

HAZARDOUS MATERIALS *(Asbestos Control)*

The district will comply with all state and federal laws regarding the identification, management and abatement of asbestos in district buildings. This procedure outlines compliance measures but is not intended to expand or conflict with applicable federal law.

Definitions

Asbestos-Containing Material (ACM): When referring to school buildings, any material or product that contains more than one percent asbestos.

Asbestos-Containing Building Material (ACBM): Surfacing ACM, thermal system insulation ACM or miscellaneous ACM that is found in or on interior structural members or other parts of a school building.

Friable: When referring to material in a school building, material that, when dry, may be crumbled, pulverized or reduced to powder by hand pressure, including previously non-friable material after such previously non-friable material becomes damaged to the extent that, when dry, it may be crumbled, pulverized or reduced to powder by hand pressure.

School Building : Any property the district leases, owns or otherwise uses in the following manner:

1. Any structure suitable for use as a classroom, including school facilities such as laboratories, libraries, eating facilities or facilities used for the preparation of food.
2. Any gymnasium or other facility that is specifically designed for athletic or recreational activities for an academic course in physical education.
3. Any other facility used for the instruction or housing of students or for the administration of educational or research programs.
4. Any maintenance, storage or utility facility, including any hallway, essential to the operation of any facility mentioned in items 1-3 above.
5. Any portico, covered exterior hallway or walkway.
6. Any exterior portion of a mechanical system used to condition interior space.

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Asbestos Manager

The Superintendent is the district's designated asbestos manager. The asbestos manager will coordinate district efforts to comply with state and federal laws regarding the identification, management and abatement of asbestos.

The asbestos manager will receive training in:

1. The health effects of asbestos.
2. The detection, identification and assessment of ACM.
3. Options for controlling ACBM.
4. Asbestos management programs.
5. Relevant state and federal laws concerning asbestos.

Asbestos Management Plan and Recordkeeping

The district is required by law to have an asbestos management plan for each school building containing asbestos. The asbestos manager will work with an accredited professional to create, maintain and update the district's asbestos management plans to keep them current with ongoing operations and maintenance, periodic surveillance, inspection, re-inspection, and response action activities, as required by law.

Each management plan must contain a true and correct statement, signed by the asbestos manager, that certifies that the district's responsibilities under the law have been or will be met.

Copies of the management plans will be available in the superintendent's office and in the individual school building covered by the plan. If all ACBM has been removed from a building, the district will retain the records for six years.

Inspections, Re-inspections and Sampling

All buildings the district owns, leases or otherwise uses must be inspected for asbestos. The asbestos manager will coordinate an inspection for any new school building prior to use, unless it is an emergency situation. In an emergency, the inspection will occur within 30 days of use.

At least once every three years after a management plan is in effect, the asbestos manager will coordinate a re-inspection of all friable and non-friable known or assumed ACBM in each school building.

All inspections and re-inspections will be done by an accredited inspector and conducted as required by law. The inspections and re-inspections will include the collection of samples that will be analyzed by accredited laboratories, as required by law. The inspector will provide a written report to the asbestos manager for inclusion in the district's asbestos management plan.

Response Actions

The asbestos manager will arrange for an accredited person to review the results of each inspection, re-inspection and assessment and make recommendations to the superintendent on appropriate district response actions to protect students, staff and the environment from friable asbestos. The district will take immediate action to preserve the safety of students and others using the district's buildings when necessary or required by law.

At the conclusion of any action to remove, encapsulate or enclose ACBM or material assumed to be ACBM, the asbestos manager will visually inspect each area to determine whether the action has been properly completed. Unless the project is of a small scale or short duration, the asbestos manager or designee will collect air samples to be analyzed for asbestos using laboratories approved as required by law.

Surveillance

At least once every six months after a management plan is in effect, the asbestos manager or designee will conduct periodic surveillance in each school building that contains ACBM or is assumed to contain ACBM.

Each person performing periodic surveillance shall:

1. Visually inspect all areas that are identified in the management plan as ACBM or assumed to contain ACBM.
2. Record the date of the surveillance, the name of the person conducting the surveillance and any change in the condition of the materials.
3. Submit to the asbestos manager a written report, which will be included in the district's management plan.

Warning Labels

The asbestos manager or designee shall attach a warning label immediately adjacent to any friable and non-friable ACBM and suspected ACBM assumed to be ACM located in routine maintenance areas at each school building. All labels will meet the requirements of the law, shall be prominently displayed in readily visible locations and shall remain posted until the ACBM that is labeled is removed.

Information and Notification

The district will annually provide written notification to parent/guardian, teacher and employee organizations of the availability of management plans. In the absence of any such organizations, the district will provide notice to parents/guardians, teachers and employees of the availability of management plans. The district will annually notify employees and other persons working in the building that has asbestos and parents/guardians and students about inspections, response actions and post-response action activities, including periodic re-inspection and surveillance activities that are planned or in progress.

Short-term workers, such as independent contractors, who may come in contact with asbestos in a school building will be provided information regarding the locations of ACBM and suspected ACBM assumed to be ACM.

Operations, Maintenance and Repair Program

The district will implement the following program whenever any friable ACBM is present or assumed to be present in a school building so that ACBM is maintained in good condition, asbestos fibers are cleaned and the further release of asbestos fibers is prevented.

Worker Protection and Training

All members of the district's maintenance and custodial staff who may work in a building that contains ACBM will receive awareness training of at least two hours, regardless of whether they are required to work with ACBM. New custodial and maintenance employees shall be trained within 60 days after commencement of employment. Training shall include, but not be limited to:

1. Information regarding asbestos and its various uses and forms;
2. Information on the health effects associated with asbestos exposure;
3. Locations of ACBM identified throughout each school building in which the staff work;
4. Recognition of damage, deterioration and delamination of ACM; and
5. The name and telephone number of the district's asbestos manager.

Maintenance and custodial staff who conduct any activities that will result in the disturbance of ACBM will also receive an additional 14 hours of training that will include, but not be limited to:

1. Descriptions of the proper methods of handling ACBM;
2. Information on the use of respiratory protection and other personal protection measures;
3. The legal requirements for cleaning and maintaining asbestos materials; and

4. Hands-on training in the use of respiratory protection, other personal protection measures and good work practices.

Maintenance and custodial staff who have attended asbestos training approved by the Environmental Protection Agency (EPA) or received equivalent training for operation, maintenance and periodic surveillance activities involving asbestos shall be considered trained for the purposes of this section.

Cleaning

Unless the building has been cleaned using equivalent methods within the previous six months, all areas of a school building where friable ACBM, damaged or significantly damaged thermal system insulation ACM, or friable suspected ACBM assumed to be ACM are present shall be cleaned at least once after the completion of the inspection and before the initiation of any response action according to the following procedures:

1. HEPA vacuum or steam clean all carpets;
2. HEPA vacuum or wet clean all other floors and all other horizontal surfaces; and
3. Dispose of all debris, filters, mop heads and cloths in sealed, leak-tight containers.

The management planner used by the district shall make a written recommendation to the district on whether additional cleaning is needed and, if so, the methods and frequency of such cleaning.

Operations and Maintenance Activities Disturbing Friable Asbestos

Whenever operations and maintenance activities disturb friable ACBM, district employees will:

1. Restrict entry into the area by persons other than those necessary to perform the maintenance project, either by physically isolating the area or by scheduling;
2. Post signs to prevent entry by unauthorized persons;
3. Shut off or temporarily modify the air-handling system and restrict other sources of air movement;
4. Use work practices or other controls, such as wet methods, protective clothing, HEPA vacuums, mini-enclosures and glove bags, as necessary to inhibit the spread of any released fibers;
5. Clean all fixtures or other components in the immediate work area; and
6. Place the asbestos debris and other cleaning materials in a sealed, leak-tight container.

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The response action for any maintenance activities disturbing friable ACBM, other than small-scale, short-duration maintenance activities, shall be designed by persons accredited to design response actions and conducted by persons accredited to conduct response actions.

Fiber Release Episodes

When an incident occurs where asbestos fibers are released, district employees will take the following actions.

When less than three square or linear feet of friable ACBM falls or is dislodged, district employees will:

1. Thoroughly saturate the debris using wet methods;
2. Clean the area as prescribed in the asbestos management plan or other plan developed by an accredited person;
3. Place the asbestos debris in a sealed, leak-tight container; and
4. Repair the area of damaged ACM with asbestos-free materials or implement the appropriate response action as determined in the asbestos management plan.

When friable ACBM exceeding three square or linear feet falls or is dislodged, district employees will:

1. Restrict entry into the area and post signs to prevent entry into the area by persons other than those necessary to perform the response action;
2. Shut off or temporarily modify the air-handling system to prevent the distribution of fibers to other areas in the building; and
3. Follow the response action that has been designed by a person accredited to conduct asbestos response actions.

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Note: The reader is encouraged to review policies and/or forms for related information in this administrative area.

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Boonville R-I School District, Boonville, Missouri