



**Department of Public Safety  
Division of Environmental Health and Safety**

Stadium 180, Campus Box 375  
Boulder, Colorado 80309-0375  
(303) 492-6025, FAX: (303) 492-2854

---

## **EH&S Policy and Procedure**

---

Topic: Asbestos Regulated Materials

Reference: ASB062700

Date: June 27th, 2000

Approved by: \_\_\_\_\_  
Dave W. Wergin, Director, Environmental Health and Safety

Author: Michael Yanker, Asbestos Program Manager

Distribution: Vice Chancellor for Administration, Vice Chancellor for Academic Affairs, Vice Chancellor for Student Affairs, Vice Chancellor for Budget and Finance, Director Facilities Management, Director Physical Plant, Director Department of Housing, Director of Housing Maintenance, Director Risk of Management, Director of University Memorial Center, Director of Recreation Center, Director of IT Operations, Director of IT User Support

---

### **POLICY STATEMENT:**

It is the policy of the University of Colorado at Boulder to provide and maintain safe and healthy conditions for its employees, students, and visitors. Accordingly, any asbestos-containing material (ACM) will be managed in accordance with all applicable Federal, State, and Local regulations. In the event that penalties are levied against the University for non-Compliance with these regulations, such penalties will be assessed, as appropriate, to the department(s) or unit(s) whose failure to comply with the Campus policies, caused or contributed to the penalties.

### **PURPOSE:**

The Administration of the University of Colorado Boulder Campus is committed to protecting its students, faculty, staff, the public and the environment. The Environmental Health and Safety Division has developed an asbestos-containing material (ACM) management program, which satisfies applicable safety, health, and environmental regulations and concerns.

## **DEFINITIONS:**

1. **Asbestos Regulated Materials:** Any material containing at least one percent asbestos that is friable, non-friable, which has become friable or will be friable by sanding, grinding, cutting or abrasion. In addition, non-friable material (cannot be crumbled to a powder by hand pressure) that may be subjected to excessive forces during renovation is also regulated. Asbestos-containing material (ACM) is regulated by the Environmental Protection Agency (EPA), Occupational Health and Safety Administration (OSHA) and the State of Colorado Department of Public Health and Environment (CDPHE).
2. **Friable Asbestos:** material containing at least one percent asbestos which, when dry, can be crumbled, pulverized, or reduced to a powder by hand pressure.
3. **Presumed Asbestos Containing Material (PACM):** Any material that is suspected of containing asbestos material, until sampled and analyzed by an accredited laboratory, shall be presumed asbestos containing (PACM) in all buildings or renovations constructed prior to 1988.
4. **Asbestos Operations and Maintenance (O&M):** a manner in which asbestos materials are managed as required by the Environmental Protection Agency (EPA) where any known friable or potentially friable materials are present in buildings. This may include the repair, removal, inspection or encapsulation of asbestos materials.
5. **Small Scale, Short Duration Asbestos Removal:** The removal of a limited amount of asbestos containing material that constitutes less than or equal to one disposal bag/ one glove-bag.
6. **Response Action:** An approved method, including removal, encapsulation, enclosure, repair, operations and maintenance that protects human health and the environment from asbestos containing material.

## **PROCEDURES:**

### **IDENTIFICATION OF ASBESTOS:**

#### **Responsible Party:**

Environmental Health & Safety

#### **Task:**

Perform complete asbestos surveys of facilities for the presence of asbestos regulated materials. The building survey shall be used to determine the impact of proposed renovation and demolition

projects. Without this survey all suspect building materials shall be considered Presumed Asbestos-Containing Material (PACM).

Asbestos surveys and inspections for the presence of asbestos shall be conducted by persons trained, certified and licensed by the Colorado Department of Public Health and Environment (CDPHE).

Project Managers/Supervisors	Shall request a review and subsequent inspection from the Environmental Health and Safety Asbestos Unit <b>prior</b> to commencement of their projects. The attached procedures (see flow chart in addendum) will be followed throughout their project as it relates to asbestos.
Environmental Health & Safety	Conduct specific inspections related to Campus projects and provide timely (less than 10 (ten) business days), written follow-up in the form of Environmental Site Assessment (see addendum).
General Campus Occupants	In the event that a student, faculty, or staff member suspects exposure to or disturbance of asbestos materials, they are to leave the area undisturbed, secure the area as much as possible from further disturbance (e.g., close doors and windows), and contact the Environmental Health and Safety Asbestos office as soon as possible.

## TRAINING

### Responsible Party

### Task

Campus Departments	All employees (including temporary and student employees) whom, in the course of their duties, may accidentally disturb asbestos materials are required to attend a 2 hour asbestos awareness training session within 60 days of employment/assignment of those duties. Employees conducting asbestos operations and maintenance, and their supervisors, are required to attend a 14-hour asbestos O&M training session within 60 days of employment/assignment of those duties. <b>Annual refresher training for both the 2 hour and 14 hour sessions must be completed within 60 days of the training anniversary.</b> Refresher training for the 14 hour session is provided as a 1-2 hour seminar while that for the original 2 hour seminar may be in the form of a short review quiz.
--------------------	---

Environmental Health & Safety

Provides 2 hour asbestos awareness and 14hour operations and maintenance training, and it's related refresher programs, open to all Campus faculty, staff, and students. Will schedule training on a monthly basis and/or provide for other pre-arranged training sessions on an as-needed basis. Any additional training beyond the total 16 hour EPA requirement must be coordinated with the Environmental Health and Safety Asbestos office and conducted by CDPHE accredited training providers.

## **ASBESTOS OPERATIONS AND MAINTENANCE**

### **Responsible Party:**

### **Task:**

Environmental Health & Safety

Coordinates all asbestos operations and maintenance plans. This includes, but is not limited to, establishing standard operation procedures for such activities as floor care, and other standard maintenance responses that have the potential to disturb presumed asbestos or asbestos containing materials.

Environmental Health & Safety

Coordinates and/or provides asbestos operations and maintenance (O&M) 14 hour training for employees. (see above)

Maintenance Personnel

All Facilities Management, Housing, Information Technology Services and other auxiliary maintenance personnel will contact the Environmental Health and Safety Asbestos office for assistance and/or procedures where their work may disturb any suspect asbestos materials **prior** to starting such activities.

## **REMOVAL OF ASBESTOS**

### **Responsible Party:**

### **Task:**

Maintenance Personnel

All Campus units will only conduct small-scale, short duration projects in accordance with established abatement procedures and using asbestos-trained personnel only. This will be limited to 3 square or 3 linear feet of material as defined within this policy and the Environmental Protection Agency. All work shall be coordinated with the Environmental Health and Safety Asbestos Unit.

Environmental Health & Safety	Coordinate and assist other Departments with asbestos operations and maintenance procedures. EH&S will monitor for regulatory compliance.
Project / Facility Managers	All large scale asbestos projects will be performed by approved private asbestos contractors. Project and Facility Managers will coordinate these activities with the Environmental Health and Safety Asbestos office. (See flow chart in addendum)
Environmental Health & Safety	Provide necessary information regarding asbestos project planning, estimates, design, and specification requirements as they relate to regulatory compliance, safety of building occupants, and Campus standard procedures for asbestos.
Private Contractors	All Industrial Hygienist and Asbestos Abatement contractors shall contact and coordinate their requested activities with the Environmental Health and Safety Asbestos office. (See addendum flow chart)

**RECORD KEEPING**

**Responsible Party:**

**Task:**

Environmental Health & Safety	Maintain a comprehensive record of all known asbestos containing materials for the Campus. This information shall be updated as new information becomes available through building surveys and project inspections.
Departmental Head or Delegate	Exposure, training, medical examinations, and fit testing records will be maintained indefinitely in the employees personnel files. Special care must be taken to ensure the information is held for a minimum of thirty years past date of termination, for all the workers involved with asbestos operations and maintenance.
Facility/Project Managers	Information regarding small scale asbestos removal projects shall be submitted to the Environmental Health and Safety Asbestos office and shall include, at a minimum: <ul style="list-style-type: none"> <li>a. location from which asbestos was removed</li> </ul>

- b. amount of friable and non-friable asbestos removed
- c. name and address of abatement contractors or name of person on staff that conducted removal
- d. copies of training certifications
- e. information describing the response action procedures
- f. copies of any disposal/shipment paperwork

Environmental Health & Safety

Maintain a comprehensive building file for all asbestos related projects to include location, amounts, certifications of appropriate personnel, response actions, and project submittals from private asbestos contractors per State of Colorado regulation #8.

Environmental Health & Safety

Maintain the following records:

- Exposure monitoring, training, and fit testing of Campus employees.
- Asbestos disposal records and manifests for all asbestos projects.
- Copies of all Colorado Department of Public Health and Environment notifications.
- All additional records as indicated throughout this policy.

**ENVIRONMENTAL /PERSONAL AIR MONITORING**

**Responsible Party:**

**Task:**

Campus Departments

Any person suspecting that airborne asbestos may be present in their work, study, or living areas should immediately notify the Environmental Health and Safety office of the situation. Under no circumstances should any individual remain in a suspected asbestos contaminated area.

Asbestos O&M Trained Staff

To ensure regulatory compliance regarding negative exposure assessments, all asbestos operations and maintenance activities will

be coordinated with the Environmental Health and Safety Asbestos office *prior* to performing response actions. Asbestos operations and maintenance staff are responsible for maintaining copies of all personal air monitoring results as they become available.

Environmental Health & Safety

Upon notification of possible asbestos exposures, planned operations and maintenance activities and air monitoring where applicable, will be coordinated by the Environmental Health and Safety Asbestos office. Records of such monitoring will be maintained indefinitely in the respective EH&S building files.

Private Contractors

All air monitoring activities performed for asbestos response actions will be coordinated with the Environmental Health and Safety Asbestos office. This includes providing comprehensive reports that must contain:

- a. date and location of samples
- b. identification of personal air monitoring
- c. sampling calibrations and monitoring data
- d. certifications of employees
- e. name and address of laboratory
- f. accreditation of laboratory
- g. copies of data sheets
- h. copies of laboratory results

## **OCCUPATIONAL PHYSICALS**

### **Responsible Party**

### **Task**

Maintenance Supervisors

Asbestos workers and those individuals that may be required to wear a negative pressure air purifying respirator as part of their work activities must receive a medical examination on an annual basis. This examination must conclude with a written statement from the physician confirming the ability of the employee to wear such a respirator.

Environmental Health & Safety

Will maintain a record of training, testing and certification of any employee that is admitted into the Campus respirator program.

## **RESPIRATORY PROTECTION PROGRAM**

**Responsible Party:**

**Task:**

Campus Departments

All Campus Departments will comply with the University Respirator Policy (see addendum).

Environmental Health & Safety

Oversee and coordinate the University Respirator Program as it relates to these policy requirements.

**ADDENDA:**

Copies of any, and all, forms should be **attached** to the policy and procedures and denoted here. Example forms should reference all fields according to the responsible parties outlined above and provide samples of correctly completed fields.

- **ENVIRONMENTAL SITE ASSESSMENT FORM**
- **CAMPUS RESPIRATOR POLICY**
- **ASBESTOS PROJECT FLOW CHART**