



## **SECTION 16–ASBESTOS MANAGEMENT**

- 16.1 Asbestos Management Procedure**
- 16.2 Asbestos Operations & Maintenance Procedure**

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## 16.1 ASBESTOS MANAGEMENT PROCEDURE

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### A. Objective

To ensure that asbestos exposures of all Harper College personnel, students, guests, visitors, and contract personnel are minimized by assuring that all activities that may impact, disturb, or dislodge asbestos containing materials are managed and all building conditions that could allow exposure to asbestos fibers are abated, in a manner consistent with established safety practices.

### B. Scope

This procedure was established to address the health concerns posed by exposure to asbestos in college owned buildings.

### C. References

Department of Labor, Occupational Health and Safety Administration (OSHA) 29 Code of Federal Regulations 1910.1001, Illinois Department of Labor 820 ILCS 225 Health and Safety Act., Illinois Department of Public Health, and IL Environmental Protection Agency (IEPA) 40 CFR Part 61.

### D. Responsibilities

- Harper employees **shall not** perform any type of asbestos related work that includes disturbing, dislodging, removing, or repairing any asbestos containing materials. All work of this type will be conducted under controlled conditions by asbestos abatement workers appropriately trained and licensed by the Illinois Department of Public Health.
- The Asbestos Program Manager (APM) is the Manager of Environmental Health & Safety (Mgr. EH&S). The Mgr. EH&S or a designated representative, will oversee and manage all work impacting Asbestos Containing Materials (ACM).
- The Manager of Environmental Health & Safety, or designated training representative, will provide training to inform, provide knowledge, and basic awareness to Harper College employees on asbestos issues.

### E. General Information

Asbestos is a common, naturally occurring group of fibrous minerals. It was widely used in building materials prior to 1980 because it is heat resistant, strong, and not easily degraded. Common products that contain asbestos include pipe insulation, tank insulation, floor tile, and fireproofing. These materials are classified as “friable,” which is a material that can be reduced to powder by hand, and “non-friable,” which is a material that cannot be reduced to powder by hand. Materials such as these in buildings built prior to 1980 shall be Presumed Asbestos Containing Materials (PACM), until tested and proven otherwise.

Asbestos is a concern when fibers become airborne such as when Asbestos Containing Materials (ACM) are crumbled and/or reduced to a powder. Intact, sealed, and undisturbed materials do not present an opportunity for exposure. When asbestos fibers become airborne, exposure may occur by the fibers being inhaled and deposited into the lungs. Studies have shown that some individuals exposed to certain amounts of asbestos have developed lung cancer, asbestosis (scarring of the lungs), and mesothelioma (cancer of the lining of the lung or abdomen). These diseases have been observed after long-term exposures from activities that directly disturb asbestos containing materials. Typically, the diseases do not develop until 10 to 40 years after exposure.



**F. Procedure**

In campus buildings built before 1980 all building materials will be Presumed Asbestos Containing Materials (PACM), unless tested to prove otherwise. The Manager of Environmental Health & Safety has an Asbestos Inventory of locations that have been sampled to determine if asbestos is present. *Most* of the samples have identified asbestos in the floor tile, floor tile mastic, and pipe joint compound.

Campus buildings that were built before 1980 include the following:

- A Building (1969): Student Administration Center (& K wing addition).
- B Building (1969): Harper College Police Department and Facilities Management.
- C Building (1969): Center for New Student Services and 2D Art.
- D Building (1969): Contains multiple programs including Liberal Arts, Adult Education, Math, Communications/Media Lab etc.
  - This building has additions added in 1984 and 2005 and was remodeled as of 2014-2016
- E Building (1969): Instructional Delivery Center
- F Building (1969): Library
  - This building was remodeled as of 2017, and no longer contains asbestos containing materials.
- G/H Buildings (1977): G Parking Garage, H; Career and Technical Division
- I/J Buildings (1980): Business and Social Science Center
- M Building (1980): Health and Recreation Center
  - This building was remodeled as of 2017, and no longer contains asbestos containing materials.
- P Building (1974): Music Instruction Center.
- T Building (1973): Fleet/Roads and Grounds Shop.
- U Building (1974): Custodial Storage.
- V Building (1975): Roads and Grounds Greenhouses and IT (Information Technology) Asset Storage.
- Northeast Center (1973) – Learning and Career Center (LCC) 1375 Wolf Road. Prospect Heights.
- Harper Professional Center (HPC) – Built in 1982 and was purchased by Harper in 2001

The College adheres to the Environmental Protection Agency’s (EPA) recommendation to manage asbestos in place. This strategy involves maintaining existing ACM in good condition, and removing it only during demolition, renovation, or maintenance activities.

Prior to the start of any renovation or demolition project, the Manager of EH&S must determine if any PACM may be disturbed during the project. If there is any PACM identified in the project areas that may be impacted or disturbed, it must be tested to determine its asbestos content following established protocols or assume the material contains asbestos and is managed as ACM.

PACM that have the possibility of containing asbestos and should be sampled before being disturbed include, but are not limited to the following:

Floor Tile	Floor Tile Mastic	Ceiling Tile	Wall Plaster
Pipe Insulation	Pipe Joint Compound	Lab Hoods	Lab Tops
Ceiling Plaster	Duct Insulation	Cementitious Ridged Panels (Transite Panels)	

Examples of activities which may result in the disturbance of PACM include:

- Removing or repairing floor tiles, by breaking tiles.



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- Removing pipe insulation or pipe joint compound to access pipes.
- Carpet removal, which has floor tile underneath it.

If these activities, renovation, and/or demolition disturb PACM, then further investigation by a consultant shall be done in which, the consultant will take samples of the suspect ACM for laboratory analysis to determine the asbestos content of the material. If the laboratory analysis shows that the PACM is greater than 1% asbestos containing, then the material must be handled as asbestos. A licensed asbestos contractor must be called to abate the ACM prior to any activities, renovation, and/or demolition.

Building occupants shall be notified prior to the abatement activities. The notification occurs through correspondence and/or signage at the job site. The information shall include the type of asbestos (i.e., floor tile), amount of asbestos, and the location. Occupants should contact the Manager of EH&S ([ehsrn@harpercollege.edu](mailto:ehsrn@harpercollege.edu)) and/or Facilities Management (x6350) if there are any questions.



## 16.2 ASBESTOS OPERATIONS & MAINTENANCE PROCEDURE

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### A. Objective

To outline Operations & Maintenance (O&M) work practices to (1) maintain ACM in good condition, (2) ensure proper cleanup of asbestos fibers that may have released by accidental disturbance and (3) to monitor the condition of ACM.

### B. Scope

In areas of the College where PACM has been tested and has been identified as asbestos containing (*mostly floor tile, floor tile mastic, and pipe joint compounds*) the following procedures shall be implemented.

### C. Procedure

**1) Maintain ACM in Good Condition.** Work practices should discourage disturbing Asbestos Containing Materials (ACM). This includes avoiding the action of drilling, cutting, abrading, sanding, chipping, breaking, or sawing ACM. These actions are likely to create asbestos fiber release. Certain other activities that occur near ACM can also cause damage, which may result in asbestos fiber release. For example, maintenance and custodial staff may accidentally damage ACM with broom handles, ladders, and forklifts while performing other tasks. Activities performed near ACM should always be performed cautiously to prevent fiber release.

**2) Notify the Asbestos Program Manager (APM)/ Mgr. Environmental Health & Safety (Mgr. EH&S) if there has been an accidental release.** Mgr. EH&S will conduct or oversee the proper O&M cleaning which will involve the use of wet cleaning or wet-wiping practices to pick up asbestos fibers. Dry sweeping or dusting can result in asbestos fibers being re-suspended into the building's air and therefore should not be used. Once wet clothes, rags, or mops have been used to pick up asbestos fibers, they should be properly discarded as asbestos waste while still wet. They should not be allowed to dry out, since the collected fibers might be released later when disturbed.

**3) The Mgr. EH&S will Monitor the condition of ACM.** The condition of ACM shall be monitored to ensure that any ACM damage or deterioration will be detected, and corrective action taken.

### D. Training

Awareness training shall be conducted for custodians, maintenance, and utilities personnel involved in cleaning and simple maintenance tasks where ACM may be accidentally disturbed. The APM/Manager EH&S or a designated training representative will conduct training.

Awareness training shall include the following topics:

- Background Information on Asbestos
- Health Effects of Asbestos
- Worker Protection Programs
- Locations of ACM and PACM in the Buildings
- Recognition of PACM Damage and Deterioration
- The Harper College Asbestos O&M Program
- Proper Response to Accidental Fiber Release Episodes