PURPOSE

This University of Nevada, Reno Facilities Services Department Standard Operating Procedure (SOP) describes administrative process and procedures used to manage timecards, purchasing, TMA data entry, account reconciliation, and chargebacks specific to the Asbestos Abatement Recharge Center.

OVERVIEW

The Asbestos Abatement Recharge Center, 1206-104-1429, was set up to bill back for asbestos abatement services on the University of Nevada, Reno campus. Asbestos abatement (removal of asbestos) has strict removal and disposal laws have been enacted to protect the public from airborne asbestos. Asbestos is a set of six naturally occurring silicate minerals with high tensile strength, the ability to be woven, and resistance to heat and most chemicals. Because of these properties, asbestos fibers have been used in a wide range of manufactured goods. The prolonged inhalation of asbestos fibers can cause serious illnesses, including malignant lung cancer, mesothelioma, and asbestosis.

At UNR asbestos may be found in sprayed on insulation, acoustics in ceilings, in locations such as mechanical rooms, steel reinforcing beams, ceilings in older buildings, insulation around pipes and boilers, interiors to fire doors, ceiling tiles in buildings built prior to 1981, some 12” floor tiles in buildings built prior to 1981. All surfacing material, flooring material, or thermal system insulation shall be presumed to contain asbestos unless specific evidence exists to prove it does not. Asbestos is removed only when required for renovation, remodeling or maintenance. This usually involves moving ceiling tile, repairing plumbing or anything else that contains asbestos.

State (NAC 618.961) and Federal regulations require that every remodel, renovation, or demolition project be surveyed for the presence of asbestos prior to the project commencement.
The project coordinator or department will work with the Facilities Maintenance Asbestos Abatement Crew to initiate the survey. The survey must be specific to the project itself and must be generated and signed by a licensed inspector. Review of a building’s historical data is but one component of the required survey. Previous abatement activities must be quantified and documented. Additional samples of all new or modified construction materials must be collected to have it tested by an accredited laboratory. UNR currently uses Converse Consultants and recharges for actual expenses. The Facilities Maintenance Asbestos Abatement Crew reports and consults sampling and historical data with the EH&S department. If any substance is found to contain asbestos, the project is then subject to NAC 618.850 through 618.986. The specialty disposal of asbestos materials is currently done by Waste Management Services and is billed back directly to projects.

There are two program officers trained in asbestos abatement, as well as their supervisor (facility supervisor). These program officers also perform special projects such as banner installations and removals per UAM 5,430: Outdoor Banners at the approved fiscal year recharge center rate.

AREAS OF RESPONSIBILITY

**Asbestos Abatement Facility Supervisor**

- The facility supervisor is responsible for opening TMA workers once initiated by the service center, project coordinator, campus department, etc.
- The facility supervisor is responsible for approving the daily log and then will give to the accounting assistant for record retention.
- Materials are purchased on an “as needed basis” for standard inventory by the facility supervisor.
- The facility supervisor is responsible for verifying the physical inventory.
- The facility supervisor and/or program officers are responsible for checking out a departmental purchasing card from the credit card custodian for “as needed” job specific materials according to university policy.
- The facility supervisor and/or program officers are responsible for returning receipts and proper documentation, indicating work order number on receipt, to the accounting assistant.

**Program Officer**

- The program officer is responsible for entering personal time into TMA as indicated on timesheets.
- The facility supervisor and/or program officers are responsible for checking out a departmental purchasing card from the credit card custodian for “as needed” job specific materials according to university policy.
- The facility supervisor and/or program officers are responsible for returning receipts and proper documentation, indicating work order number on receipt, to the accounting assistant.
- The program officer is responsible for Sampling, Abatement, and Banner Installation/Removal Work Performed. Sampling and abatement are conducted according
to shop procedures. Banner installation is done after notification of the request is approved by Integrated Marketing and banner coordinator. (Requests must include department contact, account number for installation and removal expenses, desired location and removal dates.)

- The program officers are responsible for keeping their own daily time keeping indicating type of work performed:
  - Job by work order number
  - Billable training or meetings (list work order number)
  - Banner installation/removal
  - Non-billable meetings or shop hours
  - Leave (sick, furlough, annual)
  - Other (provide comment)

- The program officers are responsible for documenting job materials used with associated work order numbers.
- The program officer is responsible for entering personal time into TMA as indicated on timesheets

**Asbestos Accounting Assistant**

- The accounting assistant is responsible for breaking down quantity metrics on inventory for use in TMA for materials recharge.
- The accounting assistant is responsible for inputting work order information, time keeping, and other reconciliation items in the accounting reconciliation worksheet.
- The accounting assistant is responsible for paying invoices and reconciling credit card statements.
- The accounting assistant is responsible for entering materials, sampling invoice information, disposal fees into TMA
- The accounting assistant is responsible for printing TMA work orders after entries are made and work is completed for recharge preparation.
- The accounting assistant is responsible for creating and processing internal accounting forms and billing departments.
- The accounting assistant is responsible for verifying funds are received and posted correctly from recharge payments
- The accounting assistant will verify the purchase and is responsible for credit card reconciliation
- The accounting assistant is responsible for verifying time against daily log to TMA work order information.
- Once payment is posted, the accounting assistant will close the work order signifying work has been completed and funds have been received

**PROCEDURES:**

- Open Work Order
• Job Walk or Quote generation
• Sampling, Abatement, and Banner Installation\Removal Work Performed
• Purchase Materials
• Inventory Materials
• Time Cards/Daily Log Sheet Entry and Verification
• TMA Labor and Materials Entries
• Job and Materials Reconciliation
• Recharge and Accounting Processing
• Close work Order

IMPLEMENTATION

The immediate supervisor is responsible for the implementation of this SOP within area(s) of responsibility.

TRAINING

All personnel shall receive training by the supervisor or designee on this Asbestos Abatement Administrative SOP during the first month of employment. The supervisor shall ensure regular review of and compliance with the SOP.

COMPLIANCE

Compliance with all UNR and FSD policies and procedures is required of each employee. Failure to comply with this SOP may result in disciplinary action as outlined in the Nevada Administrative Code, the Nevada System of Higher Education Prohibitions and Penalties, and/or the Nevada System of Higher Education Board of Regents Handbook.