Table of Contents

I. Purpose .............................................................................................................. 2

II. Scope ............................................................................................................. 2

III. Definitions ..................................................................................................... 2

IV. Policy Statement .......................................................................................... 2

V. Procedures ..................................................................................................... 2

VI. Policy Evaluation .......................................................................................... 4

VII. Related Information ...................................................................................... 4

VIII. History ......................................................................................................... 4

IX. Responsible University Division/Department ............................................... 5

X. Responsible Administrative Oversight .......................................................... 5
I. Purpose
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.

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

III. Definitions
**Asbestos:** 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 Abatement Contractor:** 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.

**Asbestos Air Monitor:** a person who functions as the on-site representative of the University, performing air sampling, inspection and oversight of the asbestos abatement contractor.

**Asbestos Building Inspector** is a person accredited by the Commonwealth of Pennsylvania to conduct asbestos inspections of buildings.

**Asbestos-Containing Materials** (ACM) contain greater than 1% asbestos by weight as determined by polarized light microscopy (PLM).

IV. Policy Statement
It is the policy of the Villanova University in coordination with the Environmental Health and Safety Department (EHS) to provide the University community with a safe and healthy environment.

V. Procedures
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.
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 that may affect asbestos-containing materials.

College Facilities Managers (CLAS, Engineering, Business, Law, and Nursing) are responsible for notifying EHS of maintenance and renovation projects that may affect asbestos-containing materials.

Coordinator for Hall Operations/Campus Partners is responsible for notifying EHS of maintenance and renovation projects that may affect asbestos-containing materials.

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.

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

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.

Construction and Maintenance Activities
  Facilities Management Office 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 at least five to ten days advance notice, depending on the quantity of ACM to be removed, for notification of the appropriate governmental agencies.

Routine Building Inspections
  EHS performs periodic inspections of buildings containing ACM to assess condition and coordinate corrective action where required.
Asbestos Abatement Activities
EHS plans, schedules and coordinates all asbestos abatement activities with external abatement contractors.

EHS writes asbestos abatement specifications and conduct competitive bidding for applicable projects.

EHS contracts asbestos abatement project oversight including inspections and air sampling.

EHS completes all required notifications to safety and environmental regulatory agencies.

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.

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 maintains results of all asbestos samples for 30 years.

EHS maintains a log of locations of asbestos containing materials.

VI. Policy Evaluation
This policy shall be jointly evaluated every three years by the Facilities Management Office and EHS.

VII. Related Information:
United States Environmental Protection Agency, Asbestos Code of Federal Regulations: Chapter 40; Part 763 – Asbestos
Occupational Health and Safety Administration (OSHA), Asbestos
Pennsylvania Statutes Title 63 P.S. Professions and Occupations (State Licensed) § 3101.

VIII. History
Issued: 2010
Revised: 3-1-15
Revised 8-1-18
IX. Responsible University Division Department
    Vice President
    Facilities Management Office
    800 Lancaster Avenue
    Villanova, PA 19085
    610-519-4589

X. Responsible Administrative Oversight
    Director Environmental Health and Safety
    Environmental Health and Safety
    800 Lancaster Avenue
    Villanova, PA 19085
    610-519-3801