



WESTERN CONNECTICUT STATE UNIVERSITY

ASBESTOS ABATEMENT

PROCEDURE **E-101**

Issued 6/1/95

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Please direct any questions or comments about the applicability of this document to  
Pano Koukopoulos, Director of Environmental & Facilities Services

1.0 INTRODUCTION

2.0 PURPOSE

This procedure establishes the Western Connecticut State University (WCSU) Asbestos Abatement Program. The program will prevent employee exposure to asbestos and will facilitate compliance with applicable laws and regulations during the removal, encapsulation, repair or enclosure of asbestos containing materials (ACM).

3.0 APPLICATION

These requirements apply where there is a need to abate asbestos containing materials at any WCSU building or facility.

4.0 AUTHORITY

Title 29 Code of Federal Regulations 1910.1001  
Title 29 Code of Federal Regulations 1926.1101  
Title 40 Code of Federal Regulations 763\*  
Title 40 Code of Federal Regulations 61  
Title 19a General Statutes of Connecticut 22a-1

5.0 DEFINITIONS

See Appendix B

6.0 CONTACTS

Asbestos Abatement Coordinator - Luigi Marcone, X79314  
Facilities Operations, X78330

6.1 RESPONSIBILITIES

Asbestos abatement requests may only be initiated by:

- a. Planning and Engineering
- b. Facilities Maintenance

Requests should be initiated by means of a project review meeting. Potential asbestos sources will be identified and a sampling request will be made. Meetings can be called by any of the above-named parties.

6.2 PROJECT INITIATOR

The project initiator could be any person from the staff of Planning and Engineering, Facilities Operations, Environmental and Facilities Services who reviews submitted work requests or initiates contracted work. The project initiator is responsible for the following:

- a. Notifying the asbestos abatement coordinator
- b. Providing all back-up information concerning the scope of work

6.3 ASBESTOS BUILDING INSPECTOR

The asbestos building inspector is the state licensed/certified individual who, based on the certification requirements, is responsible for the following activities:

- a. Review facility records
- b. Perform visual inspection or surveillance of facility
- c. Document or inventory materials suspected of containing asbestos
- d. Collect bulk samples for asbestos analysis
- e. provide supervision to non-certified individuals collecting bulk samples
- f. Conduct an asbestos inspection of all areas scheduled for demolition.  
Report findings to the University Maintenance Department prior to the commencement of their work.

6.4 WCSU ASBESTOS ABATEMENT COORDINATOR

The WCSU asbestos abatement coordinator is the person responsible for project coordination and regulatory compliance. Specific responsibilities include:

- a. Provide technical information and support
- b. Submit samples for analysis
- c. Review sample results
- d. Make arrangements for/participate in the bid process (if required)
- e. (Make arrangements with DPW contacts (if required)
- f. Supervise “spot repairs of ACM”
- g. Collect and maintain all related records and reports
- h. Make recommendations for proper work practices and area establishments
- i. Notify building occupants
- j. Act as University advocate

6.5 WCSU ASBESTOS OPERATIONS AND MAINTENANCE (O&M) STAFF

The WCSU asbestos O&M staff are those employees specifically trained to perform small scale spot repairs or removals as described in all relative regulations. O&M staff will have a minimum of 16 hours training with annual refresher training or as required by the State Department of Public Health.

All O&M functions will be conducted in accordance with all applicable regulations. O&M employees will log all work in the current “Asbestos O&M Log Book.” Appendix 1. This log specifies quantities of materials removed and its location.

6.6 WCSU MAINTENANCE AND CUSTODIAL STAFF

WCSU employees who, in the course of their normal work procedures, may come in contact with asbestos, must receive awareness training of at least two hours. These employees may include, but are not limited to, custodians, electricians, heating/air conditioning engineers and plumbers.

## 7.0 PROCEDURE

### 7.1 INTRODUCTION / GENERAL REQUIREMENTS

All asbestos abatement work is to be completed in strict accordance with all federal and state laws and regulations. Work is to be performed by technically qualified individuals. Asbestos removal projects will be coordinated to:

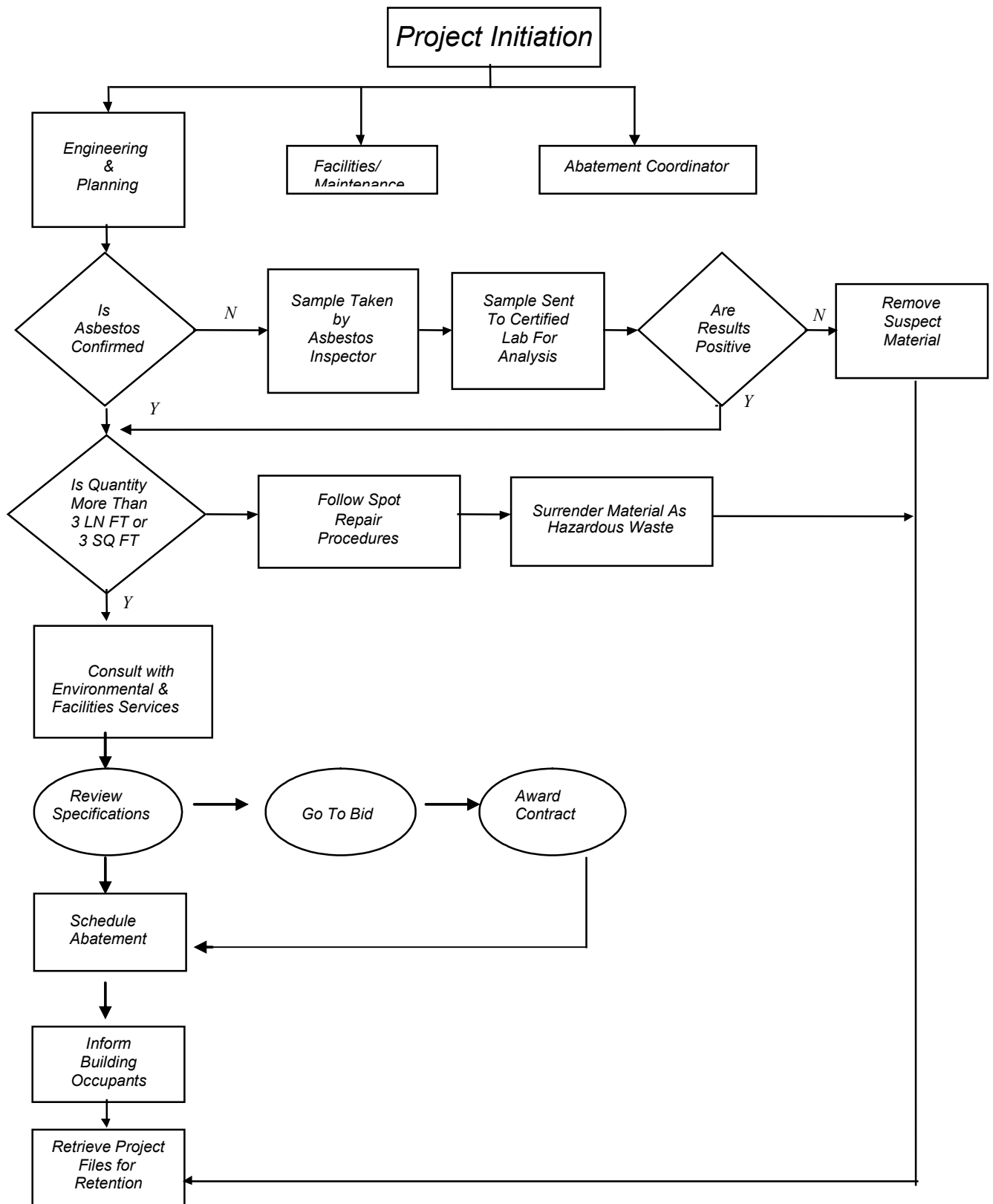
- a. Minimally impact surrounding areas
- b. Not cause alarm or distress to building occupants
- c. Not impede or compromise life safety devices
- d. Not block fire exits or cause a hazard to building occupants

### 7.2 SPECIFIC REQUIREMENTS

WCSU's asbestos abatement procedure is as follows:

- a. In accordance with State Statutes, all construction or maintenance activities requiring prior demolition of an existing area will require a building inspection. No demolition work will occur prior to the inspection taking place and a report specifying the absence of ACM has been issued.
- b. All abatement projects, except for spot repairs (see appendix B), will be coordinated through Environmental and Facilities Services.
- c. Abatement scheduling is to be strictly adhered to and all requirements must be met by the abatement contractor, planning and engineering, and facilities/maintenance. Failure to comply with any health and safety requirements could warrant immediate job shut down and schedule delays.
- d. Building occupants and/or those directly affected by the abatement procedure will be notified by the asbestos abatement coordinator at least five business days prior to commencement of work. Notification could be by way of an e-mail message or poster.
- e. All furnishings and equipment removed from abatement areas are to be properly stored to prevent secondary hazards or egress issues.
- f. All water hoses and extension cords are to be properly secured or elevated to prevent slip/trip hazards.
- g. All abatement equipment used in conjunction with water must be UL listed, grounded, double insulated and be protected by ground fault interrupt circuit (GFIC).
- h. All waste is to be properly stored and promptly removed at completion of work.
- i. All waste is to be removed by the abatement contractor. Waste is to be transported through buildings as to protect packages from breakage, leakage or spillage.
- j. All applicable codes and regulations must be adhered to for the full duration of the project.

# Asbestos Abatement Process



## APPENDIX B - DEFINITIONS

ACBM - Asbestos containing building material of any type with an amount greater than one percent by weight.

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ASBESTOS - The asbestiform varieties of Actindite, Amosite, Anthophyllite, Chrysotile, Crocidolite, and Tremolite.

ASBESTOS ABATEMENT - The removal, encapsulation, enclosure, renovation, repair, demolition or other disturbance of asbestos containing material.

DPW - State of Connecticut Department of Public Works

ENCAPSULATION - The treatment of ACM with a material that surrounds or embeds asbestos fibers in an adhesive matrix to prevent the release of fibers.

ENCLOSURE - The construction of an air-tight impermeable, permanent barrier around ACM to control the release of fibers into the air.

FRIABLE - Any ACM that hand pressure can crumble, pulverize or reduce to powder when dry.

REMOVAL - The taking out or stripping of any ACM from surfaces or structural components of a facility.

SPOT REPAIR - Any asbestos abatement performed within a facility involving not more than 3 linear feet or 3 square feet of ACM.

## APPENDIX C

### Asbestos-Containing Materials

#### Guidance for Maintenance and Personnel

The following information is meant to act as a guide to maintenance and service personnel at Western Connecticut State University (WCSU). If you are a maintenance employee or conduct maintenance functions and have questions **NOT** covered in this guide, please contact Luigi Marcone, Director of Environmental and Facilities Services, office at X79314.

Outside service contractors will be responsible by contract to follow best practices while working on WCSU properties. All waste asbestos building products shall be removed and/or disposed of in accordance with federal, state, and local regulations. Asbestos debris and other RCRA listed wastes, as defined in 40CFR262, will be disposed of through a licensed waste hauler and records maintained in the EHS Office. **Only** WCSU employees trained in accordance with 29CFR1919.120 may sign Hazardous Waste Manifests. For a list of trained employees, contact the EHS Office at X79314.

Asbestos is a general name for a group of naturally-occurring minerals composed of small fibers. It is common in many building materials. Airborne asbestos contamination in buildings can be a significant environmental problem. Various diseases have been associated with industrial exposure to asbestos fibers, and the extensive use of asbestos in building materials has raised some concern about exposure in nonindustrial settings. In general, however, airborne asbestos levels in buildings are much lower than those in industrial workplaces that involve asbestos.

The presence of asbestos in a building does NOT mean that the health of building occupants is at risk. As long as asbestos-containing materials (ACM) remain in good condition and are not disturbed or damaged, exposure is unlikely. In some cases, building maintenance, repair, renovation, or other activities can lead to the release of asbestos fibers.

Employees should be familiar with the types of materials in your buildings that could contain asbestos. Three main categories of asbestos-containing materials have been identified by the US EPA:

- Surfacing Materials (Sprayed or troweled on) – used for decorative, acoustical, or fireproofing purposes. Examples include plaster and fireproofing insulation. Sprayed-on fireproofing generally appears fluffy and crumbly, while sprayed on or troweled on finishes are generally cement-like, but may also be crumbly.
- Thermal System Insulation – insulation used to inhibit heat transfer or prevent condensation on pipes, boilers, tanks, ducts, and other components of plumbing or HVAC systems. Examples include pipe wraps, insulation (block, batt, and blanket), gaskets, and “muds.”
- Miscellaneous Materials – other products and materials such as floor tile, sheet flooring, ceiling tiles, concrete pipe, and roofing felt.

Only trained, certified people can handle or remove asbestos-containing materials. If you have any questions about whether a material may contain asbestos, ask your supervisor or call the Environmental, Health, and Safety Office at 837-9314.

### Activities Around Asbestos-Containing Materials

Avoid touching or disturbing asbestos materials on walls, ceilings, pipes, or boilers. Asbestos fibers may be released when those materials are disturbed.

- Do not drill holes in asbestos materials.
- Do not hang plants or anything else from ceilings covered with asbestos materials.
- Do not pin or hang pictures on walls covered with asbestos materials.
- Do not sand asbestos floor tiles or backing material. Use only low-speed buffing and burnishing methods. Do not dry buff floors for any reason.
- Do not damage asbestos materials while moving furniture, etc.
- Do not disturb asbestos material when changing light bulbs, etc.
- Do not allow curtains, drapes, or dividers to damage asbestos materials.

### Cleaning Guidelines

Improper cleaning practices in rooms containing friable (easily crumbled) asbestos materials can stir up asbestos fibers. Rooms that do not have friable asbestos materials can be cleaned without special precautions. In rooms that have asbestos materials on walls, ceilings, or pipes:

- Do not dust walls or surfaces containing asbestos dust with a brush – dust instead with a damp cloth.
- Do not dry sweep floors – instead use a wet mop.
- Do not use an ordinary vacuum to clean up asbestos debris – instead use a special High Efficiency Particulate Air (HEPA) vacuum.
- Do not brush or sweep ceilings and walls covered with asbestos materials – avoid touching or disturbing these areas.

### Maintenance Guidelines

Take care when doing routine maintenance jobs around asbestos materials.

- Do not remove ceiling tiles below asbestos materials.
- Do not attempt to repair damaged asbestos materials.
- Promptly report potential asbestos debris or damaged asbestos materials that you see to your supervisor (e.g., damaged pipe insulation, loose floor tiles).

### Actions For You To Take

- Know where the asbestos is in your building. If you find materials that could contain asbestos, notify your supervisor. The materials may already have been tested or if not, could be sampled and tested. Report damaged asbestos materials to your supervisor.
- If you see improper cleaning or maintenance activities being done, see that they are stopped and contact your supervisor.
- When in doubt, ask.