

Standard Operating Procedure

DSHS Asbestos Notification Work Instruction



The University of Texas at Austin
Environmental Health & Safety

SOP Number: 600-19

PURPOSE

The purpose of this SOP is to describe the procedure for completing, submitting, and ensuring fee payment for the Asbestos/Demolition Notification Form to the State of Texas Department of State Health Services (DSHS). This form must be completed and submitted for all demolition projects. Additional information must be provided when campus renovation projects include abatement of asbestos building materials and are not considered Operations & Maintenance projects.

SCOPE

This procedure applies to Project Management Construction Services (PMCS), Facilities Services (FS), Division of Housing & Food Services (DHFS), Information Technology Services (ITS), Utilities and Energy Management (UEM), Athletics, or any other group directing or managing a renovation or demolition project on UT Austin owned property.

WORK INSTRUCTION

- I. Project managers are responsible for ensuring a DSHS Asbestos/Demolition Notification is properly completed and submitted for their project 10 days prior to demolition activities, even if asbestos is not present. The project manager is responsible for reimbursing EHS for paying the State mandated fee associated with the filling of the form (even if the project is cancelled).
- II. Demolition notification to DSHS can be completed by either submitting (1) a paper copy on the form specified by DSHS or (2) online, on the DSHS website, 10 days before beginning renovation projects which include the disturbance of any asbestos-containing building material. If the project manager directs their asbestos abatement consultant or their asbestos abatement contractor to complete the notification to DSHS, the project manager must ensure the most current notification form is utilized and completed correctly, if the online reporting system is not utilized.

The DSHS online asbestos demolition notification web site location (this link does not guarantee the most current form is provided): <http://www.dshs.state.tx.us/asbestos/forms.shtm#notification>.

The notification form may be submitted electronically at:
<http://vo.ras.dshs.state.tx.us/datamart/mainMenu.do>

A paper copy of the asbestos demolition notification form may be submitted to:
Environmental Health Notifications Group
Texas Department of State Health Services
P.O. Box 143538
Austin, TX 78714-3583

- III. Many of the sections in this form will be specific to the project but the following sections require the utilization of the following specific information when completing the DSHS notification form:
 - A. "***FACILITY INFORMATION***" Section

- i. **“1. Facility Location”** includes a line item labelled **“Description or Facility Name:”** This line item requires the formal UT Austin building name and building address to be added. Do not use three letter building abbreviation or room numbers on this line item. **Include the CP number or Work order number immediately after the building name on the form (provided by the project manager).**

The current link for UT Austin building information can be found here:
<https://utdirect.utexas.edu/apps/campus/buildings/nlogon/maps/>

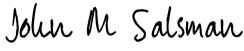
- ii. **“Facility Details”** Section includes many line items that can be found at the link in A.i above. Other specifics required by UT Austin EHS include:
 - a) **“Description of Area/Room Number:”** This section should include all building room numbers associated with the renovation. A description is not a substitution for the room numbers.
 - b) **“Asbestos survey, inspector license, analytical method, and DSHS Laboratory License #”** can be found in the project’s EHS asbestos report.

B. “PROJECT INFORMATION” Section

- i. **“A. Facility Owner”** section must include the following information:

Facility Owner Name: The University of Texas at Austin
 Phone #: (512)- 471-3511
 Attention: Andrea McNair
 Mailing Address: P.O. Box 7729
 City: Austin State: TX Zip: 78713-7729

- IV. Any mistakes or errors submitted to DSHS are the responsibility of the project manager. Any fees, fines, or administrative charges that result are the responsibility of the project manager’s department.
- V. The project manager is responsible for ensuring that a copy of the completed notification and associated notification number, either from an electronic or hard copy submission, is sent electronically to Environmental Health and Safety’s (EHS) Asbestos Program at ehs-asbestos-lead-program@austin.utexas.edu within two working days of submission. Any amendments to the original submission must also be sent to EHS electronically within 2 days of submission.
- VI. On receipt of DSHS invoices, EHS will process the invoice and IDT the identified project. If facility owner is not identified as directed above, EHS may not receive the invoice and therefore unable to process for payment. EHS will attempt to determine ownership of any DSHS invoices received without a CP or work order number or copy of the completed notification form provided when submitted to DSHS. If processing is delayed due to missing information, the department who was managing the project will be subject to any late fees/notice of violation assigned by the State and administrative charges assigned to EHS.

DocuSigned by:


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 John Salsman
 Director, Environmental Health and Safety

2023-05-12 | 13:53:27 PDT

Date

REVISIONS

Date	Revision	Author
05/08/2020	Document drafted	
6/24/2020	Document updated and finalized	Andrea McNair, Anthony Estillo
5/10/2023	Replaced Mark Weiss with Andrea McNair (as agency consultant) in address	Andrea McNair

Certificate Of Completion

Envelope Id: 3699563D03534E0083514D5FE66B797D	Status: Completed
Subject: Complete with DocuSign: 600-19 SOP Asbestos Notification Form 2023.docx	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelope Stamping: Enabled	Whitney Faulkner
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	1 University Station
	Austin, TX 78712
	wjf388@eid.utexas.edu
	IP Address: 128.62.146.197


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 John.Salsman@austin.utexas.edu
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 Security Level: Email, Account Authentication (None)

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 4C7DDEFA68A04AC...
 Signature Adoption: Pre-selected Style
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Timestamp

Sent: 5/12/2023 10:44:23 AM
 Viewed: 5/12/2023 1:53:14 PM
 Signed: 5/12/2023 1:53:27 PM

Electronic Record and Signature Disclosure:
 Accepted: 9/18/2019 5:52:10 AM
 ID: c43586e2-42a8-489e-b897-319e28f67bcd

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	5/12/2023 10:44:23 AM
Certified Delivered	Security Checked	5/12/2023 1:53:14 PM
Signing Complete	Security Checked	5/12/2023 1:53:27 PM
Completed	Security Checked	5/12/2023 1:53:27 PM

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