



# Administrative Procedure

Number:	419
Effective	10/26/07
Supercedes:	10-21-88
Page:	1 of 6

Subject: ASBESTOS MANAGEMENT

1.0. PURPOSE:

To establish the policy and procedure for identifying and safely managing asbestos containing materials (ACM). This policy shall apply to buildings constructed on or before 1980 and to buildings constructed in or after 1980 where testing has proven the presence of asbestos.

2.0. ORGANIZATIONS AFFECTED:

All organizational units of the University, including auxiliary organizations.

3.0. REFERENCES:

- 3.1. Title 8 of the California Administrative Code, Section 5208.
- 3.2. Business and Professions Code, Sections 7058.5 and 7118.5.
- 3.3. Labor Code Sections 6501.5, 6501.7, 6501.8, 6501.9, 6503.5, 6508.5.
- 3.4. California Code of Regulations, Title 8, Section 3204 (d)(1)(a).

4.0. POLICY:

- 4.1. The University shall make a good faith effort to determine if asbestos is present by collecting and analyzing bulk samples of materials suspected of containing asbestos before any activity is begun which involves the maintenance, construction, repair, renovation, demolition or salvage activities of any materials which might contain more than one percent (1%) asbestos. Such samples will include materials to be sanded, ground, abrasive blasted, sawed, cut, shoveled, removed, or otherwise handled in such a manner that disturbs the building material or infrastructure causing dust or debris. Records of employee medical monitoring shall be maintained for thirty (30) years, in accordance with applicable policies and procedures.

**Approved:**

**Date:**

- 4.2. All employees and students are responsible for ensuring compliance with section 4.1. If an activity is occurring, or is about to occur, which might lead to the generation of dust/debris, the individual who suspects that asbestos containing materials (ACM) may be or have been disturbed is responsible for notifying any available manager of the problem. It is the responsibility of any such manager so informed to then pursue the matter as expeditiously as possible and to take all appropriate steps to halt the activity or to take steps to ensure that the activity does not commence until it has been determined that there is no danger of asbestos fibers being released. Such consultation on any further action shall occur with the Director of Risk Management & EHS and/or his/her designee.
- 4.3. A safety conference/pre-job coordination meeting shall be held for all asbestos removal projects prior to the start of actual work. It shall include representation from the contracting department, the general contractor, the sub-contractor doing the ACM removal, the air-monitoring firm, the University RM/EHS Director, and any applicable employee union safety steward representatives. It shall include a discussion of the contractor's safety program and such means, methods, devices, processes, practices, conditions, or operations the contractor intends to use in providing a safe place of employment.
- 4.4. A certified supervisor with sufficient experience and authority shall be responsible for all asbestos-related work performed by University or auxiliary employees. Only employees trained, certified and wearing proper protective gear shall be involved in asbestos-related work. The approval to be authorized to commence with ACM abatement or removal shall be the responsibility of the University RM/EHS Director, and/or his/her designee. Contractors shall also have personnel certified in the removal of ACM, and all supervision of such work shall be under an individual with the qualifications for asbestos-related work management.
- 4.5. Employees performing asbestos-related work who are or will be exposed to airborne concentrations of fibers of asbestos at or above the Time Weighted Average (TWA) and/or excursion limit shall be provided, at no cost to the employee, a comprehensive medical examination prior to the employee's initial assignment, and thereafter, as required by Section 5208 (l) (3) (A) & (B). Upon termination of employment the employee shall be provided a termination of employment medical examination within 30 calendar days before or after the date of termination of employment. Medical examination records shall be maintained for at least 30 years.
- 4.6. All persons who may be exposed to hazardous material containing equipment or facilities during the maintenance, removal or repair of such equipment or facilities shall be given reasonable notice prior to the commencement of the activity. Arrangements shall be made to restrict access to areas during times when ACM abatement and/or removal is occurring.

- 4.7. Any incident, accident or emergency resulting in a known exposure of an employee, unprotected by an appropriate respirator, to asbestos fibers in excess of the limits prescribed by Section 5208 (c), shall be reported verbally and in writing to the RM/EHS Director within 24-hours of the incident. The RM/EHS Office shall investigate all incidents, accidents, or emergencies resulting in a known exposure of an employee, unprotected by an appropriate respirator, to asbestos fibers in excess of the prescribed limits.
- 4.8. It is the practice of the University that asbestos abatement activity(s) be contracted out and that the only provisions of CCR, Title 8, Section 5208 that apply to University employees involve the routine operations and maintenance (O&M) activity, which are not expected to exceed the TWA and/or the excursion limit.

5.0. DEFINITIONS:

- 5.1. ACM--Asbestos Containing Material is any material which contains more than one percent (1%) asbestos by weight.
- 5.2. Asbestos--Includes chrysotile, amosite, crocidolite, tremolite asbestos, anthophyllite asbestos, actinolite asbestos, and any of these minerals that have been chemically treated and/or altered.
- 5.3. Asbestos-related work--Any activity which by disturbing asbestos-containing material may release asbestos fibers.
- 5.4. Certified Supervisor/Employee – Is an individual who has received the appropriate OSHA certified training in project management, asbestos abatement supervision, and/or asbestos worker designations with an annual currency.
- 5.5. Management--Any MPP employee having significant responsibilities for formulating or administering policies and programs, pursuant to the Higher Education Employer-Employee Relations Act.
- 5.6. Senior Management--Those managers reporting directly to the President or Vice Presidents.

6.0. RESPONSIBILITIES:

- 6.1. Senior Management will:
  - 6.1.1. Allow only trained and certified employees to become involved in asbestos-related work.
  - 6.1.2. Obtain from the Office of RM/EHS guidance on training required for employees reporting to them who will be required to perform asbestos-related work.

- 6.2. The Director of Risk Management & EHS will review and update policies, procedures, and training for the University related to ACM.
- 6.3. The Director of Facilities Services will:
  - 6.3.1. Establish and maintain a special Operations and Maintenance Program to identify areas of damaged ACM, monitor for unauthorized construction and prevent work which may disturb or damage ACM and monitor the integrity of ACM on campus.
  - 6.3.2. Notify the RM/EHS Office as soon as it is determined that activities might occur which meet the criteria in section 4.1. Such notifications must include any work in a planning or development stage.
  - 6.3.3. Assure that no activities mentioned in 4.1 begin before the RM/EHS Office has gathered and analyzed bulk samples to determine their asbestos content.
- 6.4. Management will:
  - 6.4.1. Notify the RM/EHS Office as soon as it is determined that activities might occur which meet the criteria in 4.1. Such notification must include any work in a planning or development stage.
  - 6.4.2. Assure that no activities mentioned in 4.1 begin before the RM/EHS Office has gathered and analyzed bulk samples to determine their asbestos content.
  - 6.4.3. Review Administrative Procedure 419 with all new employees and periodically with all continuing employees.
  - 6.4.4. Ensure that Administrative Procedure 419 is reviewed with all students who may have occasion to inadvertently or unknowingly engage in asbestos related work.
- 6.5. Employees will inform their supervisors of any suspected asbestos-containing materials before they begin any activity which, as outlined in Section 4.1., might result in the release of asbestos fibers.
  - 6.5.1. Employees shall not engage in asbestos related work unless they receive certification as Certified Asbestos Supervisor or Certified Asbestos Worker pursuant to Cal/OSHA guidelines and criteria. In addition, a qualified asbestos worker must have passed respirator certification by the RM/EHS Office and been issued an air purifying respirator. Currency of training, respirator certification and medical monitoring must be maintained to be eligible to perform asbestos-related work.

6.5.2. Certified employees shall follow appropriate safety procedures and practices when performing asbestos related work, and inform the RM/EHS Office of the work activity being performed.

6.6. The RM/EHS Office will:

6.6.1. Provide assistance to managers and supervisors in planning projects, which may involve asbestos related work.

6.6.2. Determine the sampling protocol and collect samples before any activities mentioned in 4.1 begin. Ambient air sampling from buildings which contain friable asbestos may be conducted at the discretion of the RM/EHS Office.

6.6.3. Deliver bulk and air samples to an appropriate lab for analyses by the most appropriate and scientifically acceptable method as recognized by the EPA and certified laboratory performing the analysis.

6.6.4. Develop and maintain records identifying locations where samples have been taken and the results of the analysis of each sample. Analysis results must be retained for thirty years.

6.6.5. Inform the appropriate management that samples will be gathered, and the results of the sample analyses as soon as they become known.

6.6.6. Coordinate physical examinations of workers performing asbestos-related work and maintain records of same. Note that the medical records are to be maintained within the Student Health Center or other appropriate medical facility and maintained by the employee for confidentiality.

6.6.7. Ensure that proper postings, warnings, and notifications are performed prior to and during any asbestos related work activity.

6.6.8. Coordinate the disposal of all asbestos containing material.

7.0. PROCEDURES:

7.1. The Director of Facilities Services and/or his/her designee will:

7.1.1. Inform the RM/EHS Office in writing of any planned activities mentioned in section 4.1.

7.1.2. Provide sufficient information about the planned activity to enable the RM/EHS Office to determine where and how many samples to collect.

7.1.3. Withhold approval to begin activities mentioned in 4.1 until the RM/EHS Office has provided the analyses of the bulk samples.

7.1.4. Ensure that independent air monitoring is planned and occurs during all work involving the disturbance and/or removal of ACM.

7.2. Management will:

7.2.1. Inform the RM/EHS Office in writing of any planned activities mentioned in section 4.1.

7.2.2. Provide sufficient information about the planned activity to enable the RM/EHS Office to determine where and how many samples to collect.

7.2.3. Withhold approval to begin activities mentioned in Section 4.1. until the RM/EHS Office has provided the analyses of the bulk samples.

7.3. The RM/EHS Office will:

7.3.1. Review documents available from Facilities Services that describe activities to be performed, which might result in the release of asbestos fibers.

7.3.2. Determine where and when to collect bulk and/or air samples, inform the appropriate managers that samples will be obtained, and collect an appropriate number of samples for lab analysis.

7.3.3. Follow-up with the certified laboratory to obtain rapid turnaround in obtaining the results of the analyses.

7.3.4. Inform the Director of Facilities Services, and appropriate management, in writing, of the results of the analyses as soon as they become known.

7.3.5. Maintain records of sampling analyses as required by law.

7.3.6. Coordinate the disposal of asbestos-containing waste material:

a. Direct ACM waste to a disposal site approved by the California State University and/or University.

b. Retain records of ACM waste to a State approved disposal site to ensure compliance with all appropriate laws and regulations.

8.0. APPENDICES:

N/A