



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://cao.co.la.ca.us>

DAVID E. JANSSEN
Chief Administrative Officer

Board of Supervisors
GLORIA MOLINA
First District

YVONNE BRATHWAITE BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

February 9, 2004

To: All Departments Heads, Building Proprietors,
and Court Administrators

From: David E. Janssen
Chief Administrative Officer

ASBESTOS NOTIFICATION REQUIREMENTS

In 1993, the County of Los Angeles Board of Supervisors instructed the Chief Administrative Office (CAO) and the Internal Services Department (ISD) to immediately comply with California Health and Safety Code 25915 et. seq., which requires owners of buildings constructed prior to 1979 to notify building occupants within 15 days of becoming aware, and annually thereafter, that the building contains asbestos. Under this code, "building owner" means owner, lessee, sublessee, or agent of the owner of a building or part of a building, including, but not limited to, the state or another public entity.

County Code Section 2.81.035 vests primary authority and responsibility for the operation and maintenance of County of Los Angeles (County) facilities and grounds with department heads. The December 19, 1989, memorandum (reiterated in a September 24, 2001, memorandum) from the CAO to all department heads, which explained this decentralized authority and established the Building Proprietor Program, specifically stated:

"The [departmental building] proprietor is also fully responsible for...
compliance with asbestos notification [emphasis added]..."

Consistent with this ongoing responsibility and because of the continued focus on asbestos notification, I request each department acting as a building proprietor to review current reports and/or records regarding asbestos conditions in your facility(ies) and take appropriate action consistent with asbestos notification requirements.

All Department Heads, Building Proprietors,
and Court Administrators
February 9, 2004
Page 2

Section 25915 et. seq. of the California Health and Safety Code sets forth the following minimum notification requirements:

- Building owners must notify building occupants within 15 days after receiving information that the building contains asbestos;
- Building occupants should be annually notified of asbestos conditions; and
- New building occupants and new employees should be notified of asbestos conditions within 15 days after occupying the building.

Note: There are circumstances described in California Health and Safety Code 25915.2(f) and 25915.2(g) where asbestos containing materials (ACM) may exist in a building and notification requirements do not apply to all employees in the building. Refer to the California Code sections for details.

Attached is a sample asbestos notification letter. Notification must be in writing and directly provided to all employees in the building; posting such notification is not adequate. Notification requirements are triggered only upon receipt of information that a building contains asbestos; existing code does not require that an asbestos survey be conducted.

The Auditor-Controller includes asbestos notification reporting as one of the issues addressed in the biennial internal control certification program.

There are additional requirements relating to asbestos exposure included in California Code of Regulations, Title 8, Section 1529, regarding construction activities, including "routine facility maintenance." Refer to the California Code for details.

If you have any questions regarding this matter, please contact Steven NyBlom of my staff at (213) 351-5357. Thank you for your continued attention to this important matter.

DEJ:RAA
SEN:DGI

Attachment

c: Each Supervisor

g: Asbestos Notification Letter

SAMPLE NOTIFICATION LETTER

COUNTY OF LOS ANGELES

(Insert Department Name)

SUBJECT: ASBESTOS NOTIFICATION FOR
(Insert Name/Building/Facility)

Date: _____

To: All *(Insert Name/Building/Facility)* Employees

In Compliance with California Health and Safety Code 25915 et. seq., you are hereby notified that, based on the Asbestos Assessment Survey Report conducted by *(Insert name of firm that conducted the survey)*, the *(insert the name of the building/facility)*, contains asbestos containing material (ACM) in certain areas.

ACM poses no threat to your health unless asbestos fibers become airborne due to material aging, deterioration or damage. While extensive media attention has been given to asbestos, statistical data indicates that the annual incidence of asbestos related illness is relatively low. Given the widespread use of asbestos prior to 1979, the low incidence of asbestos related illness indicates that health risks are minimal.

The ACM is located in the following specific locations:

<u>LOCATIONS</u>	<u>MATERIALS</u>	<u>TYPE</u>
<i>(Describe the physical location of each place that asbestos is known to exist. For example Room 503; ceiling areas.)</i>	<i>(List the material which contains the asbestos. For example: 24" x 24" ceiling tiles.)</i>	<i>(State the type of asbestos present. For example: Chrysotile)</i>

All areas of immediate concern have been mitigated.

SAMPLE NOTIFICATION LETTER (Cont.)

Employees should follow proper work procedures to minimize the release of and exposure to ACM. Do not damage, drill holes, or attach objects to walls, floor tiles, fire rated doors or ceilings which contain asbestos. Do not disturb ACM when replacing light bulbs. Only persons authorized and properly trained should perform any work which may disturb ACM. In the event you encounter material which you believe may contain asbestos, do not disturb it in any way; immediately report the situation to your supervisor.

The Asbestos Assessment Survey Report, conducted by *(insert name of firm conducting survey)* is available for review during normal business hours at Room # _____.

Every employee has the right to review the results of any asbestos bulk sampling or air monitoring survey or analysis conducted in this building and any specific handling instructions to minimize exposure to asbestos.

If you have any questions, contact your supervisor or *(insert name of designated point of contact)*, Departmental Asbestos Coordinator, at *(insert location & phone number)*.

Thank you for your attention to this matter.

(Signature, name and title of the person authorized to provide the notice.)