



**1.0 Purpose & Scope**

The intent of the Rocky Mountain Region’s (Region 8) Asbestos Management Policy and the Asbestos Management Procedure is to minimize asbestos exposure to all building occupants and is building specific to address the types, quantity, and location of Asbestos Containing Material (ACM). GSA minimizes asbestos exposures by all building occupants through managing asbestos in place.

**2.0 Activities & Departments Affected**

The Regional GSA Asbestos Management Procedure is developed by GSA Central Office in accordance with Asbestos Hazard Emergency Response Act (AHERA) and implemented by the GSA Regional Asbestos Procedures Manager (RAPM) located in Facilities Management and Service Programs; Occupational Health and Safety Team.

**3.0 Exclusions**

In accordance with GSA Asbestos Policy or documentation can be produced that verify the building does not have ACM.

**4.0 Forms Used & Permits Required: (include reporting requirements)**

Forms used will include a mixture of forms and documents required by OSHA, EPA, state standards/regulations, and in-house GSA forms. These forms will primarily involve regulatory documentation and program implementation (inspections, abatement, repair, etc.).

**Federal and State Forms and Permits:**

<b>PERMIT / FORM / REPORT</b>	<b>SUBMITTED TO: FEDERAL OR STATE AGENCY</b>	<b>SUBMITTAL FREQUENCY</b>
[Colorado] Asbestos Abatement Notification and Permit Application Form	Colorado Dept. of Public Health and Environment, Asbestos Compliance Assistance Group	Prior to abatement
[Montana] Application for a Montana Asbestos Project Permit and NESHAP Demolition / Renovation Notification. Type of Application / Permit	Montana Department of Environmental Quality, Asbestos Control Program	Prior to abatement
[Montana] Asbestos waste transportation and/or disposal project permit		After to abatement
[North Dakota] Asbestos Notification of Demolition and Renovation (SFN 17987)	North Dakota Department of Health, Division of Air Quality, Asbestos Control Program	Prior to abatement
[North Dakota] Asbestos Waste Manifest Form		After to abatement
[South Dakota] Asbestos Demolition/ Renovation Notification Form (SD EForm 0413 V5)	Department of Environment and Natural Resources, Asbestos Coordinator	Prior to abatement
[Utah] 10 Working-Day Asbestos Notification	Utah Department of Environmental Quality, Division of Air Quality	Prior to abatement



PERMIT / FORM / REPORT	SUBMITTED TO: FEDERAL OR STATE AGENCY	SUBMITTAL FREQUENCY
[Utah] Less than NESHAP asbestos removal/abatement notification form		After to abatement
[Wyoming] Notification of Demolition and Renovation	Wyoming Department of Environmental Quality, Air Quality Division	Prior to abatement
[Wyoming] Waste Shipment Record		After

**In-house GSA Region 8 and Contractor Forms:** Contact the RAPM for assistance with the asbestos management program.

- Asbestos Work Permit
- Fiber Release Episode / Response Action Report
- Periodic Surveillance of Asbestos Containing Materials Form
- Annual ACM Assessment (Annual inspection conducted by in-house personnel)

## 5.0 Acronyms, Abbreviations, and Definitions

Acronyms	Meaning
AHERA	Asbestos Hazard Emergency Response Act
ACM	Asbestos Containing Material; containing 1% or more of asbestos
CFR	Code of Federal Regulations
EPA	Environmental Protection Agency
NESHAP	National Emissions Standards for Hazardous Air Pollutants
O&M	Operations and Maintenance
OSHA	Occupational Safety and Health Administration
RAPM	Regional Asbestos Procedures Manager

### Definitions:

**Friable:** The material, when dry, may be crumbled, pulverized, or reduced to powder by hand pressure

## 6.0 Procedure

**State Specific Procedures & Requirements** [refer to individual State Legal Reviews for details on Statues, Laws, and Rules]: Region 8 states administer their own asbestos programs. Applicable State and Local Regulations must be followed.

STATE	AGENCY
Colorado	Colorado Department of Public Health and Environment, Air Pollution Control Division, <a href="#">Asbestos Compliance Assistance Group</a>
Montana	Montana Department of Environmental Quality, <a href="#">Asbestos Control Program</a>
North Dakota	North Dakota Department of Health, <a href="#">Asbestos Control Program</a>
South Dakota	South Dakota Department of Environment and Natural Resources, Air Quality Division, <a href="#">Waste Management Program - Asbestos</a>
Utah	Utah Department of Environmental Quality, Division of Air Quality, <a href="#">Asbestos</a>



STATE	AGENCY
Wyoming	Wyoming Department of Environmental Quality, Air Quality Division, <a href="#">Asbestos Program</a>

Each State in Region 8 has its own accreditation of trainers and certification of persons in each asbestos occupation (i.e., worker, contractor/supervisor, inspector, management planner, project designer, and project monitor): [<http://www.epa.gov/asbestos>].

**Standardized Procedure:**

- 6.0 Read the [GSA Asbestos Policy](#) (March 25, 2015).
- 6.1 Initially, during renovations, at a minimum of every five years afterwards, and for any building built after 1998 (GSA Asbestos Policy, 2015) which lacks proper documentation, the Project Manager will procure asbestos containing material (ACM) inspection services from a state-certified asbestos inspector.
  - 6.1.1 The Project Manager will also procure the service of a 3<sup>rd</sup> party air monitoring specialist if air monitoring services are needed.
- 6.2 The state-certified asbestos inspector will perform an assessment to determine if ACM is present, and if it is assess its condition, location, and amount. If damage is found, the state-certified inspector will inform the Project Manager who will contact the Regional Asbestos Program Manager (RAPM).
  - 6.2.1 Asbestos assessments will be accomplished by the state-certified inspector following the currently recognized standard protocol developed for schools under AHERA as promulgated in Title 40 CFR, Part 763 and as amended in the Federal Register.
  - 6.2.2 Sample locations shall be chosen in a non-random fashion, with emphasis on obtaining samples of each type of accessible, suspect material and minimizing damage to the material being sampled. All sampling shall be performed by the state-certified inspector.
- 6.3 The properly asbestos certified Building or Property Manager inspects, manages and plans an annual in house asbestos “walk-through”. The walk-through will document changes, including all abatement or project requirements to the 5-year asbestos inspection report to RAMP.
  - 6.3.1 Following the procedures detailed in the Rocky Mountain Region Form Annual ACM Assessment (see section 7.0 Records), GSA management/maintenance personnel such as the Building Manager must be trained to complete the annual ACM inspection procedure.
- 6.4 Any buildings with ACM will be prioritized by the RAMP for repair or abatement.



A Project or Building Manager will procure the services of Contractors to perform any repair or abatement. Both the RAMP and Project or Building Manager will review and approve the repair/abatement plans before work commences.

6.5 The Contractors will conduct repairs and abatement according to all applicable codes, standards and regulations; local, state and federal.

6.5.1 In the case of abatement, the Project Manager will ensure a qualified 3<sup>rd</sup> party monitors the work done by the Contractors. This 3<sup>rd</sup> party monitor will report to the Project Manager who will review their findings.

6.6 The Project Manager will have the final clearance test conducted after the Contractors have completed their work. The Project Manager will also create and file a report, update the inspection report to show the area of abatement, complete Transport Landfill documents, and retain this all on the P drive. The Industrial Hygienist (IH) will review these documents.

**7.0 Records Management** [source: Asbestos Management Procedure, Rocky Mountain Region]

- Inspection/Assessment Reports
  - ACM Building Assessment (Baseline building assessment)
  - Annual ACM Assessment (conducted by in-house personnel)
- Asbestos Work Permits
- Surveillance/Re-inspection
- Written SOP
- Fiber Release Incident Reports
- Abatement [*Project*] Records
  - (e.g., air monitoring and sampling results, disposal)
  - Building/Project Documentation
- Equipment Maintenance
- Training Records
- Medical Surveillance
- Notifications

**8.0 References**

Asbestos-Abatement.com/; The Official Online Resource For Information on Asbestos, Asbestos Abatement, Asbestos Removal, & More!

Asbestos Management Procedure, Rocky Mountain Region

Citation	Title or Topic
29 CFR 1910.1001	OSHA standards for workers
29 CFR 1910.1200	Hazard Communication Standard – Required development of a written program for implementing hazard communication
29 CFR 1926.2101	OSHA, Occupational Exposure Standards – for workers involved in inspection, demolition, removal, encapsulation, construction, repair, maintenance, and renovation of facilities containing ACM
40 CFR 763.93	EPA, Asbestos Hazard Emergency Response Act (AHERA)



**ASBESTOS MANAGEMENT FOR BUILDINGS**  
*Region 8 Sustainability & Environmental Management System*

	Regulations
40 CFR 763 Subpart E	AHERA, Standard for Schools – requirements include designation of a person to maintain compliance
40 CFR 61 Subpart M	EPA, regulations covering the handling and disposal of asbestos containing waste material

Each state has its own specific regulations, visit the agencies listed under 6.0 Procedure; State Specific Procedures & Requirements, for additional information.

**9.0 Appendices**

**Attachment A:** GSA Region 8 SEMS Asbestos Management Flowchart

**Attachment B:** Asbestos Work Permit

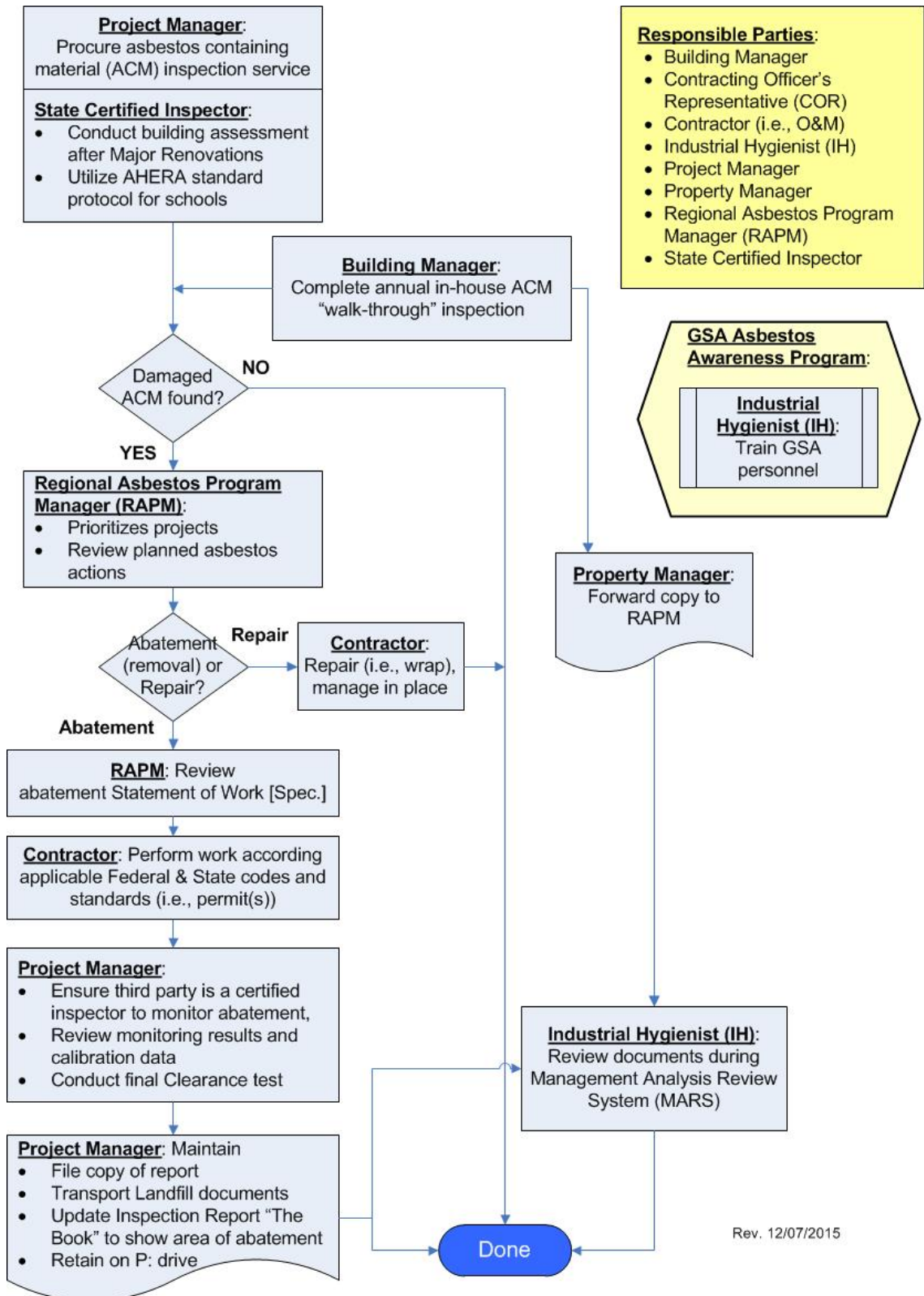
**Attachment C:** Fiber Release Episode / Response Action Report

**Attachment D:** Periodic Surveillance of Asbestos Containing Materials Form

<b>Document Control Information:</b>	<b>Approved &amp; Dated:</b>
Asbestos Management “Month-Date-Year”.docx	RJM Dec. 7, 2015

<b>Document Revision and Update:</b>		
<b>Revision Date</b>	<b>Nature of Revision</b>	<b>Revision made by:</b>
11/28/2005	Working Draft	Tom Record
03/16/2006	Original Release	Tom Record
01/29/2010	Add ISO 14001 Document Control, add Flowchart (by Erik Petrovskis)	Robert Melvin
03/16/2010	Update Procedure, cross reference the Asbestos Management Procedure (Rocky Mountain Region)	Tom Record, Harold “Buddy” Alkire
06/19/2012	Emphasize Roles and Responsibilities in section 6, update flowchart, Periodic Surveillance of Asbestos Containing Materials Form added	Harold “Buddy” Alkire, Nick Gutschow, Robert Melvin
12/07/2015	Incorporate the March 25, 2015 GSA Asbestos Policy requirements.	Christopher Alden

### ATTACHMENT A: GSA Region 8 SEMS Asbestos Management Flowchart







ATTACHMENT B: Asbestos Work Permit

**ASBESTOS WORK PERMIT**

**Building Name** \_\_\_\_\_ **Permit #** \_\_\_\_\_  
**Building Number** \_\_\_\_\_  
**Street Address** \_\_\_\_\_  
**City, State, Zip** \_\_\_\_\_

**Description of anticipated work** (attach drawing of area to be disturbed and indicate work area)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Demolition** \_\_\_ **Renovation** \_\_\_ **Routine Maintenance** \_\_\_ **Emergency Response** \_\_\_

**Estimated duration of project** Start \_\_\_/\_\_\_/\_\_\_ Finish \_\_\_/\_\_\_/\_\_\_

**Environmental Control Method**

Glove Bag \_\_\_ Mini-Containment \_\_\_ Full Containment \_\_\_ Other \_\_\_ None \_\_\_

**Quantity of ACM to be disturbed** Linear Ft. \_\_\_ Sq Ft \_\_\_ Cubic Ft \_\_\_

**Permit requested by** \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Date of request \_\_\_/\_\_\_/\_\_\_

\***Date of EPA notification** \_\_\_/\_\_\_/\_\_\_ Approval received \_\_\_/\_\_\_/\_\_\_

\*\***Date of state notification** \_\_\_/\_\_\_/\_\_\_ Approval received \_\_\_/\_\_\_/\_\_\_

**Actual start date** \_\_\_/\_\_\_/\_\_\_ **Actual finish date** \_\_\_/\_\_\_/\_\_\_

**Air Monitoring** Final clearance samples required TEM \_\_\_ PCM \_\_\_ Other \_\_\_

(Attach copy of final clearance sample results)

**Name of Air Monitoring Specialist** \_\_\_\_\_

**ACM removed to** (disposal facility) \_\_\_\_\_

(attach copy of disposal manifest)

All asbestos workers have received the appropriate training and all certification, medical, and respiratory documentation has been reviewed and is current

**Permit approved by** \_\_\_\_\_

Title \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Ext. \_\_\_\_\_

\*NESHAP requires notification if ACM quantities to be disturbed will exceed 260 linear feet, 160 square feet, 35 cubic feet, or at the time annual accumulation of disturbed ACM will exceed these quantities.

\*\* Some states require notification of 10 or more days prior to the start of the project. See your state asbestos standards to determine if this requirement is applicable to your project.



ATTACHMENT C: Fiber Release Episode / Response Action Report

**FIBER RELEASE EPISODE / RESPONSE ACTION REPORT**

FIBER RELEASE EPISODE

Reported by: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_ Time \_\_\_\_\_AM/PM

Building Name : \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Building Number: \_\_\_\_\_ Room Number: \_\_\_\_\_

Provide a brief description of the cause of the episode:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

What area(s) were affected by the episode:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Was the area occupied at the time of the incident: Yes \_\_\_ No \_\_\_

List occupants occupying the space or entering the space at the time of or after the episode (use the back of the form if necessary):

\_\_\_\_\_  
 \_\_\_\_\_

RESPONSE ACTION / ROUTINE O&M ACTIVITY

Personnel (name and title) conducting the response action:

\_\_\_\_\_  
 \_\_\_\_\_

Work Permit Number: \_\_\_\_\_

Action taken: Isolated area \_\_\_\_, Posted Warning Signs \_\_\_\_, Began Response Action \_\_\_\_,  
 Routine O7M Action \_\_\_\_\_,

Release Response: Glove Bag \_\_\_\_, Tile Replacement – Ceiling \_\_\_\_ Floor \_\_\_\_  
 Light Fixture/Bulb \_\_\_\_, HVAC Filter \_\_\_\_, Other \_\_\_\_\_

Posted air sample results: Date \_\_\_/\_\_\_/\_\_\_ Time \_\_\_\_\_AM/PM

Report sent to Region: Date \_\_\_/\_\_\_/\_\_\_

Comments:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Title \_\_\_\_\_



**ASBESTOS MANAGEMENT FOR BUILDINGS***Region 8 Sustainability & Environmental Management System*ATTACHMENT D: Periodic Surveillance of Asbestos Containing Materials Form  
Also known as the "Asbestos Appendix I Form"

General Services Administration

Rocky Mountain Region

Regional Safety/IH Office

**PERIODIC SURVEILLANCE OF ASBESTOS CONTAINING MATERIALS****BUILDING NAME :** \_\_\_\_\_ **INSPECTOR NAME & SIGNATURE** \_\_\_\_\_ **DATE:** \_\_\_\_\_

ROOM#	LOCATION IN ROOM	TYPE	AMOUNT SQ FT/LIN FT	ENCAPSULATED ENCLOSED	MOVEMENT EXPOSURE	CONDITION	ACCESSIBILITY	POTENTIAL FOR DISTURBANCE	SIGNS LABELS	ACTION ITEMS COMMENTS

Notes: \_\_\_\_\_  
\_\_\_\_\_



## HOW TO USE THE PERIODIC SURVEILLANCE OF ASBESTOS CONTAINING MATERIALS FORM

This form is used to record the semi-annual inspections of the asbestos containing materials (ACM) in the building. The form will also be used as a planning tool by the Regional Safety/IH Office to plan abatement or repair projects throughout the region.

**Building Name/Date** - Identifies the location and date of the surveillance.

**Room #** - Identify the room and/or location of the ACM.

**Location In Room** - Where in the space is the ACM, i.e. pipe chase, above ceiling, window sill, etc.

**Type** - How is the ACM used, floor tile, mastic, thermal (pipe wrap), spray-on, etc.

**Amount Sq Ft/Lin Ft** - How much ACM is in the space, for example spray-on will be in square feet, pipe runs will be linear feet. If you are in doubt consult the asbestos book for this building. Remember to subtract any ACM that has been removed since receiving the asbestos book.

**Encapsulated/Enclosed** - Is the ACM you are describing encapsulated or enclosed. Encapsulation means spraying of ACM with a sealant. The sealant should bind together the asbestos fibers and other material components and offer some resistance to damage. Enclosure involves constructing airtight walls, ceilings, or other barriers around the ACM. A pipe chase is often considered an enclosure.

**Movement Exposure** - How susceptible is the ACM to movement, i.e. vibration, air movement (as in an air plenum or airstream), contact by employees, machinery, noise vibration, etc. State the type of exposure in this space.

**Condition** - What is the condition of the ACM, Good (no water damage, physical damage, or deterioration), Minor Damage or Deterioration, or Poor (significant damage with visible debris).

**Accessibility** - How accessible is the ACM? Can it be seen and reached easily or is it above a ceiling, in a crawl space or attic that would make viewing and reaching the ACM difficult.

**Potential For Damage** - How easily can the ACM be damaged by employees, air movement, water, etc. Rate this exposure as High, Medium, and Low. For high and medium provide a brief explanation at Notes section at the bottom of the page.

**Signs and Labels** - Are the proper signs and/or labels provided as required.

**Action Items or Comments** - Provide any additional information you feel would be helpful. When the surveillance form(s) are complete maintain a copy for your files and to use during the next surveillance. Send a copy of all pages to the Regional Safety/IH office.

If you have any questions contact Christopher Alden at **(303) 236-2803**.