

Procedure 4.1524

Asbestos Procedure

A. Scope..... 1
B. Applicability 2
C. Definitions 2
D. Responsibilities 3
E. Hazards..... 4
F. General Rules..... 4
G. Asbestos Inventory..... 5
H. Asbestos Identification..... 5
I. Repair and Maintenance of ACM 5
J. Training 6
K. Asbestos Removal Work 6
L. Other Work 6
M. Discovering Damaged Asbestos..... 7
N. Non-friable ACM Work 7
O. Revision History..... 7

A. Scope

This Asbestos Procedure applies to all Beaufort County Community College (BCCC) employees, students, contractors, visitors, and vendors, when entering BCCC property. The procedure is available to all employees, students, contractors, subcontractors, visitors, and vendors. .

The purpose of this procedure is to establish guidelines and procedures in the handling and maintenance of asbestos containing materials (ACM) at BCCC to protect all employees, students, contractors, subcontractors, visitors, and vendors from potential health hazards of asbestos exposure and asbestos related diseases.

In accordance with this procedure, only qualified contractors shall be involved in any asbestos repair, maintenance, or removal. All tasks involving the disturbance of asbestos-containing material will be conducted only after appropriate work controls have been identified and implemented. A qualified contractor’s supervisor shall be available at asbestos controlled work sites during all activities.

All college employees shall be protected from exposure to asbestos fibers by isolating and controlling access to all affected areas during asbestos abatement work.

B. Applicability

This Procedure applies to all buildings and structures owned by BCCC, to all employees, students, contractors, and subcontractors of BCCC, to occupants of BCCC buildings, and to external organizations which may come into contact with or disturb asbestos-containing material in BCCC buildings. This Procedure applies to routine work performed, whereby an employee might encounter asbestos, as well as work undertaken to repair or remove asbestos-containing material.

C. Definitions

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 commercially, the most common asbestos mineral types likely to be encountered in buildings are chrysotile (white asbestos), amosite (brown asbestos), and crocidolite (blue asbestos). Among these, white asbestos is by far the most common asbestos mineral present in buildings.

Friable Asbestos 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:

- a. Sprayed fibrous fireproofing
- b. Decorative or acoustic texture coatings
- c. Thermal insulation

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, breaking, sanding, drilling or similar activities can release asbestos fiber from even non-friable asbestos materials.

Asbestos-Containing Material (ACM) means any material containing more than one percent asbestos.

Authorized Person means any person authorized by the employer and required by work duties to be present in regulated areas.

Procedure

Certified Industrial Hygienist (CIH) means one certified in the practice of industrial hygiene by the American Board of Industrial Hygiene.

Competent Person means, in addition to the definition in 29 CFR 1926.32 (f), one who is capable of identifying existing asbestos hazards in the workplace and selecting the appropriate control strategy for asbestos exposure, who has the authority to take prompt corrective measures to eliminate them, as specified in 29 CFR 1926.32(f): in addition, for Class I and Class II work who is specially trained in a training course which meets the criteria of EPA's Model Accreditation Plan (40 CFR 763) for supervisor, or its equivalent and, for Class III and Class IV work, who is trained in a manner consistent with EPA requirements for training of local education agency maintenance and custodial staff as set forth at 40 CFR 763.92 (a)(2).

Employee Exposure means that exposure to airborne asbestos that would occur if the employee was not using respiratory protective equipment, whether the exposure is from removal of ACM that becomes airborne or from clothing being shaken or blown off when the ACM becomes airborne.

Fiber means a particulate form of asbestos, 5 micrometers or longer, with a length-to-diameter ratio of at least 3 to 1.

Glove Bag means not more than a 60 x 60 inch impervious plastic bag-like enclosure affixed around an asbestos-containing material, with glove-like appendages through which material and tools may be handled.

Industrial Hygienist means a professional qualified by education, training, and experience to anticipate, recognize, evaluate and develop controls for occupational health hazards.

Presumed Asbestos Containing Material (PACM) means thermal system insulation and surfacing material found in buildings constructed no later than 1980. The designation of a material as "PACM" may be rebutted pursuant to paragraph (k)(5) of this section.

D. Responsibilities

Senior Staff

- a. Ensure all asbestos containing material is identified and labeled
- b. Ensure training is effective for employees

Procedure

Supervisors

- a. Qualified supervisors shall provide effective on-site management during work with asbestos-containing material
- b. Supervisors will notify the Director of Facilities immediately upon discovering damaged asbestos materials or suspected asbestos material.

Employees and Students

- a. Employees and students are to stay clear of all asbestos work areas and report any damaged asbestos-containing material to their supervisor.

E. Hazards

Asbestos is a common, naturally occurring group of fibrous minerals. Asbestos fibers have been used in a variety of building materials; however, BCCC takes an aggressive effort to use non-asbestos containing materials in new construction and renovation projects. Generally, most asbestos is found in pipe insulation, doors, textured paints and plasters, structural fireproofing, and floor tiles. Friable asbestos (that is, material that contains more than 0.1% asbestos by weight and can be crumbled by hand) is a potential hazard because it can release fibers into the air, if damaged. Significant and long-term exposure to asbestos from activities that directly disturb asbestos-containing materials (such as asbestos mining) can lead to a variety of respiratory diseases, including asbestosis and mesothelioma (cancer of the lung lining).

Asbestosis is a non-malignant, irreversible disease resulting in fibrosis of the lung.

Asbestos-related cancers tend also to result from substantial long-term exposure; however, mesothelioma may result from much smaller exposures to asbestos.

F. General Rules

1. When in doubt, treat all material as containing asbestos and comply with all applicable rules and regulations and protective measures.
2. Certified and licensed asbestos abatement personnel will handle all Asbestos Containing Material (ACM). The friability of the ACM will dictate the type of removal/maintenance required.
3. Employees will not handle any ACM greater than 1%. This will include encapsulation projects, renovation/removal and/or demolition of any type of structure. This will prevent the potential for accidental exposure from the mishandling of any ACM.

Procedure

4. When an employee questions whether they may be handling suspect ACM, the employee will immediately contact their supervisor. The employee shall not resume working at the site until the area has been checked to verify the material is not ACM.
5. Employees will not cross over a barrier or enter a containment area where asbestos projects are in progress.
6. Any employee who discovers ACM or suspect ACM in damaged or poor condition should report it to their supervisor, so the identified material is repaired.

G. Asbestos Inventory

1. BCCC has conducted surveys and prepared a written inventory of the type and locations of asbestos-containing material to:
 - a. Allow for periodic condition inspections
 - b. Allow for maintenance and repair of damaged asbestos
2. For each building the inventory contains the following information:
 - a. Type of asbestos-containing material (sprayed fireproofing, texture coating, or thermal insulation)
 - b. The location of the material when it has been sampled, the type and percentage of asbestos present.
 - c. A sampling result showing the absence of asbestos in material that might be mistaken for an asbestos-containing material.

H. Asbestos Identification

Asbestos identification system is used to alert people to the presence of asbestos. Tags, stickers, pipe labels, signs and other high visibility means, identify asbestos. 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 entrances of rooms, particularly mechanical rooms, where unusually large amounts of asbestos may be present.

I. Repair and Maintenance of ACM

Should an employee or a contractor encounter material that is not identified and is not listed in the Asbestos Inventory and which might reasonably be expected to be asbestos, the person will stop any work that could create airborne asbestos and report

the discovery to a supervisor. Where it is determined that friable asbestos-containing material is in a condition that could likely lead to inhalation exposure, the supervisor will immediately limit access to the location and initiate repairs, removal or encapsulation. Where there is reasonable doubt about the composition of a friable material, it will be treated as asbestos until testing demonstrates that asbestos is present at levels below 1%. Cleanup and repair of asbestos-containing material will only be carried out by the appropriate clean up procedure by contractors who have been properly trained.

J. Training

1. All BCCC employees who work around possible friable and non-friable asbestos will be trained to carry out their work without endangering themselves, their coworkers or other building occupants.
2. All affected Maintenance Department employees will receive training that will acquaint them with:
 - a. The types, properties and uses of asbestos
 - b. Ways to recognize asbestos
 - c. The hazards of asbestos fiber inhalation
 - d. Types of activities which could release asbestos fibers
 - e. The BCCC asbestos inventory and asbestos Identification
 - f. State and Federal regulations regarding work with asbestos and disposal of asbestos-containing waste

K. Asbestos Removal Work

BCCC requires that all such work be carried out in accordance with the requirements established by State regulations. At all such projects, the contractor will ensure that cleanup is properly completed and that all asbestos and asbestos contaminated material is collected, and disposed of in accord with the State regulations. The contractor will be required to submit air-testing results to demonstrate that the cleanup has been carried out properly and the area can be reoccupied safely.

L. Other Work

BCCC often employs contractors to service equipment, such as elevators, telephones, refrigeration and air conditioning equipment and to carry out other construction and renovation projects. When contractors are required to work in areas where asbestos is present or there is a possibility of disrupting friable asbestos BCCC will provide:

1. Notification of the known locations and types of asbestos present (or suspected to be present) in the area where the contractor will work
2. Information on the BCCC asbestos labeling system.

BCCC requires that contractors carrying out tasks which could potentially create asbestos-containing dust immediately report to Maintenance Department, when damage occurs to asbestos-containing materials

M. Discovering Damaged Asbestos

1. When asbestos or suspected asbestos containing material is discovered, the Maintenance Department is to immediately be notified and ALL work in the area will immediately cease. If necessary, the Supervisor will close off an area (mechanical spaces) or shut down equipment (air handling units) pending test results and remedial action.
2. Repair/Removal and Cleanup - If the asbestos is damaged, it is certain a clean up will be required. The clean up and repair should happen together. The repair and clean up will be conducted by a qualified asbestos abatement contractor.

N. Non-friable ACM Work

Asbestos that is effectively bonded in a non-asbestos matrix cannot easily become airborne. As such, provided the material is not broken or abraded, there is little risk of inhalation exposure to asbestos. Minor work involving non-friable asbestos (including vinyl asbestos tile, asbestos asphalt roofing, and asbestos ceiling and wall tile) the following procedure will be followed:

1. Before beginning the work the worker will carefully inspect the asbestos-containing material to ensure that the planned work will not create airborne asbestos dust.
2. Cutting, drilling, sanding or breaking the material are likely to create airborne asbestos dusts and such work will not be attempted by BCCC employees
3. Where asbestos is known or believed to be present in damaged insulation, repairs or removal are needed to prevent asbestos fiber from becoming airborne. Only **CERTIFIED ASBESTOS ABATEMENT CONTRACTORS** are authorized to undertake such repairs or removal.

O. Revision History

Date	REV#	Change
5/19/2017	3	Annual Review by H&S Committee
7/7/2016	2	Annual Review by H&S Committee
9/13/2015	1	Approved by Senior Staff
4/13/2015	0	New Issue

References

Legal References: *29 CFR 1910 Subpart Z*

SACSCOC References: *CS 3.11.2*

Cross References:

History

Senior Staff Review/Approval Dates: *9/13/15*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *9/13/2015*