

**EASTERN MICHIGAN  
UNIVERSITY™**

**PHYSICAL PLANT  
OPERATIONAL & MAINTENANCE  
ADMINISTRATIVE PROCEDURE**

<b>Section</b>	<b>Subject</b>	<b>Effective date</b>	<b>Procedure Number</b>
<b>Critical Incident</b>	<b>Abatement</b>	<b>May 30, 2013</b>	<b>A-26</b>

**Practice**

The following procedure will be used by all Physical Plant and any other applicable personnel involved in work to be performed in or around asbestos containing material (ACM) or suspected asbestos containing material that will either be removed, disturbed, or has a strong likelihood of being disturbed.

**Purpose**

This procedure will be used to reduce or eliminate the risk of Faculty, Staff, Students, Contractors and visitors of the University from avoidable exposure to asbestos containing material.

**Procedure**

**1. GENERAL ASBESTOS PROCEDURES**

- 1.1. Under no condition are Physical Plant personnel to disturb any asbestos containing material. Individuals that knowingly endanger themselves and/or others by disturbing known or suspected asbestos containing material may receive disciplinary action up to and including termination.
- 1.2. All abatement needs will be addressed by properly trained, certified, and equipped contractors that are legally able to handle this material.

- 1.3. Employees are required to bring any health and safety concerns and any suspect materials to their supervisor/manager so that the University may have the opportunity to address those concerns.
  - 1.3.1. Notifying Environmental Health and Safety prior to any abatement activity is the responsibility of the employees' manager (Administrative Professional), Project Manager, or supervisor at the direction of the appropriate manager.
- 1.4. All activities requiring the disturbance of ACM shall follow Asbestos Management guidelines (EMU DPS-EHS-P013).

## 2. **UNSCHEDULED ASBESTOS ABATEMENT**

- 2.1. Upon encountering disturbed Asbestos Containing Material (ACM) or upon noticing that an activity has unknowingly disturbed asbestos containing material, stop all work in the immediate area.
- 2.2. The employee will immediately notify their supervisor (Foreperson/Project Manager).
- 2.3. The Foreperson/Project Manager will then notify the appropriate manager (Administrative Professional).
- 2.4. The Manager/Project Manager will then notify Environmental Health and Safety.
- 2.5. Environmental Health and Safety (EHS) will:
  - 2.5.1. Coordinate the abatement with an approved abatement contractor and air monitoring with the industrial hygiene consultant; and then confirm the scheduled abatement work with the Physical Plant.
  - 2.5.2. Initiate containment which includes:
    - 2.5.2.1 Securing the area.
    - 2.5.2.2 Working with the Physical Plant to shut off any equipment that may disturb the asbestos containing material (i.e. Air Handlers, dampers, fans etc.).
  - 2.5.3. Inform the appropriate Building Administrators, Deans, Zone Managers, Managers, appropriate union representatives, and the Physical Plant Directors of the proposed schedule for the abatement in writing.

- 2.5.4. Inform the appropriate building Administrators, and the Physical Plant Director and Manager when the space has been cleared for reuse and/or re-occupancy as determined by EHS.
- 2.5.5. Inform the Physical Plant Directors and Managers when equipment shutoff as a result of the abatement can be restored to normal operation.

### **3. SCHEDULED ASBESTOS ABATEMENT**

- 3.1 The designated Project Manager, Foreperson, or Manager will notify Environmental Health and Safety of the need for abatement.
  - 3.1.1. A site visit will be made by the appropriate project manager, foreperson, manager and Environmental Health and Safety to review the scope of the work.
- 3.2 Environmental Health and Safety will:
  - 3.2.1. Work with the Building Administrator to schedule the work.
  - 3.2.2. Work with the Physical Plant to shut off any equipment that may disturb the asbestos containing material (i.e. Air Handlers, dampers, fans etc.).
  - 3.2.3. Contact an approved abatement contractor. Then, Environment Health and Safety will schedule a monitoring company to monitor the abatement contractor.
  - 3.2.4. Create the work orders (WO) or obtain work authorization (WA) from the project manager and provide the work orders or work authorization to the abatement contractor and air monitoring firm.
  - 3.2.5. Inform the appropriate Building Administrators, the appropriate Deans, appropriate union representatives, Zone Managers, Managers, and the Physical Plant Directors of the proposed schedule for the abatement in writing.
  - 3.2.6. Inform the appropriate building Administrators, and the Physical Plant Director and Manager when the space has been cleared for reuse and/or re-occupancy as determined by EHS.
  - 3.2.7. Inform the Physical Plant Directors and Managers when equipment shutoff as a result of the abatement can be restored to normal operation.

#### **4. CONSTRUCTION PROJECT ABATEMENT**

- 4.1 Projects Managed by Facilities Planning and Construction or Facilities Maintenance will follow the requirements of scheduled asbestos abatement procedures.
- 4.2 Project managed by a General Contractor will comply with the following:
  - 4.2.1. The General Contractor is responsible for all abatement work.
  - 4.2.2. Prior to any abatement work proceeding, the General Contractor will notify the Project Manager and the Project Manager will notify Environmental Health and Safety.
  - 4.2.3. If abatement is in an occupied space or building, the Project Manager will notify Environmental Health and Safety. Environmental Health and Safety will notify the affected parties of the abatement work as described in Step 2.5.3 and 2.5.4.
  - 4.2.4. The General Contractor will notify the Project Manager and the Project Manager will notify Environmental Health and Safety when the abatement is complete and the area has been determined clean.
  - 4.2.5. Environmental Health and Safety will verify that the area is clean.

Authorized by:

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