

OSU INSTITUTE OF TECHNOLOGY  
POLICY & PROCEDURES

<b>Control/Abatement of Asbestos in Campus Facilities</b>	<b>5-006 FACILITY MANAGEMENT March 2014</b>
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PURPOSE

- 1.01 It has been determined that airborne asbestos fibers may be hazardous to the health of exposed individuals. Because of this, the State of Oklahoma has enacted the Asbestos Safety Act (ASA) to control friable asbestos in public buildings and to regulate its removal and disposal. In addition, the Governor has decreed that no renovation shall occur in any state building until friable asbestos has been removed.
- 1.02 It is the purpose of this policy to establish procedures to control and/or remove asbestos when necessary as mandated by the ASA and the Governor's decree.
- 1.03 It is also the purpose of this policy to identify any known or assumed asbestos containing building materials (ACBM), document their location and condition, develop a management plan, and conduct awareness training for all those who are required to work in or around the material.

RESPONSIBILITY

- 2.01 The responsibility for the campus Asbestos Abatement Program is assigned to the OSU Institute of Technology (OSUIT) Campus Safety Coordinator, with supervision by the Director, Physical Plant Services.
- 2.02 All persons in authority shall be charged with following the procedures set forth in this policy, and will be held responsible for doing so.
- 2.03 Where contract work is required, it shall be the responsibility of the Physical Plant (on renovation and repair projects for which Physical Plant Services is responsible), in cooperation with the Campus Safety Coordinator, to develop specifications, obtain and evaluate bids, award contract(s) and administer the project to satisfactory completion.

UNIVERSITY POLICY AND STATE LAW

- 3.01 All laws, rules and directives of the State of Oklahoma governing asbestos shall be observed.
- 3.02 Only certified personnel or authorized contractors shall be permitted to perform asbestos abatement work on campus facilities.

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- 3.03 Only certified personnel or authorized contractors shall be permitted to perform any routine maintenance, repairs, alterations or renovation of university facilities.
- 3.04 No alterations or renovation projects shall be undertaken until the area to be renovated has been checked for the presence of asbestos. If asbestos is found, it shall be removed or otherwise abated in accordance with proper prescribed procedures before alterations or renovation can take place. Proper state agencies will be notified in advance in accordance with state law, rules and/or applicable directives. Physical Plant Services is responsible for notifying appropriate state agencies (on renovation and repair projects for which Physical Plant Services is responsible).
- 3.05 No facility maintenance or repairs shall be undertaken if ACBM may be disturbed resulting in the release of visible asbestos fibers. If ACBM is present, it shall be removed or otherwise abated in accordance with proper prescribed procedures before maintenance or repair is undertaken.
- 3.06 The Safety Coordinator will ensure that all personnel who work in areas where ACBM is present receive initial safety training for safely working in affected areas, and annually, all affected employees receive training on the health hazards associated with asbestos. Safety training must be in accordance with the appropriate OSHA regulation.
- 3.07 Semi-annually, all asbestos will be visually inspected by a qualified person to check on the condition of the ACBM. The asbestos management plan will be updated by a qualified person every three years. The Safety Coordinator will be the responsible party to ensure this occurs.

PROCEDURE

- 4.01 To initiate an alteration or renovation project, a properly executed work request should be forwarded to Director, Physical Plant Services. If it is apparent no asbestos will be encountered, applicable work will be estimated by Physical Plant Services, and the work scheduled for completion as soon as possible.
- 4.02 If it is determined that asbestos may be involved, Physical Plant Services will forward the request to the OSU-Stillwater Safety Department for review and a determination of safety requirements. This department will make the review and attach a statement to the estimate indicating one of the following:
  - A. Asbestos is not present.
  - B. Asbestos abatement will be required. The estimated cost for removal/abatement of asbestos will be indicated when the estimate is returned to the sender. It will also contain the following statement:

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ASBESTOS ABATEMENT REQUIRED. Estimated cost of this work is \$ \_\_\_\_\_. ABATEMENT WORK MUST BE COMPLETED BEFORE OTHER WORK CAN BEGIN. The authorizing administrator must give advance notice to the Safety Department at least 10 work-days before start of the project in order that required notification of state authorities can be made.

- 4.03 When asbestos abatement has been satisfactorily completed, OSUIT's Physical Plant Services will note the date in writing and place this on file with all proper parties.
- 4.04 When asbestos is unexpectedly encountered on any maintenance, alteration, repair or renovation job in progress, all work shall be immediately halted and the Director, Physical Plant Services notified. The Director, Physical Plant Services and Campus Safety Coordinator will investigate and arrange for testing to determine if, in fact, asbestos is present. If necessary, interim measures as defined in Section 4.05 of this policy shall be taken to confine the hazard and to protect personnel. If asbestos is determined to be present, Physical Plant Services shall initiate work to abate the hazard in accordance with accepted practices as soon as possible.
- 4.05 In the event testing or other factors indicate there may be an asbestos hazard that poses an imminent danger to employees, faculty, staff or students, Physical Plant Services shall institute necessary steps to confine the hazard and/or protect building occupants. The Vice President for Fiscal Services and Campus Safety Coordinator shall be promptly notified and an emergency shutdown of the area or facility requested until the hazard can be verified and/or abated. This request shall be made verbally and followed up in writing, and shall contain all known facts about the severity and extent of the hazard and the areas affected. The Vice President for Fiscal Services shall confer with others as deemed necessary.
- 4.06 The Director, Physical Plant Services will maintain a master log of all known and assumed locations of asbestos containing building material for the campus at the Physical Plant. The master log may take the form of a file with building diagrams indicating where the specific samples were taken and the known sample log. This log is subject to public inspection and will be maintained in the Physical Plant Services Office.
- 4.07 The Safety Coordinator will work with the Human Resources office to ensure asbestos-related training occurs at the university.
- 4.08 The Safety Coordinator will maintain all inspection records in accordance with current state and federal law.

Approved: August 1996  
Revised: March 2006  
Revised: July 2009  
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