

## Oklahoma State University Policy and Procedures

<b>CONTROL/ABATEMENT OF ASBESTOS IN CAMPUS FACILITIES</b>	<b>3-0839 ADMINISTRATION &amp; FINANCE Facilities Management November 2018</b>
---	--

### **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 effective for all Oklahoma State University campuses to control and/or remove asbestos and asbestos-containing materials (ACM) when necessary as mandated by the ASA and the Governor's decree.

### **RESPONSIBILITY**

2.01 The responsibility for the University-wide Asbestos Abatement Program is hereby assigned to OSU Facilities Management (FM).

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 any and all departments to coordinate ACM-related work with OSU Facilities Management 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 and ACM shall be observed.

3.02 Only certified personnel of the FM or FM Asbestos Department or FM-authorized contractors shall be permitted to perform asbestos abatement work on campus facilities.

3.03 The only campus entities authorized to perform any routine maintenance, repairs, alterations or renovation of University facilities are FM, Student Services Maintenance and Long Range Facilities Planning. No other department, employee or group is authorized to perform such work.

3.04 No alterations or renovation, or building-interior data/cabling 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. Notification of appropriate state agencies shall be done by Long Range Facilities Planning (LRFP) (on new construction and major renovation projects) or FM (on renovation and repair projects for which FM is responsible).

3.05 No facility maintenance or repairs shall be undertaken if asbestos containing material may be disturbed resulting in the release of visible asbestos fibers. If asbestos containing material is present, it shall be removed or otherwise abated in accordance with proper prescribed procedures before maintenance or repair is undertaken.

## **PROCEDURE**

4.01 To initiate an alteration or renovation project, a properly executed work order request shall be submitted to FM using the FM Customer Portal. If it is apparent no asbestos will be encountered, applicable work will be estimated by FM Construction and Contract Services (FM-CCS).

4.02 If it is determined that asbestos may be involved, FM-CCS will forward the estimate request to the FM Asbestos Department or an FM-authorized contractor for review and a determination of safety requirements. FM or an FM-authorized contractor will make the review and attach a statement to the estimate indicating one of the following:

- A. Presence of Asbestos or ACM: NONE.
- B. Presence of Asbestos or ACM: YES. Identification of ACM, Type(s) of Asbestos & Concentration(s), Tested and Identified location(s) clearly marked on a diagram or sketch. Asbestos abatement will be required. The estimated cost for removal/abatement of asbestos will be indicated when the quote or estimate is written. It shall contain the following statement:

ASBESTOS ABATEMENT REQUIRED. Estimated cost of this work is \$\_\_\_\_\_.  
ABATEMENT WORK MUST BE COMPLETED BEFORE OTHER WORK CAN  
BEGIN WITHIN THE AFFECTED AREA. The authorizing person must give  
advance notice to the Asbestos Department 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, FM or the authorized contractor will record the date in writing and place this on file with the proper parties.

4.04 When suspected asbestos is unexpectedly encountered on any maintenance, alteration, repair or renovation job in progress, all work shall be immediately halted and FM or the FM Asbestos Department notified. FM 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, FM shall initiate and manage 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, FM shall institute necessary steps to confine the hazard and/or protect building occupants. The Facilities Management, Chief Facilities Officer and the Vice President for Administration and Finance, or his designated alternate, shall be promptly notified, and an emergency shutdown of the area or facility requested until such time as the hazard can be verified and/or abated. This request shall be made in writing and shall contain all known facts about the severity and extent of the hazard and the areas affected. (In emergency cases, the request and decision shall be made verbally and followed up in writing.) The Vice President for Administration and Finance shall confer with others as deemed necessary.

Revised: November 2018

Approved: E-Team, April 2019