



Asbestos in University Buildings

Asbestos Register – Micad Portal User Guide

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1. OVERVIEW

1.1 About the University Asbestos Register

The University Asbestos Register is a centralised inventory of asbestos materials found in University controlled buildings. It is compliant with statutory requirements and best practice guidance.

The University Asbestos Register is hosted as a Portal by Micad property management software.

The Micad Asbestos Register is the University's primary online register. Currently, it is being updated and populated with both new information and records transferred from the previous, historical systems.

During the transition period, the Micad Portal will inform users of the status of the collated information for a particular building and advise users where further information can be obtained, as required.

1.2 Access to the Asbestos Register in Micad Portal

Micad Portal facilitates the sharing of headline information in the University Asbestos Register. There is no requirement to install specialist software and the Portal's straightforward interface is readily accessible via a web enabled PC, tablet or smartphone.

1.3 Access Permissions

A username and password is required to access Micad Portal. It will be necessary to apply to become a user of Micad Portal via the ED Asbestos Management Website.

1.4 Use of the Micad Portal

Once a username and password has been received, authorised users must follow the basic guidance set out in the following pages.

1.5 Printing the Basic User Guide

Please only print this Basic User Guide for temporary use only due to the necessity for periodic revisions that will reflect system changes/ upgrades.

2. ACCESSING MICAD PORTAL

2.1 Getting Started and Requesting Access to the Portal

Go to the ED Asbestos Management Website [here](https://www.em.admin.cam.ac.uk/what-we-do/estate-operations/health-safety/asbestos)
(<https://www.em.admin.cam.ac.uk/what-we-do/estate-operations/health-safety/asbestos>)

 Click on the Asbestos Register link:



Follow the instructions provided that include how to make a request to view the University's online asbestos register.

2.2 Logging in

New users will have their username and password emailed to them.

Micad Portal is [here](https://portalcam.micadipr.net/) (<https://portalcam.micadipr.net/>)



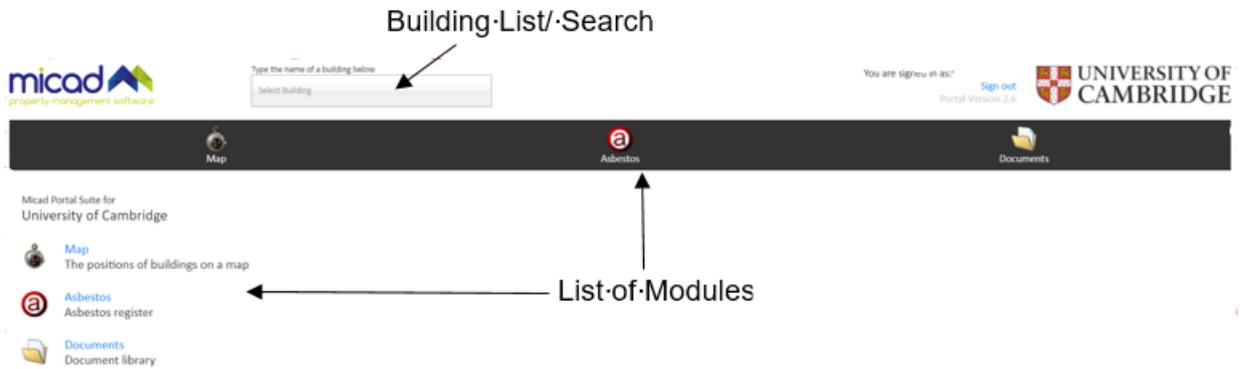
Resetting Your Password - contact the [Estates Division Technical Team](mailto:emtechnology@admin.cam.ac.uk)
(emtechnology@admin.cam.ac.uk)

Info note: details on how to obtain your Micad Portal username and password are given on the Asbestos Register webpage

3. USING THE MICAD PORTAL

3.1 Homepage

The home page displays a list of accessible modules, both vertically and horizontally:



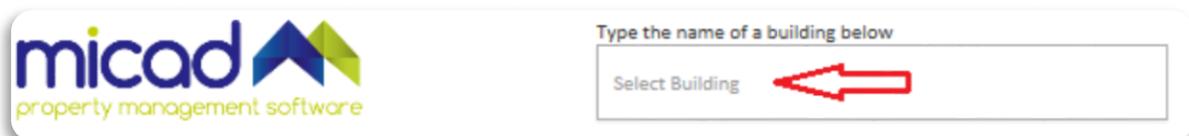
Visible modules and buildings may vary, subject to the user's job role and institution. The Estates Division Technical Team manage these permissions.

Documents - Building documentation is stored in the Documents module. Documents can be filtered for available criteria.

Map - Clicking the Map module will display a labelled University Estate Map and locations of buildings associated with the user.

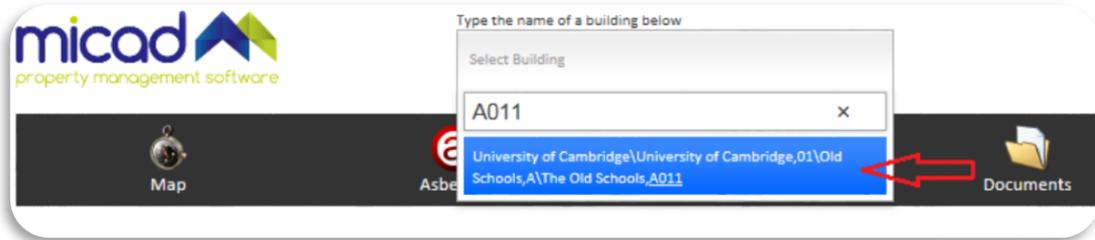
Asbestos - Asbestos information can be viewed in the Asbestos module including the Register and Asbestos Risk Plans (where applicable) for buildings associated with the user.

Building List/ Search - Clicking the building search (top left) allows a user to drill down to information on specific buildings. The drop down displays all buildings visible to the user and search terms can be entered to refine these results



3.2 Asbestos Module

Select a building from the homepage:



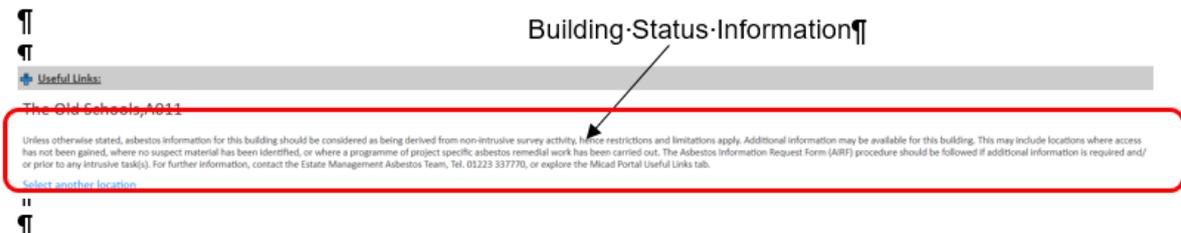
Click the [Asbestos](#) register information link:



Micad Portal Suite for
University of Cambridge

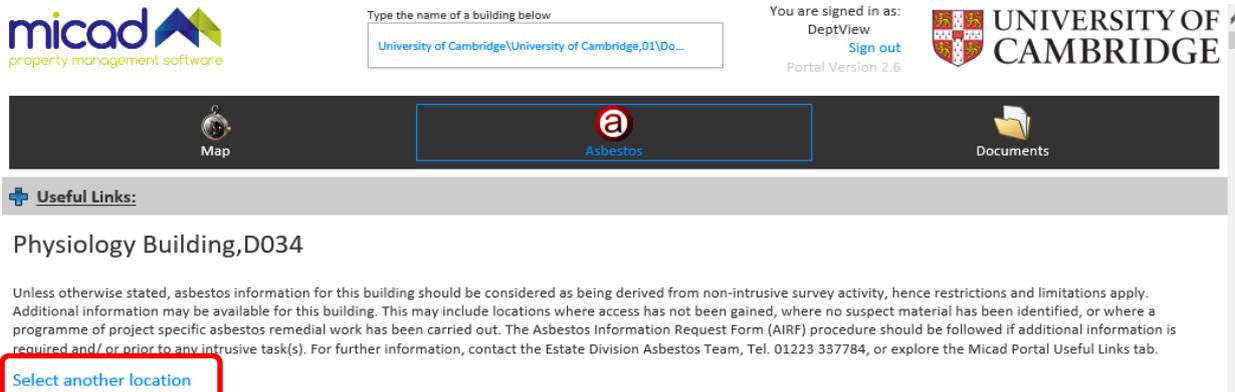
-  [Map](#)
The positions of buildings on a map
-  [Asbestos](#)
Asbestos register
-  [Documents](#)
Document library

The main asbestos register information page will display the building name and associated code at the top of the page, with details about the building's status information for asbestos in text field below it:



Info note: it is imperative that the building's status information is read and understood before proceeding to further interrogate the information.

To locate asbestos information known to be associated to a specific floor or room, use the [Select another location](#) link



micad
property management software

Type the name of a building below
University of Cambridge\University of Cambridge,01\Do...

You are signed in as:
DeptView
[Sign out](#)
Portal Version 2.6

**UNIVERSITY OF
CAMBRIDGE**

Map Asbestos Documents

Useful Links:

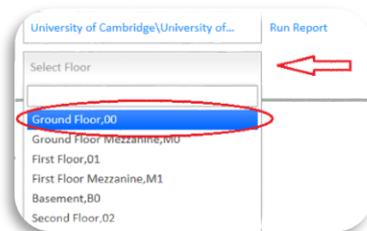
Physiology Building, D034

Unless otherwise stated, asbestos information for this building should be considered as being derived from non-intrusive survey activity, hence restrictions and limitations apply. Additional information may be available for this building. This may include locations where access has not been gained, where no suspect material has been identified, or where a programme of project specific asbestos remedial work has been carried out. The Asbestos Information Request Form (AIRF) procedure should be followed if additional information is required and/or prior to any intrusive task(s). For further information, contact the Estate Division Asbestos Team, Tel. 01223 337784, or explore the Micad Portal Useful Links tab.

[Select another location](#)



Click in the **Select Floor** field and a drop down list will appear, click on the floor required



University of Cambridge\University of... Run Report

Select Floor

Ground Floor,00

Ground Floor Mezzanine,M0

First Floor,01

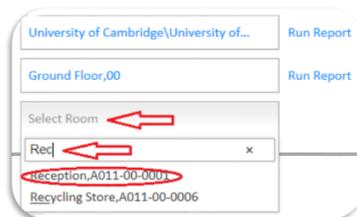
First Floor Mezzanine,M1

Basement,B0

Second Floor,02



If information is required for a particular room on a selected floor, click in the **Select Room** field and either scroll through the available rooms and click on the room required, or type the name of the room you are looking for and select from the autofill suggestion:



University of Cambridge\University of... Run Report

Ground Floor,00 Run Report

Select Room

Rec

Reception,A011-00-0001

Recycling Store,A011-00-0006

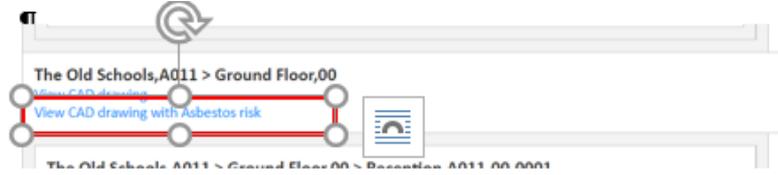
When you have completed your selection, a traffic light risk table will be shown above the associated asbestos register information. The risk table will indicate the risk profile for the entire building, floor, or an individual room, depending on the selection made.

Floors:	1
Asbestos Containing Material:	0
Rooms / Spaces:	0
 High Risk	0
 Medium Risk	0
 Medium / Low Risk	0
 Low Risk	0
 Non-Asbestos Material	1

3.3 Viewing drawings



Click on the [View CAD drawing with Asbestos risk](#) to show the latest available building/ room floor plan depicting the associated asbestos risk profiles:



A CAD floor plan will then be generated with a traffic light colour coding:



Info note: floor plan shown is an example only and does not necessarily depict the buildings current asbestos risk profile

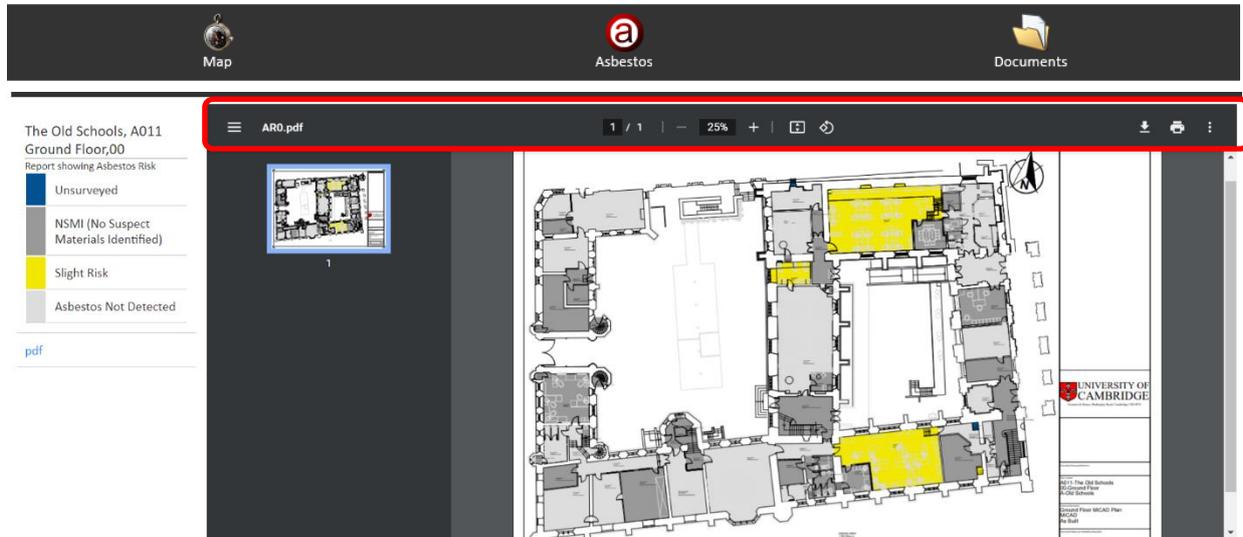
3.4 Printing drawings



On the CAD drawing page, click on the [pdf](#) link:



A pdf drawing will be generated. Use the print function on the pdf toolbar to send the drawing to a local printer:



Info note: drawing shown is an example only and does not necessarily depict the buildings current asbestos risk profile

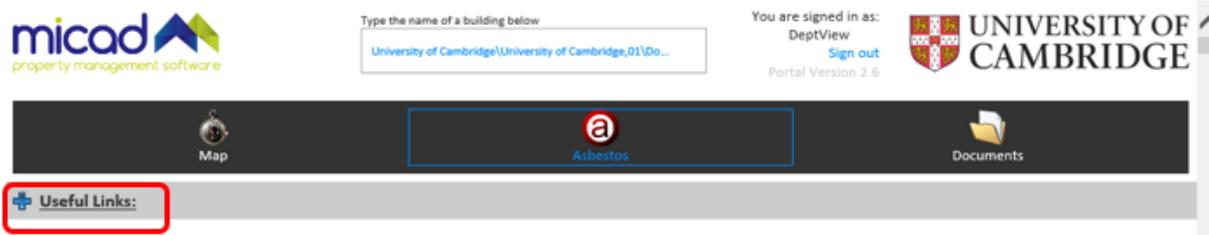
IMPORTANT!

Micad Portal asbestos risk drawings must only be:

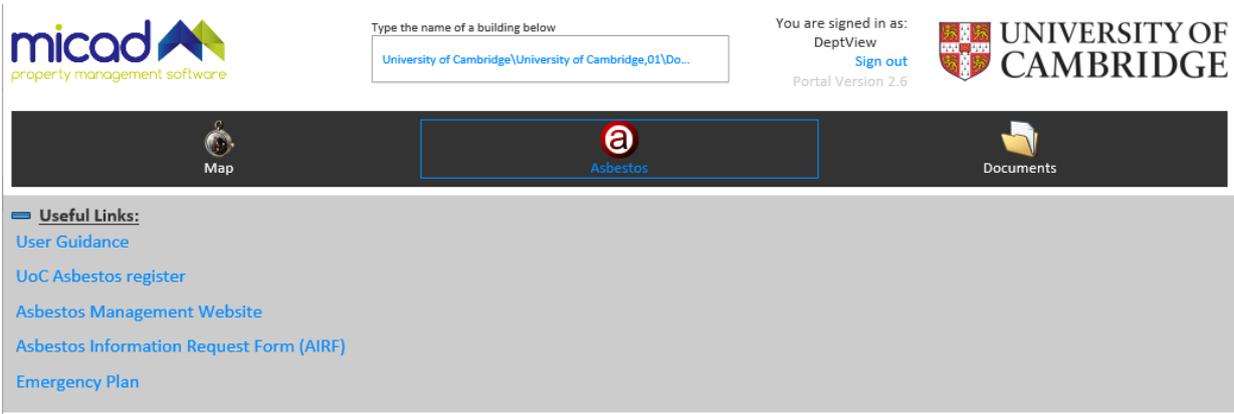
- Viewed in conjunction with the Online Asbestos Register or corresponding Asbestos Site Register
- Printed/ saved by authorised persons who include the ED Asbestos Team and Departmental personnel with responsibility for Departmental/ local asbestos management arrangements
- Printed in colour

4. USEFUL LINKS

A **+Useful Links** tab is available at the top of the Portal asbestos module:



Click on the tab to expand the selection:



IMPORTANT!

The **UoC Asbestos register** link is for the use of authorised persons only.

Authorised persons include the ED Asbestos Team and Departmental personnel with responsibility for local arrangements for asbestos management

If you select this link, an action message will appear on screen and you will be required to confirm that you are authorised to print/ save a copy of the Asbestos Site Register



5. THINGS TO REMEMBER

- Does your job require asbestos awareness training?
- A username and password is required to access Micad Portal - details on how to request this are provided on the Asbestos Register webpages.
- You must familiarise yourself with this User Guide prior to using Micad Portal.
- The asbestos status information for a building must be read before proceeding to interrogate the detailed Asbestos Register.
- The Asbestos Information Request Form (AIRF) must be used if you are in any doubt regarding the information provided or information is required in addition to that provided within the University Asbestos Register e.g. the information is unsuitable, inconclusive or incomplete for undertaking a risk assessment for an intended work activity.
- Do not print, save or distribute a hard copy of the Asbestos Register unless authorised to do so.
- Go to the ED asbestos management website for further information on asbestos policy, procedures and access to the latest forms, specifications and templates.
- For additional information, advice and guidance, contact the ED Asbestos Team.