



Policy No. 035
Policy Name: Asbestos Control
Control Date: 08/2006

1.0 Scope and Application

This policy as been developed to minimize the potential health risk to County employees and the public resulting from the presence of Asbestos Containing Materials (ACM) or Presumed Asbestos Containing Materials (PACM) in County-owned facilities.

This policy complies with Chapter 32 (Public Employee Safety and Health) of the Wisconsin Administrative code as promulgated by the Wisconsin Department of Commerce, 29 CFR Part 1910.1001 (Asbestos) as promulgated by the U.S. Occupational Safety and Health Administration, NR447 (Control of Asbestos Emissions) of the Wisconsin Administrative Code as promulgated by the Wisconsin Department of Natural Resources, HFS159 (Asbestos Certification and Training Accreditation) of the Wisconsin Administrative Code as promulgated by the Wisconsin Department of Health and Family Services and all applicable regulations as promulgated by the U.S. Environmental Protection Agency.

2.0 Responsibilities

Risk Manager: Program Administrator.
Department Heads: Implementation of this policy.
Supervisors: Ensure policy is adhered to by all employees.
Employees: Follow policy requirements.

All employees are responsible for complying with the requirements contained in this policy. Failure to abide by these requirements may subject the employee to disciplinary action, up to and including discharge.

3.0 Departmental Polices and Requirements

This policy represents minimum requirements for the identification and control of asbestos containing materials. Facilities that contain asbestos containing materials will be required to conduct an asbestos survey and develop an Asbestos Operations and Maintenance Plan if asbestos is present.

4.0 Definitions

ACM: Asbestos Containing Materials
(Any material containing asbestos in concentrations >1%)

PCAM: Presumed Asbestos Containing Material means thermal system insulation and surfacing material found in buildings constructed no later than 1980.



O&M: Operations and Maintenance Plan. A plan detailing how identified ACM and PACM will be maintained in a safe condition.

5.0 Training

All personnel who may reasonably come into contact with ACM or PACM and all custodial (contractor or otherwise) and Facilities employees will receive asbestos awareness training.

Such training will include available information concerning the locations of thermal system insulation and surfacing ACM/PACM, and asbestos-containing flooring material, or flooring material where the absence of asbestos has not yet been certified; and instruction in recognition of damage, deterioration, and delamination of asbestos containing building materials. Such course shall take at least 2 hours.

6.0 Documentation Requirements

A comprehensive asbestos inspection shall be performed on all County-owned facilities constructed prior to 1980. All work involving asbestos (abatement, inspections, demolition, disposal, etc.) will be documented by the Risk Manager.

7.0 Competent Person

The Risk Manager shall serve as the designated “Competent Person” who will be in charge of the County’s asbestos program and will be responsible for County-wide planning and monitoring activities relating to asbestos.

8.0 General Requirements

1. Asbestos surveys will be conducted in County-owned buildings constructed prior to 1980 to identify all ACM and PACM.
2. A determination will be made as to whether ACM or PACM is capable of releasing fibers into the air.
3. A specific Operations and Maintenance (O&M) Program will be established for each facility to monitor ACM or PACM over its lifetime to ensure a fiber release episode does not occur.
4. Routine maintenance operations will be conducted in a manner that controls damage to ACM/PACM, and prevents employee exposures to asbestos.



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5. If ACM/PACM poses a reasonable possibility of fiber release, an appropriate method of control will be implemented.
6. All work near or with asbestos containing material or presumed asbestos containing material will be accomplished by an outside certified asbestos abatement contractor unless otherwise specifically authorized by the Risk Manager.
7. All contractors hired by the County for asbestos related work, will be subject to rigorous selection and performance criteria that meet the requirements of all applicable regulations.
8. No construction, demolition, or renovation activity in any County-owned building constructed prior to 1980 may disturb any ACM/PACM without prior approval by the Risk Manager. Strict measures will be taken to comply with the most current regulations.
9. Documentation of any activity involving asbestos material activity will be part of the County's normal conduct of business.

9.0 Building Surveys

- 1) The Risk Manager will ensure that County-owned facilities constructed prior to 1980 are surveyed to identify the location of all ACM/PACM. The following criteria will be used to determine surveys for County-owned facilities:
 - Building age and life expectancy.
 - Accessibility of suspect materials.
 - Previous building data on ACM/PACM.
 - Available funding.
- 2) All surveys will include a review of building records, physical inspection and sampling of suspect areas as appropriate. All asbestos containing materials capable of fiber release will be noted by location, type, condition, and prioritized by areas needing immediate abatement action. All samples will be collected in a manner to avoid fiber release and personal exposure. For the purpose of this program, friable asbestos is defined as, any ACM/PACM of more than 1 percent asbestos by weight, which can be crumbled, pulverized, or reduced to powder by hand pressure. Dry non-friable ACM may also pose a hazard when special circumstances arise and should also be noted in the survey. An estimate of the cost of each abatement alternative shall also be provided by the surveyor.



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- 3) The condition of ACM/PACM can deteriorate resulting in the release of fibers. Each custodial and maintenance worker must be instructed to report, on a daily basis, any observed deterioration of ACM to his or her Supervisor, who in turn must notify the Risk Manager.
- 4) No less frequently than every six (6) months, appropriately trained personnel will inspect the condition of asbestos containing material in all pre-1980 buildings. Any change in appearance of the surface material such as discoloration, staining, signs of damage or deterioration of the material will be photographed and recorded. The Risk Manager will direct an asbestos contractor to repair the damage. The semi-annual inspections should record:
 - Date of the inspection and name and title of inspector;
 - Changes noted in appearance or condition; and
 - Action taken because of such changes.

10.0 ASBESTOS CONTROL MEASURES

- 1) Asbestos control measures are methods used to prevent the release of fibers in asbestos containing materials. All of the following are types of asbestos control measures:
 - Asbestos surveys.
 - Operations and maintenance (O & M) programs.
 - Re-inspections of ACM.
 - Abatement which may include removal, enclosure or encapsulation.
- 2) Although removal of ACM is the only truly permanent solution, the presence of ACM in a building does not mean that the health of the building occupants is endangered. If ACM remains in good condition and is unlikely to be disturbed, exposure is negligible and removal is neither advisable nor recommended. In situations where removal is warranted, work will be done by qualified contractors operating in accordance with all applicable Federal, State and Local regulations and with stringent regard for the health and safety of all persons.

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- 3) Prior to the building survey, measures shall be adopted to identify, monitor and/or control work requests within County facilities. The Risk Manager shall be designated point of contact if potential disturbance of suspect materials is indicated. The Risk Manager will respond with an appropriate action keeping any disturbance of the material to a minimum. Once the building survey and assessment have been completed, the Risk Manager will prioritize affected buildings on an action needed basis according to existing hazard or potential hazard as outlined in EPA regulations. This information will then be compiled to formulate the total survey record, site specific O&M program or routine maintenance program, and overall asbestos management plan for each facility.

11.0 OPERATIONS AND MAINTENANCE (O & M) PROGRAMS

- 1) The Risk Manager will develop and monitor specific O & M Programs for all County facilities requiring such a plan. Facilities personnel will be the most active department associated with this program through construction, renovation and custodial operations. Once the O & M Program has been implemented, The Risk Manager will turn over full responsibility of managing the program to the Department Head of the Facilities Department.

12.0 NOTIFICATION

- 1) The Risk Manager will notify building occupants prior to surveying buildings. Survey results will be made available to all building occupants. Information given to building occupants will contain the following:
 - The potential health hazard(s) associated with asbestos.
 - The location of ACM/PACM and its current condition.
 - The ACM/PACM inspection schedule and any special measures to be implemented (i.e., Operations and Maintenance Programs).
 - Instructions to avoid disturbing the ACM/PACM (e.g., do not hang plants or pictures on the ACM/PACM, do not push furniture against the ACM/PACM, do not remove ceiling tiles unless authorized to do so, etc.).
 - Instruction to report any evidence of disturbance or damage.
 - Instructions to report any dust or debris from ACM/PACM, any change in the condition of the ACM/PACM, or any improper action of building personnel.

End Policy