

# MANAGEMENT MEMO

NUMBER:  
**MM 09-01**SUBJECT:  
**ASBESTOS NOTIFICATION TO EMPLOYEES**DATE ISSUED:  
**FEBRUARY 12, 2009**EXPIRES:  
**UNTIL RESCINDED**REFERENCES:  
SUPERSEDES MANAGEMENT MEMO 08-01 DATED FEBRUARY 14, 2008  
HEALTH AND SAFETY CODE SECTION 25915 ET SEQ.  
STATE ADMINISTRATIVE MANUAL SECTION 2591ISSUING AGENCY:  
**DEPARTMENT OF GENERAL SERVICES****Purpose**

To inform State agencies which occupy State-owned and leased buildings that they must provide to employees written notification of the presence of known Asbestos Containing Materials (ACM) and Presumed Asbestos Containing Materials (PACM). In most cases, buildings built after 1980 were built without Asbestos Containing Materials. In cases where there is reason to believe a material contains asbestos then such material must be either considered an Asbestos Containing Material or must be tested and proved otherwise. This annual notification process generally occurs in January of each year, based on prior notices. (State Administrative Manual Section 2591)

**Who is Affected**

All employees working in buildings with known ACM or PACM shall be informed of asbestos conditions within the first 15 days of their employment. If new information concerning ACM or PACM has been obtained, all employees working in the building shall be provided a supplemental notice within 15 days of receipt of new information.

**State Requirements and Procedures**

Refer to State Administrative Manual Section 2591 for notification requirements and procedures. Standard Form 250, Employee Asbestos Notification, has been developed for this purpose and is available on-line at <http://www.osp.dgs.ca.gov/StandardForms/Default.htm>

**Contact Information**

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

- The Real Estate Services Division, Building and Property Management Branch (BPM), Environmental Safety Health and Operations Program at (916) 322-8867.
- The RESD Professional Services Branch (PSB) Lease Management Unit at (916) 375-4172.

For further information on asbestos notification requirements, you may contact Joel McDonald at (916) 375-4884, or Lance Lister, at (916) 322-8867.

**Signature**

Original SAM MM signed by Will Bush, Director

Will Bush, Director  
Department of General Services