



## ADMINISTRATIVE PRACTICES MANUAL

### SAFETY MANUAL – ASBESTOS CONTROL:

#### 1.0 Scope and Application

The purpose of this program is to establish guidelines and procedures in the operation, maintenance, identification and reporting of asbestos containing materials (ACM) in Dane County. These guidelines and procedures are designed to protect all employees, contractors, visitors and vendors from potential health hazards and related diseases resulting from asbestos exposure.

This program applies to all buildings and structures owned by Dane County, to occupants of Dane County buildings and to external organizations that may come into contact with or disturb asbestos containing material in Dane County buildings. The program applies to routine work during which an employee might encounter asbestos as well as work undertaken to repair or remove asbestos containing material.

This policy complies with Chapter SPS 332 (Public Employee Safety and Health) of the Wisconsin Administrative Code as promulgated by the Wisconsin Department of Safety and Professional Services, 29 CFR Part 1910.1001 (Asbestos) as promulgated by the U.S. Occupational Safety and Health Administration, NR447 (Control of Asbestos Emissions) of the Wisconsin Administrative Code as promulgated by the Wisconsin Department of Natural Resources, HFS159 (Asbestos Certification and Training Accreditation) of the Wisconsin Administrative Code as promulgated by the Wisconsin Department of Health and Family Services and all applicable regulations as promulgated by the U.S. Environmental Protection Agency.

#### 2.0 Responsibilities

**Risk Management:** Support and administer this policy.

**Asbestos Control Program Coordinator:** A Certified Asbestos Inspector to identify ACM & PACM (Presumed) throughout Dane County facilities. (Currently the Safety Coordinator)

**Department Heads:** Implementation of this policy.

**Supervisors:** Ensure policy is adhered to by all employees.

**Employees:** Follow policy requirements.

All employees are responsible for complying with the requirements contained in this policy. Failure to abide by these requirements may subject the employee to disciplinary action, up to and including discharge.

#### 3.0 Departmental Polices and Requirements

This policy represents minimum requirements for the identification and control of asbestos containing materials. Facilities will be required to conduct an asbestos inspection before any major renovation or demolition, to determine if there is any ACM (asbestos containing material) or PACM (presumed asbestos containing materials). Once an inspection has been completed and the testing of any questionable materials has been verified by test results, abatement of ACM or PACM will take place.

#### 4.0 Definitions

**Asbestos** – asbestos is a generic term describing a family of naturally occurring fibrous silicate minerals. As a group, the minerals are noncombustible, do not conduct heat or electricity and are resistant to many chemicals. Although there are several other varieties that have been used



## ADMINISTRATIVE PRACTICES MANUAL

commercially, the most common asbestos mineral types likely to be encountered in Dane County buildings are chrysotile (white), amosite (brown), and crocidolite (blue asbestos).

**Asbestosis** – is a non-malignant, irreversible disease resulting in fibrosis (scarring) of the lung

**Asbestos-containing material (ACM)** – means any material containing more than 1% asbestos

**H.E.P.A. filter** – High Efficiency Particulate Air filter, which filters out 99.97% of contaminants such as asbestos, lead or mold spores

**Friable Asbestos** – friable asbestos material means finely divided asbestos or asbestos-containing material or any asbestos-containing material that can be crumbled, pulverized or powdered by hand pressure. Individual fibers in friable asbestos-containing material can potentially become airborne and can then present a health hazard. Three types of friable material commonly used in buildings are:

- 1) Sprayed fibrous fireproofing
- 2) Decorative or acoustic texture coatings
- 3) Thermal System Insulation (TSI)

**Mesothelioma** – cancer of the mesothelium, -- the lining of the chest or the lining of the abdominal wall.

**Miscellaneous Materials** – all other asbestos containing materials other than surfacing and T.S.I.

**O & M** – operations and maintenance

**Non-friable asbestos** – non-friable asbestos includes a range of products in which asbestos fiber is effectively bound in a solid matrix from which asbestos fiber cannot normally escape. Non-friable asbestos includes a variety of products including asbestos cement tiles and boards and asbestos reinforced vinyl floor tiles. Cutting, bracking, sanding, drilling or similar activities can release asbestos fiber from even non-friable asbestos materials.

**Presumed Asbestos Containing Material (PACM)** – means thermal system insulation and surfacing material presumed to be asbestos.

**P.E.L.** – permissible exposure limit; 0.1 fibers per CC (time weighted average) surfacing Material – sprayed, troweled or surface applied materials

**T.S.I.** – thermal system insulation; material applied to pipes, fittings, tanks, ducts, etc. to prevent heat loss or gain or serve as condensation control

### 5.0 Training

All personnel who may reasonably come into contact with ACM or PACM, and all custodial (contractor or otherwise) and Facilities Management employees will receive asbestos awareness training.

It is the policy of Dane County that only qualified individuals shall be involved in any asbestos disturbances, repairs, maintenance or removal. Department heads are responsible to notify the Asbestos Control Officer, prior to initiating any remodeling or construction project in order to investigate the potential for asbestos containing materials. All unqualified employees shall be protected from exposure to asbestos fibers by isolating and controlling access to all affected areas during asbestos containing material work or suspected asbestos containing material work. Only state certified and licensed asbestos professionals, according to all applicable regulations, will conduct tasks involving the disturbance, repairs, and maintenance of asbestos containing material.

### 6.0 Documentation Requirements



## ADMINISTRATIVE PRACTICES MANUAL

Dane County will maintain asbestos inspection records on all County-owned facilities where asbestos inspections or abatement has taken place. These reports and other asbestos work (abatement, demolition, disposal, and inspections) will be maintained by the Asbestos Control Program Coordinator as regulated by SPS 332 and NR 447.

### 7.0 Competent Person

The Asbestos Control Program Coordinator shall serve as the designated "Competent Person" who will be in charge of the County's asbestos program and will be responsible for County-wide planning and monitoring activities relating to asbestos.

### 8.0 General Requirements

1. Asbestos inspections will be conducted in County-owned buildings to identify all ACM and PACM before any major renovation or demolition takes place.
2. A determination will be made as to whether ACM or PACM is capable of releasing fibers into the air.
3. A specific Operations and Maintenance (O&M) Program will be established for each facility to monitor ACM or PACM over its lifetime to ensure a fiber release episode does not occur where identified and left in place.
4. Routine maintenance operations will be conducted in a manner that controls damage to ACM / PACM, and prevents employee exposures to asbestos.
5. If ACM / PACM poses a reasonable possibility of fiber release, an appropriate method of control will be implemented.
6. All work near or with asbestos containing material or presumed asbestos containing material will be accomplished by an certified asbestos abatement contractor unless otherwise specifically authorized by the Program Coordinator.
7. All contractors hired by Dane County for asbestos related work meet the requirements of all applicable regulations.
8. No construction, demolition, or renovation activity in any County-owned building constructed prior to 1980 may disturb any ACM/PACM without prior approval by the Program Coordinator.
9. Documentation of any activity involving asbestos material activity will be part of the County's normal conduct of business.

### 9.0 Building Inspections

- 1) The Program Coordinator will assist with asbestos compliance for County-owned facilities for the identification and the location of all ACM / PACM.
- 2) Inspections may include a review of building records, physical inspection and sampling of suspect areas as appropriate. All asbestos containing materials capable of fiber release will be noted by location, type, condition, and prioritized by areas needing immediate abatement action. All samples will be collected in a manner to avoid fiber release and personal exposure. For the purpose of this program, friable asbestos is defined as, any ACM/PACM of more than 1 percent asbestos by weight, which can be crumbled, pulverized, or reduced to powder by hand pressure. Dry non-friable ACM may also pose a hazard when special circumstances arise and should also be noted in the survey.
- 3) The condition of ACM/PACM can deteriorate resulting in the release of fibers. Each custodial and maintenance worker must be instructed to report, on a daily basis, any observed deterioration of ACM to his or her Supervisor, who in turn must notify Asbestos Control Officer.



## ADMINISTRATIVE PRACTICES MANUAL

### 10.0 ASBESTOS CONTROL MEASURES

1) Asbestos control measures are methods used to prevent the release of fibers in asbestos containing materials. All of the following are types of asbestos control measures:

- Asbestos inspections / surveys.
- Operations and maintenance (O & M) programs.
- Re-inspections of ACM.
- Abatement which may include removal, enclosure or encapsulation.

2) Although removal of ACM is the only truly permanent solution, the presence of ACM in a building does not mean that the health of the building occupants is endangered. If ACM remains in good condition and is unlikely to be disturbed, exposure is negligible and removal is neither advisable nor recommended. In situations where removal is warranted, work will be done by qualified individuals operating in accordance with all applicable Federal, State and Local regulations and with stringent regard for the health and safety of all persons.

### 11.0 OPERATIONS AND MAINTENANCE (O & M) PROGRAMS

1) The Program Coordinator will assist to develop specific O & M Programs for all County facilities requiring such a plan. Facilities Management or Public Works personnel will be the most active departments associated with this program through construction, renovation and custodial operations. Once the O & M Program has been implemented, The Program Coordinator will turn over full responsibility of managing the program to the Department Head of the Facilities Department.

### 12.0 NOTIFICATION

The Certified Inspector will document the results of asbestos sampling and location of the sampling and maintain these records. The inventory of sampling results shall contain the following information:

- type of asbestos-containing material (surfacing material, miscellaneous materials, or thermal system insulation);
- the location of the material;
- when it has been sampled, the type and percentage of asbestos present. Also included in the inventory information are sampling results showing the absence of asbestos in material that might be mistaken for an asbestos-containing material.

An asbestos identification system is used to alert people to the presence of asbestos. Asbestos is identified by tags, stickers, pipe labels, signs and other high visibility means. Where feasible, stickers indicate the presence of asbestos in thermal insulation, in asbestos board and tiles and in other locations. Warnings may also be placed near the entrance of rooms, particularly mechanical rooms, where unusually large amounts of asbestos may be present.

**End Policy**