

BUILDINGS & SITES

Series 800

Policy Title Asbestos Containing Material

Code No. 804.04

Friable and nonfriable asbestos-containing materials will be maintained in good condition and appropriate precautions will be followed when the material is disturbed. If there is a need to replace asbestos, it will be replaced with non-asbestos containing materials.

The school district will annually notify, appoint and train appropriate employees as necessary.

Legal Reference:

20 U.S.C. §§ 3601 et seq. (1994).

40 C.F.R. Pt. 763.84 (2002).

Iowa Code §§ 279.52-.54 (2005).

Cross Reference:

403.04 Hazardous Chemical Disclosure
802.00 Maintenance, Operation and
Management

Date of Adoption: February 15, 2007 (Revised)

Related Administrative Rules and Regulations: _____

Remodeling and Renovation

Any project within the school district designated for renovation/remodeling will be referred for review and signed approval to the office of the Asbestos Program Manager. It will be the manager's responsibility to review construction specifications and plans and establish guidelines where these activities potentially may cause or promote contamination. Appropriate procedures will be followed to preclude contamination.

Shut-Down and Immediate Response

The Asbestos Program Manager and/or other designated persons will have the authority to immediately shut down a building area at any time and initiate engineering controls to safeguard health and safety of building occupants, should emergency asbestos exposure episodes require such response in the opinion of the Asbestos Program Manager.

Staff Training

All new buildings and grounds employees will participate in a 2-hour training to orient them to the existence of asbestos in the buildings to which they are attached and to address appropriate concerns relative to direct contact with asbestos. This training must occur within 60 days; however, it would be preferable to conduct the training within 30 days. These individuals will not be authorized to touch, amend or in any other pattern directly respond to asbestos bearing building products.

Any employee who is required to repair or work with asbestos-containing material will be fully trained (16-hour or 24-hour) prior to work assignment.

Priority and Maintenance of Records

Based upon regulatory concerns and potential civil litigation, there shall be a priority for rapid and thorough clerical response toward development and maintenance of records relating to the following activities:

- All asbestos related training.
- All renovation, remodeling or demolition that may involve asbestos.
- All asbestos abatement activities, including operations and maintenance, encapsulation, encasement and removal.
- All disposal manifests and records of disposed asbestos evolving from building material controlled by the district.
- All notifications to parents/guardians, employees and students regarding the presence of asbestos.
- All art procedures which may involve asbestos contract.

The Asbestos Program Manager will review all activities that may involve direct contact with asbestos bearing materials.

Specification Safeguards During Asbestos Oriented Abatement

All specifications for removal, encapsulation, encasement or extraordinary operations and maintenance programming involving asbestos will be developed in a specification format suggested by the National Institute of Building Sciences (NIBS) or other organization with appropriate background or experience in hazardous waste specification development, and approved by the Asbestos Program Manager. Federally certified project designers will be used in developing all projects.

Response Action Schedule

All activities and dates suggested within the ongoing Asbestos Management Plan will be complied with unless a formal determination is made in writing that sections of the plan should be changed. Major changes will be communicated to parents, guardians and employees for review and will be made available to the public.

New or Newly Acquired Property

Before a new or newly acquired building is utilized for any purpose within the district, there will be formal written assurance by the Asbestos Program Manager that appropriate public health and compliance procedures have occurred relative to the building.

Ongoing Inspection

There shall be a visual inspection every six months of all asbestos-bearing or assumed to be asbestos-bearing materials within each building. In addition, federally certified inspectors will inspect the buildings in their entirety on a three-year basis, completing appropriate forms and reports as required under AHERA. Following episodic water damage, those areas denoted in the plan as susceptible to water damage will be inspected.

Short-Term Workers

All short-term workers, employees or contractors who may enter the building for a period of time will be notified to the extent possible as to the availability of the plan identifying asbestos-bearing materials.

Response to Damaged Material

If during a periodic surveillance check or in any other situation a building employee finds damaged asbestos-bearing material, the incident will be reported to the Asbestos Program Manager, or designee, who will:

- Consider emergency response activities (isolated area, etc.).
- Repair the damaged area.
- Remove the damaged material if, due to technological factors, it is not feasible to repair the damage.
- Maintain all asbestos-bearing material in an intact state and undamaged condition.
- Record all activities relating to asbestos exposure.

Basic Notification

Notification will be submitted to all employees, parents and guardians and made known to the public in general that there is an Asbestos management plan for each school building under the governance of respective school administrators, and that this plan may be reviewed upon request or copied and provided to interested parties at the cost of reproduction. Records of this notification shall be maintained by the district.