



SAN JOSÉ STATE
UNIVERSITY

Asbestos Operations and Maintenance Program

San José State University
One Washington Square
San José, California

Facilities Development and Operations Department
Environmental Health and Safety

July 25, 2012

1) Purpose and Scope

The purpose of the Asbestos Operations and Maintenance Program is to protect San José State University employees, students and visitors from the exposure to asbestos containing materials and the exposure to asbestos fibers in air.

2) Standards, Regulations and References

- a) California Code of Regulations,
Title 8, Subchapter 4. Construction Safety Orders
Article 4. Dusts, Fumes, Mists, Vapors, and Gases
Section §1529. Asbestos.
- b) California Code of Regulations,
Title 8, Subchapter 7. General Industry Safety Orders
Section §3204. Access to Employee Exposure and Medical Records.
- c) California Code of Regulations,
Title 8, Subchapter 7. General Industry Safety Orders
Group 16. Control of Hazardous Substances
Article 107. Dusts, Fumes, Mists, Vapors and Gases
Section §5144. Respiratory Protection.
- d) Managing Asbestos in Place
How to Develop and Maintain a Building Asbestos Operations and Maintenance Program
http://www.epa.gov/asbestos/pubs/management_in_place.html
US Environmental Protection Agency.

3) Roles and Responsibilities

a) The University

The University is committed to and has a duty to provide a safe and healthful work environment for all employees, students and visitors from the exposure to asbestos containing materials and asbestos fibers in air.

b) Environmental Health and Safety

Environmental Health and Safety will ...

- i) Establish, implement and maintain the Asbestos Control Plan which is designed to eliminate or minimize employee exposure to asbestos containing materials and asbestos fibers in air.
- ii) Maintain an Asbestos in Buildings database of buildings with known asbestos containing materials.
- iii) Perform an employee exposure determination and document the findings with the collaboration of each department's management.
- iv) Develop an Asbestos Project Work Permit System to monitor small asbestos removal projects performed on campus. Work permits are maintained for 3 years.
- v) Develop and implement campus-wide training requirements and materials. Employee information and training are provided at the time of initial assignment and annually thereafter.

- vi) Maintain a record of training given to employees for 3 years.
- vii) Maintain a record of the results of examinations, medical testing, and follow-up procedures, and the physicians written opinion. Records will be maintained for the duration of employment plus 30 years.
- viii) Audit and review the Asbestos Control Plan annually.

c) Department Management

Each affected Department will ...

- i) Collaborate with the Environmental Health and Safety in the employee exposure determination process.
- ii) Provide the time and resources to effectively implement the Asbestos Control Plan for employees determined to be at risk of exposure to bloodborne pathogens.
- iii) Enable employees who are at risk of exposure and enrolled in the Asbestos Control Plan to receive hazard awareness training.
- iv) Develop and enforce work practices and methods designed to control or eliminate the risk of exposure to asbestos containing materials and asbestos fibers in air.
- v) Provide the necessary work implements, such as tools, gloves, personal protective equipment and containment supplies, to employees.

d) Healthcare Provider

The healthcare provider when authorized will ...

- i) Perform pre-placement, termination of employment, and annual periodic medical monitoring examinations.
- ii) Maintain confidential medical records.

e) Employees

Every employee who is at risk of exposure to asbestos containing materials and asbestos fibers in air and enrolled in the Asbestos Control Plan will ...

- i) Receive hazard awareness training on an annual basis.
- ii) Be provided with the necessary work implements, such as tools, gloves, and personal protective equipment and containment supplies, to perform their job safely.
- iii) Be provided information and training in the safe work of asbestos containing materials.
- iv) Follow the prescribed work practices and methods designed to control or eliminate the risk of exposure to asbestos containing materials and asbestos fibers in air.
- v) Be provided medical monitoring examinations at the time of job assignment, annually thereafter and at the termination of the job assignment.
- vi) Report exposure incidents to the supervisor immediately.

4) Program Audit

Environmental Health and Safety will perform a program audit annually and make improvements to the Asbestos Control Plan as conditions change.

5) Document History and Control

The San José State University Asbestos Operations and Maintenance Program described herein supersede all prior written Program documents.

| <i>Rev #</i> | <i>Document Revision History</i> | <i>Author</i> | <i>Reviewer</i> | <i>Date</i> |
|--------------|--|---|-----------------|---------------|
| 00 | Revision No Change Initial Document | David Krack Environmental Health and Safety | | July 25, 2012 |
| 01 | | | | |
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1) The Asbestos Operations and Maintenance Program

The University is committed to and has a duty to provide a safe and healthful work environment for all employees, students and visitors from the exposure to asbestos containing materials and asbestos fibers in air.

a) Asbestos Containing Materials in Construction Materials.

Asbestos may be present in buildings and is managed in place. It can be classified in one of the following categories.

- i) **Surfacing Material:** Examples include ACM sprayed or troweled onto surfaces, such as decorative plaster on ceilings or acoustical ACM on the underside of concrete slabs or decking, or fireproofing materials on structural members.
- ii) **Thermal System Insulation:** Examples of this material, which is also referred to as TSI, include ACM applied to pipes, boilers, tanks, and ducts to prevent heat loss or gain, or condensation.
- iii) **Miscellaneous ACM:** Examples include asbestos-containing ceiling or floor tiles, textiles, and other components such as asbestos cement panels, asbestos siding and roofing materials, and electrical and sound insulation materials.

b) O&M Program Project Types.

The O&M program can be divided into four types of projects:

- i) Those projects that are unlikely to involve any direct contact with ACM.
These projects may involve routine cleaning of shelves and counter tops or other surfaces in a building (provided ACM debris is not present). Generally, such activities would not be expected to disturb ACM.
- ii) Those that may cause accidental disturbance of ACM.
These projects could include maintenance work above a suspended ceiling in an area that may have surfacing ACM overhead.
- iii) Those that involve relatively small disturbances of ACM.
These projects—small-scale, short-duration maintenance, repair, or installation projects involving minor disturbances of ACM—include activities such as installation of new light fixtures on or in an ACM ceiling.

A single glove bag operation to remove a small amount of ACM to repair a pipe in a boiler room is an example of intentional small-scale, short duration disturbance.

- iv) Larger projects involving more complex procedures for the intentional removal of ACM are considered asbestos abatement projects. These require asbestos control and abatement procedures.

2) The Asbestos Control Plan (ACP) is designed to eliminate or minimize exposure to asbestos containing materials and asbestos fibers in air. The ACP includes the following key elements:

- a) Determination of employee exposure
- b) Implementation of exposure control methods, including:
 - i) Asbestos Program Manager

- ii) Building Inspection
- iii) Develop an O&M Plan
 - (1) Work Permit System
 - (2) Periodic Notice to Building Occupants
 - (3) Asbestos Work Permit System
- c) Asbestos Repair or Abatement Projects
- d) Air Clearance Procedures.
- e) Disposal of Asbestos Containing Materials
- f) Employee Information and Training.
- g) Personal Protective Equipment.
- h) Information for Occupants.
- i) Medical Monitoring.
- j) Recordkeeping.

3) Definitions

- a) **Asbestos** includes chrysotile, amosite, crocidolite, tremolite asbestos, anthophyllite asbestos, actinolite asbestos, and any of these minerals that has been chemically treated and/or altered. For purposes of this standard, "asbestos" includes PACM, as defined below.
- b) **Asbestos-containing material (ACM)**, means any material containing more than one percent asbestos.
- c) **Authorized person** means any person authorized by the employer and required by work duties to be present in regulated areas.
- d) **Class I asbestos work** means activities involving the removal of TSI and surfacing ACM and PACM.
- e) **Class II asbestos work** means activities involving the removal of ACM which is not thermal system insulation or surfacing material. This includes, but is not limited to, the removal of asbestos-containing wallboard, floor tile and sheeting, roofing and siding shingles, and construction mastics.
- f) **Class III asbestos work** means repair and maintenance operations, where "ACM", including TSI and surfacing ACM and PACM, is likely to be disturbed.
- g) **Class IV asbestos work** means maintenance and custodial activities during which employees contact but do not disturb ACM or PACM and activities to clean up dust, waste and debris resulting from Class I, II, and III activities.
- h) **Disturbance** means activities that disrupt the matrix of ACM or PACM, crumble or pulverize ACM or PACM, or generate visible debris from ACM or PACM. Disturbance includes cutting away small amounts of ACM and PACM, no greater than the amount which can be contained in one standard sized glove bag or waste bag in order to access a building component. In no event shall the amount of ACM or PACM so disturbed exceed that which can be contained in one glove bag or waste bag which shall not exceed 60 inches in length and width.

- i) **Glove bag** means an impervious plastic bag-like enclosure affixed around not more than a 60 x 60 inch asbestos-containing material, with glove-like appendages through which material and tools may be handled.
- j) **PACM** means "presumed asbestos-containing material".
- k) **Presumed Asbestos Containing Material** means thermal system insulation and surfacing material found in buildings constructed no later than 1980.
- l) **Regulated area** means: an area established by the employer to demarcate areas where Class I, II, and III asbestos work is conducted, and any adjoining area where debris and waste from such asbestos work accumulate; and a work area within which airborne concentrations of asbestos, exceed or there is a reasonable possibility they may exceed the permissible exposure limit.
- m) **Removal** means all operations where ACM and/or PACM is taken out or stripped from structures or substrates, and includes demolition operations.
- n) **Renovation** means the modifying of any existing structure, or portion thereof.
- o) **Repair** means overhauling, rebuilding, reconstructing, or reconditioning of structures or substrates, including encapsulation or other repair of ACM or PACM attached to structures or substrates.
- p) **Surfacing material** means material that is sprayed, troweled-on or otherwise applied to surfaces (such as acoustical plaster on ceilings and fireproofing materials on structural members, or other materials on surfaces for acoustical, fireproofing, and other purposes).
- q) **Surfacing ACM** means surfacing material which contains more than 1% asbestos.
- r) **Thermal system insulation (TSI)** means ACM applied to pipes, fittings, boilers, breeching, tanks, ducts or other structural components to prevent heat loss or gain.
- s) **Thermal system insulation ACM** is thermal system insulation which contains more than 1% asbestos.

4) Exposure Determinations

An exposure determination was made of the University staff positions without regard to the use of personal protective equipment (PPE) by Environmental Health and Safety. It was determined that the following class of employees may have an occupational exposure to asbestos containing materials and asbestos fibers in air.

| # | <i>Department Building Location Responsible Administrator</i> | <i>Job Title of Employees at Risk of Exposure</i> | <i>Nature of Exposure Risk</i> |
|---|---|---|---|
| 1 | Facilities Development and Operations Department | Utilities Maintenance & Operations Workers Carpenters Electricians HVAC Technicians Maintenance Technicians Plumbers Painters | Surfacing Materials Thermal System Insulation Miscellaneous ACM |

| # | <i>Department Building Location Responsible Administrator</i> | <i>Job Title of Employees at Risk of Exposure</i> | <i>Nature of Exposure Risk</i> |
|---|---|---|---|
| 2 | Student Housing Services | Maintenance Technicians Plumbers Electricians Carpenters | Surfacing Materials Thermal System Insulation Miscellaneous ACM |

5) Methods of Implementation and Control

a) Asbestos Program Manager

Environmental Health and Safety is the Asbestos Program Manager. The Asbestos Program Manager oversees asbestos-related activities on campus, including inspections, ACM building inspection database, work permits for operations and maintenance activities, training and record keeping.

b) Building Inspection

An initial building inspection was performed to locate and assess the condition of ACM in buildings on campus. The data is compiled in a database and is maintained by the Asbestos Program Manager. Additional inspections and assessments may take place during the planning phase of a renovation or repair project in order to confirm the presence or absence of ACM before the work begins.

c) The Asbestos Work Permit System

- i) The Asbestos Program Manager monitors the work by operations and maintenance employees and by other contractors, who might inadvertently disturb ACM during a small glove bag project.
- ii) An Asbestos Work Permit from the Asbestos Program Manager (Environmental Health and Safety) is required before the start of the project.
- iii) The APM will inform the employees or contractor whether the project could disturb ACM and provide any special instructions to make sure the work is done properly.

6) Asbestos Repair or Abatement Projects

Renovations, including remodeling or redecorating, of buildings or replacement of utility systems increase the potential for disturbing ACM.

- a) Before conducting any renovation or remodeling work, the project manager should have the Asbestos Program Manager review asbestos inspection and assessment records to determine where ACM may be located, visually re-inspect the area, and evaluate the likelihood that ACM will be disturbed.
- b) Any suspect or assumed ACM that could be disturbed during the renovation work should be sampled and analyzed to determine whether it contains asbestos, or if the work should be carried out as if the materials did contain asbestos.
- c) The Asbestos Program Manager should ensure that no new ACM is introduced into the building as part of the renovation work.

- d) If it is determined that ACM should be removed as part of the renovation or repair project and the amount of ACM is greater than one 60"x60" glove bag, a licensed asbestos remediation contractor will perform the work.

7) Air Clearance Procedures.

- a) Proper completion of the ACM removal is evaluated with an air clearance procedure.
- b) The Asbestos Program Manager will ensure that clearance air samples are collected for small repair and remediation projects. Air clearance samples for larger remediation projects are bundled with the overall contract provisions and performed by an outside contract service.
- c) AHERA clearance protocols (TEM - Transmission electron microscope analysis) are not required for abatement actions in commercial buildings or in buildings of higher education. AHERA protocols may be used as a reference.
- d) NIOSH Method 7400A (PCM – Phase Contrast Microscopy) for particulate in air may be used to determine if the space is ready for re-occupancy.

8) Disposal of Asbestos Containing Materials

- a) Debris from small ACM operations and maintenance projects is collected, double bagged in 6 mil plastic, wetted, labeled and taken to Industrial Studies Building Room 127 for disposal.
- b) The waste bag will be labeled as follows:
DANGER CONTAINS ASBESTOS FIBERS AVOID CREATING DUST CANCER AND LUNG DISEASE
HAZARD
- c) Environmental Health and Safety will coordinate for the disposal with a licensed transport and disposal contractor.

9) Employee Information and Training.

a) Awareness Training

This training is for maintenance and custodial staff involved in cleaning and minor maintenance tasks where ACM may be accidentally disturbed.

Awareness Training is one hour in duration and includes such topics as:

- i) Background information on asbestos
 - ii) Health effects of asbestos
 - iii) Worker protection programs
 - iv) Locations of ACM and Presumed Asbestos-Containing Material (PACM) in the building
 - v) Recognition of ACM and PACM damage and deterioration.
 - vi) Proper response to fiber release episodes.
- b) Operations & Maintenance and Abatement Worker Training

This training is for workers who may conduct asbestos abatement activities.

This work involves direct, intentional contact with ACM. The recognized abatement worker training courses approved by EPA or state regulations for schools and for public and commercial

buildings, are required to conduct such work. The EPA regulations require 40 hours of training for employees participating in asbestos abatement.

Abatement worker training addresses specialized topics, such as:

- i) Pre-asbestos abatement work activities
 - ii) Work area preparation
 - iii) Establishing decontamination units
 - iv) Personal protection, including respirator selection, use, fit-testing, and protective clothing
 - v) Worker decontamination procedures
 - vi) Safety considerations in the abatement work area
 - vii) A series of practical hands-on exercises
 - viii) Proper handling and disposal of ACM wastes.
- c) Refresher Training
- i) Employees who have occupational exposure to asbestos containing materials and asbestos fibers in air receive annual training coordinated by Environmental Health and Safety.
 - ii) Awareness Training which consists of a one-hour presentation is given each year to custodial and maintenance workers.
 - iii) Operations & Maintenance Worker and Abatement Worker Training consist of an eight hour presentation and is given annually.
- d) Training materials are available at the Environmental Health and Safety office located in the Industrial Studies Building, Room 134 B.

10) Personal Protective Equipment.

- a) PPE is obtained through the first line supervisor of the affected department and is provided to employees at no cost.
- b) The types of PPE available to employees include gloves, eye protection, outer garments as necessary and respiratory protection.
- c) Respiratory Protection
 - i) Filtering facepiece respirators must not be used against asbestos fibers.
 - ii) Only HEPA filters for powered and non-powered air-purifying respirators are used.
 - iii) A tight fitting powered, air- purifying respirator may be used in lieu of any negative-pressure respirator selected whenever an employee chooses to use this type of respirator.

11) Information for Occupants.

- a) Building occupants will be notified on an annual basis that asbestos may be present in building construction materials and that fibers may be released if the ACM is disturbed inadvertently.
- b) The information given to building occupants and workers may address the following points to the extent they reflect building conditions:

- i) ACM has been found in the building and is located in areas where the material could be disturbed.
- ii) The condition of the ACM, and the response that is appropriate for that condition.
- iii) Asbestos only presents a health risk when fibers become airborne and are inhaled.
- iv) The mere presence of intact ACM may not represent a health risk.
- v) The ACM is found in the following locations (e.g., ceilings, walls, above suspended ceilings, on columns, on pipes).
- vi) Do not disturb the ACM (e.g., do not push furniture against the ACM, do not damage thermal system insulation (TSI)).
- vii) Report any evidence of disturbance or damage of ACM to the Director of Environmental Health and Safety.
- viii) Report any dust or debris that might come from the ACM or suspect ACM, any change in the condition of the ACM, or any improper action relative to ACM of building personnel to the Director of Environmental Health and Safety.
- ix) Cleaning and maintenance personnel are taking special precautions during their work to properly clean up any asbestos debris and to avoid disturbing ACM.
- x) All ACM is inspected periodically and additional measures will be taken if needed to protect the health of building occupants.

12) Medical Monitoring.

- a) Employees who perform asbestos Class I, II or III repair or renovation work as defined by the Division of Occupational Safety and Health are enrolled in the Medical Monitoring Program. Medical examinations are made available to employees ...
 - i) Prior to assignment of the employee to an area where negative- pressure respirators are worn;
 - ii) At least annually thereafter.
 - iii) At the termination of employment for any employee who has been exposed to airborne concentrations of asbestos at or above the permissible exposure limit and/or excursion limit. The medical examination shall be given within 30 calendar days before or after the date of termination of employment.
- b) Medical examinations will include ...
 - i) A medical and work history with special emphasis directed to the pulmonary, cardiovascular, and gastrointestinal systems.
 - ii) Completion of the Mandatory Medical Questionnaire as defined by the Division of Occupational Safety and Health in Title 8, Construction Safety Orders, Section §1529. Asbestos, Appendix D.
 - iii) A physical examination directed to the pulmonary and gastrointestinal systems, including a chest roentgenogram and pulmonary function tests of forced vital capacity (FVC) and forced expiratory volume at one second (FEV(1)).

13) Recordkeeping.

a) Training Records

- i) A record is created for each employee upon completion of training. These records will be kept for at least three years at San José State University, Environmental Health and Safety, Industrial Studies Building, Room 134 B.
- ii) The training records include:
 - (1) The dates of the training sessions.
 - (2) The contents or a summary of the training sessions.
 - (3) The names and qualifications of persons conducting the training.
 - (4) The names and job titles of all persons attending the training sessions.
- iii) Employee training records are provided upon request to the employee or the employee's authorized representative within 15 working days. Such requests should be addressed to San José State University, Environmental Health and Safety.

b) Medical Records

- i) Medical records are maintained by Environmental Health and Safety for each employee with occupational exposure to ACM and asbestos fibers in air in accordance with California Code of Regulations, Title 8, §3204, "Access to Employee Exposure and Medical Records".
- ii) These confidential records are kept for at least the duration of employment plus 30 years.
- iii) Employee medical records are provided upon request of the employee or to anyone having written consent of the employee within 15 working days.

c) Asbestos in Buildings Assessment Records

- i) The Asbestos in Buildings Assessment database is maintained by Environmental Health and Safety in accordance with California Code of Regulations, Title 8, §3204, "Access to Employee Exposure and Medical Records".
- ii) The database is amended as new information is developed from repair and renovation projects.
- iii) Environmental Health and Safety will make the information within the database available to maintenance employees who made inadvertently disturb ACM.

d) Asbestos Work Permits for Small Projects

- i) Asbestos Work Permits for small projects are issued and maintained by Environmental Health and Safety.
- ii) Asbestos Work Permits are maintained for three years.

End

ASBESTOS WORK PERMIT APPLICATION

Asbestos removal/disturbance work may be performed by trained and authorized employees of San Jose' State University. "Trained" means that the employee has successfully completed a Cal/OSHA accredited course for Class I, II, III and IV asbestos work and is enrolled in the SJSU Environmental Health and Safety Department annual refresher training program. Asbestos removal is limited to 100 sq ft and/or the amount that will fill a 60" x 60" bag.

SJSU PROJECT / WORK ORDER NUMBER:

| | | |
|--|--|---|
| <p>1. Building Name: _____</p> <p>2. Room: _____</p> <p>3. ACM Description: <i>(Ceiling, Flooring, Wall, Roofing Materials, Thermal Piping Insulation)</i> _____</p> <p>4. Start Date and Time: _____</p> <p>5. Planned Completion Date and Time: _____</p> | <p>6. Project Staffing:</p> <p>1st Worker (Project Leader): _____</p> <p>2nd Worker: _____</p> <p>3rd Worker: _____</p> | <p>7. Project Description: <i>(ACM removal description, ACM volume – bags, sq ft)</i> _____</p> |
| <p>8. Work Plan – Containment:</p> <p><input type="checkbox"/> Wet Methods</p> <p><input type="checkbox"/> Mini Enclosure w/Neg Air</p> <p><input type="checkbox"/> Glove Bag</p> <p><input type="checkbox"/> Decon HEPA VAC</p> <p><input type="checkbox"/> Decon Wipe-Down</p> | <p>9. Work Plan – PPE:</p> <p><input type="checkbox"/> HEPA Cartridge Respirator</p> <p><input type="checkbox"/> Tyvek Suit with Hood</p> <p><input type="checkbox"/> Shoe Covers</p> | <p>10. Work Plan – Air Monitoring:</p> <p><input type="checkbox"/> Personal Air Samples</p> <p><input type="checkbox"/> Area Clearance Air Samples</p> <p>11. Other Work Practices:</p> <p><input type="checkbox"/> Asbestos Hazard Signs Posted</p> <p><input type="checkbox"/> Waste Taken to Storage Location (IS 127)</p> <p><input type="checkbox"/> Special Tools & Equipment</p> |
| <p>12. Permit Requester</p> | <p>Telephone</p> | <p>Date Submitted</p> |
| <p>13. Work Supervisor Review Dan Cox</p> | <p>Telephone</p> | <p>Date Reviewed</p> |
| <p>14. Environmental Health & Safety David Krack, Primary John Skyberg, Alternate</p> | <p>Cell – 510-209-5541 Office – 408-924-1978 Home – 510-651-5180 Home FAX – 510-573-0432</p> | <p>Date Granted/Denied</p> |
| <p>Permit Granted: _____</p> | <p>Permit Denied: _____</p> | <p>Signature:</p> |

[NOTE: Approval is required from the appropriate manager for Overtime Work]

ASBESTOS CONTROL WORK PRACTICES

Asbestos removal/disturbance work performed by trained and authorized San Jose' State University employees will follow the standard asbestos control work practices as detailed below.

As work is performed, check-off the completed tasks.

SJSU PROJECT / WORK ORDER NUMBER:

| # | ✓ Completed Tasks | Asbestos Control Work Practices |
|----|-------------------|---|
| 1 | | Notify the SJSU Environmental Health and Safety office in IS Building 134B by completing the ASBESTOS WORK PERMIT APPLICATION <i>prior to the project start.</i> |
| 2 | | Review in-house abatement procedures for removal/disturbance of asbestos-containing materials. |
| 3 | | Collect personal air monitoring equipment from Environmental Health and Safety office. |
| 4 | | Demarcate and place Asbestos Hazard signs to restrict access to work area. |
| 5 | | Shut off or isolate ventilation systems. <i>Note – Use Work Control shut down procedures as appropriate</i> |
| 6 | | Ensure that Personal Protective Equipment is provided and worn. <i>(HEPA Cartridge Respirators, disposable coveralls, head cover, shoe covers, and gloves).</i> |
| 7 | | Ensure that all assigned personnel are currently qualified and enrolled in the SJSU Environmental Health and Safety Asbestos Work Training Program. |
| 8 | | Use wet methods, mini-enclosures, glove bags, drop cloths and / or partitions for controlling dust. |
| 9 | | Place all asbestos waste in two – 6 mil plastic bags labeled with Asbestos Hazard Warning labels and the generator's name and address. Wet contents with amended water. |
| 10 | | Wet - wipe all surfaces and tools and equipment at the end of the project. |
| 11 | | Deliver all asbestos related tools, equipment, and unused supplies to Industrial Studies Room 127 for storage. |
| 12 | | Deliver all bagged and wetted waste asbestos containing materials to Industrial Studies Room 127 for storage prior to removal to a regulated waste disposal site. |
| 13 | | Return personal and area air monitoring equipment and sample cassettes to Environmental Health and Safety for laboratory analysis and record keeping. |

Return this completed form at the end of the project to SJSU Environmental Health and Safety office located in Industrial Studies Building Room 134B

| | |
|---|---|
| Project Leader Name and Signature: | Date and Time Project Completed: |
|---|---|