

COMMONWEALTH OF MASSACHUSETTS MASSACHUSETTS DEPARTMENT OF TRANSPORTATION HIGHWAY DIVISION STANDARD OPERATING PROCEDURES		S.O.P.NO. ENV-01-29-1-000		PAGE 1 OF 3
SUBJECT: Management Of Asbestos Containing Materials At MassDOT Highway Division Facilities			DISTRIBUTION: A	
EFFECTIVE: 8/23/10	ISSUED: 8/23/10	SUPERSEDES:ENV-01-29- 1-000, Dated 8/13/08		AUTHORIZED:Signature on original

PURPOSE

To provide guidance for the proper management of asbestos-containing material (ACM) relative to the maintenance, renovation and/or demolition of any MassDOT Highway Division building or structure on a maintenance facility. The following regulations apply to asbestos: Massachusetts Department of Environmental Protection (310 CMR 7.00 and 310 CMR 19.00), U.S. Environmental Protection Agency (40 CFR Part 61), Department of Occupational Safety (453 CMR 6.00) and Occupational Safety & Health Administration (29 CFR 1926.1101).

RESPONSIBILITY

It is the responsibility of the District Highway Director, District Maintenance Engineer, District Asbestos Coordinator and the State Asbestos Coordinator to ensure that this SOP is adhered to by all employees and contractors.

DEFINITION

Asbestos is a generic name given to a number of naturally occurring hydrated mineral silicates that possess a unique crystalline structure, are incombustible in air and are separable into fibers.

Asbestos-containing material (ACM) as defined by the Massachusetts Department of Environmental Protection (DEP) is any material or product that contains greater than or equal to 1% by weight of asbestos.

MANAGEMENT OF THIS POLICY

Maintenance

The Operation and Maintenance (O&M) Program developed by MassDOT Highway Division and distributed to each District will be followed to properly maintain and manage ACM at all facilities. All applicable personnel will adhere to the following guidelines:

The District Asbestos Coordinator will arrange an annual re-inspection of all regularly occupied buildings to assess the conditions of ACM or presumed ACM (PACM) at all district facilities by the MassDOT Highway Division Asbestos Consulting Firm (ACF).

The District Asbestos Coordinator will keep on file information concerning the location of known ACM and PACM at each facility. This information will be found in Appendix A of the facility O&M Plan site manual.

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The District Asbestos Coordinator will update the District O&M Plan Manual with all current O&M reports including Scheduled Abatement Projects Periodic Surveillance Inspection Reports, Records of Response Actions, Fiber Release Episodes, Asbestos Survey Requests Contractor Work Asbestos Evaluation Forms, MassDOT Highway Division Asbestos Evaluation Forms and Asbestos Abatement Project Notifications (ANF-001).

Renovation/Demolition Activities

MassDOT Highway Division has developed and implemented a procedure to prevent any impact to the environment from the demolition and/or renovation of any building that may contain ACM or PACM. All applicable personnel will adhere to the following guidelines:

Prior to any demolition and/or renovation activity at any MassDOT Highway Division facility, facility personnel and/or the District Asbestos Coordinator will request a renovation/demolition asbestos survey of the building using the notification form (Appendix E-1 of the District Manual and Appendix C-1 of the Depot Manual) found in the Facility Headquarters or Depot O&M Plan Manual. The District Asbestos Coordinator and/or the State Asbestos Coordinator will contact the Asbestos Consulting Firm to determine if ACM or PACM is present. The Asbestos Consulting Firm may perform a destructive survey to further evaluate the site to determine the presence of ACM in concealed spaces.

If the building is found to contain asbestos, which may be disturbed by planned activities, the District Asbestos Coordinator will request, in writing to the DME, that the District arrange for a licensed asbestos abatement contractor to remove all of the ACM that could be impacted prior to any renovation and/or demolition. He/She will record this action using the form in Appendix E-2 and filing it in Appendix I.

Response Actions of Emergency and/or Planned ACM Abatement Activities

Reporting procedures have been developed where ACM has been identified and there exists the need to implement a required response action. Response Actions include, but are not limited to, removal, enclosure, encapsulation or repair of the ACM. All applicable personnel will adhere to the following guidelines:

Facility personnel and/or the District Asbestos Coordinator upon the discovery of an emergency situation involving significantly damaged ACM will fill out a Fiber Release Episode Form found in Appendix E-3 of the District O&M Manual. The District Coordinator will notify the State Asbestos Coordinator and/or the Asbestos Consulting Firm. The Asbestos Consulting Firm will coordinate the arrival, within four hours, of an Asbestos Contractor on site to perform the required

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response action. A Record of Response Action Form (Appendix E-2) will be filled out after the abatement operation has been completed. This will be filed in the Manual.

District Asbestos Coordinators will also manage all pre-planned ACM abatement activities. An Asbestos Survey request form, Appendix E-1, and a Record of Response Action Form, Appendix E-3 form, will be filled out at the appropriate times for all operations.

Training

The District Asbestos Coordinator, Safety Inspectors, Environmental Management System Compliance Coordinators and the DME or their designee will be required to attend an annual 2-hour Asbestos Awareness Training Course.