

**Virginia Polytechnic Institute and State University
Facilities Department Procedure**

2010 ASBESTOS AND LEAD INSPECTION/ABATEMENT

Date: July 10, 2018

Revision: 2

Purpose:

To establish the process and procedures followed by Facilities Safety and Health for asbestos-containing material (ACM) and/or lead (Pb) being disturbed during a renovation or demolition on a project managed by the Facilities Department.

Responsible Staff:

- Facilities Safety and Health is responsible for conducting the inspection and sampling of asbestos-containing material and lead for all Facilities Department projects, and for maintaining all asbestos and lead documentation for work performed during a project.
- The Project Manager and/or Facilities Supervisor are responsible for submitting work orders for inspections and sampling to Facilities Safety and Health. The request should include the scope of work and a basic floor plan of the impacted area(s). They are also responsible for requesting project monitoring, if required, at a minimum of seven (7) calendar days prior to an abatement project.
- All Facilities employees are responsible for performing work-related tasks in accordance with this procedure.

Procedure:

All building structures that have the potential to disturb asbestos-containing material (ACM) or lead during a project will be inspected and sampled by Facilities Safety and Health regardless of the date of renovation and construction unless previous sample data is present. Facilities Safety and Health reserves the right to require the use of a third-party contractor for inspections based on available resources, project scope, and duration. For large-scale renovation projects (i.e., projects which encompass whole buildings or entire floors), all roofing projects, or projects four hours or more from the Blacksburg campus, a third-party contractor will be used for inspections.

If ACM or lead is identified during inspection and sampling, Facilities Safety and Health will serve as the Project Monitor. Facilities Safety and Health reserves the right to require the use of a third-party contractor for project monitoring based on available resources, project scope, and duration.

For all projects requiring ACM and lead inspections and sampling:

1. In order for an inspection to occur, a work order must be added by the Project Manager or a Facilities Supervisor prior to the start of a project. If no existing data is available, the work order must be funded in order for sampling to occur.

NOTE: If an emergency takes place (i.e., pipe burst, etc.), Facilities Safety and Health will work through the Associate Director of Buildings and Grounds, Renovations Project Manager, and/or other relevant parties to address the situation as quickly as possible. After the situation is addressed, the responsible Project Manager or Facilities Supervisor must submit a work order with an asbestos phase added to it.

2. A staff member with asbestos and lead awareness training may raise a drop ceiling panel or any relevant ceiling fixtures to determine whether it can be safely removed based on the condition of the building material observed. If any suspected ACM and/or lead is present, all work must immediately stop and Facilities Safety and Health must be contacted.
3. If there is a change in the scope of work from the original work order, the Project Manager or Facilities Supervisor must notify Facilities Safety and Health to conduct a new inspection that includes the additional scope of work to ensure all suspect ACM is identified.
4. If ACM and/or lead is identified during the inspection/sampling process, abatement of any materials impacted by the project must occur.
5. If suspected ACM and/or lead is discovered during the renovation phase, the material should not be disturbed until it is sampled and analyzed by Facilities Safety and Health. Laboratory results may not be available for 48 hours depending on the time of sample collection. During this time, work can only be performed if it does not involve the disturbance of the suspected material.
6. If suspected ACM and/or lead is disturbed during the course of work, the Project Manager or Facilities Supervisor will secure the area and contact Facilities Safety and Health and Environmental Health and Safety (EHS) for containment and exposure information.
7. If it is necessary to hire a third-party contractor to conduct asbestos (bulk and air) or lead (X-Ray Fluorescence (XRF) and Toxicity Characteristic Leaching Procedure (TCLP)) sampling, Facilities Safety and Health must receive a copy of the sample results within 48 hours upon receipt by the Project Manager or Facilities Supervisor.
8. Any personnel who are not asbestos-trained are not authorized to enter the containment area until the area is cleared by the Project Monitor.
9. Environmental and final clearances will be conducted by the Project Monitor depending on the scope of work. Any abatement containment will be built by the abatement contractor or the Facilities Department's Asbestos Team, and approved by the Project Monitor. Facilities Safety and Health reserves the right to defer to Personal Sampling Pumps for small scale projects.
10. Facilities Safety and Health will upload lab results for air monitoring and bulk sampling as well as the Project Monitor's daily and final inspection logs to HokieServ under "Related Documents" of the work order.

11. Abatement contractors are required to send copies of the following documents to the responsible Project Manager or Facilities Supervisor: notifications (if applicable), daily logs, training records, personal air monitoring results, waste manifests, work practices, quantities (square foot, linear foot, cubic foot), type of material abated, as well as marked up drawings within 45 days of abatement completion. This includes all applicable third-party monitoring documentation. The Project Manager or Facilities Supervisor is responsible for providing all abatement project information to Facilities Safety and Health to upload into HokieServ.
12. For any abatement that requires more than 10 square feet, 10 linear feet, and/or 35 cubic feet of material – other than roofing, flooring, or siding – a 20 calendar day notification will be submitted by the abatement contractor.
13. If an emergency waiver of the notification period is needed, Facilities Safety and Health will be notified by the Project Manager or Facilities Supervisor to assess the concern and process the necessary documentation.

NOTE: Such waivers are only used for emergency situations and planning is essential to limit their occurrence.

Approval and Revisions:

Initially reviewed and approved by the Associate Vice President and Chief Facilities Officer on May 10, 2016.

Revision 1 reviewed and approved by the Associate Vice President and Chief Facilities Officer on June 8, 2017.

Revision 2 reviewed and approved by:



Christopher H. Kiwus, PE, Ph.D.
Associate Vice President and Chief Facilities Officer



Date