



Asbestos Contractor Prequalification Procedures

Asbestos contractors interested in becoming prequalified to work at Penn State, are required to submit the following information to the department of Environmental Health and Safety (EHS).

The Office of Physical Plant (OPP) will also require information and instructions for that process can be found on their [Prequalification Requirements](#) webpage.

1. A copy of your company's Respiratory Protection Program, or a letter stating that your organization complies with all applicable regulations. You must reference the exact applicable regulation(s).
2. A copy of your company's Medical Surveillance Program, or a letter stating that your organization complies with all applicable regulations. You must reference the exact applicable regulation(s).
3. Copies of all state, county and other licenses currently held. NOTE: All asbestos-related work at Penn State is conducted by Pennsylvania Department of Labor and Industry licensed workers, supervisors and contractors only.
4. Proof that your company has a minimum of three years continuous experience under the present organizational structure. This shall include a dated listing of all asbestos removal projects conducted during the past three years, with a short description of work conducted. A contact name (building owner or representative directly involved with the project) and phone number must also be provided for each.
5. 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.
6. A copy of your current insurance certificate(s). Insurance coverage must include the following:

Workers' Compensation for statutory obligations imposed by workers' compensation or occupational disease laws. Employers' Liability insurance shall be provided with limit of not less than \$500,000 per accident for each subcategory of coverage.

Automobile Liability (Bodily Injury Liability and Property Damage Liability) with limits not less than \$1,000,000 Combined Single Limit.

Commercial General Liability including coverage for premises and operations, products and completed operations, and contractual liability for all operations, written on an

occurrence basis with limits not less than \$1,000,000. Contact the University if you have Claims Made Commercial General Liability Insurance.

Pollution Liability that covers bodily injury and property damage liability arising from removal/abatement operations, with limits not less than \$1 million.

Insurance coverages must be written with an insurer rated not less than A- by A. M. Best. A Certificate of Insurance, evidencing the above required insurances and providing thirty (30) days written notice of cancellation, must be provided to the University.

When working on PSU facilities, the "Pennsylvania State University" must be named as an Additional Insured on the General Liability and Pollution Liability coverages and shown on the Certificate.

7. A notarized statement describing all citations and/or violations issued by any regulatory agency or consultant on previous projects. Describe the circumstances, agency contact and explanation of citation and/or violation. Provide a written discussion of the 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 whether pending or settled.

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.

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
Fax: (814) 863-7427
Burke@ehs.psu.edu

March 3, 2009