

OFFICE MEMORANDUM

DATE: November 20, 2008

TO: J. Clayton	P. Griffin	D. Olive
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SUBJECT: AMS Database Entry/Review Process (Revised)

The typical AMS database entry/review process is as follows:

1. When possible, Surveyor marks up drawings showing construction units, room names and any revisions to room layouts and building configurations and gives to CAD Operator for entry.
2. Surveyor drafts BSRs and ABIs.
3. After lab results have been received (as project deadlines allow), draft BSRs, ABIs, and blank corrected drawings are submitted to Office Staff for entry and review. Office Staff review includes the following: "location of this material" noted on BSR reviewed vs ABIs; bulk sample location reviewed vs "location of this material" noted on BSR; and inventory record entry reviewed vs BSRs showing presence of asbestos.
4. Database generated BSRs and Inventory Records for ACM are now given to Surveyor to review, answer questions posed by Office Staff, and enter quantities of ACM (using rounded numbers whenever possible). Drawings should be marked up showing location of all ACM and submitted to CAD Operator for entry.
5. Unless only minor changes are made, BSRs and Inventory Records are then returned to Office Staff for entry.
6. A Working Copy (BSRs and drawings) now goes to AMS Reviewer for initial review. Any issues found during this step will be reviewed with Surveyor. When applicable, Surveyor takes a copy of BSRs showing presence of asbestos for completion of Photo Log.
7. Unless only minor changes are made, Working Copy is given to Office Staff and CAD Operator for entry.
8. Review Copy (BSRs, drawings, inventory records (all materials), quantification, BSR summary, etc.) now goes to AMS Reviewer for final check. Any issues found during this step will be reviewed with Surveyor.
9. Review Copy is then given to Office Staff and CAD Operator for final corrections.
10. Final report will then be given to Surveyor (w/all mark-ups) for blooper check. Once this step has been completed, Surveyor can trash or keep mark-ups for themselves).

END OF MEMORANDUM