

**INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT
NONRULE POLICY DOCUMENT**

Title: **Current Operation Policy for IDEM-Administered Asbestos Examinations**

Identification Number: **Air-019-NPD**

Date Originally Adopted: **August 14, 1998**

Dates Revised: **None**

Other Policies Repealed or Amended: **None**

Brief Description of Subject Matter: **Describes IDEM's policy regarding the administration of asbestos examinations, by the department, for purposes of obtaining asbestos personnel licenses.**

This nonrule policy document is intended solely as guidance and does not have the effect of law or represent formal Indiana Department of Environmental Management (IDEM) decisions or final actions. This nonrule policy document shall be used in conjunction with applicable laws. It does not replace applicable laws, and if it conflicts with these laws, the laws shall control. A revision to this nonrule policy document may be put into effect by IDEM once the revised nonrule policy is made available for public inspection and copying. IDEM will submit revisions to the Indiana Register for publication.

Policy

In compliance with 326 IAC 18-1-5(d), IDEM will administer asbestos examinations as follows:

1) IDEM shall randomly administer the appropriate exam (examination shall cover only the discipline for which the applicant is seeking a license) to applicants. The exam will be administered to every twenty-fifth walk-in applicant or individual picking up his license. IDEM maintains the right to administer an examination to any applicant mailing in his/her application, at random (every one hundredth application received), by requiring the applicant to come in and sit for the examination prior to issuance of his/her license.

2) Each applicant who is required to take the exam will be given up to one hour to complete the exam. The exam will be closed-book and proctored by IDEM staff. During the exam, the applicant will not be allowed to have access to training course materials; books; copies of federal, state, local rules; or access to outside communication.

3) A passing score of seventy percent (70%) will be required to be met. Applicants passing the IDEM-administered exam, and who meet all other federal and state rule requirements, shall be issued the appropriate asbestos license. Applicants who fail to pass the exam will not be issued an asbestos license. As required under 326 IAC 18-1-5(d), those applicants who fail to pass the exam will have the current certificates of training considered invalid by the department and will be required to retake and pass the initial training course for the discipline for which they are seeking a license.

4) Upon completion of the exam, the test will be graded by IDEM staff, who shall provide a letter to the applicant indicating the test score, pass/fail status and any further action necessitated by the applicant.

5) If the applicant passes the exam, IDEM shall process the application and issue the license based on all other criteria as stated in 326 IAC 18.

6) If the applicant fails to pass the exam, IDEM staff shall deny the application and will not issue an asbestos license. In the letter given to the applicant, staff shall indicate that the applicant's certificate of training is considered invalid and the applicant must now retake and pass the initial training course for the discipline for which the applicant is seeking a license.

7) A copy of the letter given to the applicant along with the test along with the test answer sheet shall be maintained in the applicant's file as well as in a master test roster book.

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