

	<h1>ASBESTOS</h1>	Doc No:	5101 - 5009
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<i>SAFETY OPERATING PROCEDURE (SOP)</i>		Page 1 of 7	
OPR:	Approval:	DEPARTMENT: RISK MANAGEMENT	
James Millsaps, Coordinator, Safety & Health	Kelly Bird, Director, Human Resources/Risk Management		

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1.0 PURPOSE

- 1.1 To provide Okaloosa County employees basic precautions and protections for employees to avoid exposure to Asbestos Containing Material (ACM) or Presumed Asbestos Containing Material (PACM).

2.0 SCOPE

- 2.1 This program applies to all Okaloosa County BOCC Facility Maintenance employees and contractors performing work on a County owned or operated property.

3.0 DEFINITIONS

- **Asbestos:** incombustible, chemical-resistant, fibrous mineral used for fireproofing, electrical insulation, building materials, brake linings, and chemical filters.
- **Asbestos Containing Material (ACM):** any material containing more than 1% asbestos.
 - **Friable Asbestos:** used for fireproofing, insulation, or sound proofing are considered to be friable, and they readily release airborne fibers if disturbed.
 - **Non- friable Asbestos:** vinyl-asbestos floor tile or roofing felts are considered non-friable and generally do not emit airborne fibers unless subjected to sanding or sawing operations.
- **Competent Person:** a designated person who has the authority to take prompt corrective actions and has received training and certification equivalent to the EPA's Model Accreditation Plan and equivalent training as conducted by the National Asbestos Center, at the manager or supervisor level, and thereby is knowledgeable in:
 - Identifying asbestos hazards in the workplace.
 - Selecting appropriate control strategies for asbestos exposure.
 - The contents of the OSHA asbestos regulations.
 - Work practices for safe asbestos removal/clean-up.

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- **Presumed Asbestos Containing Material (PACM):** thermal insulation and surfacing material found in buildings constructed no later than 1980.
- **Surfacing material:** material that is sprayed, troweled-on or otherwise applied to surfaces (such as acoustical plaster on ceilings and fireproofing materials on structural members or other materials on surfaces for acoustical, fireproofing and other purposes).

4.0 KEY RESPONSIBILITIES

4.1 Facility Maintenance Directors/Management

- 4.1.1 Ensure Okaloosa County BCC Risk Management department is notified of PACM immediately.
- 4.1.2 Maintain a County-wide building survey, which shall be continually updated to indicate asbestos surveys and abatement activities that have been completed.
- 4.1.3 Determine the presence and location of ACM prior to any work being done.
- 4.1.4 Oversee the identification and abatement of ACM in Okaloosa County facilities by contractor.
- 4.1.5 Disclose the presence of ACM to any outside contractors.
- 4.1.6 Provide contractor a copy of the Okaloosa County asbestos policy.
- 4.1.7 Notify building occupants of abatement activities.
- 4.1.8 Prohibit Okaloosa County BCC Facility Maintenance employees from working until material in question is confirmed as non-asbestos or abated.
- 4.1.9 Ensure that all requirements of this program are understood and followed by those working under his/her direction and that basic asbestos awareness training is provided.
- 4.1.10 Ensure contractors designate a Competent Person for asbestos work.

4.2 All Employees

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4.2.1 All Okaloosa County BCC Facility Maintenance employees are required to act in strict compliance with the requirements of this program and delay or discontinue work if there is ever an unresolved concern regarding exposure to asbestos.

5.0 PROCEDURE

5.1 General

5.1.1 Where surfacing material or insulation is present, it must be confirmed non-asbestos before employees disturb that material.

5.1.2 All asbestos abatement work, shall be awarded to qualified asbestos abatement contractors.

5.1.3 Okaloosa County BCC owned and/or operated equipment and facilities, where surfacing material or insulation is present, must be confirmed non-asbestos before employees disturb that material.

5.1.4 Where surfacing material or insulation cannot be confirmed non-asbestos, the director or supervisor must have a qualified asbestos abatement contractor perform tests, and where necessary abate, the material before employees are permitted to work.

5.1.5 Warning signs and labels shall be posted to identify areas that possibly could contain ACM.

6.0 CONTRACTORS

6.1 Asbestos contractors shall be pre-screened and approved by all Okaloosa County BCC departments responsible for contracting the work.

6.2 Contractors performing work shall comply with the requirements of this standard, all applicable OSHA and EPA regulatory requirements.

6.3 Contractors shall provide general awareness training for their employees, so they are able to identify materials that may contain asbestos and what to do should that occur.

6.4 All contractors shall notify Facility Maintenance immediately about materials discovered that may contain asbestos which may be disturbed during work activities. If such materials are discovered, all work activities are to cease until cleared to resume by the Facilities Maintenance Director.

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6.5 Examples of activities that may result in the disturbance of suspect asbestos-containing materials include:

6.5.1 Removing or repairing floor tile.

6.5.2 Drilling, nailing, or placing screws into floor tile.

6.5.3 Removing or repairing ceiling tiles.

6.5.4 Removing pipe insulation or pipe joint compound to access pipes.

6.5.5 Disturbing plaster ceilings or walls.

6.5.6 Removing carpet which has floor tile underneath it.

6.5.7 Any other work that disturbs existing building materials that has not been cleared by the Facilities Maintenance Director as non-containing asbestos.

6.6 The approval of the Facility Maintenance Director is required before beginning any project involving work on a county building.

7.0 ABATEMENT PROJECTS

7.1 All asbestos abatement projects within Okaloosa County owned or operated property shall be performed under the direction of the Facilities Maintenance Director utilizing qualified contractors who are properly licensed, certified, and experienced in the removal of asbestos containing materials.

8.0 NOTIFICATIONS

8.1 The Facilities Maintenance Director shall ensure that proper notification is given as required by any regulatory agency having jurisdiction over the planned abatement activities and according to the prevailing regulations governing the work.

8.2 The following documents must be obtained as soon as possible prior to beginning the asbestos abatement work:

8.2.1 Copy of the contractor's State Contractor's License (renewed annually).

8.2.2 Safety Data Sheets (SDS) for material used for the abatement process.

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8.2.3 Copy of all asbestos Notifications (if required).

8.2.4 Copies of asbestos sample analysis (if performed by contractor).

8.3 The following are required upon completion of work by the contractor (If an asbestos project completion report is provided by the contractor, these items are often a part of it.):

8.3.1 Work Summary Report, including daily work summaries.

8.3.2 Results of all independent third-party air sampling, including asbestos material sampling, personnel air monitoring, clearance sampling results.

8.3.3 Waste Shipment Records.

9.0 TRAINING

9.1 All Okaloosa County Facility Maintenance employees who may be exposed to ACM shall receive documented asbestos awareness training at onboarding and at least annually. Training shall include:

9.1.1 The ability to understand health effects associated with exposure to asbestos.

9.1.2 Information on the relationship between smoking & exposure to asbestos producing lung cancer.

9.1.3 The appropriate personal protective equipment (PPE), its limitations, and its associated training.

9.2 A certificate of training shall be provided and maintained. Written materials relating to the employee training program will be readily available to affected employees.

10.0 RECORD KEEPING

10.1 All records relating to any asbestos activity shall be maintained by Okaloosa County Facility Maintenance Department permanently.

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11.0 ABBREVIATIONS

ABBREVIATION	DESCRIPTION
ACM	Asbestos Containing Material
PACM	Presumed Asbestos Containing Material
BOCC	Board of County Commissioner
EPA	Environmental Protection Agency
OSHA	Occupational Safety & Health Agency
SDS	Safety Data Sheet
PPE	Personal Protective Equipment

12.0 DOCUMENT HISTORY

DATE	TYPE	DESCRIPTION OF CHANGE
19 Jun 2023	Initial	New Document
	Revision 1	

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