

Farmingdale
State College
State University of New York

ASBESTOS MANAGEMENT PLAN

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Policy Statement

It is the policy of Farmingdale State College (the College) to maintain a safe and healthy work environment for employees, faculty, staff, students, contractors, and visitors. As such and in recognition of the potential health problems associated with asbestos due to its widespread use in buildings constructed prior to 1980, the College is committed to its Asbestos Management Plan (AMP). The core objectives of the AMP and associated program include, but are not limited to, the identification of asbestos-containing materials (ACM) and potential asbestos-containing material (PACM), hazard communication, training, maintenance, and repair or removal of ACM in College facilities. The program ensures that employees and others will not be exposed to significant levels of asbestos fibers, and that asbestos will be handled in full compliance with all applicable regulations.

Reason for Policy

Farmingdale State College's Asbestos Management Plan has been established to meet the requirements of the Occupational Safety and Health Administration (OSHA) Asbestos Standard for General Industry 29 CFR 1910.1001 and Construction 29 CFR 1926.1101, the Environmental Protection Agency (EPA) Title 40 Parts 61 and 763 and New York State Department of Labor (NYS DOL) regulations found in code rule 56.

Policy

Farmingdale State College does not authorize its employees to engage in Class I, Class II, or Class III asbestos removal activities but instead utilizes licensed and certified outside contractors for these services.

1.0 Administration of Responsibilities

1.0.1 Responsibility of Employees and Supervisors

Individual employees and their supervisors are responsible for complying with the Asbestos Management Plan, including:

1. Attending required Asbestos Awareness and professional certification/recertification training sessions (job title/role dependent);
2. Recognizing ACM and PACM and avoiding disturbance of those materials;
3. Following all prescribed safe work practices contained within the AMP;
4. Promptly reporting areas with damage to known ACM or suspected PACM to supervisors and/or to the Industrial Hygiene Officer.

1.0.2 Responsibility of Asbestos Project Managers

It is the responsibility of the Facilities Management Department Project Manager(s) or Facilities/Trades Supervisor(s) overseeing any asbestos abatement activity to comply with the Asbestos Management Plan, including:

1. Reviewing existing building surveys during project planning stages with EH&S;

2. Commissioning spot surveys for areas impacted by the project if information is deficient by contacting the EH&S Office (x5817);
3. Developing a Scope of Work;
4. Obtaining bids from contractors listed on the Purchasing Department's "Approved Bidders" list;
5. Ensuring timely filing of required notifications by the contractor (Asbestos and Construction/Demolition, as appropriate);
6. Overseeing the activities of the Asbestos contractors and/or consultants, supervising asbestos projects, and reviewing inspection reports and abatement plans for compliance and completeness;
7. Deferring all communication with outside regulatory agencies to EH&S;
8. Communicating all known or potential hazards to all Farmingdale State College personnel and outside contractors throughout the duration of the project;
9. Collecting all necessary documentation associated with the project (such as quotes), notifications, air sampling reports, disposal manifests, and invoices;
10. Certifying that the project has been completed in compliance with all applicable Farmingdale State College policies and procedures.

1.0.3 Responsibility of Environmental Health and Safety

The Industrial Hygiene Officer is responsible for the development, implementation, and administration of the Asbestos Management Plan, including:

1. Developing the College's Asbestos Management Plan;
2. Reviewing of all asbestos building surveys and inspections;
3. Reviewing all asbestos abatement projects for compliance;
4. Assisting, when necessary, Facilities/Trades Managers in coordinating inspections, abatement project design, phasing and bidding, and contract administration.

2.0 Hazard Identification

2.1 Building Surveys

The Industrial Hygiene Officer will coordinate the completion of a comprehensive building survey for suspect asbestos-containing materials for each building on campus. This project will occur in phases based upon building classification and the following priority schedule:

- Residence Halls
- Academic / Administrative Buildings
- Houses (perimeter properties)
- Miscellaneous
- New Acquisitions

A qualified individual holding a valid and current NYS Department of Labor Asbestos Inspector License will conduct building surveys. All contractors should consult the Industrial Hygiene Officer's records during project planning stages to determine whether or not a completed survey is available prior to any building renovation and/or demolition activity. Where no previous survey has been conducted or where incomplete bulk sampling of existing suspect

ACMs which may be impacted during renovations exist, it will be the responsibility of the Contractors to conduct a survey (asbestos inspection) as a component of the overall project. This survey may be a comprehensive building survey or a survey limited in scope to the sections of the building where asbestos disturbance may occur.

Alternately, the Contractor may presume that the material is ACM. All surveys will be conducted with the oversight of the Industrial Hygiene Officer and the Department of Facilities Management, and will include:

- Mechanical Room Signage and Labeling (see section 3.0);
- Bulk sampling and analysis by polarized light microscopy in accordance with method EPA/600/R-93/116 of all homogeneous areas;
- Floor plans identifying material locations;
- Tables identifying room locations, classes of materials, and estimated quantities;
- Abatement cost estimates;
- Recommendations regarding conditions of materials.

Each time a significant asbestos abatement project is conducted, records must be maintained, such as:

- A letter of addendum to be attached to the building survey indicating amounts of and the specific locations where asbestos was removed;
- A modified building floor plan identifying area's where asbestos containing materials remain.

Asbestos building surveys shall be accessible and readily available to all FSC Faculty, Staff, and Students during normal business hours at the Facilities Management Office.

2.2 Bulk Samples

Bulk samples may be collected at any time there is a question regarding the asbestos content of a building component. An individual holding a valid NYS Department of Labor Licensed Asbestos Inspector certification must collect bulk samples. The Industrial Hygiene Officer will contact a Licensed Asbestos Inspector to collect bulk samples upon request and arrange for laboratory analysis of the material. In the absence of a laboratory analysis, building materials such as surfacing materials, thermal system insulation, and miscellaneous materials installed prior to 1981 must be presumed to contain asbestos (PACM). Results of analyses will be maintained by Facilities Management and EH&S and will be communicated to employees via their supervisors, as necessary or as requested.

2.3 Air Samples

Air samples may be collected as clearance criteria for completing asbestos abatement response action. Refer to Section 7.0 for additional information. Air samples may be collected as environmental or area samples as a component of an Operations and Maintenance (O&M) Program, or to assess the extent of environmental contamination after a disturbance. Air samples collected for these purposes will be analyzed following NIOSH Method 7400 for phase contrast microscopy. A "clean" area for re-occupancy will be considered once meeting the

Clearance Air Requirements in Code Rule 56 of less than or equal to 0.010 fiber per cubic centimeter of air. All air samples must be collected by a NYS certified Asbestos Project Monitor and analyzed by a NYS certified and approved Asbestos Analytical Service.

3.0 Signage

3.1 Warning Signs for Regulated Areas

Warning signs are required for all regulated areas. A regulated area is a zone in which the airborne asbestos fiber levels are likely to exceed the permissible exposure limit (PEL) of 0.10 fiber per cubic centimeter of air as an 8-hour time weighted average, or the excursion limit of 1.0 fibers per cubic centimeter of air as a 30-minute period as established by OSHA. All active asbestos abatement projects will be classified as regulated areas. A space with significantly damaged ACM might also be restricted and deemed a regulated area.

All regulated area signs must read:

DANGER ASBESTOS CANCER AND LUNG DISEASE HAZARD AUTHORIZED PERSONNEL ONLY

If the regulated area also requires respiratory protection and protective clothing, the sign must also state:

RESPIRATORS AND PROTECTIVE CLOTHING ARE REQUIRED IN THIS AREA

See Appendix A for signage examples.

Use of bilingual signs with graphics will be required when warranted to ensure that the employee population in the immediate area fully understands the warning(s). This will be determined on a case-by-case basis by the contractor in consultation with the Industrial Hygiene Officer.

3.2 Warning Signs for Mechanical Rooms

Mechanical rooms and other areas where employees may be expected to routinely enter and to come into contact with ACM or PACM must be posted with warning signs. These signs must be placed at every entrance to each such room and be clearly visible so that an entrant would be immediately warned of the material(s) located in the room. Typically, these signs will be hung overhead or in the field of vision of an individual opening the door to the space. The signs shall contain the following language:

DANGER ASBESTOS DO NOT DISTURB AVOID CREATING DUST CANCER AND LUNG DISEASE HAZARD AUTHORIZED PERSONNEL ONLY

In addition, there will be a checklist of materials located in the space which contains asbestos. Entrants will be directed by the sign to contact their Supervisor or the Environmental Health and Safety Office if there are any questions inherent to the space or the potential hazards therein. Mechanical room signage must be maintained in place. Promptly report missing signage to the Facilities Management Department. Contractors conducting abatement and/or construction activities in mechanical rooms must ensure the integrity of these signs and must have these signs updated to reflect any changes in information subsequent to or following project activities.

3.3 Warning Labels/Mechanical Rooms

Warning labels will be affixed to representative samples of friable ACM in areas where employees may reasonably be expected to come in contact with or disturb it, whenever feasible. This supplemental notification will be used mainly in mechanical areas and the like in order to ensure that employees are adequately warned. Labels may also be installed on materials that are accessible and have a history of damage, wherever necessary. Labels will conform to OSHA's Hazard Communication Standard, 29 CFR 1910.1200.

They will be printed in large bold letters on a contrasting background and shall include the words:

DANGER CONTAINS ASBESTOS FIBERS AVOID CREATING DUST CANCER AND LUNG DISEASE
HAZARD DO NOT BREATHE ASBESTOS FIBERS

4.0 Confined Spaces/Permit Areas

Periodically, the Facilities Management Department and the Environmental Health and Safety Office may determine that an area is unsafe due to asbestos contamination, including debris and/or significantly damaged ACM. These areas will be designated regulated areas and access to the space will be restricted through the use of signage and changing locks whenever feasible. These areas will remain locked until a response action has been coordinated to abate the hazard present. A report listing all confined asbestos space areas will be updated and redistributed to appropriate personnel each time an area is added or deleted from the listing.

Employees seeking entry into these spaces must request approval from the Environmental Health and Safety Office. Access will be granted only to those employees whose level of training and use of personal protective equipment qualify them as individuals authorized to deal with the hazards present. Safety lockout keys will be available at the Facilities Department during normal business and off-hours. **All emergency work and repairs must be performed by an outside contractor with proper respirator training and appropriate NYS Department of Labor Licenses.**

5.0 Training

5.1 Training Overview

Farmingdale State College will provide employees with the information and training necessary to perform their work safely. Training provided will be commensurate with the class of asbestos operations as defined by the OSHA regulation (see bulleted list below). Training will be provided at no cost to the employees, during regular working hours, and in an easily understandable format.

Training programs will be provided at the time of the initial assignment. At present, Farmingdale State College employees are not authorized to perform any of the following asbestos removals:

- Class I: removal of thermal system and surfacing ACM,
- Class II: removal of miscellaneous ACM such as wallboard, floor tile and sheeting,

- roofing, siding and construction mastics,
- Class III: repair and maintenance of thermal system and surfacing ACM likely to involve disturbance operations. Exceptions to this directive would include only those small-scale tasks for which a negative exposure assessment has been achieved, such as spot replacement of individual vinyl asbestos tiles (See Section 6.0).
- Class IV: asbestos work involving maintenance and custodial activities during which employees contact but do not disturb ACM or PACM; and, activities to clean up dust, waste, and debris resulting from Class I, II, and III activities.

5.2 Asbestos Awareness

Currently no Farmingdale State College employees have been trained to remove asbestos. Employees only receive basic asbestos awareness training.

The frequency of the Awareness Training will be determined by the Industrial Hygiene Officer. Supervisors will be responsible for notifying the EH&S Office of newly hired employees requiring training. Training will be equivalent in curriculum to the EPA Awareness training program found at 40 CFR 763.92 (a)(1) and will be approximately 1.5-2 hours in length.

Project Manager/Contractors who manage asbestos abatement, oversee the work of abatement contractors and environmental consulting firms, and plan for future abatement activities, should also attend training in asbestos awareness or another designated training program to address those specific needs. Training attendance shall be recorded and maintained on file in the Facilities Management Office and Industrial Hygiene Office.

6.0 Negative Exposure Assessments

Farmingdale State College will hire outside abatement contractors and consultants to perform asbestos abatement and other activities which require special licenses, certificates and may result in exposure to asbestos above the OSHA permissible exposure limit (PEL) and short-term exposure limit (STEL). Farmingdale State College will ensure that no employee is exposed to an airborne concentration of asbestos in excess of 0.1 f/cc as an 8-hour time weighted average (TWA).

Farmingdale State College will ensure that no employee is exposed to an airborne concentration of asbestos in excess of 1.0 f/cc as an averaged over a sampling period of 30 minutes (STEL). Where work practices are conducted near asbestos containing materials and there is a concern for a potential disturbance of asbestos fibers, the EH&S Office will arrange for exposure monitoring data to assess employee exposure. For any one specific task that will be performed by employees who have been trained in compliance with the OSHA regulations, the employer may demonstrate that the employee exposures will be below the OSHA allowable exposure limits. This assessment will include a review of objective data, work practices, training and exposure monitoring, as defined in the OSHA regulation. Employees and their designated representatives will be allowed to observe exposure monitoring.

If this assessment concludes that performance of the task following the specified work practices is expected to consistently result in employee exposure below the PELs, that task may be classified as having achieved a Negative Exposure Assessment. Performance of that task under the conditions defined will be allowed as a non-regulated activity. Exposure monitoring results will be communicated to all affected employees in writing as soon as possible and in no case later than within 15 workdays after the receipt of the results. Results will be individually distributed for review, as requested. Examples of established tasks and associated work practices for which negative exposure assessments have been achieved are listed below.

- Buffing VAT (vinyl asbestos tile) flooring
- Lock core replacement on asbestos fire doors
- Routine work in the Heating Plant
- Painting of previously painted acoustical plaster ceilings containing ACM
- Knife cutting of small holes in VAT to allow for drilling beneath for cable work
- Routine work in mechanical rooms
- Routine plumbing work in mechanical rooms
- Routine work above ceilings near ACM
- Repainting of ACM paint on Dorm Room ceilings

7.0 Asbestos Abatement

Asbestos abatement is any activity which has as its principle purpose, the removal, enclosure, or encapsulation of an asbestos containing material. This would include, but not be limited to, renovation, demolition or repair of facility components that would involve disturbance of thermal systems, surfacing, and any miscellaneous asbestos containing materials. Prior to conducting an asbestos abatement response action, the following steps are to be implemented:

7.1 Building Survey

Prior to the initiation of any major renovation, construction or demolition activity that may impact asbestos or suspect asbestos materials, the college is responsible for conducting an inspection, or building survey, of the affected portion of the building. Consult the Industrial Hygiene Officer for a copy of any existing building survey. Where no survey or an incomplete bulk sampling data of suspect materials exists, the college must arrange for a survey of the affected area to be completed by a NYS DOL certified Asbestos Inspector as outlined in Section 2.0.

7.2 Project Design

Certain asbestos abatement activities are complicated enough in scope to warrant development of a comprehensive Asbestos Abatement Specification or Scope of Work (mini-specification or Work Plan) by a NYS DOL certified Asbestos Manager. The type and size of the written design will vary according to the complexity of the project. These documents can then be used as part of the bid process. Most projects are small enough in scale and straightforward enough in concept that no formal specification is required. However, the EH&S Office recommends that a

written work plan be developed for all projects that are competitive bid or are expected to last more than one work shift. The determination to prepare a formal Specification or Scope of Work will be made on a case-by-case basis after joint consultation between the Project Manager and EH&S. Factors which will be taken into consideration in this decision will include:

- The type of material(s) involved: ranging in a scale of hazard severity from most to least: (1) amosite and sprayed on fireproofing, (2) chrysotile and thermal system components, and (3) asphaltic bound materials like floor tile
- The size and total cost of the project
- The variety of types of materials involved
- The number of locations involved, including phasing and scheduling issues
- The need to conduct demolition to access ACM
- The complexity of containment and difficulties maintain negative pressure in the regulated area
- The need to work adjacent to occupied areas and the concerns of the building occupants

A comprehensive Asbestos Abatement Specification is a large detailed document with legal language on performance and laws and very specific work methods. This type of document has been used for most large-scale complex renovation projects on campus. An Abatement Work Plan (Scope of Work) is site specific and outlines more general work procedures, highlighting complicated intricacies of a particular project. There may be some demolition or work in confined areas involved. Scope of Work Plans have been developed for larger abatement projects conducted in occupied buildings, and complete abatement of new, unoccupied properties purchased by the College. A small project with a clear project description, such as “remove 10 linear feet of pipe as identified in the mechanical room by glovebag method” would not need a project design.

Contractor’s Project Managers may submit draft copies to the EH&S and Facilities Management offices for review and compliance in accordance with applicable asbestos regulations, documentation and College requirements. Alternately, the contractor’s Project Manager may instruct the consultant to copy EH&S on all correspondence.

7.3 Project Bid Process

The Facilities Management Department will follow standard Farmingdale State College Purchasing Department protocols utilizing the Approved Bidder’s listing to obtain quotes for an asbestos abatement project. Abatement companies subcontracted by General Contractors to perform work in campus buildings shall be pre-approved by the Purchasing Department. Asbestos Abatement Companies shall not subcontract any abatement processes. All air monitoring specs and bids will be reviewed by the Office of Environmental Health & Safety.

7.4 External Notification

Once contractors have been selected to perform an asbestos abatement, and a project schedule has been determined, external notifications must be filed. Copies of all notifications must be provided to the EH&S Office, as well as any/all other designated parties, at the time of filing.

7.4.1 For All Work Involving Asbestos

1. NYS Department of Labor and NYS Department of Environmental Conservation

- File for all properties
- Filed by the asbestos contractor
- File 10 working days in advance of project start date
- Timely notification to NYS DOL satisfies the requirement to notify the U.S Environmental Protection Agency

2. In case of Project Changes:

- If start date will be moved later, contractor must telephone the NYS DOL at least 24 hours prior to the original start date, followed by a fax and mailing a hard copy of the revised notice to both the NYS DOL and The College.
- If start date will be moved earlier, and the 10-day advance period is still intact, follow the same phone, fax and mailing of the revised notification procedure.

7.4.2 For All Emergency Asbestos Responses: (Medium & Large Jobs)

Emergency asbestos responses may be arranged in response to unexpected incidents and uncontrolled events (see Section 7.6). Notification procedures are slightly different when there will be less than a 10-day advance notification period between the request and the abatement. The Facilities Management Department will:

- Notify EH&S of the emergency situation and contact and Asbestos remediation company to perform the following duties:
 - What are these duties?
- The contractor will then contact the NYS DOL by phone to request and Emergency Waiver to proceed with the project prior to a 10-day notice period M-F, 8:45 am to 5pm
- Provide EH&S and the abatement contractor with the following information:
 - The building name, address and specific location for the abatement
 - The nature of the emergency and reason for waiver
 - The type and quantity of asbestos to be removed
 - The name of the asbestos abatement contractor
 - The name of the environmental consultant (if necessary)
 - The names of any other contractors performing work at this site

7.5 Internal Hazard Communication Process

The Industrial Hygiene Officer is responsible for effective hazard communication relating to an asbestos abatement project. The internal hazard communication process should coincide with the external notification filing, providing Farmingdale State College personnel with the same 10 work day warning prior to the start date of the abatement. The Industrial Hygiene Officer will submit the Notice of Abatement to the following personnel and departments:

- Vice President & CFO
- AVP for Administration
- Director of Facilities
- Director of Capital Project & Construction
- Environmental Health & Safety Officer

***The College must ensure that all outside contractors performing work in the building are aware of the presence, location and quantity of asbestos containing materials in areas that they will be expected to work near, and of the activities of asbestos abatement contractors whose work will coincide with their own.** This will be accomplished in part by the posting of signage in mechanical rooms and outside of regulated areas. Contractors and subcontractors who will work near ACM must be informed of this in writing and provided with building survey information as appropriate. (*As per NYS Department of Labor Code Rule 56 and Occupational Safety and Health Administration CFR 1910.1200 Hazard Communication Standards).

7.6 Emergency Asbestos Response

There are certain situations that may arise for which a quick asbestos response is required. In these instances, the 10-day advance notification period becomes a hardship. Emergency situations are defined as unexpected events in which asbestos becomes damaged, or crucial building component repairs are needed and cannot be conducted without disturbing asbestos. The type and quantity of asbestos to be removed will typically be limited to that quantity which must be removed to return to a non-emergency situation. Examples of emergency situations might include:

- A burst pipe which is leaking
- A building with no heat
- An unexpected disturbance of ACM during construction work
- ACM damaged by a fire, floor or roof leak

Time constraints, project deadlines and cost considerations do not factor into the classification of an incident as an emergency.

7.7 Air Monitoring & Project Oversight

A New York State Licensed Project Air Monitor who is not an employee or subcontractor of the Asbestos Abatement contractor will be hired to monitor the project, conduct visual inspections

and perform clearance air monitoring in compliance with NYS DOL. The Project Monitor will maintain close communication with the Industrial Hygiene Officer.

The services of a Project Monitor will be employed for all projects involving the removal or repair of ACM except those abatements involving small-scale remedial cleaning (removing of loose floor tile or debris) or removal/repair of less than three linear or three-square feet of ACM. Part-time oversight may be performed in occupied areas such as mechanical rooms or vacant buildings. Larger scale abatements, involving multiple glovebag set-ups, will require project monitoring. In order to waive the requirement for project monitoring, the Project Manager must seek the approval of the EH&S Office.

7.8 Waste Disposal and Manifest

Any ACM removed from the College must be wetted, containerized, labeled and disposed of as asbestos waste in conformance with EPA Regulations at 40 CFR Part 61. ACM waste must be properly transported to an approved facility, maintaining waste shipment records during transport and a final copy of the waste shipment record will be stored by the Industrial Hygiene Officer for recordkeeping.

7.9 Vinyl Asbestos Floor Tile (VAT) Policy (Non-Friable Materials)

When projects may impact resilient flooring materials containing asbestos, the materials may have to be removed. Removal of asbestos containing linoleum and sheet flooring must always be conducted as an asbestos abatement. Removal of individual intact asbestos tiles may be conducted safely following prescribed work practices. Removal of large quantities of tile, and any removal project that involves breaking tiles (such as lifting carpet over VAT) must be conducted as an asbestos abatement after the appropriate notification period. Removal of carpeting that disturbs VAT will typically not meet the DEP criterion for an emergency waiver of the notification period.

7.10 Asphalt Roofing and Siding Policy

When projects involve the disturbance of roofing materials, the materials may also have to be removed. Removal of roofing and siding, regardless of the asbestos content, require filing of the materials with NYS Department of Labor. Removal of asbestos containing asphalt roofing may be conducted as a non-asbestos project when prescribed work practices are followed.

7.11 Asbestos Fire Door Policy

Consult building surveys prior to removal or service to fire doors as certain doors on Campus do contain asbestos (interior white thermal block material). Farmingdale State College employees are prohibited from engaging in any fiber generating activities on asbestos fire doors (such as drilling or cutting into the door or exposing the friable insulation). Removal of intact doors and performing tasks that have achieved a negative exposure assessment (such as lock core replacement) may be conducted safely. Removal and disposal of asbestos fire doors must be

classified as an asbestos abatement project, utilizing a licensed contractor and filing. Contact EH&S for additional guidance.

8.0 Regulatory Agency Visits

When a regulatory agency comes on campus, Facilities Management is often the first area to be notified. They then will contact the Environmental Health & Safety Office. Facilities Management will then inform contractors, consultants and affected building occupants of the possibility of a site inspection by a representative of a regulatory agency such as the Environmental Protection Agency (EPA), the Occupational Safety and Health Administration (OSHA), NYS Department of Environmental Conservation (DEC), The NYS Department of Labor (DOL), the Suffolk County Department of Public Health (SCPH), and the East Farmingdale Fire Department (EFFD). Contractors and consultants should be prepared to present evidence of all appropriate licenses, certifications, notifications, and other pertinent records. The Contractor Project Manager in construction sites shall inform contractors, consultants and affected building occupants of the potential survey by a regulatory agency. Inspectors should be accommodated in a comfortable location to await the arrival of the designated escort, and the Industrial Hygiene Officer will be contacted to accompany the inspector. Do not begin the inspection without an escort. If a regulatory official collects any samples (bulk or air) during their walk through, Farmingdale State College personnel shall also collect split samples for independent analysis. Similarly, duplicates of any photographs taken shall be collected.

9.0 Recordkeeping

9.1 Documentation

The Facilities Management Department will serve as the repository for all asbestos related documentation. Promptly forward all project documents including:

- Inspection and bulk sample reports
- Specification of Work Plan copies
- State and other regulatory notifications and permits
- Project oversight/air monitoring reports
- Contractor OSHA air sampling results
- Contractor license and worker documentation
- Waste Shipment Records (Waste Manifests)

9.2 Building Surveys

Written reports documenting the findings of asbestos building inspections and surveys shall be maintained on file in the Industrial Hygiene Officer's Office. The College must maintain records of these and other miscellaneous bulk sampling data for as long as the data must be relied upon. Written notification on the identification, location and quantity of any asbestos containing or presumed asbestos containing material must be maintained by Farmingdale State College for

the duration of ownership and records must be transferred to successive owners. Individuals wishing to review these documents may do so during regular business hours.

9.3 Training Records

The EH&S Office will maintain records of all employee training. OSHA requires that documentation of all training be maintained for one year beyond the last date of employment. NYS DOL required that documentation of individual training programs be maintained for a minimum of 15 years. Document retention of asbestos training will be for at least 5 years after the employee has retired, been fired, or leaves due to any other issue.

9.4 Personal Exposure Monitoring (If needed)

The Industrial Hygiene Officer will maintain records of all personal air samples collected to evaluate employee exposure to asbestos. Documents must include:

- The date of measurement
- The operation involving asbestos exposure that was monitored
- The sampling and analytical methods used and evidence of their accuracy
- The number, duration and results of samples taken
- The type of protective devices worn, if any
- The name, social security number and exposures of the employees represented

Records will be maintained for at least 30 years and will be made available for review by affected employees, former employees, designated representatives and regulatory officials. Air sampling data will be compared to the OSHA permissible exposure limits. Employees meeting the exposure criteria established in the OSHA standards will be enrolled in a medical surveillance program. Personal sampling results will be communicated to affected individuals by:

- A written copy provided to the employee participants;
- A written copy posted on a bulletin board, centrally located, for all affected employees to review;
- And a discussion, as appropriate, at department/shop meetings.

9.5 Medical Surveillance

If medical surveillance of an employee is required or conducted, the Facilities Management Department will maintain all confidential medical surveillance records for the duration of the employee's employment plus 30 years. The Environmental Health and Safety Office may retain abbreviated documents, such as brief physician's written opinion about whether or not an employee may wear a respirator. Records maintained by Facilities Management shall include:

- The employee's name and social security number
- The employee's medical exam results, including medical history, questionnaires, responses, test results, and physician's recommendations

- The physician's written opinions
- Any/all employee medical complaints related to asbestos exposure
- A copy of any information provided to the examining physician

Employee medical surveillance records will be made available to the subject employee, and anyone having the specific written consent of this employee.

9.6 Asbestos Project Documents

The Facilities Management Department shall maintain all appropriate documentation related to asbestos abatement projects. Documents will be maintained for a minimum of 30 years. The Industrial Hygiene Officer will ensure that all pertinent air monitoring (before, during & after abatement project) documents, including but not limited to those listed below are received and stored in a timely fashion by the Facilities Management Department:

- Survey and bulk sampling analysis reports
- Project Design / Scope of Work
- Bid / Quotes
- Asbestos Notification Forms
- Construction / Demolition Notification Forms
- Hazard Communication Forms
- Project Monitoring / Air Sampling Results
- Disposal Manifests
- Invoices

Definitions

Asbestos: includes chrysotile, amosite, crocidolite, tremolite asbestos, anthophyllite asbestos, actinolite asbestos and any of these minerals that has been chemically treated or altered.

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

Class I Asbestos Work: the removal of thermal system insulation and/or surfacing materials (ACM or PACM).

Class II Asbestos Work: removal of any ACM which is not Class I, such as wallboard, floor tile, ceiling tile, linoleum, transite board, roofing materials and mastics.

Class III Asbestos Work: repair and maintenance operation where ACM is likely to be distributed.

Class IV Asbestos Work: maintenance and custodial activities during which employees contact but do not disturb ACM, and activities to clean up dust and debris which may be generated by Class I, II, or III work.

Clearance Air Monitoring: air monitoring conducted by a licensed Asbestos Project Monitor at the conclusion of an asbestos project. Clearance air monitoring includes the successful completion of a final visual inspection for work area debris and the collection and analysis of air samples in accordance with New York State DOL Regulation Code Rule 56. The abatement project is considered complete when clearance air samples are analyzed.

Friable Asbestos Containing Material: any material containing more than one percent asbestos, which when dry, may be crumbled, pulverized or reduced to powder by hand pressure.

High Efficiency Particulate Air (HEPA) Filter: a filter capable of trapping and retaining at least 99.97 percent of all mono-dispersed particles of 0.3 micrometers in diameter.

Negative Exposure Assessment (NEA): a demonstration by the employer, which complies with the criteria in OSHA 29 (CFR) 1926.1101 paragraph (f)(2)(iii), that the employee exposure during the monitored operation is expected to be consistently below the PELs.

Non-Friable Asbestos Containing Material: materials in which asbestos is bound in a matrix which cannot, when dry, be crumbled, pulverized or reduced to powder by hand pressure (such as floor tile and asphaltic building materials).

Permissible Exposure Limits (PELs): (1) Time Weighted Average (TWA): the employer shall ensure that no employee is exposed to an airborne concentration of asbestos in excess of 0.1 fiber per cubic centimeter as an eight (8) hour time weighted average.

Permissible Exposure Limits (PELs): (2) Excursion Limit (EL): the employer shall ensure that no employee is exposed to an airborne concentration of asbestos in excess of 1.0 fiber per cubic centimeter as an eight (8) hour time weighted average.

Presumed Asbestos Containing Material (PACM): thermal system insulation and surfacing materials in buildings constructed no later than 1980 are assumed to contain asbestos until it has been analyzed to verify or negate its asbestos content.

Regulated Area: means an area established by the employer to distinguish areas where airborne concentrations of asbestos exceed or there is a reasonable possibility that they may exceed the permissible exposure limits.

Vinyl Asbestos Floor Tile (VAT): vinyl floor tile and in some cases its mastic which contain more than one percent asbestos and must be handled as ACM.

Appendix A

Appropriate Signage

