Southern Oregon University
Asbestos Management Plan

The purpose of the Asbestos Management Plan (AMP) is to safeguard and control hazards to the University community from exposure to asbestos through compliance with related asbestos control requirements promulgated by relevant federal and state agencies; relevant federal and state laws, rules, regulations; and State Board of Higher Education policies.

DEFINITIONS

Asbestos - A generic name given to a number of naturally occurring hydrated mineral silicates that possess a unique crystalline structure, are incom bustible in air, and are separable into fibers. Asbestos is hazardous to health and cannot be expelled by the body.

ACM (Asbestos Containing Material) - Any material containing more than 1% asbestos.

Friable Asbestos Material - Material that is capable of being crumbled, pulverized, or reduced to powder by hand pressure, or which under normal use in maintenance, emits or can be expected to emit fibers into the air. If contained in the structure and not airborne, this material is not hazardous to human health.

Major Fiber Release - The dislodging or falling of 3 square feet or more of surfacing material or 3 linear feet or more of pipe insulation.

Minor Fiber Release - The dislodging or falling of less than 3 square or linear feet of friable ACM.

Permissible Exposure Limit (PEL) - Exposure to an airborne concentration of asbestos not to exceed 0.1 fibers per cubic centimeter of air as an eight hour Time Weighted Average (TWA) as determined in 29 CFR 1926.1101(b).

Excursion Limit - Exposure to an airborne concentration of asbestos not to exceed 1.0 fibers per cubic centimeter of air in any 30 minute period.

Air Monitoring - Sampling of air within the asbestos control area that is representative of the airborne concentrations of asbestos fibers that may reach the breathing zone.

AMP (Asbestos Management Plan) - Procedures for control of access to and safe maintenance of ACM.

POSSIBLE LOCATIONS OF ACM

- Surfacing materials - sprayed or troweled-on walls and ceilings
- Thermal insulation - batts, blocks, pipe coverings and gaskets
- Cementitious - panels, roof tiles, clapboard, shingles and mud on pipe joints
- Paper products - corrugated and millboard
- Roofing felts - found on shingles and pipelines
- Compounds - caulking, putties, adhesives, joint compound, roofing asphalt, mastics, roof putty, plaster, stucco, spackles, sealants
- Ceiling tiles - lay-in and glued on
• Flooring tile and sheets - vinyl asbestos tile, asphalt asbestos tile, sheet goods such as resilient vinyl sheet flooring
• Wall coverings - vinyl wallpapers
• Paints and coatings - roof coatings, air tight aluminized paint
• Auto products - brake pads, clutches, gaskets

RESPONSIBILITIES

1. The Associate Vice President for Facilities Management & Planning ensures that requirements of the Asbestos Management Plan are complied with and that consistency of the AMP with University policy is maintained.

2. The Asbestos Management Coordinator (AMC) is responsible for implementing, coordinating, and documenting administration of the AMP. The AMC is directly responsible for verifying and maintaining current building survey data; conducting abatement efforts; coordinating training for Facilities Management & Planning (FMP) personnel and building managers; notifying building managers when an asbestos abatement project is to be performed and providing progress information until the project is complete; and reviewing/managing capital/major renovation projects for asbestos locations and providing technical assistance to the University community.

3. FMP Supervisors/Lead Workers are responsible for ensuring that FMP employees comply with relevant AMP requirements during the performance of scheduled work, that all training requirements are kept current, and that abatement efforts are coordinated within the schedule.

4. FMP employees must report all actual/potential contact with asbestos-containing material to their direct supervisor for proper coordination of immediate assessment and prioritization.

5. Building Managers are responsible for notifying their building occupants when an asbestos abatement project is to be performed and provide project progress information until complete.

6. Accident investigations regarding possible exposure to ACM by any SOU employee or student are conducted by the AMC. An incident report shall be submitted to Human Resources within 3 days after the AMC becomes aware of the incident. Human Resources sends copies of the reports to the Environmental Health & Safety (EHS) Department, the employee, and the employee’s supervisor. The results of the FMP investigation are reported to the Director of Environmental Health & Safety within 24 hours of completion of investigation.

PROCEDURES

Employee Training

A minimum of two hours annual asbestos awareness training is required for all custodial, maintenance, and auto repair employees who may come in contact with ACM while performing their duties. This training includes:

1. Types and uses of asbestos
2. Potential health risks from asbestos exposure
3. Location of asbestos in University-owned and operated buildings
4. Recognizing damaged asbestos
5. Reporting damage and requesting removal of ACM for maintenance and construction/remodel
6. Location of asbestos surveys and how to request information
7. Use of respirators
8. Submission of training records to EHS after trainings
9. Review of the Asbestos Management Plan; names and phone numbers of the Asbestos Management Coordinator and certified asbestos workers; and location of the Asbestos Management Plan

**ACM Surveillance and Inspection**

The Asbestos Management Coordinator is responsible for scheduling periodic inspections of University-owned buildings to detect damaged or worn ACM so that corrective action can be taken. These inspections continue until all the ACM from the affected area is removed or the building is demolished. Periodic surveillance is scheduled as follows:

- Priority level 1 areas are inspected at least every six months.
- Priority level 2 and 3 areas are inspected at least every twelve months.
- Priority level 4 areas are inspected at least every twenty-four months.

The AMC or his designated representatives, have the right to change locks on an area that warrants restricted access. (See attached inspection form).

Custodial and maintenance personnel are responsible for observing the condition of ACM in their area and for immediately reporting any damage to their supervisor and the Asbestos Management Coordinator (AMC) or designee.

Any person working in an area with known or suspected ACM shall submit a job request form prior to doing any remodel work. The information is reviewed to determine if asbestos will be affected by the job. For areas where the presence of ACM is suspected but not confirmed, an on-site visit is made by the AMC or designated inspector and a DEQ survey is conducted to determine the presence of ACM. If asbestos is detected, it must be abated before any work begins.

All asbestos-related work must be performed in accordance with the Asbestos Management Plan and by qualified personnel.

**Building Air Monitoring/Dust Sampling**

Dust sampling is performed (when appropriate) to determine whether settled dust contains asbestos. Asbestos fiber release can be measured by counts of asbestos fibers in air. This approach quantitatively measures current airborne fiber concentration; however, this method provides no information about past or potential future fiber release. Implementing an effective monitoring program to measure current levels of airborne asbestos is difficult and is not always conclusive.

All asbestos abatement projects are monitored during the removal process to ensure that building occupants and the public are not being exposed to asbestos fibers. Each project is cleared through air testing according to proper OSHA, DEQ protocol and certified as clean space prior to re-occupancy.
Minor and Major Fiber Releases

Minor and major fiber releases are handled according to DEQ and OSHA regulations and by the AHERA management plan for AHERA-regulated buildings.

Protective Breathing Apparatus

All workers entering an area of proven or suspected asbestos contamination are required to wear a protective breathing device and comply with the SOU Respirator Program, which is located at the FMP and Environmental Health & Safety Departments.

Medical Surveillance

Record Keeping Responsibility - The Asbestos Management Coordinator is responsible for keeping well-organized asbestos-related records, including, but not limited to, employee training, inspections, surveys, notifications, monitoring/sampling, respirator use, and medical surveillance records for asbestos workers. Such records must be specially marked to prevent inadvertent destruction and must be kept in an area that is safe from destruction by water, flood, and accidents or weather-related events. The Coordinator will inform EHS on major projects prior to their start.

Notification Plan

The following Notification Plan is used to inform employees and building occupants about the presence of ACM in their facility:

1. Warning signs, legends, and labels shall be posted in areas of known or suspected ACM and notification forms used as necessary.

2. New or temporary custodial, maintenance and auto repair workers shall receive and sign a notification letter and attend asbestos awareness training. All other new employees shall receive the asbestos notification letter as part of their orientation package.

3. Contractors shall be notified of and abide by the AMP.

Sanctions

Sanctions will be commensurate with the severity and/or frequency of offenses and can include termination of employment.
SAMPLE FORMS

Notification Memorandum

To: Building Occupant/SOU Employee

From: Skip King, Asbestos Management Coordinator

An asbestos survey and assessment has been conducted on Southern Oregon University buildings. The study identifies where asbestos-containing materials (ACM) are present and provides guidelines for maintenance of ACM in stable condition until removal becomes necessary. The study is located at Facilities Management & Planning (FMP) and is available for review during office hours, 8:00 A.M. to 5:00 P.M., Monday through Friday.

Inhalation of tiny fibers from disturbed ACM can be harmful. When ACM is maintained in stable condition, it may be kept in place for the life of the building or until renovation could disturb it.

To avoid exposure, it is important to (1) know what types of materials may contain asbestos; (2) avoid any damaged areas; and (3) contact FMP at 552-6231 when these areas are found so the problem can be remedied immediately. Common applications of asbestos in buildings include:

- Sprayed-on fireproofing, soundproofing, or thermal insulation;
- Acoustic plaster soundproofing or ceiling tiles, pipe insulation, cement asbestos (transite); and
- Floor tile and mastic, and linoleum and backing.

Most buildings built between 1950-1970 contain some of these materials, but it is important to realize that not all of them contain asbestos. The university’s management plan pinpoints ACM and its locations throughout the university.

To prevent potential release of asbestos fibers, please avoid:

- Drilling, cutting or perforating materials;
- Hanging items from insulation or ceiling tiles;
- Disturbing or damaging material while moving or transporting items;
- Storing items on top of insulated pipes; and
- Using brooms, dry brushes, or standard vacuums in the vicinity of damaged insulated pipe. Please call FMP immediately concerning any damaged areas.

When feasible, we will remove asbestos prior to remodels. All work will comply with relevant federal and state laws. Much of the work will be done during off-hours to further protect building occupants from exposure.

If you have any questions or comments, please contact Skip King at 552-6234.
Job Request/Work Authorization Form

Submit form to the Asbestos Management Coordinator at Facilities Management & Planning.

(DO NOT BEGIN WORK UNTIL AUTHORIZATION IS RECEIVED.)

Name _______________________________ Date __________________
Telephone Number _______________________________
Start Date _______________________________
Location of Work _______________________________
Description of Work To Be Performed: _______________________________


Maintenance Work Authorization Form
(to be completed by Inspector)

Authorization is given to proceed with the following maintenance work-
Requested By: __________________ Location: __________________

Presence of Asbestos Containing Material (ACM)

☐ ACM is present but disturbance is unlikely. However, if conditions change, the Asbestos Management Coordinator will reevaluate the work request prior to proceeding.

☐ ACM is present and may be disturbed.

☐ ACM is not present in the vicinity of the maintenance work.

The following practices must be employed to avoid or minimize disturbance of ACM:

__________________________________________ _______________________
__________________________________________ _______________________
__________________________________________ _______________________

Survey Completed By:

Signature __________________ Date

Approved By

Signature / Asbestos Management Coordinator __________________ Date