

## **Asbestos Management Plan**

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**Title:** Asbestos Management Plan

**Date:** August 2014 (rev Jan 2018)

**Rationale:** The asbestos management plan has been developed to maintain a safe and healthy work environment by ensuring that asbestos-containing building materials (ACBM) will not be unintentionally disturbed.

**Goals:** Avoid disturbing ACBM, exposure to asbestos and potential adverse health effects.

This will be accomplished by:

- controlling routine maintenance, renovation and construction activities
- properly managing in-place all ACBM
- asbestos project management prior to large scale renovation/construction

The asbestos management plan consists of the following components:

- identification and location of ACBM - asbestos surveys and building floor plans
- OSHA training conducted by Safety & Risk Management Office (initial and then annual refresher training)
- asbestos project management for larger scale projects, renovations, demolition initiated after notification to Director of Campus Safety & risk Management by Manager of Maintenance Operations and/or AVP for Facilities. Project consultation and coordination of licensed asbestos contractor and asbestos consultant will be provided by the Safety & Risk Management Office.

This plan, as well as the asbestos awareness training program, is designed to meet the requirements of OSHA 1910.1001 (training: housekeepers), 1926.1101 (training: maintenance and trades) and TDH Rule 295 (asbestos management plan, asbestos abatement projects, notification requirements).

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# Operations and Maintenance Plan – O&M Plan

## *Responsibilities*

All employees, contractors/vendors shall follow the provisions of this plan.

Manager of Maintenance Operations shall oversee the implementation of this plan.

## *Policy Statement*

Southwestern University does not authorize its employees to engage in asbestos removal activities. Employees, contractors/vendors shall not disturb or damage any identified or suspect ACBM.

## *Asbestos Survey – Identification and Location of ACBM*

Location and identification of suspect and known ACBM is available in documents located in the Safety & Risk Management Office and Facilities Management Office:

- Southwestern University in-house asbestos building floor plans
- Asbestos survey reports from consultants

*All Facilities Management staff, contractors/vendors shall refer to these plans prior to conducting activities that may disturb ACBM.*

*Facilities Management, ITS, Audiovisual, or other departments contracting for services shall direct all employees, outside contractors/vendors to this document for review prior to starting work which may disturb ACBM.*

*This information sharing is part of meeting OSHA's hazard communication program requirements as well as hazard communication requirements of OSHA asbestos standard.*

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### ***Work Practices for employees, contractors, vendors***

1. Refer to asbestos survey and asbestos floor plans prior to any repair, maintenance or construction activity to ensure that no ACM is present.
2. Do not drill, sand, break, cut, remove or disturb suspect or known ACM during maintenance, repair or construction activities. Do not perform any work that is adjacent (near) ACM that has a reasonable potential for disturbing the ACM.
3. When replacing carpet, remove carefully and check to make sure there is no floor tile. If floor tile exists, contact your supervisor and remove carpet carefully under the following protocol. If the carpet is not glued and the floor tile does not pop up, continue carefully. If any floor tile pops up, stop work – have the tile tested for asbestos – if positive, a licensed asbestos contractor will remove the remaining carpet and asbestos floor tile.
4. In the event of an unintentional disturbance of any ACM:
  - a. Follow asbestos emergency response protocol (fiber release episode)
5. Care of suspect or known asbestos floor tile:
  - a. Do not use black (highly abrasive) pads
  - b. Wet methods only
  - c. Low speed buffer/stripper
  - d. Do not dry burnish/polish unless sufficient wax covers floor tile surface

### ***Asbestos Emergency Response Protocol***

Fiber Release Episode: unintentional disturbance of ACM

1. Immediately report to Manager of Facilities Operations (512-751-7780) or Director of Campus Safety & Risk Management (512-818-0696) or Facilities AVP (512-809-3283)
2. Restrict access to area of incident– place warning sign/cones, barrier tape
3. Shut down HVAC system – call Central Plant (512-863-1920) for priority assistance – give specific location to operator and instruct to shut down air handler immediately
4. Carefully wet material (if no electrical hazards) – water spray mist
5. Do not dry sweep, vacuum or walk through debris
6. Director of Campus Safety or Manager of Facilities Operations will assess the area and:
  - a. Clear area of occupants and arrange for the area to be isolated with poly enclosure if necessary, to avoid potential elevated airborne asbestos exposure.

- b. Coordinate asbestos abatement contractor and asbestos consultant for proper specifications and air monitoring, clean-up project and to notify TDH.

## Asbestos Awareness & Asbestos Management Plan Training

Two-hour enhanced OSHA Asbestos Awareness training is provided by the Safety Office to Facilities Management employees who may impact asbestos-containing materials (ACMs) during their normal routine work activities.

### Training Topic Summary

General Information on Asbestos	Recognizing Damaged ACBM - photos
Exposure and Risk	Fiber Release Episode - Procedures
Health Effects	Floor Tile – work practices
Regulations & Asbestos Surveys	Installing new building materials - MSDS
Identification of ACBM	Question & Answer Session
Location of ACBM at S.U.	

Additional training/instruction to review this asbestos management plan, including how to identify and locate ACBM by using asbestos survey reports is provided by the Safety & Risk Management Office and/or Manager of Facilities Operations.

## Asbestos Abatement Project Contact List

Contractor	Contractor #2	Contractor #3
Sierra Contracting Corp. P.O. Box 7858 Round Rock, Tx 78683	Sisk-Robb Inc. PO Box 1581 Leander, Tx 78646	AAR Environmental Contractor 925 US183 North Liberty Hill, Tx 78642
Phone: 512-336-7665 512-(563-5008)-cell	Phone – 512-260-7171	512-778-6800
Limited to small O&M work only		
Contact: Pat Fleener & Richard	Contact: Greg Brooks 512-921- 6761 gbrooks@sisk-robb.com	Bill Post 512-751-4007 bpost@aarinc.net

Consultant # 2	Consultant # 1
Jenkins Environmental Consulting, LLC 7756 Northcross Drive, Suite 103 Austin, Texas 78757	Terracon Consulting Engineers 5307 Industrial Oaks Blvd. Suite 160 Austin, Texas 78735
Phone – 512-708-9390	Phone – 512-442-1122
Fax – 512-708-9398	Cell – 512-680-4062
Contact: Troy Jenkins <a href="mailto:troy@jenkinsenviro.com">troy@jenkinsenviro.com</a> Brent Tunningly	Contact: Rischard (Ian) Howes rihowes@terracon.com
Cell# - Troy -656-3355, Brent – 633-8943	
Bill Bishop - (512) 708-9390 <a href="mailto:bill@jenkinsenviro.com">bill@jenkinsenviro.com</a>	

### Texas Dept. of State Health Services: Notification Forms & Fees

Environmental and Sanitation Licensing Group MC 2835

Texas Department of State Health Services

P. O. Box 149347

Austin, Texas 78714-9347

Web Page: <http://www.dshs.state.tx.us/asbestos/default.shtm>

(512) 834-6787 Ext. 2454

(800) 572-5548 Ext. 2764 Patricia Murphy [patricia.murphy@dshs.state.tx.us](mailto:patricia.murphy@dshs.state.tx.us)

Note: notifications are billed 30 days after completion date

Annual O&M notification is for unexpected maintenance related small scale projects

Sierra Contracting Corp. (Pat Fleener - contractor) generally submits our O&M notification

Notification fee - \$371.00 – Safety account #5107

Local Inspector: Jack Cain – 1-512-921-4919

## Asbestos Abatement Project Protocol

An asbestos abatement project will be planned and conducted prior to maintenance, construction, or renovation activities that would disturb ACBM. Abatement will be conducted according to Texas Department of Health Regulations and when required, a licensed consultant will provide design specifications, conduct air and project monitoring services to ensure regulatory compliance and safe work practices are followed.

Procedural guide:

1. Contact Consultant & Contractor with scope of work including building information, room location and determine start date. Fax/scan copy of floor plan with area highlighted to both consultant and contractor or provide at on-site meeting.
2. Contractor (no charge to file) will file required asbestos notification form to TDH. S.U. may file a blanket O&M notification each Jan 1<sup>st</sup> that will cover small scale projects and not require additional notification or a 10 working day waiting period. Annual O&M notification \$371.00 and will be billed 30 days upon expiration.
3. Request written proposal from both consultant and contractor to be sent to S.U. via e-mail attachment. Forward to AVP for Facilities, AVP will obtain funding approval and PO. Authorize work and schedule project (note to check events calendar to avoid large events – <http://splus.southwestern.edu/SP/SAVii/SAViiCalendar.asp>)
4. Send e-mail notice to inform building occupants of upcoming asbestos removal project.

Scope: < 160 sq feet non-friable	Scope: > 160 sq feet non-friable	Scope: Friable
No formal specifications from consultant, written work plan is recommended. Request consultant to contact contractor and provide work plan.	Specifications required. Request consultant to contact contractor and provide specification.	Specifications required. Request consultant to contact contractor and provide specification.
Environmental sampling required [unless conducting floor tile removal under RFCI method] (intact removal using a heat gun and RFCI trained and work protocols)	Environmental sampling required	Environmental sampling required
Arrange to shut down HVAC unit if applicable (e-mail to Physical Plant)	Arrange to shut down HVAC unit if applicable (e-mail to Physical Plant)	Arrange to shut down HVAC unit if applicable (e-mail to Physical Plant)
Arrange for shut down/lock-out of electrical systems to work area if applicable. Locate power supply – breaker box if needed (e-mail to Physical Plant)	Arrange for shut down/lock-out of electrical systems to work area if applicable. Locate power supply – breaker box if needed (e-mail to Physical Plant)	Arrange for shut down/lock-out of electrical systems to work area if applicable. Locate power supply – breaker box if needed (e-mail to Physical Plant)
Locate water supply for decon if	Locate water supply for decon if	Locate water supply for decon if

applicable – ask consultant	applicable – ask consultant	applicable – ask consultant
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## Recordkeeping

Asbestos abatement project records	Safety & Risk Management Office
Asbestos survey documents	Safety & Risk Management Office & Facilities Management Office
Accident reports and associated environmental testing reports for employee exposure incidents	Safety & Risk Management Office and Human Resources Office
Asbestos floorplans/ drawings	Safety & Risk Management Office, Facilities Management front desk and SUPlant drive (electronic)



Date:

Approved (signature and date):

Supervisor \_\_\_\_\_

Director of Physical Plant \_\_\_\_\_

AVP for Facilities \_\_\_\_\_

Vice President for Fiscal Affairs If needed \_\_\_\_\_

Copy:

All supervisors \_\_\_\_\_

Related crafts \_\_\_\_\_

Department Heads \_\_\_\_\_

VP's \_\_\_\_\_

President \_\_\_\_\_