

DEPARTMENT OF HEALTH SERVICES
COUNTY OF LOS ANGELES**SUBJECT:** ASBESTOS REPORTING**POLICY NO.** 917

PURPOSE:: To establish and maintain a uniform method for reporting asbestos conditions to employees in Department of Health Services' buildings.

POLICY:: The Department shall strictly adhere to all asbestos reporting requirements as set forth in Section 25915 of the California Health and Safety Code.

Each Assistance Director is responsible for notifying of asbestos conditions all occupants working with the building(s) for which he/she has operational responsibility (Attachment I). The Asbestos Notification Letter (Attachment II) is to be used for such notification and sent:

1. Within 15 days after receiving information that the building contains asbestos.
2. Annually, at the time of the first paycheck of each fiscal year.
3. Within 15 days of occupying the building, in the case of new building occupants.

GUIDE:: Inspection & Audit reviews.
Auditor-Controller Internal Control Certification Program.

AUTHORITY:: Section 25915, California Health and Safety Code.

EFFECTIVE DATE: Feb 23, 1994

SUPERCEDES:

APPROVED: Signature on File
