

To complement these efforts, specific work practices will be developed to control the disturbance or damage of asbestos-containing materials and to minimize ACM on campus. These practices include, but are not limited to:

- Campus and Building Services - Special precautions will be taken in the care of asbestos containing flooring. Sanding will be prohibited. Stripping of finishes shall be conducted using low abrasion pads at speeds lower than 300 rpm and wet methods will be utilized. Dry buffing is not permitted unless there is sufficient finish so that the pad cannot contact the ACM.
- Heat treat ovens, furnaces, kilns which may have ACM for insulation shall not be repaired by employees unless an asbestos determination has been made. If exposure of friable insulation/dust is evident, the unit shall be taken out of operation and tested for asbestos.

ACM not banned for manufacture, importation and distribution in commerce are listed below; therefore, all new construction will be specified to contain asbestos-free materials:

- Cement corrugated sheet
- Cement flat sheet
- Clothing
- Pipeline wrap
- Roofing felt
- Vinyl floor tile
- Cement shingle
- Millboard
- Cement pipe
- Automatic transmission components
- Clutch facings
- Friction materials
- Disk brake pads
- Drum brake linings
- Brake blocks
- Gaskets
- Non-roofing coatings
- Roof coatings

All work with asbestos abatement and sampling for PACM/ACM materials will be done by outside contractors. No repairs or replacement of asbestos containing material or PACM will be done by a University employee and no samples to determine if asbestos is present will be collected by a University employee.

Emergency Response - Emergency actions will be implemented when exposure levels exceed the action level prescribed by OSHA. Where such exposure is suspected, access to the area will be restricted until air monitoring can be conducted by an independent environmental testing lab in order to determine the actual hazard level. Depending upon location, the immediate shut-down of air handling systems might be required to assist with controlling any release. Immediate abatement will be considered where measures to control release and limit exposure restrict business activities or where such measures do not ensure the continued safety of employees, visitors, and residents.

Call Emergency Response Telephone Number on Shipping Paper first. If Shipping Paper is not available or no answer, refer to appropriate telephone number listed on the inside back cover (e.g., CHEMTREC 800-424-9300, DEFENSE LOGISTIC AGENCY 800-851-8061). National Response Center (1-800-424-8802), PA Emergency Management Agency (1-800- 424-7362) and 3E Company (1-800-451-8346).

Abatement - Abatement activities will be considered when there is reason to suspect that asbestos-containing materials will be, or have been, damaged or disturbed in such a way as to create potential exposures greater than the OSHA prescribed limits. Further, abatement will be considered wherever significant renovation or construction work is planned.

Abatement work will be conducted only by outside firms licensed and PaDEP certified to perform asbestos abatement. Depending on the purpose and scope of abatement work to be conducted, outside abatement contractors will be chosen by Messiah University and may be managed by a general contractor in conjunction with an independent environmental testing lab, also of Messiah University's choice.

The Project Manager will oversee work required in order to prepare utilities (electricity and water) for maintenance and abatement

Regardless of who oversees the abatement work, the following steps shall be followed:

1. A qualified abatement contractor will be selected in accordance with Messiah University's policy and the following guidelines:
 - a. Check references.
 - b. Conduct interviews.
 - c. Review insurance coverage.
 - d. Have the contractor write precise specifications, and then review them with the contractor.
 - e. Select the "best" contractor, not necessarily the lowest bidder.
2. The abatement contract Project Manager will inspect the work site frequently throughout the day to ensure compliance with all prescribed work practices and worker protection measures, including:
 - a. Construction of a totally effective containment barrier around the entire work area, or the use of containment bags for wrapped insulation.
 - b. Making sure that proper worker change and decontamination facilities are provided.
 - c. Seeing to it that all job specifications are being followed -- variations from them must be discussed with/approved in advance by the Messiah University representative overseeing the project or by higher level administrative personnel depending on any possible effect the changes may have on university operations/personnel.
 - d. Obtaining background air samples both inside and outside of containment by an independent environmental testing lab.
 - e. Obtaining personal air monitoring samples from workers in containment, either by the abatement contractor as part of the contract terms, or by an independent environmental testing lab.
 - f. Posting of asbestos hazard warning signs in appropriate locations during abatement.
 - g. Posting on site of all required permits and certifications as required by state and federal regulations.
 - h. Proper use of personal protective equipment (PPE), specifically respirators and Tyvek coveralls, by all workers inside containment.
 - i. Maintaining negative air pressure for the duration of operations until air clearances are obtained.
 - j. Properly bagging and labeling abated material with originator's (Messiah University's) address.
3. Abatement work will be stopped immediately if any condition of the worksite appears to be hazardous.
4. The contractor should be released only after:
 - a. The work site has been thoroughly cleaned at least twice.
 - b. A visual inspection reveals the work specified was done and the site passes a visual test for abatement completion and cleanliness.
 - c. Air testing conducted has determined that the quantity of airborne fibers present in the air is within prescribed safe levels.
5. The Project Manager will see that:
 - a. Disposal records received from the abatement contractor are reviewed to assure the ACM was disposed of properly ("cradle-to-grave" documentation will be included).
 - b. Complete records of all abatement activities are sent to his/her office to ensure that facility assessment information is updated. All records are to be kept on file forever, per PaDEP instructions.
 - c. All related project documents are filed in the asbestos master file in the Lenhart building room 117.

RESPONSIBILITY

The Vice President for Operations is responsible for:

1. Seeing to it that an assessment of the facility to identify the location and potential hazards of ACM has been completed and is on file in Lenhart Room 117.
2. For developing and consistently enforcing an operations and maintenance program designed to minimize the exposure of building occupants to asbestos materials by monitoring the condition of ACM and taking action as necessary.
3. Providing for effective and safe abatement of ACM where necessary.

The Employee Health and Wellness Coordinator is responsible for:

1. Seeing to it that staff working in areas containing ACM shall receive awareness level training. Such training will prepare these individuals for their responsibilities in the Asbestos O & M Program. Awareness level training will involve training on a variety of topics, including the following:
 - a. Asbestos health hazards.
 - b. Identifying asbestos-containing materials.
 - c. Safety guidelines for exposure.
 - d. Recognition of asbestos exposure risks.
 - e. Asbestos related regulatory requirements.
 - f. Work protection methods.
 - g. Emergency response procedures.
2. Ensuring that staff members receive appropriate levels of training consistent with their roles in the Asbestos O & M Program.
3. Training records from Qualtrics training programs will be the responsibility of the Employee Health and Wellness Coordinator.

Appendix A

All individuals involved in building inspections, developing management plans, designing projects, and/or individuals that may come into contact with Asbestos shall receive an initial training within thirty days of hire and shall participate in an annual ACM training program.

List of Individuals that Require annual training

<u>Work Center</u>	<u>Name/Title</u>	<u>Type of Training</u>
Operations	V.P. of Operations	ACM Training
Human Resources	Vice President for Human Resources and Compliance; Employee Health and Wellness Coordinator	ACM Training
Facility Maintenance	All Employees	ACM Training
Campus and Building Services	All Employees	ACM Training
Department of Safety	All Employees for emergency awareness	ACM Training
Grounds Department	Grounds Mechanic; Grounds Manager Assistant Director of Buildings and Grounds	ACM Training
IT Department	Director of Network Services; Communication Technicians; Communications Infrastructure Analyst	ACM Training

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