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UNC CHARLOTTE

*Environmental Health and Safety*

# ASBESTOS MAINTENANCE AND OPERATIONS PROGRAM

UNC CHARLOTTE  
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## **I. Purpose**

The purpose of this program is to comply with the Occupational Safety and Health Administration (OSHA) 29 CFR 1910.1001 Asbestos. UNC Charlotte's goal is to provide guidelines for managing asbestos to prevent exposure to employees.

## **II. Scope**

This program applies to all employees who have occupational exposure to asbestos. This program does not apply to renovation or construction work. All renovation and construction projects in buildings with asbestos containing materials (ACM) or presumed asbestos containing materials (PACM) should refer to the UNC Charlotte Facilities Management Design and Construction Manual for guidance.

## **III. Responsibilities**

### **A. Executive Leadership**

The University of North Carolina at Charlotte has legal responsibility for compliance with the occupational safety and health standards.

### **B. Program Administrator**

The Environmental Health and Safety Office is responsible for:

1. Planning and recommending programs that adhere to all applicable federal, state, and local laws and regulations pertaining to environmental health and safety.
2. Assisting supervisors with implementing environmental health and safety programs in their areas.
3. Curtailing or stopping work that poses a clear and imminent danger to the health or safety of the University community.
4. Periodically reviewing the program and updating it as needed to ensure compliance with all applicable federal and state regulations.

### **C. Departmental Management**

Management is responsible for:

1. Planning and developing budget requests for departmental safety programs.
2. Developing safety procedures, work practices, and safe working areas for all those under their supervision.
3. Supporting safety and health as a model to those they supervise.
4. Supplying appropriate equipment and training.
5. Enforcing environmental health and safety regulation by invoking disciplinary action or administrative sanction.

## D. Employees

Every UNC Charlotte employee is responsible for conducting himself/herself in accordance with this program. All employees shall:

1. Adhere to all safety policies, programs, procedures, and practices while performing his/her duties in a safe manner.
2. Notifying your immediate supervisor of unsafe working conditions, potential hazards and accidents as soon as possible.

## IV. Definitions

**Asbestos** includes chrysotile, amosite, crocidolite, tremolite asbestos, anthophyllite asbestos, actinolite asbestos, and any of these minerals that have been chemically treated and/or altered.

**Asbestos-containing material (ACM)** means any material containing more than 1% asbestos.

**Assistant Secretary** means the Assistant Secretary of Labor for Occupational Safety and Health, U.S. Department of Labor, or designee.

**Authorized person** means any person authorized by the employer and required by work duties to be present in regulated areas.

**Building/facility owner** is the legal entity, including a lessee, which exercises control over management and record keeping functions relating to a building and/or facility in which activities covered by this standard take place.

**Certified Industrial Hygienist (CIH)** means one certified in the practice of industrial hygiene by the American Board of Industrial Hygiene.

**Director** means the Director of the National Institute for Occupational Safety and Health, U.S. Department of Health and Human Services, or designee.

**Employee exposure** means that exposure to airborne asbestos that would occur if the employee were not using respiratory protective equipment.

**Fiber** means a particulate form of asbestos 5 micrometers or longer, with a length-to-diameter ratio of at least 3 to 1.

**High-efficiency particulate air (HEPA) filter** means a filter capable of trapping and retaining at least 99.97 percent of 0.3 micrometer diameter mono-disperse particles.

**Homogeneous area** means an area of surfacing material or thermal system insulation that is uniform in color and texture.

**Industrial hygienist** means a professional qualified by education, training, and experience to anticipate, recognize, evaluate and develop controls for occupational health hazards.

**PACM** means "presumed asbestos containing material."

**Presumed asbestos containing material** means thermal system insulation and surfacing material found in buildings constructed no later than 1980. The designation of a material as "PACM" may be rebutted pursuant to paragraph (j)(8) of this section.

**Regulated area** means an area established by the employer to demarcate areas where airborne concentrations of asbestos exceed, or there is a reasonable possibility they may exceed, the permissible exposure limits.

**Surfacing ACM** means surfacing material which contains more than 1% asbestos.

**Surfacing material** means 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).

**Thermal System Insulation (TSI)** means ACM applied to pipes, fittings, boilers, breeching, tanks, ducts or other structural components to prevent heat loss or gain.

**Thermal System Insulation ACM** means thermal system insulation which contains more than 1% asbestos.

## v. Exposure Limits and Monitoring

UNC Charlotte employees are not permitted to conduct work activities where asbestos is capable of being released in airborne concentrations at or above the TWA permissible exposure limit and/or excursion limit under the expected conditions of processing, use, or handling. If changes occur, UNC Charlotte will initiate monitoring practices in accordance with OSHA Asbestos standard requirements.

Additionally, any employee who suspects exposure to asbestos shall convey information concerning the presence, location and quantity of such material to their supervisor and the EHS Office immediately following as soon as feasible within 24 hours of the discovery.

If monitoring is required, UNC Charlotte will provide affected employees or their designated representative an opportunity to observe any monitoring of employee exposure to asbestos. All requirements for protective clothing and equipment must be complied with.

## vi. Regulated Areas

Regulated areas are defined as an area established by the employer to demarcate areas where airborne concentrations of asbestos exceed, or there is a reasonable possibility they may exceed, the permissible exposure limit (PEL). The only areas that meet that definitions are contracted renovation/demolition work in buildings that possibly contains asbestos. These projects require asbestos surveys and must meet all state construction office guidelines including, but not limited to, signage demarcating, restricting access, work practices, and engineering controls to minimize occupational exposure.

## vii. Methods of Compliance

All regulated areas are monitored by qualified trained professionals in accordance with applicable regulatory requirements.

The automotive brake and clutch repair areas do not inspect, disassemble, repair or assemble asbestos

containing brakes or clutches. If changes occur, UNC Charlotte will initiate monitoring practices in accordance with OSHA Asbestos standard requirements.

The maintenance rooms where asbestos containing materials are shall be maintained in a condition that does not result in exposure. Maintenance employees should report damage to asbestos containing materials to their immediate supervisor and EHS as soon as feasible so repairs can be coordinated to prevent release of materials.

The general housekeeping employee is not allowed to clean surfaces contaminated with asbestos. Housekeeping employees should report suspected asbestos containing materials to their immediate supervisor and EHS as soon as feasible so repairs can be coordinated to prevent release of materials.

All spills and/or sudden releases of ACM/PACM (sometimes referred to as a fiber release episode) shall be reported immediately to the EHS Office.

Surfaces contaminated with asbestos may not be cleaned with compressed air. HEPA-filtered vacuuming equipment shall be used for all vacuuming operations.

Dry sweeping and dry cleanup methods of asbestos is prohibited.

All waste, scrap, debris, bags, containers, equipment and clothing contaminated with asbestos shall be collected, stored, and disposed of in sealed, impenetrable container.

Asbestos containing flooring material shall not be sanded, burnished, or dry buffed. Stripping of finishes is allowed using only low-abrasion pads at less than 300 rpm.

## **VIII. Respiratory Protection, Protective Clothing, Equipment, Hygiene Facilities and Practices**

UNC Charlotte employees are not permitted to conduct work activities where asbestos is capable of being released in airborne concentrations at or above the TWA permissible exposure limit and/or excursion limit under the expected conditions of processing, use, or handling. Therefore, employees are not required to wear respirators, protective clothing, equipment, hygiene facilities and practices. If changes occur, UNC Charlotte will provide respirators, protective clothing and equipment in accordance with OSHA Asbestos standard requirements.

## **IX. Communicating of Hazards to Employees**

The Environmental Health and Safety office maintains and inventory of the presence, location and quantity asbestos in buildings built prior to 1980. The mechanical rooms in which employees are reasonably expected to enter and which contain asbestos, a warning sign is posted. Asbestos labels will be affixed to all containers of raw materials, mixtures, scrap, waste, debris, and other products containing asbestos fibers.

The housekeeping and maintenance employees are informed of the asbestos inventory.

## **X. Training**

All housekeeping and maintenance employees performing housekeeping or maintenance in work environments that have the potential for exposure at or above the OSHA airborne concentration PEL receive asbestos

awareness training initially and annually thereafter.

Additional training may be required for employees who have, or may be exposed to airborne concentrations of asbestos at, or above the PEL and/or excursion limits.

## **xi. Medical Surveillance**

UNC Charlotte employees are not permitted to conduct work activities where asbestos is capable of being released in airborne concentrations at or above the TWA permissible exposure limit and/or excursion limit under the expected conditions of processing, use, or handling. Therefore, employees are not required to be enrolled in a medical surveillance program. If changes occur, UNC Charlotte will create a medical surveillance program in accordance with OSHA Asbestos standard requirements.

## **xii. Records**

1. All employee asbestos exposure monitoring records shall be retained for at least 30 years.
2. All employee medical surveillance records shall be retained for at least 30 years.
3. All employee training records shall be retained for the duration of employment plus 1 year.
4. Air sampling records shall be retained for the duration of employment of the people involved plus 30 years and for the duration of building ownership; whichever occurs last.
5. All documentation in reference to this document shall be retained for the duration of building ownership and transferred to the new owners.
6. Records will be made available upon request.