PURPOSE

1.01 It has been determined that airborne asbestos fibers may be hazardous to the health of exposed individuals. Because of this, the State of Oklahoma has enacted the Asbestos Safety Act (ASA) to control friable asbestos in public buildings and to regulate its removal and disposal. In addition, the Governor has decreed that no renovation shall occur in any state building until friable asbestos has been removed.

1.02 It is the purpose of this policy to establish procedures to control and/or remove asbestos when necessary as mandated by the ASA and the Governor's decree.

RESPONSIBILITY

2.01 The responsibility for the campus Asbestos Abatement Program is hereby assigned to the Safety Department in the Physical Plant.

2.02 All persons in authority shall be charged with following the procedures set forth in this policy and will be held responsible for doing so.

2.03 Where contract work is required, it shall be the responsibility of the Department of Architectural Services (on new construction and major renovation projects) or the Physical Plant (on renovation and repair projects for which Physical Plant Services is responsible), in cooperation with the Safety Department to develop specifications, obtain and evaluate bids, award contract(s) and administer the project to satisfactory completion.

UNIVERSITY POLICY AND STATE LAW

3.01 All laws, rules and directives of the State of Oklahoma governing asbestos shall be observed.

3.02 Only certified personnel of the Safety Department or authorized contractors shall be permitted to perform asbestos abatement work on campus facilities.
3.03 The only campus entities authorized to perform any routine maintenance, repairs, alterations or renovation of University facilities are the Physical Plant, Student Services Maintenance and Architectural Services. No other department, employee or group is authorized to perform such work.

3.04 No alterations or renovation projects shall be undertaken until the area to be renovated has been checked for the presence of asbestos. If asbestos is found, it shall be removed or otherwise abated in accordance with proper prescribed procedures before alterations or renovation can take place. Proper state agencies will be notified in advance in accordance with state law, rules and/or applicable directives. Notification of appropriate state agencies will be done by the Department of Architectural Services (on new construction and major renovation projects) or the Physical Plant Safety Department (on renovation and repair projects for which Physical Plant Services is responsible).

3.05 No facility maintenance or repairs shall be undertaken if asbestos containing material may be disturbed resulting in the release of visible asbestos fibers. If asbestos containing material is present, it shall be removed or otherwise abated in accordance with proper prescribed procedures before maintenance or repair is undertaken.

PROCEDURE

4.01 To initiate an alteration or renovation project, a properly executed Campus Order should be forwarded to the Physical Plant. If it is apparent no asbestos will be encountered, applicable work will be estimated by the Physical Plant Engineering Department and the Campus Order returned to the sender. (Note: In the case of General University facilities, if work amounts to less than $500, a Work Order will be issued and the work scheduled for completion as soon as possible.)

4.02 If it is determined that asbestos may be involved, Physical Plant Engineering will forward the estimate request to the Safety Department for review and a determination of safety requirements. The Safety Department will make the review and attach a statement to the estimate indicating one of the following:

a. Asbestos is not present.

b. Asbestos abatement will be required. The estimated cost for removal/abatement of asbestos will be indicated when the estimate is returned to the sender. It will also contain the following statement:

ASBESTOS ABATEMENT REQUIRED. Estimated cost of this
work is $. ABATEMENT WORK MUST BE COMPLETED BEFORE OTHER WORK CAN BEGIN. The authorizing Dean or Director must give advance notice to the Safety Department at least 35 days before start of the project in order that required notification of state authorities can be made.

4.03 When asbestos abatement has been satisfactorily completed, the Safety Department will note the date in writing and place this on file with all proper parties.

4.04 When suspected asbestos is unexpectedly encountered on any maintenance, alteration, repair or renovation job in progress, all work shall be immediately halted and the Safety Department notified. The Safety Department will investigate and arrange for testing to determine if, in fact, asbestos is present. If necessary, interim measures as defined in Section 4.05 of this policy shall be taken to confine the hazard and to protect personnel. If asbestos is determined to be present, the Safety Department shall initiate work to abate the hazard in accordance with accepted practices as soon as possible.

4.05 In the event testing or other factors indicate there may be an asbestos hazard that poses an imminent danger to employees, faculty, staff or students, the Safety Department shall institute necessary steps to confine the hazard and/or protect building occupants. The Vice President for Business and Finance or his designated alternate shall be promptly notified, and an emergency shutdown of the area or facility requested until such time as the hazard can be verified and/or abated. This request shall be made in writing and shall contain all known facts about the severity and extent of the hazard and the areas affected. (In emergency cases, the request and decision shall be made verbally and followed up in writing.) The Vice President for Business and Finance shall confer with others as deemed necessary.