

DOSH ACRU

Warning: The ACRU has become much more demanding in regards to the application process. Pay special attention to the checklists, the two page checklist at the beginning of the application package is very important. You need to follow it and carefully review your application to see that your application meets each item. You are advised to provide a perfect application that meets the criteria of their checklists. Refer to the [ACRU Checklist](#) and to this checklist. If you do not understand the question, please call me –

Dan Napier, CIH at 310-644-1924 X 103 or 800-644-1924 X 103.

[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:

Download the [application form](#) copy it to your computer, you can fill it in and save it for later editing. When you have completed the form –Print it and – 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, check all the boxes. Furnish worker training certifications, 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.

[Copies of Application Forms from DOSH ACRU](#)

Here are the details:

Part I

In front of the first page of the application put the two page application checklist, fill it in. I put it on one page to save paper. The forms go in the first four sections of the application booklet. The safety program table of contents and required sections go in the back of the application package. The Sample documents, letterhead, contract and estimate work sheet go after the safety program in the tabbed area called “Sample Documents” Everything else goes in the front of the application package.

Put the following items in the tabbed section marked “Part I”

The DOSH ACRU Application

Here are the instructions for the form: Application must be signed and initialed on each page. Use blue ink so that it is clear that you have sent original copies.

Hint: Use the [forms](#) on my site, you can fill them in and save the forms for later editing. You can print them or email them if you want.

Entity Name: Put the Corporate Name or the Name listed on Your Pocket License.
DBA: Put the name of the DBA as shown on your CSLB. NB You cannot use a DBA if you have not listed it with the CSLB.
Addresses: The physical address, you cannot use a Post Office Box or one of those for rent addresses at a PMB. This is the address that the inspector will come to when they want to meet you or see your records.

Contractor Information:

CSLB Licensee: Put the name of the person who qualifies for the license. RMO RME . Usually this is the same for all the items.

ASB Certificate Holder: Put the name of the person who took and passed the ASB Certificate for the CSLB .

There is a question about number of employees –Put the number of employees in your company, this is for all the people at your company, not just the asbestos workers.

Fill in the rest of the forms. Do not put “NA” and scribble on the forms. Unless you want to irritate the ACRU and delay your application. The forms all ask questions, answer the questions. For instance a form asks if you have any other addresses. Do NOT PUT “NA” and scribble on the form! Put the statement “No Other Addresses” and sign the bottom of the form. The form about other “Related Entities” is the same. Fill in the lines if you are a School, Lab or Consultant. If not check the box that says “Our Company does not have any” and fill in the information and sign the form.

Previous Citations:

Again do not put NA and scribble on this form. If you do not have any citations check the box so stating that and sign the bottom. Do not forget to have the qualifier initial the bottom of the form.

If you do have any citations you will need a detailed letter explaining what happened, you will need to discuss this with me. If you do not start out by disclosing everything in detail. Expect to have DOSH ask you many questions, and require other information, and endless delay. The more specific detail of what the citation was for and what you have done to correct the situation the better. Please note that sometimes local agencies give you a “Notice to Comply” (NOC) when they are just asking for records. Those must be listed on your citation history. I recommend that you always contest NOCs if they are not in fact notices of a violation, or an out of compliance situation. See warnings about experience in the next section.

OK You have completed the Application form. Now let’s do the other items that go in Part I

Previous experience Letter:

Put a Letter explaining your experience--

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. Perhaps you have always hire Sub-Contractors to remove asbestos, that is good experience. Avoid sending a Resume or marketing brochure. We all know that you are the leader in your field and have the best experience possible. What you need to do is explain how you are able to remove asbestos material from buildings safely. You do not need to have worked as a asbestos worker and worked your way up from the bottom. You need to be able to prove that you understand the processes and dangers of asbestos removal, and be able to prove that you can manage the process in compliance with the law.

Do not say something like “I have been in this industry for more than thirty years.” Say something like:

“My first asbestos project was the cleanup at the Atlas High Rise in Boomtown, California. The project was a floor by floor asbestos mitigation project. The Atlas Tower is 16 stories about ten thousand square feet per floor. The asbestos removal started in 1985 and all asbestos mitigation was finished in 1993. The building is located at 12 Broadway Boulevard, Boomtown, CA 90445. The first contractor was NBATEC CSLB 667662 DOSH 5. They worked there until 1990. At that time we terminated them because they were cited by CalOSHA, for providing workers who presented forged certificates. See the citation information in the listing of previous citations. Note we included the citation even though it was more than ten years ago. The next contractor was Ubetcha Mitigation, CSLB 123456 Dosh 666. They completed the mitigation without any other citations or incidents. I was in charge of managing the contractors during the entire mitigation process from 1985 to 1993. I worked for the building owner the Dichi San She Goroku Building Management Company of Ichibukeru, Japan Tel 110-81-213-456-7784. (www.dssgbmc.com) They did not have a CSLB license because they

owned the building and did not do any construction activities except to manage their own properties.” *Go on and on, the more exact information the better.*

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.” If you used a sub-contractor who did not hold a valid DOSH ACRU Certificate there is a whole different set of problems. You will need to discuss that problem in detail. We will need to review all the work and be prepared to disclose all the information about the project.

Other wise say something like “I worked at Dummy Brothers RipNSkip CSLB 109999919 DOSH # 123123 for two months in 2005. I left because” or We Subcontracted Dummy Brothers RipnSkip CSLB 109999919 DOSH # 123123 for fifteen private residential removal projects in the City of Los Angeles on January 7 through May 15, 2007. We subcontracted the more exact details here the better. Put in the dates of the work and the addresses.

You can list this experience like this:

We have sub-contracted the following contractors for asbestos removal on our projects:

Fazzio -- Burnburg Environmental CSLB 1234567 Dosh 1234
4528 Longburt St, Sacramento, CA July 20-August 30, 2007 Appx. \$ 330,000.00
1234 Jump Street, Salinas, CA Shimbun Cold Storage and Foot Locker Building
September 2, 2004 to August 15, 2005 Appx. \$1,909,000.00

Barfey Brothers, CSLB 125678 DOSH # Unknown, they had a DOSH number when we hired them, however the specific records have been lost, and Barfey Bros is no longer in business, and they left no forwarding address..

2345 Broadbend Road, Sacramento (Residential Mitigation) July 15-18, 2006 Appx.
\$2,000.00.

Again go on with as much detail as you can, demonstrating that you hired licensed contractors, and oversaw their work. You did the work, or supervised subs doing the work.

You should have all that information in the Air Quality District notices that you filed, or were filed by your sub. You did keep the notices didn't you? – DOSH knows where the originals are and they can look at them anytime they want – so tell them everything - Be certain that you are telling everything about your previous work history. Do not 'forget about' some unpleasant incidents, or things that went wrong, but nobody knew about it because it was way back in the woods somewhere. If you do you will be lying on an application, and that is something that can

get you to be on the “Never gonna get a DOSH” list. Contact me and I will help you explain that you have developed management processes to deal with the problem. So it could not happen again. Experience with a company that did it all wrong may be able to be used to your advantage.

Responsible Person Respirator Program Letter:

Please send a separate letter for this—Do not put it in the experience letter above in Previous Experience Section. Please put in a separate letter.

Letter explaining--

A short biography of the person responsible for the respirator program, their training and experience. Say why the person is qualified to provide the correct respirator, and know where to send the workers for their physicals—etc.

Company Organizational Chart:

The ORTS chart can be simple, owner supervisor worker in three boxes with a little arrow pointing between each box. This can be many pages or a single page with just three boxes Management, Supervisors and workers, just be certain to identify the management person by name.

In addition to the ORTS Chart you must have the 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 you must provide proof of US citizenship (of the owner). You must complete the first page of the [forms](#), sign page 4. You will submit page 1 and 4. (Copy of a Birth certificate or passport is required) for each owner or partner.

OK It looks like we are done with Part I

Part II

State Contractors License No.:

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

Make a 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.

There that was easy!

Part III

Workers Compensation Insurance:

Your Initial Application must show that you have Workers Compensation Insurance, whether or not you have coverage for Asbestos Work as outlined below.

Please show this to your Broker, they will understand all of the requirements.

You must provide a copy of 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. The thirty day notice for proof of coverage must be from the Carrier.

If you are going to be insured by the State Fund© you will need to take special steps. The State Fund will not insure you for asbestos work unless you have a DOSH number and DOSH will not issue a DOSH number unless you have Workers Compensation Insurance showing asbestos as a covered activity. Do not give up, there is an answer. First send in your application with proof that you have workers compensation. The Workers Compensation proof of coverage for asbestos work can be missing, but you must have Workers Compensation Coverage. DOSH will send you a letter acknowledging your application and you can then take that to your Broker or The State Fund©. You should be able to obtain the additional coverage. The ACRU has contacted the upper management underwriters at the State Fund and they have agreed to solve this problem. Then you or your broker will be able go to the State Fund © and give them the additional deposit they require and they will give you coverage and send that information directly to DOSH. Be certain that the FUND has the correct address, double check this with them. They like to send the proof of coverage to the CSLB instead of DOSH ACRU.

Proof of Coverage with 30 Day Notice of Cancellation sent by your Insurance Carrier, specifically not the Broker, 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)

Fill in the [Statement of Fund Use](#), sign the letter provided by DOSH.

Please submit a Recent Bank Statement, The 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. The phone number must be to a person at the bank, not some telephone hell where you have to enter your account number followed by your social security number, number of living children and names of dead relatives. Make certain that the person at the Bank will sing like a Canary when the DOSH person calls up to check the account status. No BS about "sorry but we cannot disclose that information". If you have five (5) employees you would need to have \$2,500.00 in the account.

This is a self administered fund you are the responsible person, the bank will have no responsibility as to the fund use. This is a single account, not a separate account for each worker. This must be in a account that you can make deposits and withdrawals at any time. You cannot use a Certificate of Deposit (Penalty for Early Withdrawal) or other bank account such as your own or company checking account. Open a separate bank account name it something easy such as "My Company MEDMON".

Almost there!

Part IV

Training Certificates

Employee Roster-- Sign the roster in blue ink

You must fill the form and provide a copy of the asbestos workers AHERA Certificates. You must provide copies of current certificates & copies of the initial training course. This is required 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. You will have the time to double check the workers certificates and send them to the clinic of your choice when you hire them.

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. Do not use the Demo Version as your own listing.

We are on the HOME STRETCH!

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. I have signed it and you will not need to sign it. 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. Do not put some marketing swill in here--Keep it simple. Blank Letterhead. Make certain that you have your Correct CSLB Number, address and phone numbers on your letterhead!

Once insurance and licenses, completed application are assembled, send the entire application package along with your Check to "DOSH ACRU" to DNA for a final review. If everything is complete and you have crossed all the t's and dotted all the i's I will overnight it to DOSH.

OK now send the entire application to me, we are on the way!

FEDEX or Airborne Address

Dan Napier, CIH
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

Here is the important part. DOSH will send you an email with comments, send that to me immediately. Send your response to me first. Then after we chat about how you answered the questions, you can send your response back to DOSH. Answer the questions as soon as you possibly can. DOSH will say you must answer by June 20, 2012 (Thirty days after they sent the comments to you), please do not wait until June 19 to start answering. Do it as soon as you can. Please do not send the response to DOSH and carbon copy me. If you have already answered the question I cannot help you to understand what DOSH wanted in the first place. I am here to help, guide and make your quest easy—keep me ahead of your answers.

If after all this you have delays and DOSH informs you that you have to re-apply, You can restart the application by sending another \$350.00 to DOSH ACRU and follow up with either a complete resubmission of all the application, or just a resubmission of the material that was missing. Time and the amount of missing information are the critical parts for this problem. You will need to ask the ACRU for direction as to whether you need to send a complete application or not, but you will need to send the \$350.00. An incomplete application and delayed responses are the main reasons that you may find yourself in this unpleasant situation.

* For an additional fee

Sample Corporate Meeting Minutes

The Rip N Skip Corporation held a meeting on April 29, 2011. All board members were present. A motion was made by Fred Ripnskip. The motion stated that the Rip N Skip Corporation would remove asbestos as a means to earn income for the Rip N Skip Corporation. Tony Soprano seconded the motion.

The motion was unanimously approved by all Board members present.

Board Members present at the meeting:

Fred Ripnskip - President
Allen Rentch -Vice President- Engineering Division
Marshall DeLay -Attorney at Law at Counsel & Board Member
Barry Dadrums- Vice President-Environmental Affairs
Tony Soprano -Assistant Vice President-Hazardous Waste Management
Marsha Gohard -Assistant to Assistant Vice President
Wilbur Clearly -Secretary
Piekup Andropov - Vice President Fleet-Transportation
Meeting Adjourned at 4:00 PM April 29, 2011

Secretary

Wilbur Clearly

All Names and Company Names are fictional, any resemblance to an existing company or real person is coincidental, unintended and completely accidental. Any name vaguely resembling any real person is highly unlikely, and completely accidental. If your name or company name is listed in the above examples it is not about you. If your Company name is "Rip N Skip Corporation", you really should have thought that name out, and don't come complaining to me. PS as far as I can tell there is no attorney named Marshall DeLay, if there is I would like some more time to delay, build up fees and prepare even more disclaimers and weasel wording. Marshall, if you do exist this is not about you. I really did not think you existed honest.