



ASBESTOS POLICY

(04/01/99; Rev 1/14/2014; Rev 7/1/2015)

The Language Used In This Document Does Not Create An Employment Contract Between The Employee And The Agency. This Document Does Not Create Any Contractual Rights Or Entitlements. The Agency Reserves The Right To Revise The Content Of This Document, In Whole Or In Part. No Promises Or Assurances, Whether Written Or Oral, Which Are Contrary To Or Inconsistent With The Terms Of This Paragraph Create Any Contract Of Employment.

Purpose

This policy sets forth requirements to protect employees of the South Carolina Department of Administration working in facilities that contain or are suspected of containing asbestos.

Hazard

There is little to no health hazard when asbestos containing building materials (ACM) are maintained in good repair. However, when ACM is disturbed or damaged, small (microscopic) asbestos fibers become airborne and can be breathed into the lungs, or the fibers can be ingested such as by drinking contaminated water. When the worker has frequent unprotected exposure to ACM over a long time there occurs a build up of scar tissue inside the lungs resulting in chronic pulmonary distress (asbestosis) or cancer of the lung lining (mesothelioma), or gastrointestinal cancer. Symptoms may take 10 to 40 years to appear.

Policy

Any employee of the Department of Administration or a contracted organization involved in performing maintenance, renovations, demolition or other processes that can disturb or damage ACM in a Department of Administration owned or operated facility shall do so in accordance with the procedures outlined in this policy; Occupational Safety and Health Administration (OSHA) standards, particularly Chapter 29 of the Code of Federal Regulations, standard 1910.1001 Asbestos, and Environmental Protection Agency standard 40 CFR 763 Asbestos, Subpart G, Asbestos Worker Protection. Before conducting work in a Department of Administration owned or operated facility, the worker must ascertain there is no ACM involved in the planned work. If ACM is present or suspected in the planned work project, a SC licensed asbestos contractor must conduct the work or make it safe for Department of Administration employees by removing the ACM.

Procedures

1. No Department of Administration employee shall work directly with asbestos containing materials.
 - A. Indirect asbestos work means being aware of where ACM is located and taking necessary precautions to not disturb and prevent damage to and keep the ACM in good repair or conduct normal cleanup as described within these procedures. All Department of Administration employees fall within this scope of work.
 - B. Directly working with asbestos means removing asbestos from, or conducting renovations in or demolition of facilities with ACM. Such work requires specialized

training, licensing by and following establishment of work site protections and disposal procedures mandated by OSHA and the SC Department of Health and Environmental Control, and personal protective equipment to include dust collection and respiratory protection. No Department of Administration employee falls within this scope of work.

2. The Department of Administration employee must know there is no asbestos present in the proposed/planned work site location in order to perform the required work. Prior to any work being done in any Department of Administration owned or operated facility, the presence of asbestos in the proposed/planned work site location must be determined from the following sources of information:
 - A. Asbestos Program Control Manager and Inspector: JP Gouffray, FM Construction & Planning Unit, 737-8038.
 - B. Operations and Maintenance (O&M) manuals, one for each facility: These manuals, located in Room 208 of the Forsythe Building (915 Main Street), are intended as reference books not to be removed.
 - 1) Individual abatement project results, i.e., localized asbestos removal, are to be filed in that building's O&M manual until incorporated in the next survey update.
 - C. The Asbestos Summary Log, which is a synopsis listing of all asbestos survey results by building compiled by the Asbestos Program Control Manager, is meant for field use, however, is not as detailed as the buildings' O&M manuals.
 - D. For facilities not owned by the Department of Administration but are maintained by FM, contact the following owner representative for asbestos information:
 - 1) Matthew Sexton, 737-0744, or Doug Kirkland, 737-0744, Department of Employment Workforce complex.
 - 2) Juan Simms, 898-7701, Commission for the Blind complex.
 - 3) Building owner, manager or maintenance for that facility.
3. Any Department of Administration employee that becomes aware of or suspects asbestos is present in the work site location after beginning work must stop work and notify his/her supervisor. Department of Administration employees may proceed with their work only after clearance is given by the Asbestos Program Control Manager based on:
 - A. A negative asbestos determination for a homogeneous material or the negative asbestos results of a lab test, or
 - B. The completion of abatement actions by an asbestos abatement contractor.
4. Recommended work procedures in facilities with ACM include:
 - A. Avoid disturbing or damaging ACM
 - 1) Do not drill, grind, sand, cut, saw, abrade, break, core, puncture or otherwise damage ACM.
 - 2) Do not touch, hang or lean ladders, brooms or other objects, tools or equipment onto, from or against ACM.
 - B. Use wet clean-up methods to keep dust from becoming airborne.
 - 1) Avoid dry sweeping, dusting or using compressed air on dust or debris suspected or known to contain asbestos.
 - 2) Clean surfaces with damp rag or wet mop.
 - 3) Steam clean carpets.
 - 4) Vinyl and asphalt flooring can be maintained by:

- a) Stripping finishes using low abrasion pads at speeds less than 300 rpm and wet methods using cleaning solutions and/or waxes.
 - b) Burnishing or dry buffing may be done if the flooring has sufficient finish so the pad does not contact the asbestos containing floor material.
 - C. Use a vacuum with a high efficiency particulate air (HEPA) filter to collect dust. HEPA filters are not washable and reusable. Dispose of the HEPA filter and debris in a leak tight container.
 - D. Only trained and authorized (contract) personnel are to work with or clean up and dispose of ACM/PACM. Such service is available by contract. Requests for asbestos test sampling and/or abatement (repair or removal and disposal) in a Department of Administration owned or operated facility is to be sent to and will be coordinated by the Department of Administration Asbestos Program Control Manager.
- 5. Any Department of Administration employee that has a transient (one time or short duration) exposure to asbestos should report the incident to his/her supervisor, to the Department of Administration Asbestos Program Control Manger, and to the Department of Administration Safety office by telephone and/or through the on-line accident report (www.admin.sc.gov/generalservices/safety/report-accident).
- 6. All Department of Administration employees that are affected by this policy are to be trained in "Asbestos Awareness" in accordance with the OSHA asbestos standard. This course is available through the Department of Administration Safety office either on-line or as an instructor-led class required annually. The authorized Department of Administration asbestos course instructor is:
 - JP Gouffray, Asbestos Program Control Manager and Inspector, FM
Construction & Planning Unit
- 7. The Construction & Planning Unit, Facilities Management Section, will obtain asbestos records from the Department of Administration Asbestos Program Control Manger and provide those records to any contractor hired to perform renovation or demolition work of a Department of Administration owned or managed facility.
- 8. Real Property Services will:
 - A. Obtain asbestos records from the previous owner/property manager when a facility is purchased for the Department of Administration to own or when the Department of Administration enters into a service contract where it becomes the responsibility of the Department of Administration to maintain. Those asbestos records are to be provided to the Department of Administration Asbestos Program Control Manger.
 - B. Obtain asbestos records from the Department of Administration Asbestos Program Control Manger when a Department of Administration -owned facility is sold and provide those records to the new owner/property manager.

Reference: [South Carolina Regulation 61-86.1 Standards of Performance for Asbestos Projects](#)