



**UNIVERSITY OF  
CAMBRIDGE**  
Estate Management

# Asbestos in University Buildings

**Online Asbestos Register – Basic User Guide**

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## 1. Some questions answered

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### What is the University asbestos register?

It is a centralised asbestos inventory for University controlled buildings compliant to statutory and best practice guidance

### What asbestos register does the University use?

The Micad Asbestos Register will become the University's main online register

### How do I access asbestos register information held on Micad?

It will be accessed via the Micad Portal. The Micad Portal is a view only window to the asbestos register and does not require the installation of specialist software. It is accessible via the internet by using a desk top PC, tablet PC, smartphone or other suitable web enabled device

### Do I need a username and password to use the Micad Portal?

Yes, you will need to apply for a username and password via the EM Asbestos Management Website

### How do I use the Micad Portal?

Once you have received your username and password, follow the basic user guidance shown on the next few pages

### Can I print the Basic User Guide?


Yes, but think of the environment before doing so, and remember to regularly refer back to the electronic version, because guidance tends to be revised periodically to reflect system changes/ upgrades.

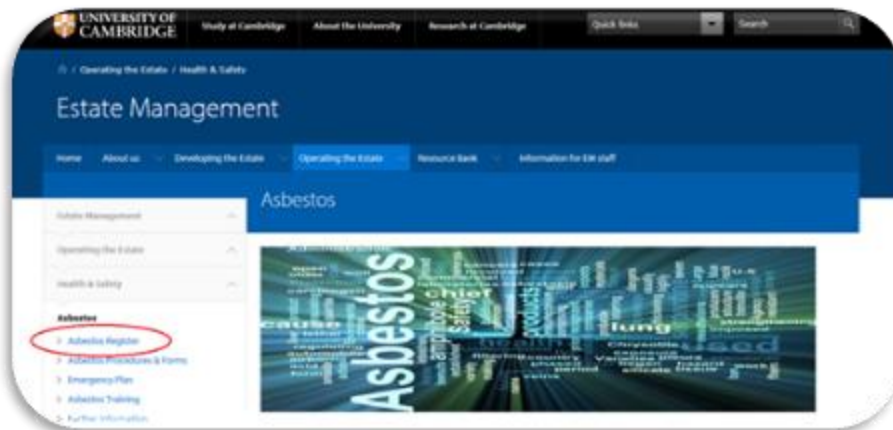



## 2. Accessing the Micad Portal

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### First step

 Go to the EM Asbestos Management Website > Operating the Estate > Health & Safety > Asbestos, and click on the Asbestos Register link




 **READ** Read and follow the instructions given, to view the building dashboard and to take you to the University's online asbestos register (if applicable)

### Logging in

Enter your Micad Portal username and password when you reach the Portal sign in page




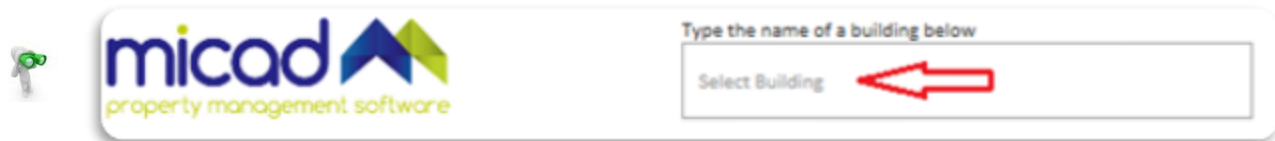
 **READ** **Please note:** details on how to obtain your Micad Portal username and password are given on the Asbestos Register website page


### 3. Using the Micad Portal

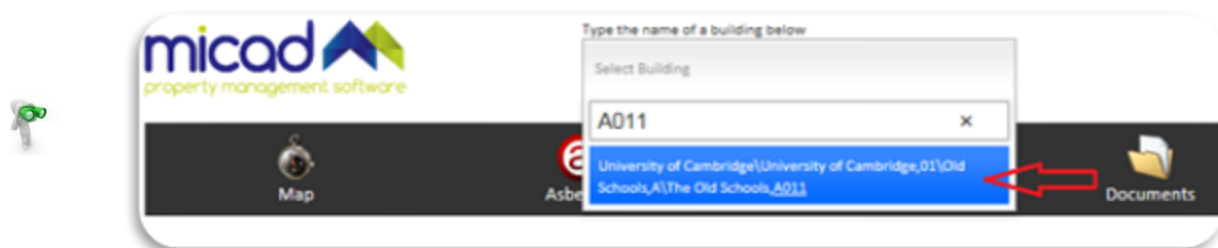
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#### Finding a building

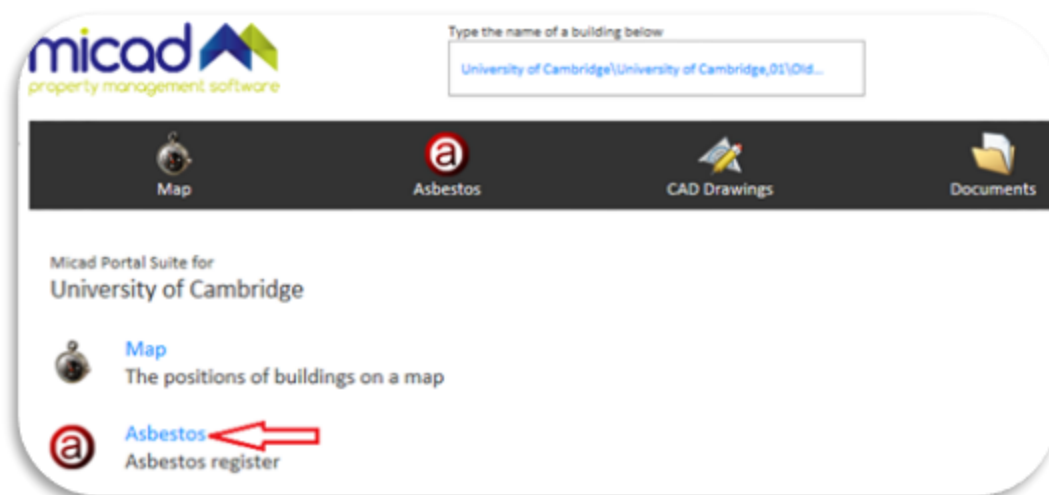
 Click in the search box and type the building code, building name or building address etc.



 Click on the highlighted building to select it. Depending on the internet browser you're using, you may only be able to scroll to find and select the building you're looking for.

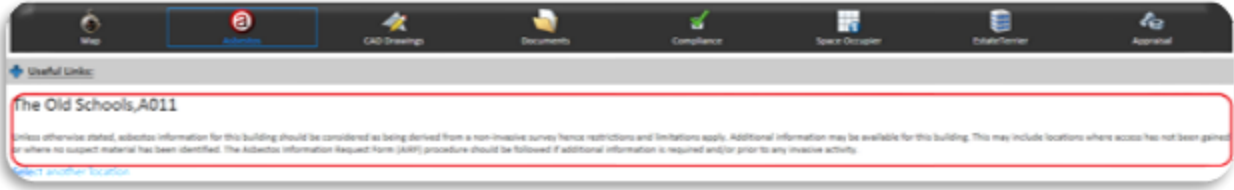


 Click the [Asbestos](#) register information link



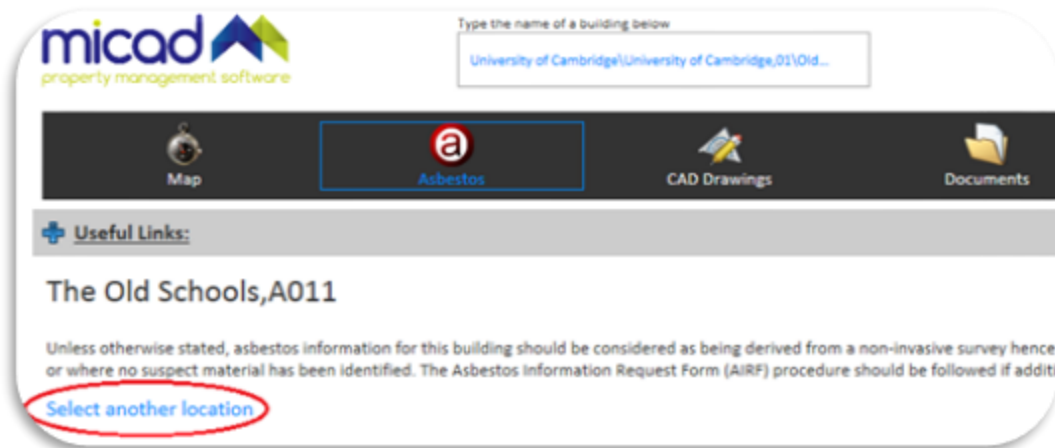
## Understanding the information available

When you reach the main asbestos register information page for the building you have selected, you will see the building name and associated code at the top of the page, with details about the buildings asbestos information status in text below it

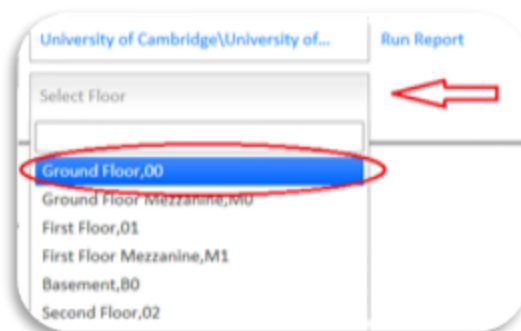


**Please note:** it is imperative that the information status text is read and understood, before proceeding to interrogate the information further

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



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



## Understanding the information available (contd.)



If you require information 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 click on it when found

University of Cambridge\University of... Run Report

Ground Floor,00 Run Report

Select Room ←

Rec| ← x

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

## Viewing drawings



Click on the [View CAD drawing](#) to show the latest available building/ room layouts

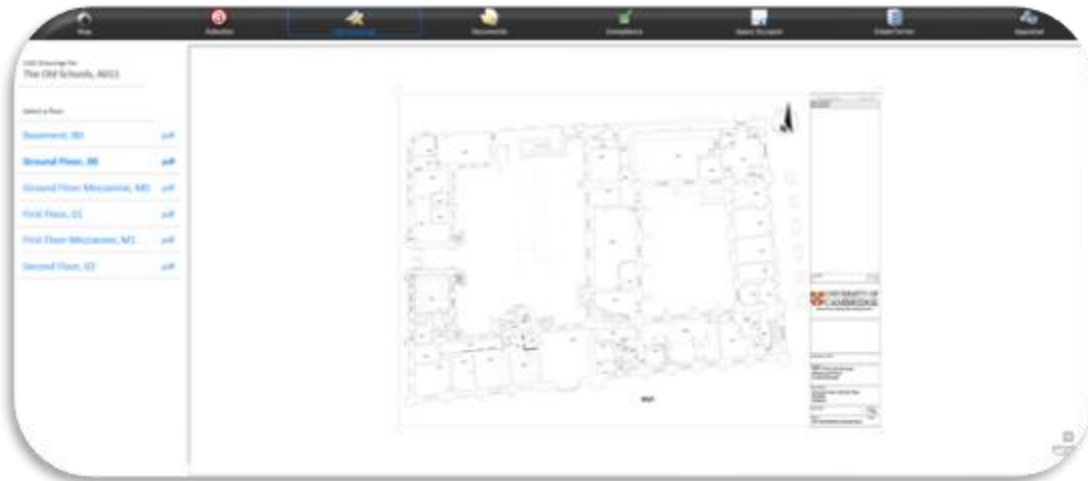
The Old Schools,A011 > Ground Floor,00

[View CAD drawing](#)


[View CAD drawing with Asbestos risk](#)

Viewing drawings (contd.)

A CAD floor plan will then be generated

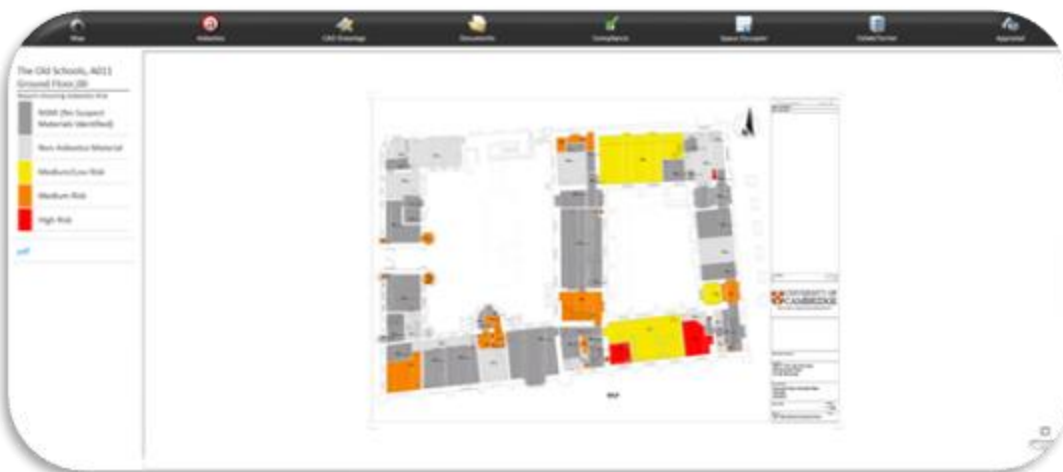


**READ** *Please note: floor plan shown is an example and does not necessarily indicate the current layout of the building*

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



A CAD floor plan will then be generated



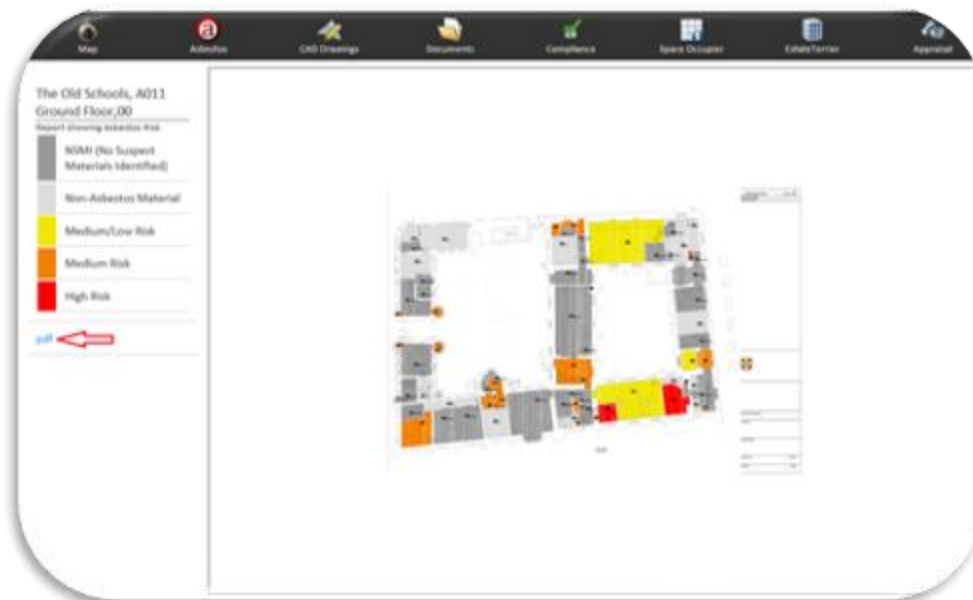
**READ** *Please note: floor plan shown is an example only and does not necessarily depict the buildings current asbestos risk profile*



## Printing drawings

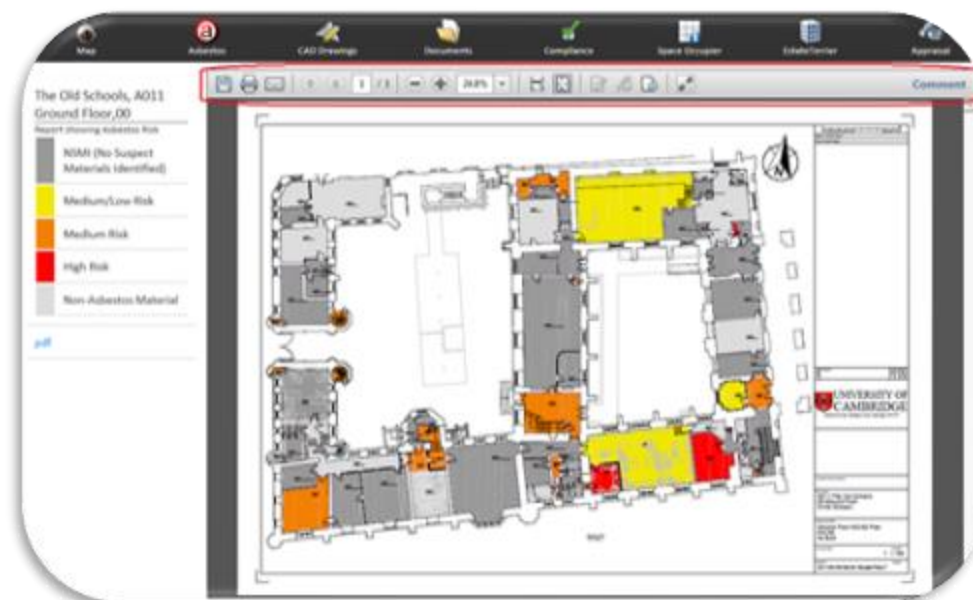


On the CAD drawing page, click on the [pdf](#) link.



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

A pdf drawing will be generated and you can use the print function on the pdf toolbar to print the drawing to a local printer



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

**IMPORTANT!**

**Micad Portal asbestos risk drawings (where available) must only be viewed in conjunction with the Online Asbestos Register and/ or the associated Asbestos Site Register**

**Micad Portal asbestos risk drawings must only be printed/ saved by authorised persons. Authorised persons include the EM Asbestos Team and Departmental personnel with responsibility for local asbestos management and procedures**

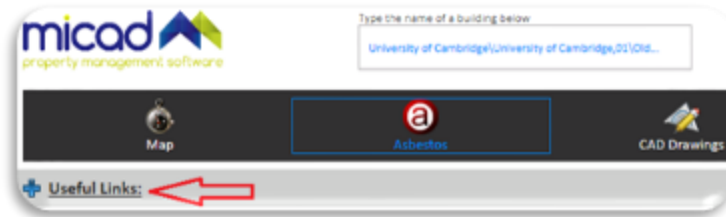
**Micad Portal asbestos risk drawings must only be printed in colour**



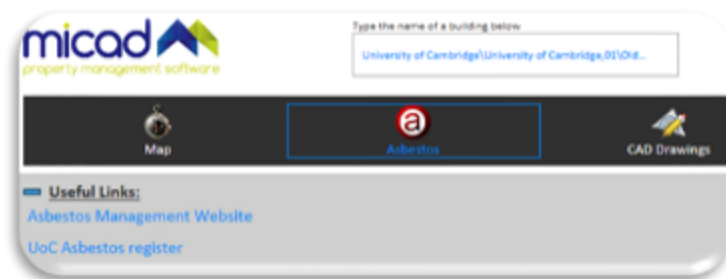
## 4. Useful links

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A **Useful Links** tab is also available at the top of the Portal page



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 EM Asbestos Team and Departmental personnel with responsibility for local asbestos management and procedures

If you select this link, an action message will appear 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

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- Does your job require you to be asbestos awareness trained?
- You will need to apply for your Micad Portal username and password
- You must familiarise yourself with this user guide before using the Micad Portal
- Read the building information status text at the top of the page before proceeding to interrogate the asbestos register information for the building you have selected
- If the information within the University Online Asbestos Register is not suitable, appears inconclusive, incomplete, or if you are in any doubt, the Asbestos Information Request Form (AIRF) system must be used
- Do not print, save or distribute a hard copy asbestos register unless you are authorised to do so
- Go to the EM asbestos management website for further information on asbestos policy, procedures and the latest available forms, specifications and templates etc.
- For additional information, advice and guidance, contact the EM Asbestos Team (Contact details are available on the EM Asbestos Management Website)

