



Hazardous Materials Procedures

REFERENCES: OSHA SUBPART Z TOXIC/HAZARDOUS SUBSTANCES

1910.1001(j)(1) Installed Asbestos containing material

1910.1001(j)(2) Duties of owners

1910.1001(j)(3) Warning signs and postings

FORMS: Records and forms are kept in the PD&C CAD department with PD&C CAD Tech

PURPOSE: To assure that all Mercy Health sites are safe and hazardous free and track facility status.

RESPONSIBILITY: PD&C will initiate and enforce policy. CAD Tech will record and track areas.

PROCESS:

Prior to commencement of any renovation/demolition project the following steps need to be taken:

I. Design Process

- a. The Architect and PD&C Project Manager must review the area with the PD&C Office to discuss the existence of asbestos or lead paint building materials.
 - A. If there is not an architect involved, then the contractor and PD&C Project Manager must review the area with the Maintenance Office to discuss the existence of asbestos or lead paint building materials.

II. Inspection Process

- a. If the area has already been inspected by a licensed inspector, and a report is available then Maintenance Office can discuss the existing conditions.
- b. If the area had not been inspected, the project manager must contact Consultant of Environmental Services and schedule an inspection for the affected area(s). Verbal sample results will be given to the PD&C Project Manager as soon as possible.
 - A. Environmental Consultant will provide an inspection report to the PM and CAD Tech including but not limited to:
 - 1. Inspection Summary
 - 2. Summary of Findings
 - 3. Sample Analysis
 - 4. Certifications
 - 5. Blueprints
 - B. If the area contains asbestos/lead containing building materials, the PM and Environmental consultant will discuss the materials that will be impacted and whether abatement will need to occur.



III. Abatement Process

- a. If abatement is to occur, consultant will contact abatement contractor to schedule abatement that will fit the PM's time restraints.
 - A. An Asbestos Abatement Project Manager's Report will be given to the consultant that will include:
 - 1. Project Summary
 - 2. PM's Daily Logs
 - 3. Air Sample Results
 - 4. Certifications
 - 5. Blueprints
- b. If asbestos/lead containing building materials are identified but abatement is NOT to occur then the inspection report should be filed and kept available for future reference. Consultant will label the asbestos containing thermal system insulation: ASBESTOS CONTAINING for future reference.
- c. If the area is not asbestos/lead containing, the PM can proceed with the project and keep the documentation given to him by consultant. Any thermal system insulation tested and found to be non-asbestos containing will be labeled: ASBESTOS FREE by Consultant for future reference.

IV. Closeout Process

- a. CAD Tech will be given any blueprint changes from abatement by consultant and incorporate inspection/abatement blueprints in the Maintenance Department Environmental Document.
- b. Consultant will also review and submit the abatement removal documentation and closeout logs.

V. Post-Abatement Process

- a. CM/GC and/or other general contractors are to label all new thermal system insulation: ASBESTOS FREE.