



**MONTGOMERY COLLEGE  
STANDARD OPERATING  
PROCEDURES**

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Approved: Sharmila Pradhan

**Subject: Asbestos Abatement Project Scheduling**

**INTENDED AUDIENCE:** These guidelines are applicable to all Montgomery College Facilities. They should be used by Facilities Managers, Project Managers, as well as, Contractors hired by Montgomery College.

**PURPOSE :** This guidelines have been developed to reduce or eliminate the risk of employee exposure to asbestos containing materials.

**DEFINITIONS**

**Asbestos:** Includes chrysotile, amosite, crocidolite, tremolite asbestos, anthophyllite asbestos, actinolite asbestos, and any of these materials that have been chemically treated and/or altered.

**Asbestos Containing Material (ACM):** Is a material that has been tested and determined to contain more than 1% asbestos, or is assumed to be in the absence of testing. Also refer to the definition of Presumed Asbestos Containing Material (PACM).

**Authorized Person:** Is any person authorized by the employer and required by work duties to be present in regulated areas.

**Disturbance:** Is activity that disrupts the matrix of ACM, crumbles or pulverizes ACM, or generates visible debris from ACM. Disturbance includes cutting away small amounts of ACM, no greater than the amount which can be contained in one standard sized glovebag or waste bag in order to access a building component. In no event shall the amount of ACM disturbed exceed that which can be contained in one glovebag or waste bag which shall not exceed 60 inches in length and width.

**Enclosure:** Means an airtight, impermeable, barrier around an ACM designed to prevent the release of asbestos fibers into the air.

**Fiber:** Means a particulate form of asbestos 5 micrometers ( $\mu\text{m}$ ) or longer, with a length-to-diameter ratio of at least 3 to 1.

**Friable:** Means asbestos-containing material that when dry, can be easily crumbled or pulverized to powder by hand pressure and is therefore likely to emit fibers.

**High-Efficiency Particulate Air (HEPA) Filter:** Is a filter capable of trapping and retaining at least 99.97 percent of all mono-dispersed particles of 0.3  $\mu\text{m}$  in diameter.

**Intact:** Means that the ACM has not crumbled, been pulverized, or otherwise deteriorated so that the asbestos is no longer likely to be bound with its matrix.

**Presumed Asbestos Containing Material (PACM):** Is thermal system insulation and surfacing material found in buildings constructed no later than 1980. All materials meeting this definition must be presumed to be asbestos containing and handled as such unless analytical testing proves otherwise.

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

**Surfacing Material:** Is material that is sprayed, troweled-on or otherwise applied to surfaces (such as acoustical plaster on ceilings and fireproofing materials on structural members, or other materials on surfaces for acoustical, fireproofing, and other purposes).

**Thermal System Insulation (TSI):** Is ACM applied to pipes, fittings, boilers, breeching, tanks, ducts or other structural components to prevent heat loss or gain.

## **Responsibility**

### **Director of Campus Facilities**

#### **Operations and Maintenance Managers**

- \* Request Environmental Health and Safety involvement in assessing, planning, and scheduling any work which may involve asbestos.
- \* Provide outside contractors with location of the asbestos-containing materials and scope of work.
- \* Set the date for the abatement work to start

#### **Building Services Managers**

#### **Occupational and Environmental Safety**

- \* Identify asbestos-containing materials.
- \* Approve Asbestos Abatement Contractor
- \* Serve as POC between Facilities and Abatement Contractor to schedule abatement.
- \* Supervise abatement contractor

## **Compliance**

### **Asbestos Surveys**

An asbestos survey is conducted prior to any renovation of any building, regardless of the date of construction. Representative samples are taken of every suspect material, which are analyzed at an independent laboratory. Any thermal systems insulation (TSI) material or surfacing material not tested must be presumed to be asbestos containing and handled accordingly. A scope of asbestos work will be developed for each project that outlines the materials present as well as the abatement techniques to be utilized. All asbestos survey records are maintained by Occupational and Environmental Safety Office.

### **Asbestos Abatement Contractors**

The majority of renovation projects involving asbestos containing materials are managed by Occupational and Environmental Safety Office. An asbestos abatement contractor is usually retained for abatement by the Environmental Safety Office. Abatement contractors hired for Capital Projects General contractor shall be approved by Environmental Safety.

### **Air Monitoring**

Occupational and Environmental Safety hires independent consultants to conduct asbestos air monitoring during ACM removal projects conducted by asbestos abatement contractors. The consultants typically conduct personal, area, and final clearance monitoring to ensure that fiber levels are below established standards.

## **FINANCE**

### **Funding**

Funding of asbestos abatement projects is based on availability of funds of remediation budget. Environmental Safety Manager will confirm if funds are available . Campus based renovations are funded through remediation budget.

### **Capital Projects**

Projects funded through capital budget will need to include funds for asbestos abatement and surveys were needed.

## PROCEDURE

1. Prior to the start of any scheduled or emergency renovation or demolition project, the project manager, Facilities O&M manager or other person responsible for the project must determine if any suspect ACM may be disturbed during the operation.
1. **Review** the survey records and inspect the space to determine types and amount of asbestos material.
2. **Estimate** quantities: i.e., square feet of floor tile and adhesive, linear feet of pipe insulation for each size of pipe, number of pipe fittings, etc. Include non-ACM material that the abatement contractor must demolish to reach any ACM. Specify if materials must be saved (e.g., non-ACM suspended ceiling tiles removed to access the overhead) or replaced (especially fireproofing).
3. **Consult Facilities** to determine special conditions.
  - \* Make sure water and electricity is available to contractor.
  - \* Determine where contractor will send exhaust ventilation (preferably to the outdoors).
  - \* Arrange to turn off HVAC.
  - \* Turn off water, electricity or other utilities if they are a hazard to demolition.
  - \* Determine how to keep work area and building secure during the project
  - \* Facilities (Campus or Central) will develop the initial schedule
    - consult occupants and users to determine space schedule
    - need for temporary work space for occupants
    - moving furniture and equipment
    - shut down HVAC in regulated area
    - provide water/electricity to abatement contractor
    - identify an area where Industrial Hygienist can analyze air samples and secure equipment
    - prepare to install new materials
    - move occupants back to the space
- 4 Create a simple **demolition drawing**.
  - \* Identify types and location of material to be removed.

**Cont.**

- \* Make notes of work to be done and special conditions.
- \* Send request for estimate to abatement contractor(s)

**Notifications**

Determine who is removing what, when it will happen, brief description of safety measures, independent monitoring

\* **Campus Facilities Directors**

Campus Facilities Directors will be cc'd on all communications when setting up the abatement with O&M Manager and Bldg Services Manager

- **Campus O&M Manager**
- **Campus Building Services Manager**

\* **Campus Public Safety Manager**

\* **Provost ?**

\* **Environmental Safety Manager**

\* **Supervisor(s) of any group in affected area**

\* **Other affected parties as needed: Contractors, room occupants, etc. - Provost or Facilities Director should notify building occupants**

**SAMPLE NOTIFICATION:**

Beginning at [TIME] on [DATE], [ABATEMENT CONTRACTOR] will remove [WHAT MATERIAL] in the [BUILDING AND ROOM]. [ABATEMENT CONTRACTOR] will construct an enclosure with poly sheeting and create a negative pressure environment by exhausting the air through a HEPA filter. They expect to take [HOW MANY] days to complete the project. [OPTIONAL: OTHER INFORMATION ABOUT SCHEDULING, NIGHT-TIME OR WEEKEND WORK MAY BE ADDED]

An independent industrial hygienist from [IH CONTRACTOR] will monitor the project and provide air sampling analysis before the area is cleared for general use.

[OPTIONAL: SPECIAL NEEDS FOR CONTRACTORS TO MAINTAIN SITE SECURITY, WATER/ELECTRICITY FOR ABATEMENT, WORKSPACE WITH ELECTRICITY FOR AIR SAMPLE ANALYSIS]

Please, direct questions or concerns about this project to the Environmental Safety Office at [environmentalsafety@montgomerycollege.edu](mailto:environmentalsafety@montgomerycollege.edu)