



Building or Facility Demolition / Waste Hauling Contractor Prequalification Procedures

Contractors interested in becoming prequalified to conduct US EPA defined building or facility demolitions at Penn State, are required to submit the following information to the department of Environmental Health and Safety (EHS).

EPA defines demolition as: “the wrecking, or taking out of any load-supporting structural member, of a facility together with any related handling operations or the intentional burning of a facility (e.g. for fire training).”

The Office of Physical Plant (OPP) will also require information. Instructions for that process can be found at their [Contract Administration](#) webpage.

General Requirements:

1. Copies of all demolition / hauling-related state, county and other licenses or permits currently held (e.g. PA Residual and Municipal Waste Hauling, etc.). If your company does not haul waste simply state such in your prequalification package.
2. Proof that your company has experience conducting EPA defined demolitions. This shall include a dated listing of Demolition / Hauling projects conducted (no more than 3 years). Include: date, project name/location and a contact name and phone number for each (facility owner or representative directly involved with the project).
3. A notarized statement describing all citations and / or violations issued by any regulatory agency. Provide: agency contact, explanation of citation and / or violation and outcome of the citation(s) or violation(s). The term "violation" includes Notice of Violation (NOV), administrative order, civil penalty assessment or other monetary settlement (settlement agreement, settlement letter, letter agreement or consent assessment), permit / license suspension, any consent agreement, consent order or any court actions pending or settled.
4. A copy of your current Liability, Auto and Workers Comp Insurance certificates.
5. A completed example of an EPA / PA DEP Demolition Notification from a past project, if available. If none is available simply state such in your prequalification package.
6. A copy of you company's Demolition Project Standard Operating Procedures, if available. If none is available simply state such in your prequalification package.

Asbestos-Related Requirements:

If you also employ PA Labor and Industry licensed Asbestos Workers, Supervisors, or you are a PA licensed Asbestos Contractor, please provide the following. If this does not apply, simply state such in your prequalification package:

1. Copies of all asbestos-related state, county and other licenses currently held.
NOTE: All asbestos-related work at Penn State is conducted by PA Department of Labor and Industry licensed workers, supervisors and contractors only.
2. A letter stating that your organization has a Respiratory Protection Program that complies with all applicable regulations. You must reference the exact applicable regulation(s).
3. A letter stating that your organization has a Medical Surveillance Program that complies with all applicable regulations. You must reference the exact applicable regulation(s).
4. Names and addresses of Industrial Hygienists who worked on the above projects. A contact name (representative directly involved with the project) and phone number must be provided for each.
5. A copy of your current Asbestos Removal Liability Insurance certificate.
6. A completed example of your company's asbestos Waste Shipment Record (manifest).
7. A completed example of an Abatement Prior to Demolition Notification.

All of the required information must be provided at the same time and in the order listed. Failure to submit an accurate packet of all requested information will result in termination of the review process.

Every effort will be made to complete your packet review in a timely manner. However, it is strongly recommended that you do not wait until the last minute to try to become prequalified for a particular project.

This information must be submitted to:

Michael Burke, Asbestos Program Manager
Penn State Environmental Health and Safety
6 Eisenhower Deck
University Park, PA 16802
Office: (814) 865-6391
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