



BOSTON PUBLIC HEALTH COMMISSION - ENVIRONMENTAL HEALTH OFFICE

GUIDELINES FOR OBTAINING PERMITS FOR PROJECTS WHERE WORKERS FROM A TEMPORARY EMPLOYMENT AGENCY ARE TO BE USED

The Environmental Health Office (EHO) understands that from time to time an asbestos abatement contractor may be required to utilize “temporary” employees hired through a “temp” agency due to having a limited number of workers for the work available. It is a Department of Labor and Workforce Development (DLWD) requirement that all businesses advertising their staff as being able to perform asbestos abatement work must be licensed as asbestos abatement companies and must employ licensed asbestos workers. This requirement means that the “temp” agency must also have an asbestos contractor license number.

Because the “temp” agency is a licensed contractor, the Department of Environmental Protection (DEP) requires that that company submit a notification (using a unique DEP sticker number) any time one of their workers is involved with an asbestos abatement project. The EHO realizes that this means that, in effect, an asbestos abatement company using temporary workers will need to submit two separate DEP notifications under two separate DEP sticker numbers (one for themselves and one on behalf of the “temp” agency) for a single project.

It is the EHO’s policy that for all projects conducted within the City of Boston, a separate EHO asbestos abatement project permit must be applied for and received corresponding to each DEP sticker number used. This means that an asbestos abatement contractor must apply for and receive two separate permits for a project done using temporary workers – one for the abatement contractor and one on behalf of the “temp” agency. In such a case, **and only this case**, the following procedure is to be followed to reduce confusion, extraneous paperwork, and extra expense to the contractor:

1. Complete an EHO asbestos abatement project permit application for the work location using the appropriate form (plan or notice) based on the type of work site.
2. Attach a copy of the Boston Fire Department Asbestos Permit (or application for the same) to the application.
3. Attached a copy **of each DEP notification pertaining to the project** (one for yourself and one for the temp agency) to the application.
4. Submit these materials, at least ten business days in advance of the project start date, along with a single check for the permit fee calculated based on the cost of the job as explained on the application form.

When all this paperwork has been received, EHO will issue your company two asbestos abatement project permits for the site – one under each DEP notification sticker number. The permit fee will be divided equally between the two permits; you will not be required to pay twice the fee for a single project because of your use of temporary workers. Both permits issued must be maintained at the site of the asbestos abatement project.

It is important to note that copies of both DEP notification forms must be received together as part of a single application packet in order to reduce confusion and paperwork expenses. Should your company submit the second DEP notification at any time after the original application packet, you will be required to submit a full set of permit application materials corresponding to the notification and pay the associated (minimum \$75) asbestos abatement project permit application fee.