STATE ADMINISTRATIVE MANUAL

MANAGEMENT MEMO

NUMBER: MM 03-02	
SUBJECT: **ASBESTOS NOTIFICATION TO EMPLOYEES**	DATE ISSUED: JANUARY 2003
	EXPIRES: JANUARY 2004
REFERENCES: Health and Safety Code Section 25915 et seq. State Administrative Manual Section 2591	ISSUING AGENCY: Department of General Services

Pursuant to State Administrative Manual (SAM) Section 2591, state agencies which occupy buildings constructed prior to 1980 (that are known to contain asbestos), must provide written notification to employees annually as to the presence of Asbestos Containing Materials (ACM) in those buildings. The annual notification process generally occurs in January of each year, based on prior notices.

New employees shall be informed about asbestos conditions in the building(s) in which they will work within the first 15 days of their employment.

All employees working in an area where asbestos abatement work is pending shall be provided a supplemental notice, if new information concerning ACM has been obtained. This supplemental notice must be provided within 15 days, or prior to the end of the calendar quarter in which the new information was received.

Please refer to SAM Section 2591 for notification requirements and procedures. Standard Form 250, Employee Asbestos Notification, has been developed for this purpose and is available from the Office of Procurement, Materials Services Section.

Assistance for all state agencies is available from the following offices of the Department of General Services:

> The RESD Building and Property Management Branch (BPM), Environmental Safety and Health Operations Program (ESHOP) will advise Agencies, Departments and tenants of State Owned buildings where knowledge of the presence of asbestos in the building exists. For further information, please contact the BPM, ESHOP at (916) 445-1491.
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> The RESD Professional Services Branch (PSB) will advise departments in leased space when they have knowledge of the presence of asbestos in the building. For further information, contact the PSB Lease Management Unit at (916) 375-4172.

For further information on asbestos notification requirements, you may contact Joel McRonald, RESD/PSB at (916) 375-4884, or Jeff Neeland, RESD/BPM/ESHOP at (916) 445-1491.

Clothilde Hewlett, Interim Director
Department of General Services