



**OHIO**  
UNIVERSITY

## **Asbestos Management Program**

**Department of Environmental Health & Safety**

**Department of Facilities Management**

Rev. 4/2/09

**OHIO University**  
**Asbestos Management Program**

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# Ohio University

## Asbestos Management Program

### 1.0 Scope

- 1.1 The OHIO University Asbestos Management Program (herein called the “Program”) requirements apply to all employees, properties, and projects at OHIO University (OHIO) Main Campus. The “Program Staff” means the appropriate members of Environmental Health & Safety (EHS) and the Facilities Management, Environmental Services Shop (FM/ESS).
- 1.2 The program is in place at the Main Campus in Athens, OH. Staffing and funds have not been made available to extend EHS programs to the Regional Campuses at this time. Regional Campuses should contact EHS at the main campus for phone assistance for asbestos project planning. All asbestos regulatory requirements must be met at all OHIO campuses as required by law.
- 1.3 All construction, renovation, capital facilities, and demolition projects are subject to this program. Project planners must contact EHS early in the project planning stages to avoid problems, scheduling conflicts, regulatory liability, and to insure adequate funding in the project budget.
- 1.4 Because of the potential for health and safety risks and regulatory non-compliance, no OHIO employee shall cause the disturbance of any building material, utility, structure, or other potentially asbestos-containing material (acm) before first consulting with the Asbestos Program Staff to determine the asbestos status, regulatory, and program requirements.

### 2.0 Purpose

- 2.1 Asbestos exposure is a well-documented health hazard. Exposure to this material can contribute to the development of asbestosis, lung cancer, mesothelioma, and other illnesses. The amount of exposure required to produce disease is variable and not known with certainty; therefore it is prudent to prevent such exposures and keep any exposure to a level as low as reasonable achievable.
  - 2.1.1 Smoking greatly increases the risk of asbestos-related disease and many other diseases.
  - 2.1.2 Employees that smoke are encouraged to quit smoking. Information about programs to quit smoking can be provided by EHS or the various health education programs on campus.
- 2.2 The purpose of the program is to:
  - protect employees, students, contractors, and visitors from the potential health hazards of asbestos exposure on campus

- prevent illness, injuries, and death from accidents during asbestos abatement activities on campus
  - allow for appropriate construction, renovation, and demolition project planning
  - insure regulatory compliance with the many asbestos regulations, and many agencies, on the state and federal level
  - insure that appropriately trained, qualified, and state licensed individuals administer the Asbestos Management Program at OHIO
  - protect the property and facilities of OHIO
  - protect the reputation of OHIO and prevent public relations problems
- 2.3 The Program continues to be a model asbestos program nationwide.
- 2.4 Many OHIO buildings have asbestos-containing building materials and other asbestos containing equipment in them. See Appendix A for a summary building list. This list is kept up to date by EHS, posted on the EHS web site when updated, and passed out each year to Facilities Management maintenance and custodial staff. Full reports and locations are maintained by the Program staff.

### **3.0 Organization**

- 3.1 EHS administers the Asbestos Management Program. The Director of EHS shall assign a program administrator from the EHS staff.
- 3.1.1 The current Program Administrator is:  
**The Environmental Safety Coordinator**
- 3.1.2 The Program Administrator shall be licensed by the State of Ohio as needed.
- 3.2 The program is managed jointly by the Dept. of Environmental Health & Safety (EHS) and the Dept. of Facilities Management (FM), Environmental Services Shop (ESS)
- 3.2.1 FM/ESS was originally established as the Insulation Shop to conduct asbestos maintenance, do minor abatement, and fix insulation on campus. Their role was expanded on 1-1-01 to include larger abatement projects and management of contracted asbestos projects on campus, under the general direction of the EHS Program Manager.
- 3.2.2 The Manager of the FM/ESS shall supervise the shop and campus asbestos projects by the shop and outside contractors on campus on a daily basis, under the general direction of the EHS Program Administrator.
- 3.2.2.1 The FM/ESS Manager shall be licensed by the State of Ohio as needed for asbestos work.
- 3.2.2.2 All asbestos abatement workers in the FM/ESS shall be licensed by the State of Ohio as needed.
- 3.3 OHIO shall be licensed by the State of Ohio, Ohio Dept. of Health as an Asbestos Contractor.

3.4 Throughout the 1990's asbestos requirements have become standardized and the OHIO Asbestos Program has adopted and changed forms and other procedures to be in line with national and state norms.

3.5 The major components of the Asbestos Management Program are:

- Program Management and Oversight
  - EHS
  - FM/ESS
- The FM/ESS (Asbestos Shop) Operations
  - Operations & Maintenance Program (O&M)
  - Carpet/Tile Shop & CNS operations oversight
  - In-house abatement projects
  - Contractor supervision
  - Material surveillance and maintenance
- Building Asbestos Surveys and Testing
  - Building Bulk Survey Reports and Testing Data
  - OHIO EHS Asbestos Lab (Biochemistry Building 125)
  - Air Monitoring
- Contracted Asbestos Projects
  - OHIO Asbestos Project Specifications
  - Term Consultants
  - Term Contractors
  - Contracted Project Cost Estimating and Proposals
- Other OHIO Staff
  - Custodians and Maintenance Personnel
  - Communications Network Services (CNS)
- Construction & Renovation Projects
  - Facilities Planning Projects
  - Facilities Management Projects
  - Demolition
- Records
- Regulatory Updates

#### **4.0 References and Definitions**

4.1 There are a tremendous number of state and federal regulations and regulatory requirements surrounding asbestos abatement. References are listed here:

- 4.1.1 Title 29, Code of Federal Regulations, Section 1926.1101, Asbestos in Construction, Occupational Safety and Health Administration (OSHA), U.S. Department of Labor.
- 4.1.2 Title 29, Code of Federal Regulations, Section 1910.1001 Asbestos (General Industry), Occupational Safety and Health Administration (OSHA), U.S. Department of Labor.

- 4.1.3 Title 29, Code of Federal Regulations, Section 1910.134 Respiratory Protection, Occupational Safety and Health Administration (OSHA), U.S. Department of Labor.
- 4.1.4 Title 29, Code of Federal Regulations, Section 1910.1200, Hazard Communication (General Industry), Occupational Safety and Health Administration (OSHA), U.S. Department of Labor.
- 4.1.5 Title 29, Code of Federal Regulations, Section 1926.59 Hazard Communication (Construction Industry), Occupational Safety and Health Administration (OSHA), U.S. Department of Labor.
- 4.1.6 Title 29, Code of Federal Regulations, Part 1926, Subparts C-M, T, X, Z. Occupational Safety and Health Administration (OSHA), U.S. Department of Labor.
- 4.1.7 Title 29, Code of Federal Regulations, Part 1910, Subparts J. Occupational Safety and Health Administration (OSHA), U.S. Department of Labor.
- 4.1.8 Title 40, Code of Federal Regulations, Part 61, Subparts A and M, National Emissions Standards for Hazardous Air Pollutants, U.S. Environmental Protection Agency (EPA).
- 4.1.9 Title 49, Code of Federal Regulations, Hazardous Materials Transportation Regulations, U.S. Department of Transportation (DOT).
- 4.1.10 Ohio Revised Code, Chapter 3710-ODH Asbestos Regulations & Licensing
- 4.1.11 Ohio Revised Code, Chapter 3745-OEPA Asbestos Regulations
- 4.1.12 Public Employees Risk Reduction Program (PERRP) – these state employee rules are the same as OSHA requirements for asbestos.
- 4.1.13 Other State and local regulations having authority over asbestos-related activities.
- 4.1.14 Guidance Documents
  - Asbestos-Containing Materials in School Buildings: A Guidance Document, Part 1. Office of Toxic Substances, U.S. EPA, Washington, D.C. 1979.
  - Asbestos-Containing Materials in School Buildings: A Guidance Document Part 2. Office of Toxic Substances, U.S. EPA, Washington, D.C. 1979.
  - Guidance for Controlling Friable Asbestos-Containing Materials in Buildings: Washington, D.C., Office of Pesticides and Toxic Substances, U.S. EPA. 1983

Appendix F: Recommended Specifications and Operating Procedures for the Use of Negative Pressure Systems for Asbestos Abatement.

- Guidance for Controlling Asbestos-Containing Materials in Buildings: Washington, D.C., Office of Pesticides and Toxic Substances, U.S. EPA. 1985
- Measuring Airborne Asbestos Following an Abatement Action: Washington, D.C., Office of Pesticides and Toxic Substances, U.S. EPA 1985.
- Asbestos Waste Management / Guidance: Generations, Transport, and Disposal: Washington, D.C., Office of Solid Waste, U.S. EPA 1985.

#### 4.0.12 Codes and Standards

- ANSI - American National Standards Institute, ANSI Z 9.2, Fundamentals Governing the Design and Operations of Local Exhaust Systems.
- NEC - National Electric Code, any work involving electrical equipment in a facility shall be performed in strict accordance with the National Electrical Code.
- NFPA - National Fire Protection Association, Standard 90A: Installation of Air Conditioning and Ventilation Systems.

## 4.2 Definitions

- 4.2.1 The numerous regulations listed above contain hundreds of definitions that are available on the web and are not reproduced here. The OHIO Program uses these definitions.

## 4.3 Web sites for regulations and definitions:

- 4.3.1 OSHA – General Industry & Construction Asbestos Standards  
[OSHA Standards](#)
- 4.3.2 EPA – Asbestos NESHAPS Air Regulations, AHERA, and others  
[EPA Standards](#)
- 4.3.3 DOT – Department of Transportation - Waste Labeling & Transport  
[DOT Standards](#)

- 4.3.4 ODH – Ohio Dept. of Health Asbestos Rules & Licensing  
[ODH Asbestos Regulations](#)
- 4.3.5 OEPA – Ohio EPA Asbestos Air & Waste Rules  
[Ohio EPA Asbestos Regulations](#)
- 4.3.6 OHIO Environmental Health & Safety – Asbestos, Respiratory Protection, and Other Programs  
[OHIO EHS Programs](#)

## 5.0 **The OHIO Program**

- 5.1 EHS started the formal OHIO Asbestos Management Program in 1985. This written program document was updated in 1987. An Asbestos Shop (originally called the Insulation Shop) was started at Facilities Management and EHS during this period, and eventually became the Environmental Services Shop (FM/ESS) in the late 1990's. The shop grew from one to five people. On 1-1-01 EHS transferred the responsibility for managing contracted projects over to the FM/ESS Manager, while retaining overall administrative management and responsibility for the program for the university.
- 5.2 The OHIO Program is managed jointly by EHS and the FM/ESS, who coordinate the program and requirements with the campus community on a daily basis.
- 5.3 Locations and Contacts
  - 5.3.1 EHS, Environmental Safety Coordinator (Program Administrator) – Hudson 215, 593-1685
  - 5.3.2 FM/ESS, Assistant Director (Program Manager) – FM, 593-9146
  - 5.3.3 Asbestos Microscopy Lab – Biochemistry Building 125
- 5.4 Program personnel work closely with the following groups:
  - 5.4.1 Facilities & Auxiliaries Management
    - Facilities Management – Various shops as needed
    - Facilities Management – Carpet/Tile Shop
    - Facilities Management – Renovations
    - Facilities Management – Engineering
    - Custodial Services
    - Housing
  - 5.4.2 Facilities Planning – Capital Projects, Construction & Demolition
  - 5.4.3 Hudson Health Center, Occupational Health Clinic (OHC)
  - 5.4.4 Communications Network Services (CNS)
  - 5.4.5 The Campus Community
- 5.5 This written program document and other program information is available on the EHS web site (along with a link to FM/ESS) at:  
[EHS web site](#)



- 5.6 Program and project documents are stored by EHS, FM/ESS, and Occupational Health at various campus locations, based on the information source and need. Long-term storage of documents with a 30-year regulatory requirement is maintained by EHS.

## **6.0 The Facilities Management, Environmental Services Shop Operations**

- 6.1 The Manager of the FM/ESS (the shop) runs the day-to-day operations of the asbestos program for the campus, in coordination with the EHS Asbestos Program Administrator.
- 6.2 All FM/ESS Shop personnel are appropriately trained, equipped, and licensed by the State of Ohio in their respective areas of asbestos responsibility. OHIO Asbestos Personnel are trained far in excess of any state requirements.
  - 6.2.1 The Environmental Services Shop maintains adequate workspace, shower facilities, laundry, safe work facilities, equipment, waste disposal dumpsters, and other necessary facilities at their shop at Facilities Management.
  - 6.2.2 Workers receive medical clearance, annual exams, annual training, and annual re-licensing.
  - 6.2.3 Workers participate in the OHIO Respiratory Protection Program.
  - 6.2.4 Waste disposal for the shop is at the Athens County Reclamation (Kilbarger Landfill) Facility in Nelsonville, OH, an OEPA approved asbestos disposal site.
- 6.3 OHIO (FM/ESS) is a licensed Asbestos Abatement Contractor in the State of Ohio.
- 6.4 The FM/ESS Manager supervises the shop staff, asbestos abatement, asbestos surveillance, operations and maintenance (O&M), technical oversight for the carpet/tile shop and CNS cabling crews, asbestos project price estimating, management of outside asbestos contractors and consultants in accordance with the OHIO Asbestos Specifications and our term contract, waste disposal, sampling, and daily coordination with the EHS Asbestos Program Administrator.
- 6.5 Asbestos abatement projects greater than or equal to 260 lineal ft, 160 sq. ft., or 35 cu. ft. of asbestos material and any demolition (even with no asbestos) require a 10-day notice and fee to Ohio EPA. Projects over 50 ft. require a 10-day notice and fee to the Ohio Dept. of Health (ODH). The FM/ESS will take care of these notices after the project planner gives adequate lead-time. Fees for the required regulatory notices are paid by the FM/ESS and billed to the project.
  - 6.5.1 Emergency notifications can be submitted to waive the 10 day notification period in true emergencies caused by building system failures, natural disasters, etc.
  - 6.5.2 Logistical, financial, or other emergencies caused by failure to plan or reasonably anticipate asbestos needs, are not considered

emergencies in a regulatory sense, and emergency project notifications for these projects are not permitted by regulatory agencies.

- 6.6 The FM/ESS does routine maintenance, clean up, and repair of asbestos containing materials (acm) and removal for other maintenance shops.
  - 6.6.1 Work orders for the shop can be submitted by calling 593-2911.
- 6.7 The shop does routine surveillance of acm around campus, conducts mechanical room inspections, and does audits as time allows.
- 6.8 The shop does asbestos abatement on small abatement jobs for renovations and capital improvements as time allows. Projects are billed for these services.
- 6.9 Any department planning renovations must include the asbestos work in the project cost, unless that department has obtained special funds separately. No renovations can be done without funding for required asbestos removal.
- 6.10 The Asbestos Management Program retains several asbestos consultants and contractors for larger jobs. This is outline in section 8.0 of this document.
- 6.11 The shop reserves the right to charge departments or projects for any asbestos abatement or clean up costs associated with their failure to follow university policies on acm or the guidelines of the Asbestos Management Program.
- 6.12 The FM/ESS coordinates the asbestos program with all other OHIO Safety and OSHA requirements; such as, lead paint, confined space, lock out/tag out, respiratory protection, fall protection, scaffolding, and other OHIO programs as needed.

## **7.0 Building Asbestos Surveys and Testing**

- 7.1 There are literally thousands of asbestos containing building materials used in buildings in the US and abroad. Contrary to popular belief, asbestos is still used in the US and worldwide. Although major uses of asbestos-containing building materials were curtailed by 1980 in the US, specialty uses continue to this day. Asbestos production worldwide continues and it is still used extensively in foreign countries and products.
- 7.2 Buildings must be surveyed, potential asbestos containing materials sampled and identified before any renovation, construction, or demolition. Removal is required if the project activities will disturb regulated acm. Contact EHS (593-1666) or FM/ESS (539-2911) for guidance.
- 7.3 Nearly all campus buildings were surveyed for asbestos containing building materials and mapped in early 1990's by several different consulting companies. Copies of these building reports are located at EHS, Hudson Health Center and the Environmental Services Shop, Facilities Management.
- 7.4 EHS also maintains a database of nearly 3,000 additional bulk asbestos sample results in campus buildings taken since about 1980.
- 7.5 EHS maintains an asbestos analysis microscopy lab in Biochemistry 125 which has the capability to analyze:

- 7.5.1 Bulk samples of building materials by polarized light microscopy with dispersion staining.
- 7.5.2 Air samples for fiber analysis by phase contrast microscopy.
- 7.5.3 The lab is used for campus educational and maintenance purposes only and not for regulatory purposes. This is because EHS does not do analysis for hire and therefore it is not reasonable to pay the high cost of normal laboratory quality control programs and certifications.
- 7.6 If there is a need to verify, resample, or otherwise analyze any asbestos bulk samples, contact EHS or the Environmental Services Shop. Certified asbestos hazard personnel must collect these samples, as state law requires licensed individuals to do this. Other OHIO employees must not take any samples for analysis themselves.
- 7.7 Asbestos bulk sampling numbers may be found on some building materials and can be looked up on the EHS asbestos sample database. There are still some building mechanical rooms on campus where an old asbestos marking system is still on some pipes and tank insulation (three green/yellow/red tape stripes mean asbestos-containing material, and two green/red tape stripes mean not asbestos-containing).
- 7.8 Buildings purchased after the building surveys were done in the early 1990's may not be surveyed. If they are to be renovated or demolished, an asbestos bulk survey will need to be scheduled through EHS and the ESS and the cost included in the project budget. This will also add significant additional time to the project. Please plan ahead!
- 7.9 For all renovations, construction, installation, and demolition projects, it is the OHIO Project Managers responsibility to plan for all asbestos and other environmental needs of the project, check with the Asbestos Program Staff early in the planning process, allow enough time in the project timetable (without unreasonable rush requests to the Asbestos Program personnel because of failure to plan adequately), and to pay for all asbestos and other environmental work needed for the project as part of the project budget.
- 7.10 The Asbestos Program staff does not make copies of building surveys for anyone. This is because the reports are very lengthy and technical information must be interpreted and explained by licensed program staff to insure proper understanding and implementation of the project. This is necessary because this is a highly regulated endeavor and mistakes could cause significant health hazards and liabilities.
- 7.11 EHS maintains all necessary air sampling equipment to conduct air sampling for asbestos projects by phase contrast microscopy (PCM) for fibers or transmission electron microscopy (TEM) for asbestos as needed for either personal samples, ambient air samples, or clearance samples. The FM/ESS maintains air-sampling equipment for personal sampling of their staff and projects.

- 7.12 EHS maintains a database of all employee exposure records (personal air sampling results) for asbestos as well as all other air monitoring parameters when required by OSHA (PERRP in Ohio).
- 7.13 EHS retains NVLAP certified outside labs for the analysis of all regulatory asbestos bulk and air samples, as well as for all other air monitoring parameters.

## **8.0 Contracted Asbestos Projects**

- 8.1 The OHIO Asbestos Program has written asbestos project specifications that contractors and consultants must comply with. A multi-year term contract is bid out periodically and we retain three (3) asbestos term contractors to do work at OHIO. We also work with several consulting companies who work here at OHIO. Project planners and others may not contract with any outside firm for asbestos work without going through the OHIO Asbestos Program Staff.
- 8.2 Some very large asbestos abatement projects for capital improvements may require a separate bid process managed through the Purchasing Department. Project planners should consult with EHS or FM/ESS.
- 8.3 Outside contractors and consultants are used for larger asbestos bulk surveys and abatement projects that are beyond the scope or time abilities of our in-house Environmental Services Shop. The Environmental Services Shop Manager will make this determination when the project planner first talks to him.
- 8.4 Consultants do asbestos bulk surveys or buildings or areas if needed. They are also involved with asbestos project planning, cost estimates, time estimates, oversight of abatement projects, air sampling/monitoring of the project, and preparation of the final closeout documents. The consultants work with the FM Environmental Services Shop Manager to plan and execute the project.
- 8.5 Contractors do the actual asbestos (removal or other) abatement work.
- 8.6 All asbestos personnel must be licensed by the State of Ohio in their given field. All asbestos contractors must have an Ohio Asbestos Contractors license.
- 8.7 Asbestos abatement projects greater than 260 lineal ft, 160 sq. ft., or 35 cu. ft. of asbestos material and any demolition (even with no asbestos) require a 10-day notice and fee to Ohio EPA. Projects over 50 ft. require a 10 day notice and fee to the Ohio Dept. of Health (ODH). The FM/ESS will make sure that this notice is submitted by the asbestos contractor, after the project planner gives adequate lead-time (generally several weeks). The fees are paid by the asbestos contractor as part of the project costs.
  - 8.7.1 Project planners are urged to plan properly and in a timely manner to meet regulatory and programmatic requirements, to avoid undue delays and adverse consequences.

- 8.7.2 Emergency notifications can be submitted to waive the 10 day notification period in true emergencies caused by building system failures, natural disasters, etc., where immediate remediation efforts are necessary.
- 8.7.3 Logistical, financial, contract, or other emergencies caused by failure to plan or reasonably anticipate asbestos needs, are not considered emergencies in a regulatory sense, and emergency project notifications for these projects are not permitted by regulatory agencies.
- 8.8 Contractors must coordinate all safety programs with the OHIO Asbestos Program Staff. This includes lead, confined space, lock out/tag out, or any other applicable programs related to the project.
- 8.9 Waste from contracted projects is disposed at OEPA approved landfills around the state and surrounding states. The Program personnel maintain all waste disposal records.

## **9.0 Other OU Staff**

- 9.1 There are two departments on campus that have been trained, equipped, and authorized to conduct limited, minor asbestos operations themselves. These include:
  - 9.1.1 The FM/ Carpet Tile Shop has been prepared to remove asbestos floor tile only.
    - An “asbestos competent person” must evaluate the job first
    - These workers are OSHA Class 2 (one material) prepared
    - All workers must maintain annual asbestos and respirator training requirements as needed
    - Paperwork must be submitted promptly to the FM/Environmental Services Manager after a project
    - No jobs requiring containment or mastic removal may be done
  - 9.1.2 The CNS cabling crew has been prepared to drill minor holes and make minor attachments to asbestos containing materials.
    - An “asbestos competent person” must evaluate the job first
    - These workers are OSHA Class 3 prepared
    - All workers must maintain annual asbestos and respirator training requirements as needed
    - Maintain records as required
  - 9.1.3 Shops authorized to do limited asbestos work are directly responsible for their actions, not exceeding their scope,



relations problems. This information is also valuable for property price negotiations.

- 10.2 For all renovations, construction, installation, and demolition projects, it is the OHIO Project Managers responsibility to plan for initial asbestos and other environmental needs of the project, check with the Asbestos Program Staff early in the planning process, allow enough time in the project timetable (without unreasonable rush requests to the Asbestos Program personnel because of failure to plan adequately), and to pay for all asbestos and other environmental work needed for the project as part of the project budget.
- 10.3 Asbestos abatement projects greater than 260 lineal ft, 160 sq. ft., or 35 cu. ft. of asbestos material and any demolition (even with no asbestos) require a 10-day notice and fee to Ohio EPA. Projects over 50 ft. require a 10-day notice and fee to the Ohio Dept. of Health (ODH). The FM/ESS will make sure that this notice is submitted by the asbestos contractor, after the project planner gives adequate lead-time (generally several weeks). The fees are paid by the asbestos contractor as part of the project costs.
  - 10.3.1 Project planners are urged to plan properly and in a timely manner to meet regulatory and programmatic requirements, to avoid undue delays and adverse consequences.
  - 10.3.2 Emergency notifications can be submitted to waive the 10 day notification period in true emergencies caused by building system failures, natural disasters, etc., where immediate remediation efforts are necessary.
  - 10.3.3 Logistical, financial, contract, or other emergencies caused by failure to plan or reasonably anticipate asbestos needs, are not considered emergencies in a regulatory sense, and emergency project notifications for these projects are not permitted by regulatory agencies.
- 10.4 EHS and FM/ES work with the Facilities Planning, Facilities Management, CNS, on a daily basis on projects.
  - 10.4.1 When these departments hire new personnel it is essential that they train them about the OU system for these matters, to avoid health hazards, liabilities, and problems with project planning.
  - 10.4.2 It is the supervisor's responsibility to make sure any training or requirements are met for new employees as they are hired.
- 10.5 As a general rule, the Program tries to:
  - 10.5.1 remove asbestos in an orderly manner and include logical abatement sections in all planned renovations (avoids "piece-mealing" the asbestos removal in areas)
  - 10.5.2 tries to keep building asbestos surveys updated after abatement
  - 10.5.3 do destructive demolition and removal of all inaccessible acm for major building renovations.

- 10.5.4 remove other environmental hazards in the renovation area as part of the asbestos project, if feasible; such as, loose lead paint, PCB light ballasts, mercury fluorescent lights, pigeon or bat guano, and the like.
- 10.6 EHS and FM/ESS staff is available to offer assistance, consultation, attend meetings, and otherwise help to insure a safe, cost-effective, compliant, timely, and successful project.

## **11.0 Documentation and Record keeping**

- 11.0 Records must be kept for thirty (30) years for all asbestos projects. These records are managed in general by EHS.
- 11.1 EHS maintains general asbestos files, written programs, files for contracted projects and OEPA renovation and demolition notices prior to 1-1-01, 30 year files in storage, building bulk reports, employee training, bid specifications, employee licensing, and employee exposure monitoring.
  - 11.1.1 FM/EHS maintains project records for contracted projects and OEPA renovation and demolition notices after 1-1-01, ESS shop projects, employee licensing, contractor license, and building bulk surveys.
  - 11.1.2 The Hudson Health Center, Occupational Health Clinic (OHC) maintains employee medical records and respirator medical approval records.
- 11.2 An annual review of the program is done by EHS and the FM/ESS.
- 11.3 An annual Ohio EPA notice for the work to be done on campus by our FM/ESS is filed for the ensuing year each December by the ESS and EHS.

## **12.0 Regulatory Updates**

- 12.0 Changes in regulatory requirements are immediately incorporated into this program before the effective date of the new regulations on an on-going basis.
- 12.1 Communications regarding any regulatory changes are sent to applicable departments, shops, and administrators.



## **Appendix A**

### **OHIO Asbestos Building Summary**

(insert current building list here)