

CSUCI Asbestos Operations and Maintenance Program – Rev 0

1.0 Policy

It is the policy of California State University Channel Islands to provide employees and visitors with a safe and healthful environment. The primary objective of this program is to prevent exposure to airborne asbestos fibers. This will be accomplished by minimizing disturbance of asbestos containing materials, or by procedures to contain fibers when disturbance of these materials is planned. All work will be done in accordance with OSHA standards and other regulatory guidelines. To ensure regulatory compliance and safety, in-house work that may disturb asbestos containing materials should comply with the provisions of this Operations and Maintenance Program.

2.0 Purpose/Scope

2.1 Purpose

This program is intended to prevent release of asbestos fibers; first, by minimizing disturbance or damage to asbestos containing materials during normal operations, and second, by monitoring the condition of asbestos containing materials (ACM).

2.2 Scope

This program is intended to address work conducted by CSUCI staff. This type of work will be small scale, short duration maintenance, repair and installation projects involving minor disturbance of asbestos containing materials. No more than one hundred (100) square feet of asbestos containing material that may be disturbed in any single project.

3.0 Definitions

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

Friable asbestos: Any material that contains more than one percent asbestos and can be crumbled, pulverized or reduced to powder by hand pressure.

4.0 References

- 4.1** Asbestos in Buildings: Guidance for Service and Maintenance Personnel. U.S. Environmental Protection Agency, July, 1985.
- 4.2** Guidance for Controlling Asbestos Containing Materials in Buildings. U.S. Environmental Protection Agency, June, 1985.
- 4.3** Managing Asbestos in Place: A Building Owners Guide to Operations and Maintenance Programs for Asbestos Containing Materials. U.S. Environmental Protection Agency, July, 1990.

5.0 Administration and Responsibilities

5.1 Asbestos Program Manager

Maintain the written Asbestos Operations and Maintenance Program.
Maintain an inventory of ACM types and locations.

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Ensure that all employees receive training appropriate for their roles in managing ACM.
Inform Custodial and Maintenance staff about the locations of ACM and caution them about disturbance or damage.
Maintain records as required by this program.

5.2 Building Inspector/ O&M program coordinator

Inspect any renovation or demolition work to determine if ACM is present. Ensure that recommended procedures and safety practices will be followed before authorizing construction or maintenance work involving ACM. These procedures include containment barriers around construction and the use of coveralls and respirators by workers during disturbance of ACM. Periodically inspect all known ACM for deterioration and when appropriate take action to prevent release of asbestos fibers

5.3 Employees

Custodial and Maintenance staff should clear any work that may disturb ACM with the O&M program coordinator before work begins.
Avoid sanding or stripping floor tiles that contain asbestos or the mastic underneath.
Report any damage to ACM to their supervisor or the O&M program coordinator.

6.0 Notification

University employees, off-Campus contractors and lessees must be informed of the presence of ACM in facilities. Abatement notifications are the responsibility of abatement contractors. CSUCI staff will not disturb ACM in amounts that require other notifications.

7.0 Surveillance

The O&M program coordinator should periodically inspect all ACM for deterioration and when appropriate take action to prevent fiber release. Custodial and maintenance staff should be aware of and report deterioration of ACM to the O&M program coordinator.

8.0 Controls

8.1 Lessees and Contractors

Lessees and contractors will be informed of the presence of ACM in facilities.

8.2 University operations and maintenance

1. Suspect ACM will be treated as actual ACM and appropriate controls and work practices will be used when the material is disturbed.
2. In order to treat suspect ACM as non-asbestos material, the material must be demonstrated to be non-ACM through testing. Appropriate samples must be taken by the Building Inspector and analyzed by a certified laboratory.
3. Removal of ACM by CSUCI staff will not exceed 100 square feet in any single project.

4. Any renovation or demolition must be cleared through the O&M Program Coordinator to determine if ACM is present.

9.0 Work Practices

9.1 Workers who do planned disturbance of ACM will abide by the following work practices.

1. Wear protective coveralls and respiratory protection.
2. Use wet methods to minimize the chance of air borne fibers.
3. Control access to work area during disturbance of ACM.
4. Shut off ventilation to area during disturbance of ACM.
5. Obtain prior approval for any work disturbing ACM from O&M program manager.
6. Dispose of waste properly.

9.2 General Precautions and Procedures

Asbestos can be found in many buildings as a component of building construction materials. Asbestos is a hazardous material which may cause adverse health effects. However, asbestos does not pose a threat to health unless the asbestos fibers become airborne.

Avoid touching asbestos-containing materials on walls, ceilings, pipes, or boilers. **DO NOT** drill holes, hang plants or other objects from walls or ceilings made of asbestos-containing materials. **DO NOT DISTURB** asbestos-containing materials when replacing light bulbs. **DO NOT DISTURB** damaged asbestos-containing materials or asbestos debris. If you find asbestos-containing materials that have been damaged, immediately do the following:

1. Stop any activities that will generate dust or spread debris.
2. Contact the asbestos program coordinator.
3. **DO NOT** attempt to handle or clean up damaged materials unless trained, licensed, or authorized to do so.
4. For more information, you can contact the following people:

Questions on asbestos locations:

Safety Coordinator - Physical Plant Management

Bill Kupfer – Environment, Safety and Risk Management
(805) 437-8847

Questions on asbestos regulations or exposures:

Bill Kupfer – Environment, Safety and Risk Management
(805) 437-8847

10.0 Record Keeping

The University will maintain a written asbestos operations and maintenance program. Records will be maintained for initial, and annual refresher, asbestos training. In addition, records will be maintained for annual medical evaluations, respirator fit testing and respirator training.

11.0 Worker Protection

11.1 Medical Evaluation

Medical evaluations will be performed to ensure that employees are medically fit to wear a respirator when they are required to do so under this program.

11.2 Respiratory Protection

Respiratory protection will be required when employees disturb ACM.

12.0 Training

12.1 Program Manager

Minimum of 24 hours; including "Building Inspector" or "Asbestos Management Planner."

12.2 Workers who will disturb ACM

Minimum of 16 hours; "Special Operation and Maintenance," for workers who will do planned disturbances of ACM during operations and maintenance.

12.3 Custodial and Maintenance workers

Minimum of two hours; "Awareness Level" training on the location of ACM, proper procedures for cleaning and maintenance and what actions to take if ACM is accidentally disturbed.