

# Phased Project Schedule Instruction Guide

When an Asbestos Abatement/Demolition Notification is submitted for a phased project, the notification must be accompanied by a Phased Project Schedule.

## **A phased project notification is an option when all of the following conditions apply:**

- The notified project does not exceed 12 calendar months from the project start date.
- The project has planned periods of inactivity.
- All asbestos abatement and/or demolition work will be performed at one site. The site may contain more than one building, such as an office complex or university, under the control of one owner or operator.

## **To complete the Phased Project Schedule:**

- Answer each question concerning notification type, work type, and number of facilities.
- Enter the facility name, address, material types and amounts, start date and stop date, and start time and end time for each facility.

If the phased project involves multiple floors and areas in a single facility, each floor and area is considered a separate phase. Complete a separate section for each phase and include the name of the floor or area in the Facility Name field.

## **To submit the Phased Project Schedule with the notification:**

- For online notifications, email the completed Phased Project Schedule along with a copy of the notification summary to [EHNG.Help@dshs.state.tx.us](mailto:EHNG.Help@dshs.state.tx.us).
- For hardcopy notifications, attach the completed Phased Project Schedule and mail to the address listed on the notification.

## **To make changes to the Phased Project Schedule:**

The building owner or the delegated agent must submit a revised schedule for any changes, such as start and stop dates and changes to the amounts of asbestos-containing building material to be removed.

- Check the box to the far left of the information field that you are revising, and add the updated information.
- For start date changes, submit the revised schedule to [EHNG.Help@dshs.state.tx.us](mailto:EHNG.Help@dshs.state.tx.us) and the appropriate Asbestos Program regional inspector as soon as possible, but no later than, the current scheduled start date or the proposed schedule start date, whichever is earlier.
- For stop date changes, submit the revised schedule to [EHNG.Help@dshs.state.tx.us](mailto:EHNG.Help@dshs.state.tx.us) and the appropriate Asbestos Program regional inspector as soon as possible, but no later than, the current scheduled stop date or the proposed schedule stop date, whichever is earlier.
- For changes other than to dates, submit the revised schedule to [EHNG.Help@dshs.state.tx.us](mailto:EHNG.Help@dshs.state.tx.us) and the appropriate Asbestos Program regional inspector as soon as possible, but no later than, the following working day.

Email addresses for inspectors are located at <http://www.dshs.state.tx.us/asbestos/inspectors.aspx>. Contact the Environmental Health Notifications Group at (512) 834-6747 or [EHNG.Help@dshs.state.tx.us](mailto:EHNG.Help@dshs.state.tx.us) for additional guidance.