

CCS Administrative Procedure

2.30.05-V Asbestos Awareness

Implementing Board Policy [2.30.05](#)

Contact: Environmental Health & Safety, 533-8686

1.0 Purpose

Community Colleges of Spokane is committed to the health and safety of its faculty and staff, and in maintaining a safe and efficient workplace that complies with all local, state and federal safety and health regulations, programmatic standards, and with any special safety concerns identified at the unit level. CCS complies with all federal, state and local asbestos regulations regarding asbestos management in order to prevent illness to employees and damage to the environment from the use, removal, and disposal of asbestos.

The purpose of this procedure is to protect students, employees and visitors from exposure to asbestos and asbestos-containing materials.

2.0 Definitions

- 2.1 AHERA: Asbestos Hazard and Emergency Response Act
- 2.2 Asbestos: a naturally occurring mineral fiber widely used in the construction and other industries and includes chrysotile, amosite, crocidolite, tremolite asbestos, anthophyllite asbestos, actinolite asbestos, and any of these minerals that have been chemically treated and/or altered
- 2.3 Asbestos Abatement Project: an asbestos project involving three square feet or three linear feet, or more, of asbestos-containing material.
- 2.4 Asbestos-Containing Material (ACM): any material containing more than 1% asbestos.
- 2.5 Asbestos-Containing Waste Material (ACWM): any waste that contains or is contaminated with asbestos-containing material. This includes asbestos-containing material that has been removed from a structure, disturbed, or deteriorated in a way that it is no longer an integral part of the structure or component; asbestos waste from control equipment; materials used to enclose the work area during an asbestos project; asbestos-containing material collected for disposal; and asbestos-contaminated waste, debris, containers, bags, protective clothing, or high efficiency particulate air (HEPA) filters. Asbestos-containing waste material does not include samples of asbestos-containing material taken for testing or enforcement purposes.
- 2.6 Asbestos Project: includes the construction, demolition, repair, remodeling, maintenance or renovation of any public or private building or structure, mechanical piping equipment or system involving the demolition, removal, encapsulation, salvage, or disposal of material or outdoor activity releasing or likely to release asbestos fibers into the air.
- 2.7 Fiber: a particulate form of asbestos, five micrometers or longer, with a length-to-diameter ratio of at least three to one.

- 2.8 PACM (presumed asbestos-containing material): thermal system insulation and surfacing material found in buildings, vessels, and vessel sections constructed no later than 1980. The designation of a material as “PACM” may be disputed according to the criteria outlined in [WAC 296-62-07721](#).
- 2.9 Permissible exposure limits (PEL): the amount of an airborne chemical, toxic substance, or other harmful agent that must not be exceeded during any part of the workday.
- 2.10 Regulated area: an area established by the employer to demarcate areas where Class I, II, and III asbestos work is conducted, and any adjoining area where debris and waste from such asbestos work accumulate; and a work area within which airborne concentrations of asbestos, exceed or can reasonably be expected to exceed the permissible exposure limit.
- 2.11 Removal: all operations where ACM and/or PACM is taken out or stripped from structures or substrates, and includes demolition operations.

3.0 Asbestos Identification

- 3.1 Most asbestos is immobilized in binding materials which do not release asbestos fibers into the air (e.g. vinyl floor tiles); however, there are many substances that employees come into contact with that may contain asbestos and have the potential to release fibers.
- 3.2 The presence of asbestos cannot be confirmed visually. The only way to positively identify asbestos is through laboratory analysis of samples. Sometimes product labeling or the manufacturer may confirm the presence of asbestos.
- 3.3 In the event asbestos is suspected in a product, employees shall assume that it is an ACM and follow the process outlined in section 4.0 to have it analyzed.
- 3.4 Some building materials contain asbestos which will release fibers if disturbed. CCS is comprised of numerous buildings and some facilities were constructed using ACMs. Most of these materials will not release asbestos fibers unless they are damaged or disturbed. Products and materials that may contain asbestos include the following.
- | | |
|---------------------------------|--|
| - Acoustical materials | - Wall and ceiling joint patch/compounds |
| - Sprayed-on fire proofing | - Roof shingles, siding shingles, sheets, etc. |
| - Heat resistive materials | - Asphalt and cement |
| - Ceiling and floor tiles | - Mastics/adhesives |
| - Sheet rock mud and plaster | - Automobile brake linings & clutch pads |
| - Insulation (pipe, wall, etc.) | |
| - Decorative spray for texture | |

4.0 Building Inspections

- 4.1 Before authorizing any construction, renovation, remodeling, maintenance, repair or demolition, regardless of the age of the building, the Facilities Department will ensure that a good faith inspection is performed to determine whether materials to be worked on or removed contain asbestos or a review of the as-built documents/capital records indicate there are no ACM in the building materials.
- 4.2 The Facilities Department will contract with an AHERA certified inspector to take the sample.

- 4.3 Samples will be analyzed at certified laboratories.
- 4.4 Suspect materials must be sampled or assumed to contain asbestos.
- 4.5 If necessary, the supervisor will close off an area (e.g., mechanical spaces) or shut down equipment (e.g., air handling units) pending test results and remedial action.

5.0 Notification of Abatement Work

- 5.1 The contractor must notify the Washington State Department of Labor and Industries and the Spokane Regional Clean Air Agency prior to starting work when required. Some projects require permits from regulatory agencies.
- 5.2 Employees directly impacting or potentially impacting asbestos, including Custodial and Facilities Operations, must be notified in advance of this potential by their supervisors.
- 5.3 All building occupants within and adjacent to the area in which the asbestos abatement work is to be performed must be notified. The Building Administrator will be notified of all activities that affect ACM in occupied areas.

6.0 Abatement Activities

- 6.1 Asbestos abatement/removal/cleanup activities are performed only by qualified/certified asbestos abatement contractors. **No CCS Employees are trained or qualified to perform asbestos sampling, removal or cleanup.**
- 6.2 The contractor must schedule work with CCS Facilities. Work may be scheduled during the evenings or weekends to minimize impact to college operations.
- 6.3 The contractor will conduct air monitoring both inside and outside the regulated/controlled area to ensure that asbestos fibers are not being released into occupied areas when required.
- 6.4 The contractor will determine if adjacent employees need respiratory protection.
 - 6.4.1 Only the qualified/certified contractor's employees may enter controlled/regulated areas.
 - 6.4.2 Warning signs will be placed according to section 7.0.

7.0 Communication of Hazards to Employees

- 7.1 In accordance with [WAC 296-62-07721](#), asbestos hazards will be communicated to employees during construction, renovation, remodeling, or demolition projects.
- 7.2 Warning signs that demarcate the regulated area will be displayed at each location by the Environmental Health and Safety Office, Facilities Department or abatement contractor where a regulated area is required to be established.
- 7.3 Signs will be posted so that employees may read the signs and take necessary protective steps before entering the area marked by the signs. The signs must include the following information:

DANGER
ASBESTOS
CANCER AND LUNG DISEASE HAZARD
AUTHORIZED PERSONNEL ONLY

RESPIRATORS & PROTECTIVE CLOTHING REQUIRED IN THIS AREA

- 7.4 Warning labels will be affixed to all raw materials, mixtures, scrap, waste, debris, and other products containing asbestos fibers, or to their containers by the Facilities Department. The labels must include the following information:

DANGER
CONTAINS ASBESTOS FIBERS
AVOID CREATING DUST
CANCER AND LUNG DISEASE HAZARD
AVOID BREATHING AIRBORNE ASBESTOS FIBERS

- 7.5 Please refer to [CCS Administrative Procedure 2.30.05- G Hazard Communication Program](#) for more information.

8.0 Regulated areas

- 8.1 The abatement contractor will establish a regulated area in work areas where airborne concentrations of asbestos exceed or can reasonably be expected to exceed the permissible exposure limits prescribed in [WAC 296-62-07705](#).
- 8.2 All asbestos work will be conducted within regulated areas. All other operations covered by this standard will be conducted within the regulated area where airborne concentrations of asbestos exceed or can reasonably be expected to exceed permissible exposure limits.
- 8.3 The regulated area will be demarcated in a manner that minimizes the number of persons within the area and protects persons outside the area from exposure to airborne asbestos. Signs shall be provided and displayed according to section 7.0.
- 8.4 Access to regulated areas will be limited to qualified/certified contractor employees only.

9.0 General Rules for CCS Employees

- 9.1 Asbestos is a common component of older building materials (e.g. spray-on fire proofing, pipe wrap, floor tiles). See section 3.4 for a more comprehensive list of products and materials that may contain asbestos.
- 9.2 Employees must report to their supervisor when they suspect ACM is present and prior to ACM being disturbed and ask them for a good faith survey prior to work or they must review the as-built/capital records to determine asbestos is not present.
- 9.3 Employees shall always assume that building construction materials may contain asbestos. Employees shall notify the Facilities Department at 533-8630 if they discover damaged building materials.
- 9.4 Employees shall not screw, drill, saw, sand or otherwise disturb building materials (including piping and thermal insulation). This is the responsibility of the Facilities Department and these employees are properly trained to assess the materials and conditions.
- 9.5 Employees shall never try to vacuum or clean up damaged material which they suspect may contain asbestos. Employees shall report any problems to their supervisor or call Facilities at 533-8630.
- 9.6 When an asbestos abatement project is scheduled, the CCS Environmental Health and Safety Office, Facilities Department or abatement contractor will post signs on building entrance doors to notify employees of the location and schedule of the abatement project.

- 9.7 Asbestos abatement projects will be clearly identified by signs and barricades. Employees shall not enter these restricted areas while the signs/barricades are in place.
- 9.8 When an employee questions whether they may be handling suspect ACMs, they shall immediately contact their supervisor. The employee shall not resume working at the site until the area has been checked to verify the material does not contain asbestos.
- 9.9 Any employee who discovers ACMs, or suspects the ACM is damaged or in poor condition, should report it to their supervisor so the identified material can be repaired.

10.0 Asbestos Waste Disposal

- 10.1 The certified asbestos abatement contractors are responsible for the safe handling and disposal of ACMs, in compliance with the appropriate health and safety regulations. No ACMs shall be disposed of in the regular solid waste system.
- 10.2 The certified abatement contractor is responsible for handling and disposing of all asbestos-containing waste materials according to [SRCAA Asbestos Control Standards \(Sections 9.06 and 9.09\)](#); clearly labeling materials ASBESTOS HAZARDOUS WASTE; and providing a copy of the waste shipment records to the Environmental Health and Safety Office.

11.0 Training

- 11.1 Asbestos awareness training is required for all employees who are or will work in areas where ACM or PACM are present including housekeeping operations. Training must be provided prior to or at the time of initial assignment, unless the employee has received equivalent training within the previous twelve months, and at least annually thereafter.
- 11.2 According to [WAC 296-62-07722](#), the training will cover the following topics:
- The health effects associated with asbestos exposure;
 - The relationship between smoking and exposure to asbestos producing lung cancer,
 - Locations of ACM and PACM in the building/facility,
 - Recognition of ACM and PACM damage and deterioration,
 - Requirements in this standard relating to housekeeping,
 - Proper response to fiber release episodes.
 - The engineering controls and work practices associated with the employee's job assignment
 - The specific procedures implemented to protect employees from exposure to asbestos, such as appropriate work practices, emergency and cleanup procedures, and PPE to be used
 - The basic requirements of the asbestos regulation

12.0 ACM Records Management

- 12.1 The Environmental Health and Safety Office and the Facilities Department will maintain asbestos survey records, medical surveillance information and training records.
- 12.2 The Facilities Department will maintain the master list of ACM and PACM at CCS.

13.0 Related Information

- 13.1 [Washington State Department of Health](#)

- 13.2 [Environmental Protection Agency \(EPA\)](#)
- 13.3 [Occupational Safety and Health Administration \(OSHA\)](#)
- 13.4 [Washington Industrial Safety and Health Act \(WISHA\)](#)
- 13.5 [Spokane Regional Clean Air Agency \(SRCAA\)](#)

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