I. PURPOSE AND APPLICABILITY

1.1 It is the policy of the Villanova University in coordination with the Environmental Health and Safety Department to provide the University community with a safe and healthy environment. This policy is designed to ensure that University employees follow the appropriate procedures to prevent asbestos exposure to building occupants, visitors, maintenance personnel, and contractors.

1.2 This policy applies to all University employees involved with activities that may result in the disturbance of asbestos-containing materials.

II. DEFINITIONS and APPLICABILITY

2.1 “Asbestos” is a fibrous silicate mineral that was commonly added to a variety of building materials to provide strength and fire/chemical resistance. Asbestos also has excellent thermal and acoustical insulating properties and was widely used in thermal and acoustical insulation products. “Asbestos-containing materials” (ACM) contain greater than 1% asbestos by weight as determined by polarized light microscopy (PLM).

2.2 An “asbestos abatement contractor” is any person, firm or corporation, who has valid licenses issued by the Commonwealth of Pennsylvania, for the purpose of removal, enclosure, or encapsulation of asbestos-containing materials.

2.3 An “asbestos air monitor” is a person who functions as the on-site representative of the University, performing air sampling, inspection and oversight of the asbestos abatement contractor.

2.4 An “asbestos building inspector” is a person accredited by the Commonwealth of Pennsylvania to conduct asbestos inspections of buildings.
III. ROLES and RESPONSIBILITIES

3.1 The Department of Environmental Health and Safety (EHS) is responsible for all aspects of asbestos management and conducting hazard awareness training for all employees and selected contracted employees that may come into contact with ACM.

3.2 The Facilities Engineering Department Project Managers are responsible for notifying EHS of building renovation/demolition projects and infrastructure upgrades that may impact asbestos-containing materials and requesting Asbestos Inspection Reports for demolition and renovation projects.

3.3 Maintenance Supervisors are responsible for notifying EHS of maintenance activities and small renovation projects that may affect asbestos-containing materials.

3.4 Maintenance and Custodial Supervisors are responsible for scheduling and ensuring employee attendance at annual EHS Hazard Communication training and notifying EHS of any damaged suspected asbestos-containing materials reported by employees.

3.5 Maintenance and Custodial Services staff members are required to attend Hazard Communication training and reporting any damage of suspected asbestos-containing materials to supervisors.

IV. PROCEDURES

4.1 Emergency Procedures

Contact EHS at (610) 519-6895 to report any situation where it is suspected that asbestos-containing materials have been damaged. EHS will provide guidance to the caller and immediately dispatch staff to the location to assess the situation and coordinate corrective action if required.
4.2 Construction and Maintenance Activities

- Facilities Engineering Department shall submit renovation and infrastructure upgrade plans to EHS for review of impact upon ACM. An EHS Asbestos Inspector will provide an Asbestos Inspection Report to the project manager.

- Maintenance Supervisors shall contact EHS to coordinate asbestos abatement required for maintenance/repair work. Non-emergency asbestos abatement projects require five to ten days advance notice, depending on the quantity of ACM to be removed, for notification of the appropriate governmental agencies.

4.3 Routine Building Inspections

EHS performs periodic inspections of buildings containing ACM to assess condition and coordinate corrective action where required.

4.4 Asbestos Abatement Activities

- EHS plans, schedules and coordinates all asbestos abatement activities with external abatement contractors.

- EHS will write asbestos abatement specifications and conduct competitive bidding for applicable projects.

- EHS will contract asbestos abatement project oversight including inspections and air sampling.

4.5 Training

- EHS conducts Hazard Communication training including an Asbestos Awareness component for all Facilities Services and Custodial Services personnel that may come in contact with ACM.

4.6 Recordkeeping

- EHS maintains all documents relating to asbestos-containing materials including air and bulk sampling data, waste disposal manifests, regulatory agency and other correspondence.
• EHS also maintains results of all asbestos samples for 30 years.

V. REFERENCES and RESOURCES

United States Environmental Protection Agency, Asbestos

Occupational Health and Safety Administration (OSHA), Asbestos