



Syracuse University Environmental Health and Safety Services

Asbestos Project Recordkeeping Requirements

This guidance document provides a summary of asbestos project recordkeeping requirements to ensure that Syracuse University and asbestos contractor's performing asbestos related activities at Syracuse University comply with New York State and federal asbestos recordkeeping requirements.

NYS Department of Labor's asbestos regulations, contained in NYS Industrial Code Rule 56 (12 NYCRR §56), requires:

- Asbestos contractors to generate and maintain a "Project Record" for each asbestos project in which they are engaged. The contents of the required "Project Record" are outlined in detail in the regulation.
- Building owner's to retain, indefinitely, a complete and compliant copy of the asbestos "Project Record" for each asbestos project performed in their building(s).

Syracuse University Physical Plant Environmental Shop maintains the University's repository of the "Project Record" for all asbestos projects performed at the University or in University owned buildings.

All asbestos contractors performing asbestos related work at Syracuse University are required to provide Physical Plant Environmental Shop with a copy of the asbestos "Project Record" for each asbestos project they are engaged in at Syracuse University. Record can be delivered to 285 Ainsley Drive, Attention: Physical Plant Environmental Shop or emailed to mscullig@sy.edu.

Physical Plant Environmental Shop will obtain the asbestos "Project Record" directly from the asbestos contractor for all asbestos related activities overseen by their office.

University departments with approval from the Physical Plant Environmental Shop to contract directly with a University approved asbestos contractor or overseeing a project where the general contractor is directly sub-contracting with a University approved asbestos contractor, are responsible for obtaining the asbestos "Project Record" upon completion of the project's asbestos related activities. The contracting department's project manager must provide the required "Project Record" to Physical Plant Environmental Shop for permanent retention and must ensure that "Project Record" is complete and consistent with the recordkeeping requirements of the regulation.

If the University, as the building owner, becomes aware of recordkeeping non-compliance, the University is obligated, in accordance with the regulation, to advise the NYS DOL. Physical Plant Environmental Shop or the Environmental Health and Safety Services will make such notifications to NYS DOL, as necessary.

Records pertaining to the disposal of University generated asbestos containing waste must also be provided to the Physical Plant Environmental Shop at the completion of the asbestos project. Physical Plant Environmental Shop will retain the asbestos waste disposal records indefinitely in accordance with NYS and federal regulations.

For more information please contact EHSS at 443-4132.