

FBOP WOPM  
Planned Event  
NYM

WO Description: Asbestos Abatement Monthly Report  
Asset #:  
Asset/Group Desc:  
Site Code:  
Building Code: -  
Location: -  
Make:

Date Created: 7/7/2019  
Assigned to: FM01 - FM01 [REDACTED]  
Skill: 400 - Administrative  
FPS Number:  
Serial No/Vin:  
Model:

If applicable, ensure all safety precautions are followed, to include, but not limited to "LOCKOUT/TAGOUT AND CONFINED SPACE ENTRY"

PM Instructions and Material:

Schedule: 33899

Cmp	Freq	Proc #	NAP	Instructions
<input checked="" type="checkbox"/>	M	32300	Yes	Asbestos Abatement Report - Monthly

The following PE is to report ALL costs, quantities, and types of asbestos abatement to ensure proper reporting to DOJ.

Review the steps below and submit the "Required Specific Documentation," along with a copy of this PE as the cover page, in a .pdf file to the Regional Facilities Administrator by the 1st of each month. The .pdf file must be labeled in the following format - Segment, Month, and Year. For example, LEW0316. For reporting purposes, each abatement event (single purchase) must be listed individually in a .pdf file. If multiple abatement events take place in the reporting month, produce a "cover sheet" for each subsequent event to indicate the information as required below.

Complete as requested, per each event:

Is asbestos abatement in progress? NO

Location: N/A

Description: N/A

- Abatement paid from S&E or B&F Funds? N/A
- If B&F Project Number: N/A
- Was the asbestos identified in a previous asbestos survey? N/A
- Is the asbestos friable or non-friable? N/A
- Quantity abated (linear feet, square feet, etc.): N/A
- General description of asbestos abated (i.e., pipe insulation, floor tile, etc.) N/A
- Is the asbestos being abated as part of an ESPC? N/A If yes, report as requested in #9

REQUIRED SPECIFIC DOCUMENTATION:

The .pdf file must include the following. Place a check mark in the space provided indicating the proper documentation is included:

7. Work Order or B&F Monthly Report:

- N/A a. Copy of the active or completed minor work order or WO>\$10k. Include a brief description of the asbestos abatement in the Description field.
- N/A b. Copy of the B&F Monthly Report. Include a brief description of the asbestos abatement in the Completion Comments field.

Reminder: Ensure the check box "Asbestos Abatement is required or has been completed" on the Complete Tab is checked.

8. If the asbestos abatement is procured on a Government Issued Purchase Card:

- N/A a. Copy of completed and signed Credit Card Purchase Form, AND
- N/A b. Copy of signed and dated Purchase Card Statement from JP Morgan Chase matching purchase, AND
- N/A c. Copy of Invoice signed by the facilities manager certifying services have been received.

9. If the asbestos abatement is procured on a Purchase Order or Contract:

- N/A a. Copy of completed and signed Purchase Order or Contract, AND
- N/A b. Copy of Invoice or Pay Application signed by facilities manager certifying services have been received, AND
- N/A c. Copy of Payment Voucher Validation Report

These documents can be obtained from the Business Office and must contain appropriate signatures.

10. If the asbestos is abated during the course of an ESPC project, the ESCO (Environmental Services Contractor) shall provide a letter to the Facility Manager certifying that any specific asbestos abatement as identified on an application for payment or itemized schedule of values has been performed at the time of completion of that item of work. This letter shall include the cost of the abatement. The ESCO shall report this information for every instance of asbestos abatement during the course of an ESPC project. The Facility manager shall send a signed copy of this letter to the Regional Facilities Administrator indicating concurrence with the dollar amount and notification of completion of abatement.

Note:

\*All abatement will be reported in the month it is identified/abated, if supporting documentation is not available for submission to complete the event during the initial reporting month then the event will be reported on each month until all required documentation has been finalized and submitted. \*The Asbestos Monthly Report and all required documentation to complete each event is to be maintained on file in the Facility Managers office. Documents may be maintained electronically. \*If no abatement was conducted, submit a copy of the completed PE stating no abatement was conducted during the month.

Updated Aug 31, 2017

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Ensure all equipment has a MWI label affixed that is in clear view and legible. Ensure all MWI information is correct.

LIST BELOW COMMENTS AND ALL MATERIAL USED.

No abatement at this time.

Act. Staff Hours: 0.25

Material Cost: 0

Date Completed: 7/31/19

Staff Signature

Staff Code