

DOSH ACRU

Application Checklist:

Registration Fee: Enclose a check for \$350.00 payable to the State of California ACRU

Briefly–You will need to do the following:

Get a BLUE Ink Pen and Sign the application initial all boxes above the signature and part 5 and complete the application, initial all the pages, put NA on the top of the page if you do not have additional locations, the same goes for the page asking about previous companies. List all of them, if there are none put None on the top of the page, furnish worker certification, insurance certificates, etc. Sign the roster, sign the promise to enforce safety rules. Call me if you have any questions, whatsoever. Send original signed documents. Make a copy of the forms that you filled out the Part Five will be available as a CD so you do not need to copy the whole application, HINT Just copy the first four sections for your records.

Here are the details:

Part I

Application must be signed and initialed on each page. Use blue ink so that it is clear that you have sent original copies.

Asbestos Qualifiers name:

E-mail address:

Previous experience:

Letter explaining--

A short biography showing that the top manager is competent to manage the removal of asbestos. Highlight your experience removing asbestos for other licensed contractors, or that you have done everything else and are ready to remove asbestos. Very IMPORTANT. Put the name of the Sub or Company you worked for or with, include the CSLB Number and the DOSH Number –every time you name the company. The CSLB number is on the web forever, but the DOSH is not – only current Contractor’s numbers are on the web! If you do not know the DOSH number say “ The Company had a valid DOSH number when we hired them, but they have since left the Asbestos Industry. I do not know what the DOSH number was.” Other wise say something like “I worked at Dummy Brothers RipNSkip CSLB 109999919 DOSH # 12312313123123 for two months in 2005. I left because

A short biography of the person responsible for the respirator program, their training and experience.

Previous Citations:

Detailed letter explaining what happened, you will need to discuss this with me and expect to have DOSH ask you many questions, and require other information. Etc. Etc. etc. etc.

Company Organizational Chart

In addition to the ORTS Chart you must have to following:

If a Corporation, Proof of Corporation and the Minutes of the meeting when you all voted to do asbestos related work. Enclose the Corporate Charter and Minutes that say the Corporation decided to remove asbestos. Include the document from the Secretary of State for California showing your Corporate Charter. Provide information as to who is the owner of the shares of the Corporation, and how many share are authorised to be issued, how many have been issued and who owns the issued shares. If publically traded so state. See Sample Meeting Minutes on the Last Page for the meeting about asbestos.

If not a Corporation provide proof of US citizenship, complete the forms, sign the last page. (Copy of a Birth certificate or passport is required) for each owner or partner.

Number of employees in the company, this is for all the people at your company, not just the asbestos workers.

Part II

State Contractors License No.:

Copy CSLB “Pocket License” front and back of Signed Pocket License, sometimes folks submit the pocket license without a signature!

Copy of the Wall License showing the asbestos Certification
if you just passed the ASB test you can submit the document they gave you when you passed the test.

Part III

Workers Compensation Insurance:

The Policy or Declaration sheet with Asbestos Indicated as a covered activity the Declaration Sheet or Policy must show ASBESTOS ABATEMENT — all operations — including shop 5473 or Roof removal operations separately classified as 5552, Roofing, or 5553, Roofing , New construction separately classified.

Proof of Coverage with 30 Day Notice of Cancellation sent by your Insurance Carrier to the

Division of Occupational Safety & Health

Asbestos Contractors Registration Unit

1515 Clay Street Suite 1901

Oakland, CA 94612

(510)286-7040 FAX

Medical Monitoring Fund (trust account - \$500 per employee)

Statement of Fund Use, sign the letter provided by DOSH.

Recent Bank Statement, Must have the Bank's address, and telephone number-- Hint If you have a Personal Banker put their name on the document too, and make certain that the bank is not charging you a service fee or the account will not have sufficient funds after the first month. DOSH will call to verify the funds so make certain that the information is easy to get.

You can use [HTTP://acru.dnaci.h.com](http://acru.dnaci.h.com) to manage your roster. The demo version user and password is demo. Call Dan and he will set you up as a user over the phone. 800-644-1924 X 103

Part IV

Training Certificates

Employee Roster-- Sign the roster in blue ink

Proof of employees (asbestos workers) Copies of current certificates & copies of the initial training for workers and supervisors. If the original training certificate is not available, provide a letter signed by the person explaining what happened to the original. eg I lost it, I took the class but my employer did not give me a copy, or the school I took the class at is no longer in business or will not give me a copy of my original certificate or the dog ate it!! Do Not list more than three or four people here. DOSH will contact every school to check the status, and if you send thirty guys they will take forever to review the workers and supervisors. After you get your DOSH you can always easily add workers.

Part V

Equipment List-- There is a generic equipment list, use it as a checklist so that you have every thing that you need. PS you can rent some equipment. If you plan on renting just say so.

Owners statement Sign and date

DOSH Checklist, has been completed and is behind the Owners statement. Read the SOP Carefully, that is your required Standard Operating Policy.

Put the following items in the tabs that are marked

Safety Program:

Safety Program with inspection and enforcement of rules. You can avoid pain and only put in the table of contents and the specific sections showing that management conducts regular inspections and the employee discipline program for not following Safety & Health rules. If you don't have a clear program showing that E-mail me and I will send you the sections that you need to add to your current program. Or I will be glad to write or re-write your safety program.*

Sample Documents:

Sample Contract, Letterhead, Sample Bid estimation sheet.

Once insurance and licenses, completed application are assembled, send to DNA for a final review.

FEDEX or Airborne Address

DNA Industrial Hygiene
111 N. Sepulveda Boulevard Suite 355
Manhattan Beach, CA 90266-6850

After the completed documents are received and reviewed, DNA will send it to DOSH.

Asbestos Contractor Registration Unit Address is
1515 Clay Street Suite 1901
Oakland, CA 94612-1423

* For an additional fee

Sample Corporate Meeting Minutes

The XYX Corporation held a meeting on April 29, 2010. All board members were present. A motion was made by Fred Ripnskip. The motion stated that the XYZ Corporation would remove asbestos as a means to earn income for the XYZ Corporation.

The motion was unanimously approved by Board members present.
Board Members present at the meeting:

Fred Ripnskip President
Allen Rentch Vice President
Loosly Recondwith Vice President
Bradley Gohard Assistant Vice President
Marsha Gohard Assistant to Assistant Vice President
Wilbur Clearly Secretary
Meeting Adjourned at 4:00 PM April 29, 2010

Secretary

Wilbur Clearly