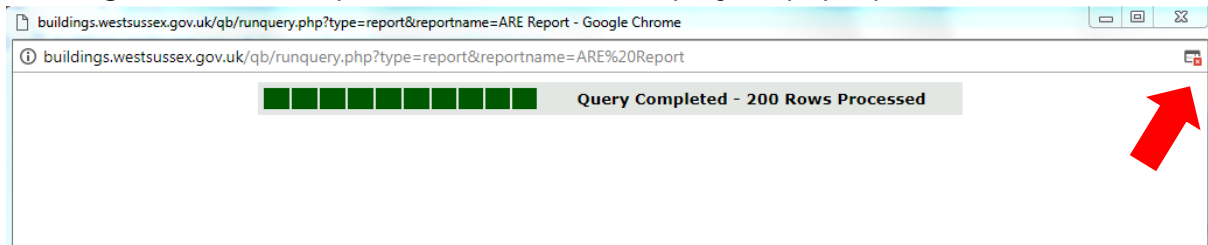


## Downloading Monitoring Logs/Asbestos Registers in Google Chrome

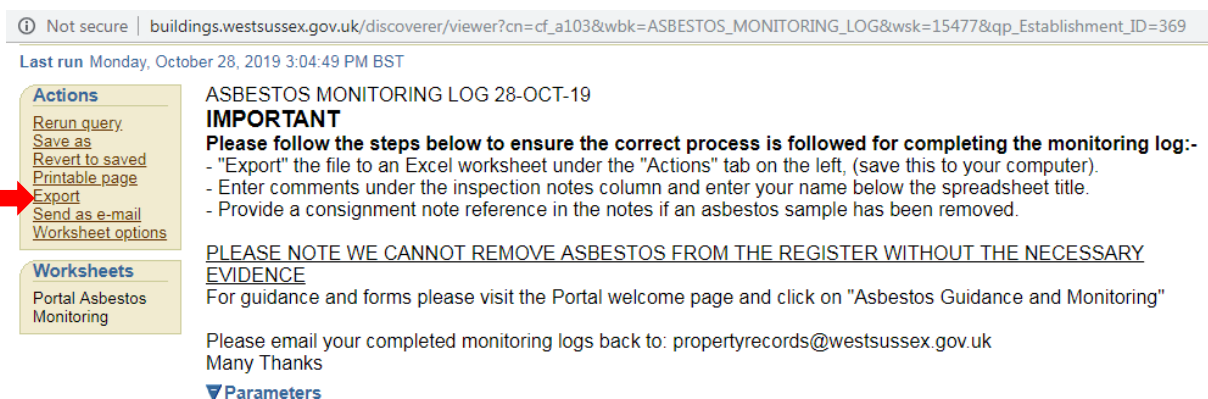


1. Open relevant link in Internet Explorer
2. Open Google Chrome from the Windows button in the bottom left corner
3. Copy relevant link into address bar at top of screen
4. Log in and carry on as you would in Internet Explorer
5. Click on either the Asbestos Management Plan (Register Extract) or Asbestos Monitoring Log link on the right of page
6. For Register Extracts, please click here to display if "pop-ups blocked"

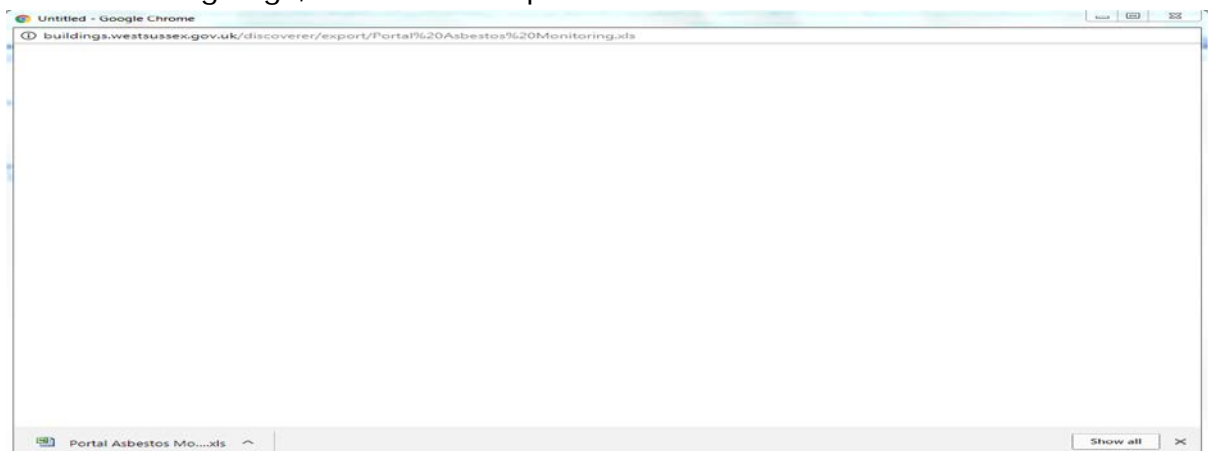


and then click on the hyperlink to open the Asbestos Register Extract.

7. Once the "ASBESTOS MONITORING LOG" has generated, please click on "Export" under the Actions tab on the left of the screen



8. Choose "Microsoft Excel Workbook (.xls)" from drop down list and click on either of the "Export" buttons on the right of screen, then click to view or save.
9. For Monitoring Logs, click here to open



10. If your screen goes all white, click in Microsoft Excel and once found click on "Enable Content", and then remove the date from cell A1.

11. To print off the Monitoring Log, please go to File, Print, and then in settings, please select Landscape Orientation and Fit All Columns on One Page, as below, and print:

**Print**

Copies: 1

**Printer**

RICOH-MONO-A on WCHIPPDVSLNX04  
Ready: 1 document waiting

[Printer Properties](#)

**Settings**

Print Active Sheets  
Only print the active sheets

Pages: 1 to 1

Print on Both Sides  
Flip pages on long edge

Collated  
1,2,3 1,2,3 1,2,3

No Staples

Landscape Orientation

A4 (210 x 297 mm)  
21 cm x 29.7 cm

Custom Margins

Fit All Columns on One Page  
Shrink the printout so that it is one page wide

[Page Setup](#)

12. Once completed, please email to the Asbestos & Condition Officer at [propertyandassetrecords@westsussex.gov.uk](mailto:propertyandassetrecords@westsussex.gov.uk) stating Asbestos Monitoring Log and your establishment in the subject of the email.

# ASBESTOS SURVEY INFORMATION GUIDANCE

## Guidance Document

### Background

Before a site survey is conducted the survey needs to be initiated by the Property & Asset Records Team in order for it to align with the corporate database's rooms and spaces. By emailing or phoning the number below you can then confirm the scope of the work and receive a floor plan and survey file to continue with the site visit. WSCC asbestos surveys are surveyed using Atrium Property SDE software, this ensures that the data going into our system aligns with the system formatting. When the survey has been undertaken the amended CAD floor plan and new survey file must be returned. All freehold property (including properties such as Academy's & Trusts) WSCC must be adhered to in this manner. The form and content of the information expected to be submitted is detailed below.

Submission of information must be emailed to Property & Asset Records

### Required Information from R&D Asbestos Surveys

The principal components of the asbestos survey information submission required by Property & Asset Records (on a per survey basis) are:

1. WSCC Register Survey SDE File
2. CAD floor plan
3. Survey Photographs

You are required to use the appropriate Atrium Property SDE survey file and CAD floor plan, as is appropriate for the survey, and to supply photographs of all materials/locations sampled.

#### 1. WSCC Survey template

The WSCC SDE file is used in conjunction with the Atrium desktop software and can be easily emailed upon request, the software imitates our property hierarchy and within the structure samples can be updated, removed and added. Training and guidance is available upon request. Once we receive the survey results they are checked and loaded into WSCC's Asbestos Register.

#### 2. Photographs

To provide visual context of the asbestos samples taken it is essential that photographs are provided in tandem with the completion of the WSCC Survey Spreadsheet.

Each row entered within the spreadsheet must reference a photograph which shows from where the asbestos sample was taken and which also demonstrates the condition of the material at the time of survey.

1. For every element sampled a single photograph clearly indicating the locality of the material sampled must be provided electronically.
2. Each photograph should be stored as an individual JPEG file.
3. Within each photograph supplied, a means of sample identification must be visible, defining more precisely the location from where the sample was taken – refer to the example below.

DEFINING RED DOT TO SHOW LOCATION OF SAMPLE



## SUBMISSION OF ASBESTOS SURVEY INFORMATION

### Process for Submission of R&D asbestos Survey Information

#### Process of Submission

- WSCC request an asbestos survey of a location(s) within one of its premises:
  - WSCC supply a copy of WSCC register  
Survey SDE file & CAD floor plan.
- The results of the survey are entered into the WSCC register SDE file and CAD floor plan as has been provided by WSCC.
- Once completed submit all required information to WSCC. Note that submissions should only be made to the address and contact detailed below:
  - The completed Survey report, WSCC Register SDE file, CAD floor plan and photographs are submitted to WSCC, either by e-mail or CD. (Note – your hardcopy report may also be supplied to WSCC if you are required to provide this.)

#### Summary of Submission Items Required by WSCC

<u>Item</u>	<u>Delivery Format</u>
○ Complete survey report	E-mail or CD
• Completed WSCC Register template	E-mail or CD
• Photograph(s) of each sample taken	E-mail or CD
○ Annotated CAD floor plan	E-mail or CD

### The Submission

Post to: Asbestos & Condition Officer  
Property & Asset Records  
West Sussex County Council  
Northleigh, County Hall,  
Chichester  
West Sussex, PO19 1RF

E-mail to: [propertyrecords@westsussex.gov.uk](mailto:propertyrecords@westsussex.gov.uk)



# SUBMISSION OF ASBESTOS REMOVAL AND ENCAPSULATION INFORMATION

## Guidance Document

### Background

When you have undertaken the removal or encapsulation of asbestos materials from a WSCC property, you are required to submit information relating to the removed or encapsulated asbestos to Property & Asset Records. The form and content of the information expected to be submitted is detailed below.

### Submission of Asbestos Removal or Encapsulation Information

The principal components of the asbestos removal or encapsulation information submission required by Property & Asset Records are:

1. Form Appendix E
2. Certificates of removal or encapsulation

\*Note that you will be required to refer to the relevant pages of the current WSCC asbestos register extract.

<b>Property name</b>	Name of WSCC's property where the works have been carried out – Appendix E form: (a)
<b>Asbestos sample reference</b>	The removed or encapsulated asbestos sample's reference number to be taken from WSCC's original register extract – Appendix E form: 3 (i)
<b>Room number</b>	Provided in WSCC's plan, room ref from which the asbestos sample was removed or encapsulated – Appendix E form: 3 (h)
<b>Location of asbestos element</b>	Room use, i.e. classroom, toilet, store – Appendix E form: 3 (h)
<b>Reassurance Certificate</b>	The original certificate must be attached – Appendix E form: 3 (u)
<b>Air Clearance Certificate</b>	The original certificate must be attached – Appendix E form: 3 (t)
<b>Waste Consignment Note</b>	Appendix E form: 3 (v)
<b>Date of works</b>	Date of removal or encapsulation – Appendix E form: 3 (w)

## Process for Submission for Asbestos Removal or Encapsulation Information

### Process of Submission

- WSCC request the removal or encapsulation of asbestos materials from a location(s) within one of its properties :
  - WSCC supply a copy of the asbestos register
- Appendix E Form(s), as supplied by WSCC, are completed for each asbestos element\* removed or encapsulated in the process of the works.
- Once completed, submit all required information by post to WSCC. Note that submissions should only be made to the address and contact detailed below :
  - The completed Asbestos Register Amendment Form(s)
  - Appropriate certificates – Air Clearance Certificate, Waste Consignment Notice, ASB5 form etc

\*an asbestos element is an asbestos occurrence that has been identified in WSCC's Asbestos Register and has a sample reference number.

### Summary of Submission Items Required by WSCC

<u>Item</u>	<u>Delivery Format</u>
○ Amendment Form	E-mail, CD, Hardcopy by post
○ Air Clearance Certificate	E-mail, CD, Hardcopy by post
○ Waste Consignment Notice	E-mail, CD, Hardcopy by post
○ ASB5 form	E-mail, CD, Hardcopy by post

### The Submission

Post to: Asbestos & Condition Officer  
Property & Asset Records West  
Sussex County Council  
Northleigh, County Hall,  
Chichester  
West Sussex, PO19 1RF

E-mail to: [propertyrecords@westsussex.gov.uk](mailto:propertyrecords@westsussex.gov.uk)

**ASBESTOS REGISTER AMENDMENT FORM**  
Any queries please PropertyandAssetRecords@westsussex.gov.uk

<b>(a) Name &amp; Address of Premises</b>			
<b>(b) Premises Block Ref.</b>			
<b>(c) Name and Signature</b>			
<b>(d) Contact Telephone No.</b>			
<b>(e) Date Amendment Sent</b>	<b>(g) Reason for Notification</b>		
	1. Adverse result of periodic condition monitoring		
	2. Discovery of asbestos not on register		
<b>(f) Establishment Number</b>	3. Treatment or encapsulation of an asbestos element		
	4. Removal of an asbestos element		
	5. Change of use of room/area where an asbestos element is situated		

<b>1. Adverse Result of Periodic Condition Monitoring / Damaged Asbestos Element</b>	
<b>(h) Location of asbestos element</b>	<b>(i) Asbestos sample ref. on register</b>
<b>(j) Description of condition change / damage</b>	

<b>2. Discovery of Asbestos Not on Register</b>	
<b>(h) Location of asbestos element</b>	
<b>(k) Form of asbestos element</b>	
<b>(l) Asbestos type</b>	
<b>(m) Name of asb. analytical company</b>	
<b>(n) Sample report ref.</b>	(Attach copy)

<b>3. Treatment or Encapsulation of an Asbestos Element</b>	
<b>(h) Location of asbestos element</b>	<b>(i) Asbestos sample ref. on register</b>
<b>(o) Treatment carried out</b>	
<b>(p) Name of asb. treatment company</b>	
<b>(q) Date of works</b>	
<b>(r) Air monitoring cert. ref.</b>	(Attach copy)

<b>4. Removal of an Asbestos Element</b>	
<b>(h) Location of asbestos element</b>	<b>(i) Asbestos sample ref. on register</b>
<b>(s) Name of asb. removal company</b>	
<b>(t)* Four stage air clearance cert. ref.</b>	(Attach copy)
<b>(u)* Background/Reassurance cert ref</b>	(Attach copy)
<b>(v) Waste consignment note ref.</b>	(Attach copy)
<b>(w) Date of works</b>	<b>**MANDATORY**</b> DD/MM/YYYY

\* Usually one or the other of these certificates is expected to be received.

<b>5. Change of Use of Room / Area Where Asbestos is Situated</b>	
(i) Affected asbestos sample ref. on register	
(x) Description of room / area change	

Please return this form to the address below and check that you have attached the relevant inclusions.

**Asbestos & Condition Officer, Property and Asset Records,  
West Sussex County Council, The Tannery, Westgate,  
Chichester, West Sussex, PO19 3RJ**

**Inclusions**

- Copy of order
- Air test certificates
- Consignment note (if removal)
- Removal notification (if removal)



## HOW TO FILL OUT THE ASBESTOS REGISTER AMENDMENT FORM

Please note that you will be required to refer to the relevant pages of the asbestos register extract in order to correctly fill out this form.

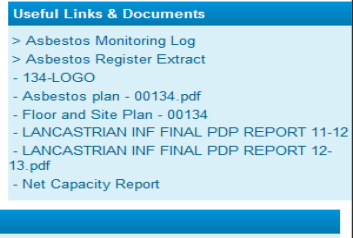
Item	Required Information Entry
(a)	The name and address of the premises to which the Amendment Form will refer.
(b)	The Block reference in which the asbestos element for which this amendment is being made is located. Refer to the appropriate page within the asbestos register extract.
(c)	The name and signature of the person filling out the Asbestos Register Amendment Form, being that person who WSCC shall contact in case of query.
(d)	Contact telephone number for the person named above.
(e)	The date on which the Amendment Form is/was sent to Property & Asset Records.
(f)	The 5 digit establishment number as per the Property Portal (if known)
(g)	Tick the appropriate box, being the reason why you are sending the Amendment Form.
(h)	The Room No (as shown on the asbestos register extract plan and also on the register page of the asbestos element) in which the asbestos element is situated, together with its position in the room eg underside of sink, within timber riser.
(i)	The reference value in the 'Sample Ref' field on the page of the asbestos element within the asbestos register extract.
(j)	Brief description of change in condition from that stated within the asbestos register extract - more particularly described in the 'Damage' field on the page of the asbestos element.
(k)	The nature of the asbestos element eg Wall panel / AIB, Cistern / resin. Examples can be found in the 'Use' and 'Product Types' within the asbestos register extract within the asbestos register extract.
(l)	One of 'Chrysotile', 'Amphibole asbestos excluding Crocidolite', 'Crocidolite'.
(m)	Name of analytical company confirming asbestos sample type.
(n)	Reference number assigned to the asbestos sample as given by the analytical company in their report.
(o)	Nature of treatment carried out to the asbestos element.
(p)	Name of company undertaking the treatment of the asbestos element.
(q)	The date on which the treatment to the asbestos element was carried out.
(r)	The company's reference number found on the air monitoring certificate which relates to the air monitoring carried out subsequent to the treatment of the asbestos element - attach copy of certificate.
(s)	Name of the company commissioned to undertake the removal of the asbestos element.
(t)	The company's reference number found on the Four Stage Air Clearance certificate. Received if an enclosure has been required for the removal of asbestos.
(u)	The company's reference number found on the Background/Reassurance certificate. Received if an enclosure was not required for the removal of asbestos.
(v)	The reference number found on the Waste Consignment notice. This shall be received from the contractor disposing of the asbestos waste.
(w)	The date that the asbestos element was removed.
(x)	Enter new room use of the room, as is different from that stated under the field 'Use' on the page of the asbestos element within the asbestos register extra

## Asbestos Monitoring Log Guide

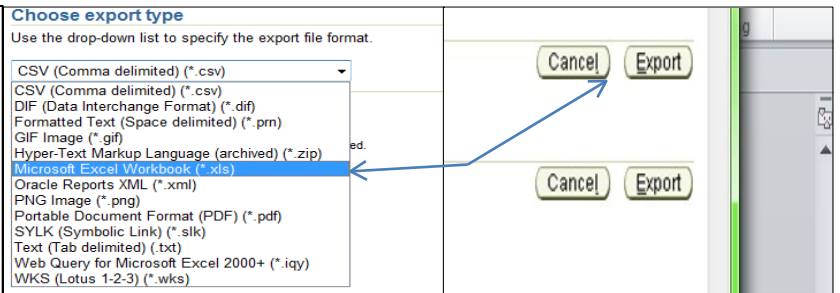
When it is time to inspect the Asbestos samples within your establishment, it is best practice to use the live Asbestos Monitoring log that is available on the property portal. Below is a step by step guide to help you view and export the log for you to update and send back for us to make any amendments to the Asbestos Register.

**1.** Sign on to the Portal and open the main page for your establishment.

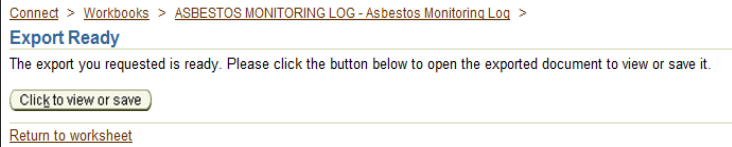
On the right-hand side of the page in the useful links section, click the Asbestos Monitoring Log link.



**2.** To download a copy to an excel spreadsheet so it can be amended, click on the **"EXPORT"** button from the Actions tab in the top left corner of the page. This will then show a drop down menu of all the file types you can export the document too, select MS Excel (xls) then click the export button.



**3.** To complete the export click the **"Click to View or Save"** button. This will then open an excel workbook for you to print amend or save.



## GENERAL HINTS & TIPS

