

**MANAGEMENT MEMO**NUMBER:  
**MM 07-01**SUBJECT:  
**ASBESTOS NOTIFICATION TO EMPLOYEES**DATE ISSUED:  
JANUARY 2, 2007EXPIRES:  
JANUARY 2, 2008

REFERENCES:

HEALTH AND SAFETY CODE SECTION 25915 ET SEQ.  
STATE ADMINISTRATIVE MANUAL SECTION 2591

ISSUING AGENCY:

DEPARTMENT OF  
GENERAL SERVICES**Background**

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.

**Employee Notification**

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.

**State Requirements and Procedures**

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 on-line at <http://www.osp.dgs.ca.gov/StandardForms/Default.htm>

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## STATE ADMINISTRATIVE MANUAL

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### **Contact Information**

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

The Real Estate Services Division (RESA) Building and Property Management Branch (BPM) Environmental Safety Health and 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) 375-4983.

The RESA 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, RESA/PSB at (916) 375-4884, or Vincent Paul, RESA/BPM at (916) 375-4983.

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### **Signature**

Original SAM Management Memo signed by Will Bush, Interim Director.

Will Bush  
Interim Director  
Department of General Services

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