

## Asbestos Technical Review Unit (A-TRU)

### DOB/DEP ATRU Permit Review Checklist

Required	Submitted	
Yes		One set of full size of sealed drawings.
Yes		Three sets of 11x17 copies of drawings.
		<b>The sealed drawings shall include the following:</b>
Yes		Work Place Safety Plan showing containment/work areas, placement and decontamination enclosure system components.
Yes		Written description of all proposed measures to mitigate compromised fire protection systems or means of egress.
Yes		Tenant Protection Plan if the building is occupied and has dwelling units.
Yes		List all required A-TR1 inspections.
Yes		Required construction documents if work involves replacement of critical building components.
Yes		Any other information identified in the information sheet.
Yes		Title block showing type of drawings and floor location.
Yes		Signature and seal by a registered design professional.
Yes		ATRU scope of work statement, which will be included on ATRU permit after review and approval.

FOR ADDITIONAL INFORMATION, PLEASE CONTACT

#### Asbestos – Technical Review Unit

New York City Department of Environmental protection  
 59-17 Junction Boulevard, 8<sup>th</sup> Floor, Flushing, NY 11373  
 Tel: (718) 595 - 3048

## Asbestos Technical Review Unit (A-TRU)

# Interpretation Memorandum

## Work Place Safety Plan (WPSP) Submission Requirements

### Scope

The WPSP shall consist of following documents:

A floor plan indicating the location of the asbestos abatement containment area(s) including personnel and waste decontamination enclosure system(s) either signed by a licensed project designer or a registered design professional (registered architect or professional engineer).

The floor plan shall clearly show affected building components and contain a written description of all proposed measures to mitigate compromised fire protection systems or means of egress.

If the proposed project is being performed in a building where any dwelling unit is to be occupied for the duration of the permit, the WPSP shall include a tenant protection plan as required by chapter 1 of Title 28 of the Administrative Code.

The WPSP shall list all required inspections included on A-TR1 form.

The WPSP shall include required construction documents, if the proposed work involves replacement of critical building components following asbestos abatement.

Any other information identified on Asbestos Project Instruction Sheet.

### Drawing Size Requirements

WPSP Drawings can be prepared in any of the standard drawing sizes. A-TRU submission must include one copy of full size drawings and three copies of reduced drawings in 11"x17" size. The text and graphic information must be legible and clear, with a minimum font size of 1/8".

### Title Block Requirements

Each drawing must be clearly labeled as "Work Place Safety Plan". The Drawing Title must identify the floor or floors, if applicable. Each drawing must contain a Drawing Reference Number with a Revision Decimal Number. Initial sets of drawings should be revision .00, and subsequent amendments should be .01, .02, etc.

### Signature and Seal

The work place safety plan required under the ACP rules must be signed and sealed by a design professional.

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# Asbestos Technical Review Unit Memorandum

## Interpretation

### Construction documents requirements.

This regulatory interpretation has been prepared in response to inquiries and requests for clarification of requirements and procedures related to A-TRU permit.

#### **Construction Documents:**

Scope of A-TRU permit will include asbestos abatement work and other work such as replacement of critical building components necessary for maintaining life safety, within the containment area. Construction documents will be required for all work related to replacement of critical building components. Please note that construction documents describing the replacement of building components may be required for related work even when the scope requires the submission of a WPSP.

Construction documents are defined in the 2008 NYC Construction code as *“all of the written, graphic and pictorial documents prepared or assembled for describing the design, location and physical characteristics of the elements of the project necessary for obtaining a building permit. The construction drawings shall be drawn to an appropriate scale.”*

Major requirements are as follows:

**Scope.** Construction documents shall be complete and of sufficient clarity to indicate the location and entire nature and extent of the work proposed, and shall show in detail that they conform to the provisions of this code and other applicable laws and rules; if there exist practical difficulties in the way of carrying out the strict letter of the code, laws or rules, the applicant shall set forth the nature of such difficulties. (§28-104.7.1)

**Identification of special inspections.** Whenever materials are subject to special inspection, as provided in this code, such materials shall be listed on the title sheet of the construction documents, or the sheet immediately following, as subject to special inspection. (§28-104.7.7)

**Identification of materials.** Construction documents shall identify all materials proposed to be used, including identification of the test standard to which they conform, and where applicable, supporting information or test data from the manufacturer attesting to such conformance. (§28-104.7.8)

**Preparer.** Each plan or drawing shall contain the registration number, seal, signature (or equivalent as approved by the commissioner) and address of the registered design professional who prepared or supervised the preparation of the plans. (§28-104.7.10)

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# **Asbestos Technical Review Unit (A-TRU)**

## **Interpretation Memorandum**

### **Tenant Protection Plan Requirements.**

This regulatory interpretation has been prepared in response to inquiries and requests for clarification of requirements and procedures related to A-TRU permit.

#### **Tenant protection plan. (§28-104.8.4)**

Construction documents for alterations of buildings in which any dwelling unit will be occupied during construction shall include a tenant protection plan. Such plan shall contain a statement that the building contains dwelling units that will be occupied during construction and shall indicate in sufficient detail the specific units that are or may be occupied during construction, the means and methods to be employed to safeguard the safety and health of the occupants, including, where applicable, details such as temporary fire-rated assemblies, opening protectives, or dust containment procedures. The elements of the tenant protection plan may vary depending on the nature and scope of the work but at a minimum shall make detailed and specific provisions for:

1. Egress. At all times in the course of construction provision shall be made for adequate egress as required by this code and the tenant protection plan shall identify the egress that will be provided. Required egress shall not be obstructed at any time except where approved by the commissioner.
2. Fire safety. All necessary laws and controls, including those with respect to occupied dwellings, as well as additional safety measures necessitated by the construction shall be strictly observed.
3. Health requirements. Specification of methods to be used for control of dust, disposal of construction debris, pest control and maintenance of sanitary facilities, and limitation of noise to acceptable levels shall be included.
  - 3.1. There shall be included a statement of compliance with applicable provisions of law relating to lead and asbestos.
4. Compliance with housing standards. The requirements of the New York City housing maintenance code, and, where applicable, the New York state multiple dwelling law shall be strictly observed.
5. Structural safety. No structural work shall be done that may endanger the occupants.
6. Noise restrictions. Where hours of the day or the days of the week in which construction work may be undertaken are limited pursuant to the New York City noise control code, such limitations shall be stated.

#### **Special requirements for work in occupied multiple dwellings. (BC 1704.19.5)**

When alteration or construction operations are performed at occupied multiple dwellings, the special inspector shall periodically verify compliance with a Tenant Protection Plan as provided for in Chapter 1 of Title 28 of the *Administrative Code*.

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