



Asbestos Policy			
CITY OF APPLETON POLICY		SECTION:	Safety
ISSUE DATE:		LAST UPDATE:	June 2013
POLICY SOURCE:	Human Resources Department		
POLICY AUDIENCE:	All Employees		

I. PURPOSE/POLICY

The purpose of the asbestos safety policy is to establish guidelines, procedures and prevent accidental exposure in the operations and maintenance of asbestos containing materials and to protect all employees, contractors, visitors and vendors from potential health hazards of asbestos-related diseases.

This policy applies to all buildings and structures owned by the City of Appleton, to all employees and subcontractors of the City of Appleton, to occupants of City buildings, and to external organizations who may come into contact with or disturb asbestos-containing materials.

This policy is intended to meet the requirements of the Occupational Safety and Health Administration’s (“OSHA”) asbestos standard (29 CFR 1910.1001) which has been adopted by the Wisconsin Department of Safety and Professional Services (“WI DSPS” by Wisconsin Statute § 101.055.

Violations of this policy will be subject to disciplinary action, up to and including discharge.

II. DISCUSSION

City of Appleton employees are not allowed to perform asbestos-related work. All removal or disturbance of asbestos-containing materials (ACM) shall be performed under controlled conditions by asbestos abatement workers appropriately trained and currently licensed by the Wisconsin Department of Health Services (DHS).

DEFINITIONS

- A. ACM-Asbestos-containing materials (any material containing more than 1% asbestos)
- B. PACM-Presumed asbestos-containing materials
- C. WI DNR-Wisconsin Department of Natural Resources
- D. WI DHS-Wisconsin Department of Health Services

III. RESPONSIBILITIES

The asbestos program administrator is the City of Appleton Director of Parks and Recreation.

The program administrator (or designee) is responsible for:

- Determining the presence and location of ACM and labeling it as necessary;
- Overseeing and managing all work impacting ACM in the City of Appleton buildings and facilities;
- Managing all asbestos abatement activities;
- Procuring the services of licensed asbestos abatement contractors and consultants;
- Conducting asbestos awareness training for applicable employees who may reasonably come into contact with ACM and/or PACM.
- Disclosing the presence of ACM to any outside service contractors;
- Notifying the building occupants of any abatement activities;

- Notifying the DNR of abatement projects;
- Monitoring and maintaining the integrity of encapsulated asbestos; and
- Maintaining an Asbestos Inventory.

Supervisors (or designee) are responsible for:

- Notifying the program administrator immediately upon discovering damaged asbestos material;
- Notifying the program administrator when work activities may disturb asbestos-containing materials;
- Notifying the program administrator and Human Resources if an employee has come in contact with asbestos material in a city facility;
- Notifying the program administrator in the event of an emergency where there is the potential for fiber release from damaged ACM;
- Contacting the program administrator to schedule asbestos abatement;
- Providing outside service contractors with a copy of the City of Appleton asbestos policy;
- Providing outside service contractors with an inventory identifying the presence and location of all known ACM that they may come into contact with.

Employees are responsible for:

- Notifying a supervisor if they come in contact with asbestos;
- Immediately leaving property if suspected asbestos is present and report to a supervisor, unless properly trained to investigate and using appropriate personal protective equipment ("PPE").

Outside service contractors (not involved in any asbestos abatement work) are responsible for:

- Providing asbestos awareness training for their employees so that employees are able to identify suspected asbestos-containing materials if found during their work activities;
- Notifying the program administrator or a supervisor of suspected asbestos-containing materials which may be disturbed during work activities;
- Notifying the program administrator or a supervisor of suspected asbestos-containing materials that are discovered during work activities.

IV. PROCEDURES

A. Inventory

The City of Appleton has conducted surveys, sampling and prepared a written inventory of ACM/PACM within City facilities (Exhibit #1). This inventory allows for periodic condition inspections, maintenance, and repair of damaged asbestos, and helps limit the potential for unknowingly disturbing ACMs or PACMs. Note: this inventory only shows where ACM/PACM is or may be present. It does not include any ACM that has been previously removed.

B. Asbestos Identification

An asbestos identification system is used to alert people to the presence of asbestos. Suspected areas are identified by tags, stickers, pipe labels, signs or other high visibility means. Maintenance frequented areas, such as mechanical rooms with ACM or PACM, are required to be posted and labeled to alert workers, contractors and building occupants about the hazards associated with the building's asbestos materials. Labels or signs should contain the following information:

DANGER
CONTAINS ASBESTOS FIBERS
AVOID CREATING DUST
CANCER AND LUNG DISEASE HAZARD

C. Asbestos Disturbing Activities

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

- Removing or repairing floor tile;
- Removing or repairing ceiling tile;

- Removing pipe insulation or pipe joint compound to access pipes;
- Knocking holes in plaster ceilings or walls; and/or
- Removing carpet which has floor tile underneath it.

D. Abatement Projects

All asbestos abatement projects within the City of Appleton shall be performed under controlled conditions by an asbestos abatement contractor utilizing asbestos abatement workers who are trained and currently licensed by the Wisconsin DHS.

All asbestos abatement work shall be completed by the asbestos abatement contractor and notice of work shall be submitted to the City of Appleton Director of Parks and Recreation 15 days prior to the commencement of the abatement project.

E. Outside Contractors

All outside service contractors will be notified of the presence of asbestos-containing materials prior to beginning work activities. When contractors are required to work in areas where ACM/PACM is present or there is a possibility of disrupting ACM/PACM, the City of Appleton Director of Parks, Recreation and Facilities Management will provide:

- Notification of the known locations and types of asbestos present (or suspected to be present) in the area where the contractor will work.
- Information on the City of Appleton asbestos labeling and identification system.

F. Asbestos Emergencies

All emergency asbestos work shall be conducted by a properly licensed asbestos abatement contractor. Emergencies include situations where a rapid response is necessary to mitigate damage or prevent further serious damage to the building or its occupants in which ACM/PACM has become damaged and has the potential to become airborne. Examples include:

- Malfunction in equipment that if not addressed immediately, could cause damage to the building;
- Ruptured pipelines;
- The discovery of ACM/PACM during renovation or demolition activities; and

In case of an emergency, immediately contact the asbestos program administrator (or designee).

G. Asbestos Awareness Training

All city personnel who may reasonably come into contact with ACM/PACM will receive asbestos awareness training which at a minimum shall cover the minimum topics:

- Potential health effects associated with asbestos exposure;
- Locations of ACM and PACM within city buildings;
- Recognition of ACM PACM damage and deterioration;
- Housekeeping requirements to prevent asbestos fiber release;
- Methods by which asbestos may become airborne; and
- Response procedures to asbestos fiber release incidents.

Asbestos awareness training will be conducted before an affected employee is exposed to ACM/PACM and on an annual basis.

H. Exhibit Reference Information

Exhibit #1: City of Appleton Asbestos Inventory

ASBESTOS INVENTORY

Facility	Location of ACM or PACM	Type of Material	Quantity of ACM or PACM	Was the Material Sampled?	Who Sampled?	Date	Removed or Encapsulation?	Company	Date	ACM, PACM or Non-ACM?
Fire Station #1	Outdoors	Siding Sample	20-25%	Yes	B/C Tom Litscher	8/23/1991				Chrysotile Asbestos and Portland Cement
Fire Station #1	Basement	Fittings (HVAC)								ACM
Fire Station #1	Garage & Maint.	Fittings (HVAC)								ACM
Fire Station #1	Flooring (1 st Fl)									ACM tiled over in first floor hallway
Fire Station #4	Basement & Rig Rm.	Insulation (HVAC)								ACM
Fire Station #4	Kitchen	Floor Tile								ACM
Fire Station #4	Bedroom	Floor Tile								ACM
Fire Station #4	Locker Room	Floor Tile								ACM
Park Shelters	Timberform	Gray Board Panel		No						PACM: These types of shelters may have ceiling panels. Staff is instructed to not drill or cut into gray panels.
Reid Clubhouse	Basement	Insulation (Elbows and Pipe)					Encapsulation	EnviroNet	6/1/1992	ACM (130 linear feet/27 elbows and tees)
Reid Clubhouse	Attic	Insulation (Elbows and Pipe)					Encapsulation	EnviroNet	6/1/1992	ACM (205 linear feet/30 elbows and tees)
MSB	Cold Storage Bldg.	Noted as potential PACM, not confrmd.								PACM
MSB	Mackville Landfill	Noted as potential PACM, not confrmd.								PACM
Wastewater	A-Bldg Lap	Countertops	15% chrysotile	Yes	EMTS (Jerry Hinkle)	10/4/2013	Portions of ACM removed.			ACM
Wastewater	Boiler Pipe Insulation	PACM Possible (haven't been able to find any to date)								PACM
Parking Ramp	Basement Floor	Mastic								ACM
Parking Ramp	Pipe Elbows, Etc									ACM
Lawe Street Bridge	Basement (N. Wall) behind electrical equip	90% ACM has been removed; cannot remove rest.								ACM