

Harvard University Environmental Health & Safety Asbestos Services Vendors Review Procedure

Summary

EH&S maintains a list of asbestos abatement contractors and consultants (The Asbestos Services Vendors List) which it provides to Harvard University Facility and Project Managers upon request.* EH&S does so by obtaining and maintaining on file a Qualifications Summary from Asbestos Abatement Contractors and Consultants who conduct work at Harvard University. EH&S reviews those items from the Qualifications Summary with which EH&S has expertise, to verify accuracy and completeness (licenses, enforcement history, etc.). EH&S expects Facility and Project Managers to review those components of the Qualifications Summary with which they should have expertise (references, previous project descriptions, etc.), and use this information to select appropriate Asbestos Service Vendors.

EH&S does not certify, approve, or in any way make a claim as to the quality of work provided by listed vendors. Facility and Project Managers may request from EH&S any and all information on file about a particular vendor during the vendor selection process, upon which they should make their own judgment.

Background

The removal, encapsulation, repair, and management of asbestos containing materials in buildings can be complex, challenging work and a source of potential liability to the University. Facility and Project Managers retain the services of Asbestos Consultants to detect asbestos-containing materials, design asbestos abatement projects, and/or monitor asbestos abatement to ensure the work is done in a manner than complies with all regulations and maintains a safe campus community. Facility and Project Managers retain the services of Asbestos Abatement Contractors to abate or repair asbestos-containing materials on or in Harvard University properties.

Asbestos Abatement Contractor Review Procedure

Prior to meeting with an Abatement Contractor, EH&S requests a Qualifications Summary containing, at a minimum, items 1-11 listed to the below. Items 1-7 are reviewed by EH&S for accuracy and completeness, and the results of this review are kept on file. (Appendix 1 contains optional documents for EH&S use to facilitate review.) The EH&S review, and all items listed below, are kept on file and made available to Facility and Project Managers upon request. Managers are encouraged to use the materials produced as a result of the EH&S review and all materials on file to select an Asbestos Abatement Contractor.

1. A primary point of contact within each company
2. A statement of qualification
3. The names of all companies under which abatement is conducted
4. A copy of the contractor's current Massachusetts Asbestos Abatement Contractor License
5. Certificates of insurance for Commercial General Liability, Automotive, and Workers Compensation**
6. A notarized statement that identifies all regulatory enforcement actions taken the organization with in the past three years
7. Evidence of employee health and safety plans, including respiratory protection and confined space entry.

8. An EH&S review of information pertaining to regulatory enforcement actions taken against the company.
9. A list of references provided by the company.
10. A description of recent projects provided by the company that demonstrate experience in a University and/or Hospital setting.
11. The names of supervisors who will work at the University and their qualifications.

EH&S will make every effort to review and compile these materials in a timely fashion. Upon review of the materials, EH&S shall arrange a meeting with the Harvard University Environmental Health & Safety Asbestos Abatement Contractor's primary point of contact. This meeting shall be for the purposes of discussing Harvard University's policies, procedures, and expectations. During this meeting, EH&S will provide the Contractor's representative(s) with any relevant documentation related to asbestos abatement at Harvard University. This may include, but is not limited to:

- The Asbestos Contractor Manual – including the current list of waste disposal facilities
- Instructions for filling out the Harvard University Asbestos Waste Shipment Record
- The Harvard University Contractor Manual

Each year, EH&S will request an updated Qualifications Summary from those Asbestos Abatement Contractors who have conducted abatement work on University property within the previous 18 months. EH&S shall determine those contractors who have conducted work within the previous 18 months by consulting the Asbestos Notifications in the Asbestos Waste Database. At a minimum, EH&S will request and review the following information:

- A copy of the organization's current Massachusetts Asbestos Abatement Contractor License
- An updated list of all supervisors that will work at Harvard University and their qualifications
- A notarized statement that identifies all regulatory enforcement actions taken against the organization since the previous review.

The results of all EH&S reviews and all other information gathered from the Asbestos Service Vendor is kept on file for two years, updated periodically, usually annually, and made available upon request to Facility and Project Managers.

Asbestos Consultant Review Procedures

Prior to meeting with an Asbestos Consultant, EH&S requests a Qualifications Summary containing, at a minimum, items 1-8 listed below. Items 1-6 are reviewed by EH&S for accuracy and completeness, and the results of this review are kept on file. (Appendix 2 contains optional documents for EH&S use to facilitate review.) Managers are encouraged to use the materials produced as a result of the EH&S review and all materials on file to select a contractor.

1. A primary point of contact within each company
2. A statement of qualification
3. A copy of the laboratory certification for any laboratories used for asbestos sample analysis (regardless of whether the lab is on the consultant's site or is a sub-contractor)
4. Certificates of insurance for Commercial General Liability, Automotive, Workers Compensation, and Errors and Omissions.**
5. A notarized statement that identifies all regulatory enforcement actions taken the organization with in the past three years
6. EH&S review of information pertaining to regulatory enforcement actions taken against the company.
7. A list of references provided by the company.

8. A description of recent projects provided by the company that demonstrate experience in a University and/or Hospital setting.

EH&S will make every effort to review and compile these materials in a timely fashion. Upon review of the materials, EH&S shall arrange a meeting with the Asbestos Consultant's primary point of contact. This meeting shall be for the purposes of discussing Harvard University's policies, procedures, and expectations. During this meeting, EH&S will provide the Consultant's representative(s) with any relevant documentation related to asbestos abatement at Harvard University. This may include, but is not limited to,

- The Asbestos Contractor Manual including the most recent listing of Harvard University reviewed asbestos landfills
- Instructions for filling out the Harvard University Asbestos Waste Shipment Record,
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- The Harvard University Contractor Environmental, Health and Safety Manual.

Each year, EH&S will request updated information from those Asbestos Consultants who have provided asbestos consulting services to the University within the previous 18 months. Unlike Asbestos Abatement Contractors, this information cannot be obtained from the Asbestos Waste Database. The Asbestos Program Staff can be consulted for the list of all such Consultants. At a minimum, EH&S will request and review the following information:

- An updated copy of the laboratory certification for any laboratories used for asbestos sample analysis (regardless of whether the lab is on the consultant's site or is a sub-contractor)
- An updated list of all supervisors that will work at Harvard University and their qualifications
- A notarized statement that identifies all regulatory enforcement actions taken against the organization since the previous review.

As above, the results of the EH&S review and all other information is kept on file for two years updated periodically, usually annually, and made available upon request to Facility and Project Managers.

Notes:

- EH&S should be contacted for the most current Asbestos Service Vendors List. This list is subject to frequent change without notice
- EH&S reserves the right to remove Asbestos Consultants and/or Abatement Contractors from any list provided to Facility or Project Managers based on previous experiences at Harvard University (including a history of failure to dispose of waste properly), a history of problems at other institutions, or for excessive regulatory infractions.

**The Insurance Office reviews insurance certificates. The Insurance Office verifies that the insurance coverage is in effect at the time of review, that the company carries the minimum insurance limits set by University policy, and that the insurance carriers have a minimum quality rating. Insurance information is subject to change and the Facility or Project Manager is still responsible for reviewing the Contractor's insurance policies before the start of a new project. Additional information on insurance can be obtained by contacting the Harvard University Insurance Office.

APPENDIX 1: ASBESTOS ABATEMENT CONTRACTOR OPTIONAL REVIEW TOOLS

Asbestos Abatement Contractor Review Date: _____

Materials Checklist

Company Name		
Received	<u>Item</u>	Comments
	1. Primary point of contact	
	2. Statement of Qualification	
	3. The names of all companies under which abatement is conducted	
	4. Current Massachusetts Asbestos Abatement Contractor License	
	5. Insurance certificates (Commercial General Liability, Workers Compensation, Automotive Liability)	
	6. Notarized statement identifying all regulatory enforcement actions within the specified period	
	7. Evidence of employee health and safety plans, including respiratory protection and confined space entry.	
	8. An internal review of information pertaining to regulatory enforcement actions taken against the company.	
	9. A list of references provided by the company	
	10. Description of recent projects that demonstrate experience in a University/Hospital setting	
	11. Names and qualifications of supervisors that will work at Harvard & their qualifications	

Date

Point of Contact Name

Company Name

Street Address

City, state zip

RE: Asbestos Abatement at Harvard University

Dear *Contact Name*:

Each year the Department of Environmental Health & Safety (EH&S) at Harvard University reviews key information about Asbestos Abatement Contractors working on Harvard University properties. A list of reviewed asbestos vendors is made available to University Facility and Capital Project Managers upon their request as part of the University's Asbestos Management Program. Every year, EH&S reviews each contractor's qualifications to ensure that the campus community receives high quality asbestos abatement work.

EH&S respectfully requests that you submit a qualification package for consideration. Upon review of your qualifications, EH&S will request a meeting with you to discuss specific requirements for conducting work at the University and our expectations of you as a University Contractor. Some of the items to be discussed are: the asbestos abatement notification and waste shipment procedures and contracting of industrial hygiene consultants for final air clearances.

Your qualification package should include at a minimum:

- ◆ A primary point of contact
- ◆ A statement of qualification
- ◆ The names of all companies under which abatement is conducted
- ◆ A copy of your current Massachusetts Asbestos Abatement Contractor License
- ◆ A description of recent projects that demonstrate experience in a University and/or Hospital setting
- ◆ List of References
- ◆ The names of Supervisors that will work at the University and their qualifications.
- ◆ Certificates of Insurance for :
 - Commercial General Liability
 - Workers Compensation
 - Automotive Liability
- ◆ A notarized statement that identifies all regulatory enforcement actions taken against your organization with in the past three years
- ◆ Information on your employee health and safety plans, including respiratory protection and confined space entry.

I look forward to your participation in our program. If you have any questions please do not hesitate to contact me at *phone number*.

Sincerely,

Name

Title

Date

Point of Contact Name

Company Name

Street Address

City State and Zip

RE: Asbestos Abatement at Harvard University

Dear *Point of Contact*:

Each year the Department of Environmental Health & Safety (EH&S) at Harvard University reviews key information about Asbestos Abatement Contractors working on Harvard University properties. A list of reviewed asbestos vendors is made available to University Facility and Capital Project Managers upon their request as part of the University's Asbestos Management Program. Your company is currently on this list. Every year, EH&S reviews each contractor's qualifications to ensure that the campus community receives high quality asbestos abatement work.

EH&S respectfully requests that you submit a qualification package. This updated package should include, at a minimum:

- A copy of your organization's current Massachusetts Asbestos Abatement Contractor License
- An updated list of all supervisors that will work at Harvard University and their qualifications
- A notarized statement that identifies all regulatory enforcement actions taken against your organization **since previous year**.

Please send your qualifications to my attention no later than one month from the date this is sent. Upon review, you will be contacted to confirm your status. If you have any questions, please feel free to call me directly at *phone number*. I look forward to continuing our working relationship.

Best Regards,

Name

Title

Point of Contact Name
Company Name
Street Address
City State and Zip

RE: Asbestos Contractor Services at Harvard University

Dear *Point of Contact*:

The Department of Environmental Health & Safety (EH&S) at Harvard University maintains key information about recent and proposed Asbestos Abatement Contractors working on Harvard University properties. A list of reviewed asbestos vendors is made available to University Facility and Capital Project Managers upon their request as part of the University's Asbestos Management Program. Your company is currently on this list and is being reviewed. In reviewing your company's file the following items were missing:

- _____ A primary point of contact
- _____ A statement of qualification
- _____ The names of all companies under which abatement is contracted
- _____ A copy of the your current Massachusetts Asbestos abatement Contractor License
- _____ Certificates of insurance for Commercial General Liability, Automotive and Workers Compensation (a copy should also be sent to the Harvard University Insurance Office.)the Harvard University Insurance Office.)
- _____ A notarized statement that identifies all regulatory enforcement actions pertaining to your organization within the past three years
- _____ A list of references
- _____ A description of recent projects that demonstrate experience in a University and/or hospital setting
- _____ The names of supervisors who will work at the university and their qualifications

Please send the requested items to my attention, so that we may continue to list your company. If you have any questions, please feel free to call me directly at *phone number*. I look forward to continuing our working relationship.

Best Regards,

Name
Title

Department of Environmental Protection
Office of Enforcement
1 Winter Street
Boston, MA 02108

Date

RE: FOIA Request

To Whom It May Concern:

Under the Freedom of Information Act I am requesting information on the enforcement history of Company Name during the period of Time to Time. The following information is available regarding this company:

Company Name
Company Street Address
City, State, Zip
Company Phone

If any questions arise regarding this request please do not hesitate to contact me at 617-495-2060. Thank-you in advance for your timely response.

Best Regards,

Name
Title

Appendix 2: Asbestos Consultant Optional Review Tools

Asbestos Abatement Consultant Review Date: _____

Materials Checklist

Company Name		
Received	<u>Item</u>	Comments
	1. Primary point of contact	
	2. Statement of Qualification	
	3. Current Laboratory Certifications	
	4. Insurance certificates (Commercial General Liability, Workers Compensation, Automotive Liability, Emergency Operations)	
	5. Notarized statement identifying all regulatory enforcement actions within 3 years.	
	6. Independent search of information pertaining to regulatory actions taken against the company	
	7. List of references	
	8. Description of recent projects that demonstrate experience in a University/Hospital	

Date

Point of Contact Name

Company Name

Street Address

City, state zip

RE: Asbestos Consulting at Harvard University

Dear *Contact Name*:

As you may be aware, the Department of Environmental Health & Safety (EH&S) at Harvard University reviews key information about Asbestos Consultants working on Harvard University properties. A list of reviewed asbestos vendors is made available to University Facility and Capital Project Managers upon their request as a part of the University's Asbestos Management Program. Every year, EH&S reviews each vendor's qualifications to ensure that the campus community receives high quality asbestos abatement work.

EH&S respectfully requests that you submit a qualification package for consideration. Upon review of your qualifications, EH&S will request a meeting with you to discuss specific requirements for conducting work at the University and our expectations of you as a University Consultant. Some of the items to be discussed are: the asbestos abatement notification and waste shipment procedures and contracting of industrial hygiene consultants for final air clearances.

Your qualification package should include at a minimum:

- ◆ A primary point of contact
- ◆ A statement of qualification
- ◆ A description of recent projects that demonstrate experience in a University and/or Hospital setting
- ◆ A notarized statement that identifies all regulatory enforcement actions taken against your company within the past three years
- ◆ A copy of the laboratory certification for any laboratories used for asbestos sample analysis (regardless of whether the lab is on your site or your sub-contractor)
- ◆ List of References
- ◆ Certificates of Insurance for :
 - Commercial General Liability
 - Workers Compensation
 - Automotive Liability
 - Errors and Omissions

I look forward to your participation in our program. If you have any questions please do not hesitate to contact me at *Phone number*.

Sincerely,

Name

Title

Date

Point of Contact Name

Company Name

Street Address

City State and Zip

RE: Asbestos Abatement at Harvard University

Dear *Point of Contact*:

As you may be aware, the Department of Environmental Health & Safety (EH&S) at Harvard University reviews key information about Asbestos Consultants working on Harvard University properties. A list of reviewed asbestos vendors is made available to University Facility and Capital Project Managers upon their request as part of the University's Asbestos Management Program. Your company is currently on this list. Every year, EH&S reviews each Consultant's qualifications to ensure that the campus community receives high quality asbestos abatement work.

EH&S respectfully requests that you submit a qualification package. This updated package should include, at a minimum:

- An updated copy of the laboratory certification for any laboratories used for asbestos sample analysis (regardless of whether the lab is on the consultant's site or is a sub-contractor)
- An updated list of all supervisors that will work at Harvard University and their qualifications
- A notarized statement that identifies all regulatory enforcement actions taken against your organization **since previous year**.

Please send your qualifications to my attention no later than one month from the date this is sent. Upon review, you will be contacted to confirm your status. If you have any questions, please feel free to call me directly at *phone number*. I look forward to continuing our working relationship.

Best Regards,

Name

Title

Department of Environmental Protection
Office of Enforcement
1 Winter Street
Boston, MA 02108

Date

RE: FOIA Request

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City, State, Zip
Company Phone

If any questions arise regarding this request please do not hesitate to contact me at *phone number*. Thank-you in advance for your timely response.

Best Regards,

Name
Title

Date

Point of Contact Name
Company Name
Street Address
City State and Zip

RE: Asbestos Contractor Services at Harvard University

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- _____ Certificates of insurance for Commercial General Liability, Automotive and Workers Compensation, and errors and omissions (a copy should also be sent to the Harvard University Insurance Office.)the Harvard University Insurance Office.)
- _____ A notarized statement that identifies all regulatory enforcement actions pertaining to your organization within the past three years
- _____ A list of references
- _____ A description of recent projects that demonstrate experience in a University and/or hospital setting

Please send the requested items to my attention, so that we may continue to list your company. If you have any questions, please feel free to call me directly at Phone #. I look forward to continuing our working relationship.

Best Regards,

Name
Title