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**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) requires additional information and instructions for that process can be found on their [Prequalification Requirements](http://www.opp.psu.edu/planning-construction/contractor-prequalification-information/prequalification-requirements) webpage.

1. **Respiratory Protection Program** - A letter stating that your company complies with all applicable regulations.  You must reference the exact applicable regulation(s).
2. **Medical Surveillance Program** - A letter stating that your company complies with all applicable regulations.  You must reference the exact applicable regulation(s).
3. **Licenses** – Provide copies of all PA, 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. **Experience** – Provide proof that your company has a minimum of three years continuous experience under the present organizational / corporate structure.  This shall include a list of **all** asbestos projects conducted over the past three years. Details must include:
   1. Date of project.
   2. Short description of work.
   3. Contact name (building owner or representative directly involved with the project).
   4. Contact phone number.
5. **Industrial hygienists and firms** – Provide names and addresses of firms that were involved on the above projects.  A contact name (representative directly involved with the project) and phone number must be provided for each.
6. **Insurance certificate(s)** – Provide current copies. 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.

1. **Violations / Citations** – Provide 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:

Steven Rohrbach, Hazardous Building Materials Program Manager  
Penn State Environmental Health and Safety  
301 Steam Services Building  
University Park, PA 16802  
Office: (814) 865-6391  
Email: [szr15@psu.edu](mailto:szr15@psu.edu)