

## **Asbestos Management Policy And Program**

**Purpose:** This policy has been established to maintain a safe and healthy work environment for Berea College employees, students, contractors, and visitors by ensuring that asbestos containing materials (ACMs) will be managed, abated, and disposed of in full compliance with all applicable Federal, State, and local regulations. The objectives of the program include identification of asbestos materials, hazard communication, assessment, training, and proper project documentation associated with College property asbestos abatement projects.

**Work Practices:** Berea College does not authorize its employees to engage in asbestos repair, or removal activities. Licensed and certified outside contractors will be used for these services. Employees shall not disturb or damage any identified confirmed or suspect ACM. Work may be conducted safely in and around areas containing properly maintained ACM as long as the ACM is not disturbed. Employees should inform their immediate supervisor of any suspect asbestos building materials that are damaged or disturbed or have the potential to be damaged during planned activities.

Whenever ACM is suspected to be present in or around a planned or emergency project, please inform the Department of Environmental Health and Safety (EHS). EHS will determine the safe course of action and provide recommendations to the project manager.

**Survey report:** Berea College enlisted the services of Analytical Management, Inc. in 1987 to conduct a survey to locate and identify asbestos containing materials in various buildings on campus property. This survey information is available for review in the EHS Department. It shall be noted that the survey results in this report were obtained by a non-destructive manner and should be not be considered as the final source of data for a renovation and/or demolition project. A comprehensive site survey by a certified inspector shall be completed for any project requiring significant remodeling or demolition.

**Training:** Berea College shall provide awareness level training for all Berea College employees that may come in contact with Asbestos containing materials during the course of the employee's assigned duties. This awareness level training shall consist of recognition of asbestos containing materials in its various forms, hazards of asbestos, and the reporting procedures. Refresher training shall be done on an annual basis.

**Outside Contractor Notification:** Outside contractors shall be notified regarding the presence of asbestos in project areas before scheduled work begins. Contractors should receive and

review the Outside Contractor Safety Policy and receive the EHS Brochure, *EHS Guidance for Contractors*.

**EHS Project Evaluation:** Each situation and or project involving ACM will be evaluated by EHS on an individual basis. A decision will be made on the appropriate action to be taken. If abatement is required, specific guidelines or a formal scope of work addressing the type of abatement method, air monitoring, closure of affected areas, official notifications, waste disposal, and site specifications for contractors doing the work will be developed and used for project bids. EHS will attend the vendor walk-through of asbestos removal sites and answer safety related questions. EHS will check references of qualified vendors if deemed necessary. EHS will be responsible for intermittent monitoring of the job as required for safety and environmental compliance. EHS will maintain all project documentation as required by federal, state and local regulations.

**Emergency Response Protocols:** Emergency asbestos abatement may be required in response to unexpected incidents and uncontrolled events. In the event of a major asbestos fiber release, work shall stop, the area shall be isolated and any occupants evacuated to avoid further disturbance and exposure. Access to the area will be limited to only those with proper training, certification, and appropriate personal protective equipment.

**Facilities Management:** Will work collaboratively with EHS to prepare and approve the specifications and select the contractor for an asbestos removal contract. Facilities will also help assure projects are being completed in accordance with the project specifications and in compliance with all regulatory requirements.

**General Work Practices and Procedures:**

1. Do not drill, sand, break, cut, or disturb the asbestos material in any manner.
2. Do not allow airborne asbestos fibers to be released.
3. Prevent airborne asbestos fibers from being entrained into the building's HVAC system.
4. Do not dry sweep debris/material
5. Do not walk in or track debris
6. If possible, keep debris wet with a water spray bottle
7. Do not allow public access to or through the area.

*If an unexpected suspect or confirmed asbestos-containing material is discovered during renovation or maintenance work, do not disturb the material. Contact the EHS office at 859-*

985-3350 for a review of building inspection reports or required bulk sample analysis for asbestos content.

*Revised: 3/20/2013*

Reference sites

1. <http://www.epa.gov/region4/air/asbestos/asbmatl.htm>
2. <http://www.epa.gov/region04/air/asbestos/inform.htm>

### Asbestos Containing Materials

**Note:** The following list does not include every product/material that may contain asbestos. It is intended as a general guide to show which types of materials may contain asbestos.

#### Sample List of Suspect Asbestos – Containing Materials

Cement Pipes	Elevator Brake Shoes
Cement Wallboard	HVAC Duct Insulation
Cement Siding	Boiler Insulation
Asphalt Floor Tile	Breaching Insulation
Vinyl Floor Tile	Ductwork Flexible Fabric Connections
Vinyl Sheet Flooring	Cooling Towers
Flooring Backing	Pipe Insulation (corrugated air-cell,

	block, etc.)
Construction Mastics (floor tile, carpet, ceiling tile, etc.)	Heating and Electrical Ducts
Acoustical Plaster	Electrical Panel Partitions
Decorative Plaster	Electrical Cloth
Textured Paints/Coatings	Electric Wiring Insulation
Ceiling Tiles and Lay-in Panels	Chalkboards
Spray-Applied Insulation	Roofing Shingles
Blown-in Insulation	Roofing Felt
Fireproofing Materials	Base Flashing
Taping Compounds (thermal)	Thermal Paper Products
Packing Materials (for wall/floor penetrations)	Fire Doors
High Temperature Gaskets	Caulking/Putties
Laboratory Hoods/Table Tops	Adhesives
Laboratory Gloves	Wallboard
Fire Blankets	Joint Compounds
Fire Curtains	Vinyl Wall Coverings
Elevator Equipment Panels	Spackling Compounds

