the State Fund's WEB site will take your paperwork, but it will be delayed for at least a week. The State Fund likes to send this to the CSLB instead of the DOSH/ACRU.

Medical Monitoring Fund (trust account - \$500 per employee). If you have someone who has taken the AHERA training, but does not work in the field, you must show them on your roster, but you do not need the 500.00 in you medical monitoring account.

Fill in the [Statement of Fund Use](#), sign the letter provided by DOSH. Fill it in with a blue ink pen.

Please submit a Recent Bank Statement, The Statement must have the Bank's address, and telephone number-- Hint If you have a Personal Banker put their name on the document too, and make certain that the bank is not charging you a service fee or the account will not have sufficient funds after the first month. DOSH will call to verify the funds so make certain that the information is easy to get. The phone number must be to a person at the bank, not some telephone hell where you have to enter your account number followed by your social security number, number of living children and names of dead relatives. Make certain that the person at the Bank will sing like a Canary when the DOSH person calls up to check the account status. No BS about "sorry but we cannot disclose that information". If you have five (5) employees you would need to have \$2,500.00 in the account.

This is a self administered fund you are the responsible person, the bank will have no responsibility as to the fund use. This is a single account, not a separate account for each worker, and you cannot use you General Account. You cannot use a bank account such as your own or company checking account. You cannot use your General Funds Account where you always have a few Grand in, it has to be a separate account. Open a separate passbook bank account (CDs are OK) name it something easy such as "My Company MEDMON". Do not call the Bank and say "I need to set up a Trust Fund" the Bank will think it is a "Trust Fund" that requires them to "Administer" the fund. This will usually cost the Earth! You will have nothing in the account is short order, because the bank will be charging you "Service Fees" that will make your head spin. Just like in "The Exorcist". The Bank will start asking you who your Lawyer is and how they will be disbursing funds..... .... Here is what CALOSHA says about the Medical Monitoring account:

*"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."*

Almost there!

Part IV  
Training Certificates

Employee Roster-- Sign the roster in blue ink

You must fill the form and provide a copy of the asbestos workers AHERA Certificates. You must provide copies of current certificates & copies of the initial training course. This is required for Workers, Supervisors, Building Inspectors, Project Designers and Management Planners. If the original training certificate is not available, provide a letter signed by the person explaining what happened to the original. eg I lost it, I took the class but my employer did not give me a copy, or the school I took the class at is no longer in business or will not give me a copy of my original certificate or the dog ate it!! Do Not list more than three or four people here. DOSH will contact every school to check the status, and if you send thirty guys they will take forever to review the workers and supervisors. After you get your DOSH you can always easily add workers. You will have the time to double check the workers certificates and send them to the clinic of your choice when you hire them. See the sample letter at the end of this checklist. Best is to have a letter written by the worker or supervisor, do not send a letter with a bunch of guys signing on the bottom.

You can use [HTTP://acru.dnaci.com](http://acru.dnaci.com) to manage your roster. Call Dan and he will set you up as a user over the phone. 800-644-1924 X 103. You will get a card with your user name and temporary password. You will have fifteen days to change the password, the account automatically closes after fifteen days. After the first year the roster costs \$400.00 a year. If you do not change the password the \$400.00 charge kicks in.

We are on the HOME STRETCH!

Part V

Equipment List-- There is a generic equipment list, use it as a checklist so that you have every thing that you need. PS you can rent some equipment. If you plan on renting just say so.

Owners statement Sign and date it.

The DOSH Checklist, has been completed and is behind the Owners statement. I have signed it and you will not need to sign it. Read the SOP Carefully, that is your required Standard Operating Policy.

Put the following items in the last two tabs that are marked

Safety Program:

Safety Program with inspection and enforcement of rules. You can avoid pain and only put in the table of contents and the specific sections showing that management conducts regular inspections and the employee discipline program for not following Safety & Health rules. If you don't have a clear program showing that E-mail me and I will send you the sections that you need to add to your current program. Or I will be glad to write or re-write your safety program.\*



Sample Documents:

Sample Contract, Letterhead, Sample Bid estimation sheet. Do not put some marketing swill in here-Keep it simple. Blank Letterhead. Make certain that you have your Correct CSLB Number, address and phone numbers on your letterhead!

Once insurance and licenses, completed application are assembled, send the entire application package along with your Check to " DOSH ACRU" to DNA for a final review, the famous (LAST LOOK). If everything is complete and you have crossed all the t's and dotted all the i's I will scan it and overnight it to DOSH.

OK now send the entire application to me for that LAST LOOK and submission to DOSH electronically, we are on the way!

FEDEX, UPS

Dan Napier, CIH  
DNA Industrial Hygiene  
2520 Artesia Boulevard  
Redondo Beach, CA 90278-3210

US Mail Address  
Dan Napier, CIH  
P.O. Box 2208  
Redondo Beach, CA 90278-7708

After the completed documents are received and reviewed, DNA will scan it and send it to DOSH.

Mary Smillie  
Department of Industrial Relations  
DOSH - Asbestos Contractors' Registration Unit  
1750 Howe Avenue Suite 460  
Sacramento, CA 95825-3367

(916) 574-2993 Office

Here is the important part. DOSH will send you an email with comments, send that to me immediately. Send your response to me first. Then after we chat about how you answered the questions, you can send your response back to DOSH. Answer the questions as soon as you possibly can. DOSH will say you must answer by some date. (Thirty days after they sent the

comments to you), please do not wait until the day before expiration to start answering. Do it as soon as you can. Please do not send the response to DOSH and carbon copy me. If you have already answered the question I cannot help you to understand what DOSH wanted in the first place. I am here to help, guide and make your quest easy-keep me ahead of your answers.

If after all this you have delays and DOSH informs you that you have to re-apply, You can restart the application by sending another \$350.00 to DOSH ACRU and follow up with either a complete resubmission of all the application, or just a resubmission of the material that was missing. Time and the amount of missing information are the critical parts for this problem. You will need to ask the ACRU for direction as to whether you need to send a complete application or not, but you will need to send the \$350.00. An incomplete application and delayed responses are the main reasons that you may find yourself in this unpleasant situation.

\* For an additional fee

\*\*\*\*\*

*Just a note, this seems obvious, but only real officers of your Corporation go here. If you are the only Corporate Officer, then you are the only person present at the Board Meeting. This example has several board members present. See the shares letter. Generally Board members have some ownership in the Corporation. Look at your Corporate Information form for the folks that you have named as being present for the Board Meeting.*

### Sample Corporate Meeting Minutes

The Rip N Skip Corporation held a meeting on April 29, 2014. All board members were present. A motion was made by Fred Ripnskip. The motion stated that the Rip N Skip Corporation would remove asbestos as a means to earn income for the Rip N Skip Corporation. Tony Soprano seconded the motion.

The motion was unanimously approved by all Board members present.

Board Members present at the meeting:

Fred Ripnskip - President

Tony Soprano -Vice President-Hazardous Waste Management

Wilbur Clearly -Secretary

Marshal DeLay-Attorney, Agent for Service of Process

Meeting Adjourned at 4:00 PM April 29, 2014

Secretary

Wilbur Clearly

Again Sign this in blue ink!

End of Sample Minutes

\*\*\*\*\*

Sample Letter telling how many shares have been issued.

\*\*\*\*\*

June 19, 2014

Rip N Skip Corporation  
1234 Jump Street  
Anytown, CA 90531

To DOSH ACRU

Rip N Skip Inc. Is authorised to issue 200,000 shares. As of this date the following shares have been issued:

Tony Soprano 100,000  
Fred Ripnskip 5,000  
Wilber Clearly 50  
Marshal DeLay 5

The total of the issued shares is 105,055 shares.  
There are no other shares issued. There are no other owners.

Respectfully Submitted

Fred Ripnskip

(Signed)  
President



\*\*\*\*\*

Sample worker/Supervisor Certificate letter

Start Here put a date on the letter

Date

My Name is "Stanley Workerbee."

I took the original worker/Supervisor course in "some City and State", in "Put the date here year approximate if you have to". It was at the "name the school where they took the class". I lost the original copy of my Certification, or my employer kept the Original Certificate. The School does not keep copies, or some other weasel excuse.

Signed

Stanley Workerbee

Put the Worker/Supervisor signature here. Again I recommend that you use a pen with blue ink. Print the Persons Name below the signature so you know who signed the letter.

\*\*\*\*\*

All Names and Company Names are fictional, any resemblance to an existing company or real person is coincidental, unintended and completely accidental. Any name vaguely resembling any real person is highly unlikely, and completely accidental. If your name or company name is listed in the above examples it is not about you. If your Company name is "Rip N Skip Corporation", you really should have thought that name out, and don't come complaining to me.

PS as far as I can tell there is no attorney named Marshall DeLay, if there is I would like some more time to postpone a response, build up fees and prepare even more disclaimers and weasel wording. Marshall, if you do exist this is not about you. I really did not think you existed honest.