



REPORT

ASBESTOS OPERATIONS AND MAINTENANCE PROGRAM TOWN HALL 83 MOUNTAIN ROAD SUFFIELD, CONNECTICUT

Prepared for

TOWN OF SUFFIELD
Suffield, Connecticut

Prepared by

TRC Environmental Corporation
Windsor, Connecticut

January 2014



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TOWN HALL
83 MOUNTAIN ROAD
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1.0 INTRODUCTION

1.1 Asbestos Handling Policy

Any activity or procedure, whether performed by approved in-house personnel or outside contractors, that directly or indirectly relates to ACM shall be covered under the administration of the O&M Program. General cleaning and housekeeping tasks shall take into consideration the proper recognition, methods, protection, and in some cases, actual handling of asbestos containing materials

It is the further objective of the Town of Suffield to minimize building occupant exposure to airborne asbestos fibers by implementing this Asbestos Operations and Maintenance (O&M) Plan at this facility.

The Operations and Maintenance (O&M) Plan is an essential element of a total control program for the asbestos-containing materials (ACM) present in a facility or building. An O&M Program can be defined as a formulated plan of hazard communication, training, periodic surveillance, housekeeping, maintenance repair/cleanup and emergency response to properly manage ACM in place. The purpose of an O&M Program is to:

1. Periodically inspect ACM for signs of damage or deterioration.
2. Conduct necessary housekeeping/emergency clean-ups safely.
3. Provide direction, supervision and documentation for asbestos related activities.
4. Ensure proper communication and notification of the presence and location of ACM, and provide for effective training in managing the ACM in place.

1.2 Facility's Asbestos Manager

Ms. Julie Oakes will be the Facility's Asbestos Manager for the Town Hall Building. The Facility's Asbestos Manager shall coordinate and approve all Facility's work activities related to ACM including:

- Provide hazard communication information to all of the Town Hall employees and contractors who may encounter ACM;
- Inform maintenance staff, custodial staff and outside contractors (i.e. electrical, telephone, etc. repair personnel) of the location of ACM for routine work;
- Review proposed building maintenance and renovation activities and determine their potential impact to existing ACM;
- Notify appropriate personnel when asbestos related work may result in asbestos exposure;
- Require that only contractors trained in asbestos hazard and control measures be allowed to handle the ACM;

- Arrange for a State of Connecticut Licensed Asbestos Abatement Contractor to work on the asbestos and for an Industrial Hygiene firm to oversee the work activities and provide air monitoring services;
- Ensure that abatement projects are properly notified to the Connecticut Department of Public Health (CTDPH) and USEPA using the appropriate forms
- Ensure that final air clearance testing is conducted following abatement involving greater than 3SF/3LF of ACM and the results are submitted to the CTDPH on the appropriate form
- Ensure that any ACM removed from the facility is disposed in accordance with federal and state regulations and tracked using the CTDPH asbestos waste shipment record;
- Inspect identified ACM periodically to ensure it is not deteriorating in a manner that may result in fiber release;
- Be knowledgeable in practices and procedures for asbestos management and maintain an appropriate level of training;
- Review this plan annually to ensure it complies with any changes in applicable regulations.

1.3 Facility Description

The Town Hall building has two levels plus a basement and an attic. The building is the primary municipal government building in the Town. The basement, first and second floors consist of offices, conference rooms and service areas. The attic is used for storage.

2.0 **REGULATORY SUMMARY**

The Town Hall building is regulated to various extents under the following sets of asbestos regulations, depending upon the type of activity being conducted at their facility:

- CTDPH Standards for Asbestos Abatement (19a-332a-1 through 16)
- CTDPH Asbestos Licensure and Training Reqs. (20-440-1 through 9 and 20-441)
- OSHA Asbestos General Industry Standards (29 CFR 1910.1001)
- OSHA Asbestos in Construction Standards (29 CFR 1926.1101)
- EPA Asbestos NESHAP (40 CFR Part 61 Subpart M)
- EPA Asbestos Model Accreditation Plan (40 CFR Part 763 Subpart E, App. C)

A glossary of terms used in asbestos work, these regulations and this O&M Plan is included in **Appendix B**. A summary of the Applicable Regulations is included in **Appendix C**.

The following reference documents are also available to assist in the implementation of the O&M Plan.

- EPA's Guidance For Controlling Asbestos-Containing Materials in Buildings – June 1985 (Purple Book)
- EPA's Asbestos in Buildings – Guidance For Service and Maintenance Personnel – July 1985
- EPA's Managing Asbestos In Place: A Building Owner's Guide to Operations and Maintenance Programs for Asbestos Containing Materials - July 1990 (Green Book)
- EPA's Recommended Interim Guidance for Maintenance of Asbestos-Containing Floor Coverings – 1990
- EPA's A Guide to Performing Reinspections Under the Asbestos Hazard Emergency Response Act (AHERA) – February 1992 (Yellow Book)

3.0 IDENTIFIED ACM/PACM AND HAZARD ASSESSMENT

The following tables summarize the identification, location and quantity of known ACM and confirmed non-ACM at the Town Hall Building. These tables are based on investigative surveys for asbestos-containing materials conducted by TRC Environmental, Inc. of Windsor, Connecticut.

The U.S. Environmental Protection Agency has produced a draft document entitled *Guidance for Assessing and Managing Exposure to Asbestos in Buildings*. The EPA report proposes the use of "decision trees" for estimating the risks posed by exposure to ACM and recommends certain response actions which are consistent with the Asbestos Hazard Emergency Response Act (AHERA) regulations. TRC's asbestos hazard assessments and recommendations are derived from these guidelines for each material noted.

The two factors that must be evaluated when doing a hazard assessment for friable asbestos are the present condition of the ACM and the potential for future disturbance of the ACM. To use the EPA's Decision Tree, the present condition of the friable ACM is evaluated as either being significantly damaged, damaged or not damaged. The potential for future disturbance takes into account a number of factors which include accessibility to building occupants, level of activity of building occupants, mechanical vibrations and air erosion. The response actions then selected for each type of ACM are sufficient to protect human health and the environment. Generally, there are five recognized courses of action to control ACM: 1) removal and disposal; 2) repair; 3) enclose; 4) encapsulate; and 5) operations and maintenance (O&M) programs. The U.S. EPA has indicated that there are no longer any grounds for deferring action in a building with ACM. Even when ACM is identified in a building and exists under ideal conditions (non-friable, minimum access, no physical damage, etc.), the absolute minimum corrective action that should be taken consists of a comprehensive O&M program and periodic re-inspection of the building.

TRC's recommendations for a specific corrective action or abatement measure are also presented in the attached table for each type of ACM in each homogeneous area. The response actions are based on the U.S. EPA's Decision Tree (enclosed) and have been developed by an EPA accredited asbestos management planner.

TABLE 1
BULK SAMPLE SUMMARY OF SUSPECT ASBESTOS CONTAINING MATERIALS
TOWN HALL
SUFFIELD, CONNECTICUT

Sample No.	Sample Location	Homogeneous Material	% and Type Asbestos
01	Meeting room 112 ceiling	PL1 - White skim coat	ND<1%
		PL1 - Grey plaster	ND<1%
02	Social services office 107	PL1 - White skim coat	ND<1%
		PL1 - Grey plaster	ND<1%
03	Upper level closet	PL1 - White skim coat	ND<1%
		PL1 - Grey plaster	ND<1%
04	Upper Level hall	CT2 – 1x1 spline ceiling tile	ND<1%
05	Main entrance	CT2 – 1x1 spline ceiling tile	ND<1%
06	Emergency management office 114	G4 – Orange carpet glue	ND<1% ¹
07	Meeting room 112	G4 – Orange carpet glue	ND<1%
08	Meeting room 112	G5 – tan covebase glue	ND<1% ¹

NA/PVA Not analyzed/positive via inseparable association with a confirmed positive ACM

NA/PS Not analyzed/positive stop, homogeneous to sample proven to contain asbestos

ND<1% Non-detected, less than 1%

NAD No asbestos detected

+ Although found to be negative by analysis, material is homogeneous to a determined ACM and therefore must be considered positive

¹ NOB material; result confirmed by TEM analyses

* Quantified by PLM 600 Point Counting with Gravimetric Reduction

TABLE 1
BULK SAMPLE SUMMARY OF SUSPECT ASBESTOS CONTAINING MATERIALS
TOWN HALL
SUFFIELD, CONNECTICUT

Sample No.	Sample Location	Homogeneous Material	% and Type Asbestos
09	Meeting room 112	G5 – tan covebase glue	ND<1%
10	Emergency management office 114	G6 – tan cove base glue	ND<1% ¹
11	Emergency management office 113	G6 – tan cove base glue	ND<1%
12	Stairwell S-2	G7 – tan stair tread glue	ND<1% ¹
13	Stairwell S-2	G7 – tan stair tread glue	ND<1%
14	Upper floor hall	G8 – brown glue daub associated with CT2	ND<1% ¹
15	Main entrance	G8 – brown glue daub associated with CT2	ND<1%
16	Meeting room 112	SHR1 – white joint compound	ND<1%
		SHR1 – white sheetrock	ND<1%

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NA/PS Not analyzed/positive stop, homogeneous to sample proven to contain asbestos

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TOWN HALL
SUFFIELD, CONNECTICUT**

Sample No.	Sample Location	Homogeneous Material	% and Type Asbestos
17	Computer room 313	SHR1 –white joint compound	ND<1%
		SHR1 – white sheetrock	ND<1%
18	IT department 311	SHR1 –white joint compound	ND<1%
		SHR1 – white sheetrock	ND<1%
19	Corridor 122	SHR1 –white joint compound	ND<1%
		SHR1 – white sheetrock	ND<1%
20	Economic development 305	SHR2 – off-white sheetrock	ND<1%
21	Conference room 304	SHR2 – off-white sheetrock	ND<1%
22	Hall lower level o/s bathrooms	FT1 –black mastic	10% chrysotile
		FT1 – red 9x9 floor tile	3% chrysotile
23	Probate office 107	FT1 –black mastic	NA/PS
		FT1 – red 9x9 floor tile	NA/PS

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BULK SAMPLE SUMMARY OF SUSPECT ASBESTOS CONTAINING MATERIALS
TOWN HALL
SUFFIELD, CONNECTICUT**

Sample No.	Sample Location	Homogeneous Material	% and Type Asbestos
24	Probate office 107	FT2 –tan glue	ND<1%
		FT2 – grey/white specks floor tile	ND<1% ¹
25	Probate office 107	FT2 –tan glue	ND<1%
		FT2 – grey/white specks floor tile	ND<1%
26	Kitchen room 116	FT3 –tan glue	ND<1% ¹
		FT3 – off white 12x12 speckled floor tile	ND<1% ¹
27	Kitchen room 116	FT3 –tan glue	ND<1%
		FT3 – off white 12x12 speckled floor tile	ND<1%
28	Town engineer 108	FT4 –tan/black mastic	3% chrysotile
		FT4 – blue 12x12 floor tile	Trace chrysotile ¹

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NA/PS Not analyzed/positive stop, homogeneous to sample proven to contain asbestos

ND<1% Non-detected, less than 1%

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TABLE 1
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TOWN HALL
SUFFIELD, CONNECTICUT

Sample No.	Sample Location	Homogeneous Material	% and Type Asbestos
29	Town engineer 108	FT4 –tan/black mastic	NA/PS
		FT4 – blue 12x12 floor tile	ND<1%
30	Lower level handicapped bathroom	FT5 –brown mastic	ND<1% ¹
		FT5 – white/tan flake floor tile	ND<1% ¹
31	Lower level handicapped bathroom	FT5 –brown mastic	ND<1%
		FT5 – white/tan flake floor tile	ND<1%
32	Tax Collector 208	FT6 –beige mastic	ND<1% ¹
		FT6 – off-white pinhole floor tile	ND<1% ¹
33	Tax Collector 208	FT6 –beige mastic	ND<1%
		FT6 – off-white pinhole floor tile	ND<1%
34	Town Clerk 201	FT7 – tan mastic	ND<1% ¹
		FT7 – blue/lt. blue 12x12 speckled floor tile	ND<1% ¹

NA/PVA Not analyzed/positive via inseparable association with a confirmed positive ACM

NA/PS Not analyzed/positive stop, homogeneous to sample proven to contain asbestos

ND<1% Non-detected, less than 1%

NAD No asbestos detected

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**TABLE 1
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TOWN HALL
SUFFIELD, CONNECTICUT**

Sample No.	Sample Location	Homogeneous Material	% and Type Asbestos
35	Town Clerk 201	FT7 – tan mastic	ND<1%
		FT7 – blue/lt. blue 12x12 speckled floor tile	ND<1%
36	Hall 300	FT8 black mastic	20% chrysotile
		FT8 – tan/off white floor tile with streaks	3% chrysotile
37	Hall 300	FT8 black mastic	NA/PS
		FT8 – tan/off white floor tile with streaks	NA/PS
38	Utility Storage Room 101	GR3 – Tan duct flue packing cement	ND<1%
39	Utility Storage Room 101	GR3 – Tan duct flue packing cement	ND<1%
40	Boiler Room	FP1 – Grey flue packing cement	ND<1%
41	Boiler Room	FP1 – Grey flue packing cement	ND<1%
42	Boiler Room 102	EJ1 – black expansion joint material	ND<1%

NA/PVA Not analyzed/positive via inseparable association with a confirmed positive ACM

NA/PS Not analyzed/positive stop, homogeneous to sample proven to contain asbestos

ND<1% Non-detected, less than 1%

NAD No asbestos detected

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1 NOB material; result confirmed by TEM analyses

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**TABLE 1
BULK SAMPLE SUMMARY OF SUSPECT ASBESTOS CONTAINING MATERIALS
TOWN HALL
SUFFIELD, CONNECTICUT**

Sample No.	Sample Location	Homogeneous Material	% and Type Asbestos
43	Boiler Room 102	EJ1 – black expansion joint material	ND<1%
44	Attic	FC1 – grey flex connector	90% chrysotile
45	Attic	FC1 – grey flex connector	NA/PS
46	Main Entrance vestibule 209	DWG1 – black sticky door window glaze	ND<1% ¹
47	Main Entrance vestibule 209	DWG1 – black sticky door window glaze	ND<1%
48	Tax Collector 208	MF2 – black elbow packing material	5.11% chrysotile ¹
49	Upper level main stair landing	MF2 – black elbow packing material	ND<1%
01A	First floor vault	PI2 – black/aluminum pipe insulation	ND<1%
02A	First floor tax assessor	PI2 – black/aluminum pipe insulation	ND<1%
<i>Previous Sampling from May 7, 2010</i>			
01	Ground floor - hallway	Foil paper insulation	10% chrysotile
02	Ground floor - hallway	Foil paper insulation	NA/PS

NA/PVA Not analyzed/positive via inseparable association with a confirmed positive ACM

NA/PS Not analyzed/positive stop, homogeneous to sample proven to contain asbestos

ND<1% Non-detected, less than 1%

NAD No asbestos detected

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TABLE 1 BULK SAMPLE SUMMARY OF SUSPECT ASBESTOS CONTAINING MATERIALS TOWN HALL SUFFIELD, CONNECTICUT			
Sample No.	Sample Location	Homogeneous Material	% and Type Asbestos
03	Ground floor - emergency management	Foil paper insulation	NA/PS

NA/PVA Not analyzed/positive via inseparable association with a confirmed positive ACM

NA/PS Not analyzed/positive stop, homogeneous to sample proven to contain asbestos

ND<1% Non-detected, less than 1%

NAD No asbestos detected

+ Although found to be negative by analysis, material is homogeneous to a determined ACM and therefore must be considered positive

1 NOB material; result confirmed by TEM analyses

* Quantified by PLM 600 Point Counting with Gravimetric Reduction

TABLE 2
IDENTIFIED ASBESTOS CONTAINING MATERIALS (>1%)
TOWN HALL
SUFFIELD, CONNECTICUT

Material	Sampled-Assumed (mo/yr)	General Location	NESHAP Category	AHERA Category	Estimated Quantity	Response Actions
FT1 – red 9x9 floor tile and black mastic	Sampled 11/22/13	2 nd floor: Finance, server, vestibule, Human Resources 309, IT 310B, IT 311	Category 1 non friable	Miscellaneous	1,218 SF	5
FT1 – red 9x9 floor tile and black mastic	Sampled 11/22/13	1 st floor: Assessor, Tax collector, Town clerk, Registrar, Rear Office, Mail room, Revaluation Room	Category 1 non friable	Miscellaneous	1,218 SF	5
FT4 – blue 12x12 floor tile with tan/black mastic	Sampled 11/22/13	1 st Floor: Office 108	Category 1 non friable	Miscellaneous	198 SF	5
FT8 – tan/off white floor tile with streaks	Sampled 11/22/13	2 nd floor: corridors, closet, stairwell landing, Human resources 306, Economic Development, Conference room, First Selectman 303, Assistant 302 1 st Floor: Corridor	Category 1 non friable	Miscellaneous	1,332 SF	5
FC1 – grey flexible duct connectors	Sampled 11/22/13	Attic	Friable	Miscellaneous	2 EA	6
MF1 – mudded pipe fittings	Assumed	Throughout	Friable	Thermal system insulation	~300 EA	5
MF2 – black elbow packing material	Sampled 11/22/13	At radiators throughout building	Friable	Thermal system insulation	~480 LF	6

TABLE 2
IDENTIFIED ASBESTOS CONTAINING MATERIALS (>1%)
TOWN HALL
SUFFIELD, CONNECTICUT

Material	Sampled- Assumed (mo/yr)	General Location	NESHAP Category	AHERA Category	Estimated Quantity	Response Actions
PI1 – pipe insulation	Assumed	All levels in inaccessible locations	Friable	Thermal system insulation	Not quantifiabl e	6
Foil paper insulation	Sampled 5/7/10	Basement, first floor and second floor – above ceilings	Friable	Miscellaneous	~1,200 SF	8
Roofing materials	Assumed	All roofs	Category I Non friable	Miscellaneous	Not quantifiabl e	8

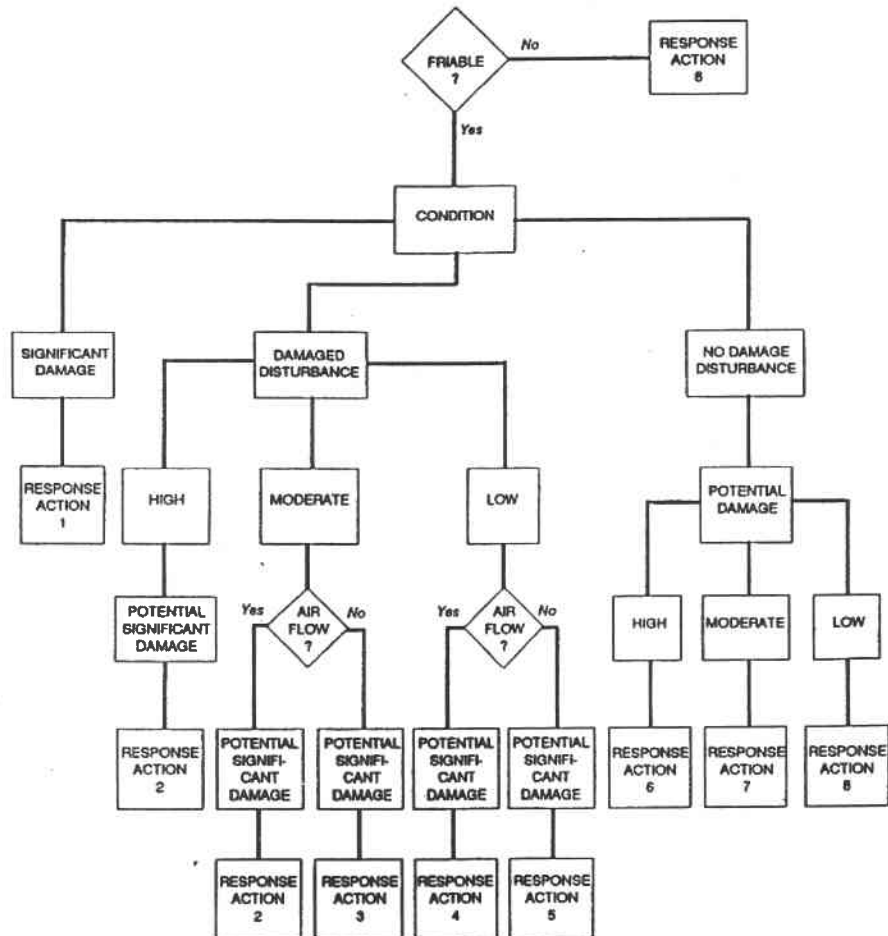
TABLE 3
CONFIRMED NON-ASBESTOS CONTAINING MATERIALS
TOWN HALL
SUFFIELD, CONNECTICUT

Material	General Location
PL1 - Grey plaster and white skim coat	Throughout
CT2 - 1x1 spline ceiling tile	Upper level and main entrance
G4 - Orange carpet glue	Rooms 112 and 114
G5 - tan covebase glue	Room 112
G6 - tan covebase glue	Rooms 113 and 114
G7 - tan stair tread glue	Stairwell S-2
G8 - brown glue daub associated with CT2	Upper floor corridor and main entrance
SHR1 - white sheetrock and white joint compound	Throughout
SHR2 - off-white sheetrock	Rooms 304 and 305
FT2 - grey/white specks floor tile with tan glue	Throughout
FT3 - off white 12x12 speckled floor tile with tan glue	Throughout
FT5 - white/tan flake floortile and brown mastic	Throughout
FT6 - off-white pinhole floortile with beige mastic	Throughout
FT7 - blue/lt. blue 12x12 specks floor tile with tan mastic	Throughout
GR3 - Tan duct flue packing cement	Utility Storage Room 101
FP1 - Grey flue packing cement	Boiler Room

TABLE 3
CONFIRMED NON-ASBESTOS CONTAINING MATERIALS
TOWN HALL
SUFFIELD, CONNECTICUT

Material	General Location
EJ1 – black expansion joint material	Boiler Room 102
DWG1 – black sticky door window glaze	Main Entrance vestibule 209
PI2 – black/aluminum pipe insulation	First floor

EPA DECISION TREE AND RESPONSE ACTION KEY



RESPONSE ACTIONS KEY:

1. Isolate area and restrict access. Remove as soon as possible.
2. Implement O&M. Remove as soon as possible or reduce potential for disturbance.
3. Implement O&M. Schedule removal when practical and cost-effective, or reduce disturbance.
- 4-5. Implement O&M. Schedule removal when practical and cost-effective. Number indicates priority for removal.
- 6-7. Implement O&M. Take preventive measures to reduce disturbance. Number indicates priority for removal.
8. Implement O&M until major renovation or demolition requires removal under NESHAPS or until hazard assessment factors change.

Reference: Keyes, D., B. Price, and J. Chesson. *Guidance for Assessing and Managing Exposure to Asbestos in Buildings*. Draft. November 7, 1986. Section 2 (pp. 5-22), Section 3 (pp. 24-40), and Trees, p. 26 and 39.

4.0 HAZARD COMMUNICATION REQUIREMENTS

4.1 Identification

In accordance with OSHA 1910.1001(j)(1), employers and building owners are required to treat thermal system insulation (TSI) and sprayed on and trowel-on surfacing materials installed prior to 1980 as "presumed ACM or PACM". Asphalt and vinyl flooring material installed no later than 1980 must also be treated as PACM. The employer or building owner may demonstrate that PACM does not contain asbestos through bulk sampling/analysis conducted by a Certified Asbestos Inspector in accordance with EPA AHERA requirements (40 CFR 763). Further, building owners are required to exercise due diligence in the identification of any other materials which may be ACM.

4.2 Signs and Labeling

In accordance with OSHA 29 CFR 1910.1001(j) and OSHA 29 CFR 1926.1101(k) the building or facility owner shall identify previously installed ACM and/or PACM through the use of labels or signs affixed or posted so that employees will be notified of what materials contain ACM, and shall be placed in areas where they will be clearly noticed by employees who are likely to be exposed.

In accordance with OSHA 1910.1001(j)(3)(v) and OSHA 29 CFR 1926.1101(k)(6) at the entrance to mechanical rooms/areas in which employees can be expected to enter and which contain ACM/PACM, signs shall be posted which identify the material present, its location and work practices which, if followed, ensure that ACM/PACM will not be disturbed. An example of such a sign is included in **Appendix D**.

In accordance with OSHA 1910.1001(j)(4) and OSHA 29 CFR 1926.1101(k)(8) labels shall be affixed to asbestos containing materials or signs shall be posted so that employees will be notified of what materials in the facility contain ACM/PACM. Such labels shall be attached in areas where they will be clearly noticed. Labels shall include the following information:

DANGER
CONTAINS ASBESTOS FIBERS
AVOID CREATING DUST
CANCER AND LUNG DISEASE HAZARD

*Signs may be posted in lieu of labels so long as they contain the information required for labeling. An example of such a label is included in **Appendix E**.*

4.3 Notification

In accordance with the current OSHA general industry regulation 29 CFR 1910.1001(j)(2)(iii), the building or facility owner (through the Facility's Asbestos Manager) shall notify employers of employees, and employers shall notify employees who will perform housekeeping activities in areas which contain ACM/PACM of the presence and location of such material which may be contacted during such activities.

Before any construction activity is begun, in accordance with the current OSHA construction industry regulation 29 CFR 1926.1101(k)(2)(ii), the building or facility owner (through the Facility's Asbestos Manager) shall notify the following persons of the presence, location and quantity of ACM or presumed asbestos containing materials (PACM) at the work sites in their buildings and facilities. Notification shall be in writing or shall consist of a personal communication between the facility owner and the person to whom notification must be given or their authorized representative:

- i. Prospective employers applying or bidding for work whose employees reasonably can be expected to work in or adjacent to areas containing such material;
- ii Town Hall employees who will work in or adjacent to areas containing such material.
- iii On multi-employer work sites, employers of employees who will be performing work within or adjacent to areas containing such materials;
- iv Tenants who will occupy areas containing such material.

Sample notification letters are attached in **Appendix F**.

4.4 Training

Maintenance and custodial personnel/employees (inmates/prisoners excluded) who perform housekeeping activities in areas which contain ACM shall receive Asbestos Hazard Awareness Training in compliance with OSHA 29 CFR 1910.1001(j)(7)(iv) General Industry standards in order to perform such housekeeping activities. An annual refresher is required.

Any employee exposed to airborne asbestos at or above the TWA PEL or the excursion limit shall also receive training in compliance with OSHA 1910.1001(j)(7)(i)-(iii) General Industry Standards.

The Facility's Asbestos Manager shall also receive proper training to fulfill his/her duties in the administration of this O&M Plan.

Documentation of employee training shall be kept and inserted into this O&M Plan. See **Appendix G**.

4.5 Recordkeeping

The employer or building owner shall keep a copy of documentation related to the OSHA Asbestos Hazard Communication Standard (29 CFR 1910.1001) including the following:

- Asbestos Building Inspections and Bulk Sampling Data
- Signs and Labels
- Employee Notification Letters
- Building Occupant Notification Letters
- Notifications to Outside Contractors/Contractor Acknowledgment Forms
- Employee Asbestos Hazard Awareness Training Forms
- Minor Housekeeping Clean-up Documentation
- Regulatory Agency Correspondences

5.0 **OPERATIONS AND MAINTENANCE WORK PRACTICES**

5.1 Periodic Surveillances

5.1.1 Surveillance

It will be policy that periodic surveillance of areas of the building containing confirmed ACM/PACM shall be conducted. Surveillance may be conducted by an individual who has had initial asbestos awareness training, under the supervision of the Facility's Asbestos Manager.

The person performing periodic surveillance shall visually inspect materials identified in the survey report as ACM and note any changes in the physical condition of the materials, recording information on a Periodic Surveillance Form.

Periodically a complete re-inspection of the identified ACM may be conducted by an accredited inspector (certified EPA AHERA inspector). This complete re-inspection would reevaluate the assessment of the known ACM, its quantities and locations, and seek to identify previously unidentified suspect ACM. Additional material bulk sampling would be conducted on any newly identified suspect ACM which has not previously been sampled to determine asbestos content.

5.1.2 Reporting

Periodic surveillance results shall be recorded on a Periodic Surveillance Form, a sample of which is attached (**Appendix H**).

Reporting of identified damage noted by employees between routine periodic surveillances shall be encouraged and promoted. Reports of damage shall be submitted to the Facility's Asbestos Manager for further investigation.

Consultant's re-inspection results shall be documented as an addendum to the existing Investigative Survey and O&M Plan, and the O&M Plan shall be so updated as necessary under the supervision of the Facility's Asbestos Manager.

5.1.3 Response Actions

If ACM damage is observed during any periodic surveillance (or otherwise noted), the Facility's Asbestos Manager shall be immediately notified. The Facility's Asbestos Manager shall then take the proper steps to assess the situation, isolate the areas (if necessary), confer with the proper qualified and/or licensed asbestos consultant/abatement personnel, and then have the proper personnel abate/spot repair/clean the damage in a timely and cost effective manner which protects the health of the building occupants.

5.2 Housekeeping Activities

5.2.1 Routine Building Cleaning

Employees who perform housekeeping operations in an area which contains ACM/PACM shall be made aware of the presence of asbestos materials and the proper cleaning and decontamination procedures to be followed in the event minor contamination is suspected. Routine housekeeping may be performed by in-house personnel/employees only, properly trained with asbestos awareness training following the guidelines set forth in this plan.

In buildings with exposed asbestos containing materials, the following methods of housekeeping shall be used to maintain surfaces as free as practicable of asbestos contamination and prevent asbestos exposure during routine cleaning:

1. Only HEPA filtered vacuums shall be used when vacuum cleaning around friable ACM in mechanical rooms, boiler rooms etc.
2. Asbestos shall not be dry swept or picked up off of surfaces. If HEPA vacuuming is not employed, use spray bottles with water and surfactant agents to pre-wet the suspect debris or dust. Then clean up with standard mops or cleaning cloths. The mop heads and cloths shall be wetted and properly disposed of as asbestos waste.
3. Waste contaminated with ACM shall be disposed of in impermeable containers.

4. Care of ACM flooring shall be consistent with those prohibited activities listed in Section 5.2.2 and EPA guidance referenced in Section 2.0.

5.2.2 Prohibited Activities

At no time shall in-place ACM be intentionally disturbed by in-house employees.

Dry sweeping and/or non-HEPA equipped vacuuming of suspect ACM debris is prohibited.

The sanding of asbestos containing floor tile as well as the stripping, burnishing or dry buffing of unwaxed or unfinished flooring is prohibited. Stripping of finishes shall be conducted using low abrasion pads at speeds lower than 300 rpm and wet methods.

Employee rotation as a means of reducing employee exposure to asbestos shall not be implemented.

5.3 Work Practices and Procedures

It will be the policy of the Town of Suffield that asbestos abatement related work shall be performed by an CTDPH licensed, qualified contractor with demonstrated prior experience in the field, using properly trained and licensed personnel. The work shall be accomplished according to the state and federal regulations. Only in house personnel with asbestos awareness training shall undertake in any *intentional* disturbance of ACM. Periodic visual surveillance and housekeeping actions may be undertaken by appropriately trained in-house personnel, in accordance with the policies and procedures listed within this plan, in order to provide for the greatest degree of safety from exposure to airborne asbestos fibers achievable.

Any questions, requests, hazard recognition or other correspondence related to asbestos containing materials shall be directed, through proper departmental channels, to the Facility's Asbestos Manager as soon as possible.

Any additional suspect materials not specifically covered in the survey report or O&M plan shall be referred to the Facility's Asbestos Manager for evaluation prior to any work impacting such. This material shall be considered asbestos containing until bulk sample analysis proves otherwise.

Any maintenance or renovation/demolition/construction work will be reviewed by the Facility's Asbestos Manager before it begins to determine if the operation may inadvertently impact ACM in the vicinity. If there is a possibility of ACM disturbance, the Facility's Asbestos Manager will have properly trained abatement professionals brought in to abate the interfering asbestos so that maintenance or renovation/demolition/etc. can be performed without any disturbance.

General contractors not trained and licensed as asbestos contractors, and without appropriate "asbestos abatement" insurance, shall not disturb any ACM.

Contractors shall follow appropriate federal, state and municipal regulations and guidelines during any asbestos related work.

Personnel conducting the clean-up, repair, encapsulation, enclosure or removal of ACM shall be adequately trained and if required appropriately licensed for such work. Contractors must demonstrate prior experience of the company and individuals in asbestos abatement work.

Requirements and policies of the in-house asbestos O&M program shall always apply at minimum. The general and specific requirements of the State of Connecticut, OSHA and EPA standards will be followed for any removal, encapsulation, enclosure, renovation, repair or demolition of ACM. Since asbestos related work has a potential for creating a hazardous exposure to asbestos fibers, the following steps shall be taken to minimize this potential.

- If an employee or contractor's work is not directly related to asbestos, every effort must be made to avoid damage or disturbance of asbestos containing materials.
- Any occurrence involving the damage or disturbance of ACM shall be reported promptly to the Facility's Asbestos Manager. The contractor, his employees, and other occupants shall leave the area and access will be denied until the Facility's Asbestos Manager informs occupants of procedures to be implemented.

No ACM shall be sawed, sanded, drilled or otherwise worked on to facilitate other work. This would apply to drilling through asbestos floor tiles, for example.

5.4 Abatement Contractor Training/Licensing

It will be the policy of the Town of Suffield that asbestos abatement related work shall be performed by a licensed, qualified contractor with demonstrated prior experience in the field, using properly trained and certified personnel. The work shall be accomplished according to the state and federal regulations.

Any entity engaged in asbestos abatement related work involving greater than three (3) square or linear feet must hold an Asbestos Abatement Contractor's license as required by CTDPH 340-248-0120.

Employees of outside contractors that perform abatement activities on greater than three (3) square or linear feet of ACM will receive a minimum of 32 hours of EPA approved

training as required by the CTDPH 340-248-0130(4), in compliance with Class I and/or Class II OSHA 29CFR 1926.1101(k)(9) training requirements and in accordance with EPA Model Accreditation Plan 40 CFR Part 763, Appendix C to Subpart E, Level 3 training. Such persons shall also possess a valid State of Connecticut Asbestos Abatement Worker Certification in accordance with CTDPH 340-248-0130(5-10).

Any employee of outside contractors acting as a supervisor during abatement activities of greater than three (3) square or linear feet will receive an additional eight (8) hours of Supervisor/Foreman training as required by the CTDPH 240-248-0130(3) in compliance with Class I and/or Class II OSHA 29CFR 1926.1101(k)(9) training requirements and in accordance with EPA Model Accreditation Plan 40 CFR Part 763, Appendix C to Subpart E, Level 3 training. Such persons shall also possess a valid State of Connecticut Asbestos Abatement Supervisor Certification in accordance with CTDPH 240-248-0130(5-10).

Any employees of outside contractors that perform spot repair or O&M work practices on less than three (3) square or linear feet of ACM will receive sixteen (16) hours of Asbestos Associated Project Workers training in compliance with Class III OSHA 29 CFR 1926.1101(k)(9) training requirements and in accordance with EPA 40 CFR 763.92(a)(2), Level 2 training.

Employees of outside contractors who will perform housekeeping activities related to construction activity shall receive, 2-hr Asbestos Awareness Training in compliance with Class IV OSHA 29 CFR 1926.1101(k)(9) training requirements and in accordance with EPA 40 CFR 763.92(a)(1), Level 1 training.

5.5 Emergency Response

The following procedures shall be followed when asbestos is accidentally disturbed or unexpectedly encountered during routine housekeeping, maintenance, construction, renovation or demolition work.

5.5.1 General

Work shall stop and the affected area immediately restricted to establish an isolated area.

The responsible area Maintenance Supervisor and Facility's Asbestos Manager shall be immediately notified.

Environmental air samples may be collected by certified personnel to document air quality conditions.

The HVAC system may be modified where possible to prevent the migration of airborne asbestos fibers to other areas of the building.

5.5.2 Housekeeping

If the Facility's Asbestos Manager recognizes only a minor housekeeping situation, corrective measures shall be under taken following OSHA general industry standards to allow for safe resumption of work.

Measures will include:

- Prompt clean-up
- HEPA vacuuming
- Wet-washing of the affected area
- Proper containerization and labeling/storage of any ACM debris.
- Exposure monitoring

The Facility's Asbestos Manager shall document actions that were taken to correct the situation.

5.5.3 Minor Disturbance/Fiber Release Episode (Less Than 3 Square or Linear Feet of ACM)

If the Facility's Asbestos Manager recognizes a minor disturbance/fiber release episode, Class III corrective measures shall be undertaken by an appropriately trained asbestos O&M worker following all USEPA, OSHA and CTDPH Regulations to allow for the safe re-occupancy of the area.

Measures will include:

- Prompt clean-up
- HEPA vacuuming
- Wet-washing of the affected area
- Proper containerization and labeling/storage of any ACM debris
- Exposure monitoring
- Airtight enclosures

Minor repair and maintenance construction activity shall be undertaken by personnel who have received at least 16-hr OSHA Class III level training.

The Facility's Asbestos Manager shall document actions that were taken to correct the situation.

5.5.4 Specific control methods for ACM removal within Glovebags

Glove bag systems may be used to remove PACM and/or ACM from straight runs of piping and elbows and other connections with the following specifications and work practices:

Specifications:

- Glovebags shall be made of 6 mil thick plastic and shall be seamless at the bottom.
- Glovebags used on elbows and other connections must be designed for that purpose and used without modifications.

Work Practices:

- Each glovebag shall be installed so that it completely covers the circumference of pipe or other structure where the work is to be done.
- Glovebags shall be smoke-tested for leaks and any leaks sealed prior to use.
- Glovebags may be used only once and may not be moved.
- Glovebags shall not be used on surfaces whose temperature exceeds 150 deg. F.
- Prior to disposal, glovebags shall be collapsed by removing air within them using a HEPA vacuum.
- Before beginning the operation, loose and friable material adjacent to the glovebag/box operation shall be wrapped and sealed in two layers of six mil plastic or otherwise rendered intact,
- Where system uses attached waste bag, such bag shall be connected to collection bag using hose or other material which shall withstand pressure of ACM waste and water without losing its integrity:
- Sliding valve or other device shall separate waste bag from hose to ensure no exposure when waste bag is disconnected:
- At least two persons shall perform Class I glovebag removal operations.

5.5.5 Substantial Disturbance (Greater Than 3 Square or Linear Feet of ACM)

If the Facility's Asbestos Manager determines a significant problem (i.e. larger amounts of asbestos debris on floor, potential fiber release in the air, more than 3 LF/SF disturbed) has been created by the disturbed asbestos, personnel shall leave the area, the HVAC system will be modified, the area shall then be secured from unauthorized entry and OSHA "Danger Asbestos Regulated Area" warning signs shall be posted.

The Facility's Asbestos Manager shall review the asbestos survey report for information.

A designated Asbestos Consultant may be called in immediately to document the spread of contamination, conduct area environmental air sampling and support the Facility's Asbestos Manager in devising a response action suitable to correct the situation.

A designated Asbestos Contractor shall be called in immediately for the abatement actions that are required under OSHA Class I/II and CTDPH requirements.

The Facility's Asbestos Manager shall arrange for actions to restore clean conditions and/or abate asbestos before further work continues.

If the Facility's Asbestos Manager recognizes that asbestos abatement shall be required of greater than 3 square or 3 linear feet of friable asbestos, verify that emergency notifications are made to the CTDPH and/or quantities to be abated verified for inclusion under any blanket notifications.

The Facility's Asbestos Manager shall document actions that were taken to correct the situation.

5.6 Recordkeeping

The Facility's Asbestos Manager is responsible for maintaining all records pertaining to asbestos. The records to be maintained should include the following:

1. Documentation of locations of ACM within the Facility's
2. Employee and Contractor Notification Letters
3. Personnel Training Record Summary
4. Periodic Surveillance Inspection Reports
5. Records of Asbestos Abatement Activity or other Response Actions
6. Copies of CTDPH/USEPA Asbestos Abatement Notification Forms
7. Copies of Final Air Clearance Testing Forms
8. Copies of Waste Shipment Records
9. Amendments to the O&M Plan

Completed forms will be filed with and retained by the Facility's Asbestos Manager and inserted into the appropriate Appendices.

6.0 **MEDICAL SURVEILLANCE/PERSONAL PROTECTIVE EQUIPMENT**

Medical Program

- A. Should the Town elect to have in-house personnel performing emergency ACM clean-up, intentional ACM O&M repair/removal (<3LF/3SF) or housekeeping activities in regulated areas, then Town employees (as well as asbestos related contractors) shall establish a medical surveillance program, prior to assignment,

for employees who will be required to wear respirators, for employees who perform general industry related activities who are exposed to asbestos in concentrations above the 8-hr TWA and/or 30-minute excursion limit PELs, for employees engaged in construction related Class I, II, or III work as defined in OSHA 1926.1101 for more than 30 days per year or are exposed above the PELs for more than 30 days per year, or will be performing CTDPH defined asbestos abatement.

1. Examinations must be performed under the supervision of a licensed physician and shall be provided without cost to the employee and at reasonable time and place in accordance with OSHA 29 CFR 1910.1001 and/or OSHA 29 CFR 1926.1101 as applicable.
2. Examinations must include a medical and work history and a physical examination with special emphasis directed to the respiratory, cardiovascular and gastrointestinal systems; completion of a respiratory disease questionnaire; a chest X-ray administered at the discretion of the physician, and pulmonary function tests which include as a minimum, forced vital capacity (FVC), forced expiratory volume at one second (FEV-1) and maximum voluntary ventilation (MVV).
3. Examinations shall be given prior to employees being assigned to duties exposed to airborne asbestos in excess of the PELs, prior to assignment to an area where negative pressure respirators are worn, annually, and at the termination of employment.

B. Employer shall provide the examining physician with a copy of the following:

1. OSHA STANDARD (interpretation and classification of chest roentrogram).
2. A description of the employee's duties relating to the employee's asbestos exposure

3. The exposure level or anticipated exposure level
4. A description of any personal protective and respiratory equipment used or to be used
5. Information from previous medical examinations.

C. Employer must obtain a written signed opinion from the physician which contains:

1. The results of the medical examination and the physician's opinion as to whether the employee has any detected medical conditions that would place the employee at an increased risk from exposure to asbestos.
2. Any recommended limitations on the employee or upon the use of personal protective equipment such as clothing or respirators
3. A statement that the employee has been informed by the physician of the results of the medical examination and risks attributable to the combined effects of smoking and asbestos exposure. The physician is not to reveal in the written opinion given to the employer specific findings or diagnosed unrelated to occupational exposure to asbestos. Employer shall provide a copy of the physician's written opinion to the affected employee within 30 days from its receipt.

D. Employer must maintain an accurate record for each employee subject to medical surveillance. The record must include:

1. The name and social security number of the employee
2. A copy of the employee's medical examination results
3. A physician's written opinions
4. Any employee medical complaints related to exposure to asbestos
5. Information provided to the examining physician as described under medical surveillance.

- E. Medical surveillance records must be maintained for the duration of employment plus 30 years.
- F. Refer to **Appendix K** for a copy of Medical Surveillance Forms for applicable in-house personnel.

PROTECTIVE EQUIPMENT

Protective Clothing

- A. Should the Town of Suffield elect to have in-house personnel performing emergency ACM clean-up, intentional ACM O&M repair/removal (<3LF/3SF) or housekeeping activities in regulated areas where the use of protective clothing is required, then Phoenix (as well as asbestos related contractors) shall provide disposable protective clothing to each individual who shall perform such tasks to prevent personal contamination in accordance with OSHA 29 CFR 1910.1001 and/or 29 CFR 1926.1101 as applicable.
- B. Disposable protective clothing contaminated with asbestos shall be removed in equipment/change rooms as discussed in Section 11.0 and discarded as ACM waste after use.
- C. Protective clothing would be required when there are any general industry workplace operations which expose employees to airborne concentrations of asbestos which exceed the TWA and/or excursion limit PELs, during any OSHA Class II-IV construction activity for which a negative exposure assessment has not been developed, during any Class I work, and during all CTDPH defined asbestos abatement project work.

Other Equipment

Other safety equipment routinely required by the Town (i.e. safety glasses, hard hats, ear protection, gloves, etc.) shall continue to be required under this plan.

Equipment taken within an asbestos regulated area shall be decontaminated prior to exiting the area, or disposed of as ACM waste

APPENDIX A

LABORATORY AND INSPECTOR ACCREDITATIONS

STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH

PURSUANT TO THE PROVISIONS OF THE GENERAL STATUTES OF CONNECTICUT

THE INDIVIDUAL NAMED BELOW IS LICENSED
BY THIS DEPARTMENT AS A

ASBESTOS CONSULTANT - INSP/MGMT PLANNER

HENRY J. LABIERTE

LICENSE NO.

000030

CURRENT THROUGH

11/30/14

VALIDATION NO.

03-680678

Henry J. Labier
SIGNATURE

Jewel Muller
COMMISSIONER

STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH

PURSUANT TO THE PROVISIONS OF THE GENERAL STATUTES OF CONNECTICUT
THE INDIVIDUAL NAMED BELOW IS LICENSED
BY THIS DEPARTMENT AS A

ASBESTOS CONSULTANT-PROJECT DESIGNER

HENRY J. LALIBERTE

LICENSE NO.

000037

CURRENT THROUGH

11/30/14

VALIDATION NO.

03-680680

SIGNATURE

COMMISSIONER

INSTRUCTIONS:

1. Detach and sign each of the cards on this form.
2. Display the large card in a prominent place in your office or place of business.
3. The wallet card is for you to carry on your person. If you do not wish to carry the wallet card, place it in a secure place.

4. The employer's copy is for persons who must demonstrate current licensure/certification in order to retain employment or privileges. The employer's card is to be presented to the employer and kept by them as a part of your personnel file. Only one copy of this card can be supplied to you.

STATE OF CONNECTICUT**DEPARTMENT OF PUBLIC HEALTH**

PURSUANT TO THE PROVISIONS OF THE GENERAL STATUTES OF CONNECTICUT

THE INDIVIDUAL NAMED BELOW IS LICENSED
BY THIS DEPARTMENT AS A**ASBESTOS CONSULTANT-INSPECTOR****HILTON HERNANDEZ**

LICENSE NO.

000424

CURRENT THROUGH

01/31/14

VALIDATION NO.

03-580448

SIGNATURE

COMMISSIONER

EMPLOYER'S COPY

**STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC HEALTH**

NAME

HILTON HERNANDEZ

VALIDATION NO.

03-580448

LICENSE NO.

000424

CURRENT THROUGH

01/31/14

PROFESSION

ASBESTOS CONSULTANT-INSPECTOR

SIGNATURE

COMMISSIONER

INSTRUCTIONS:

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STATE OF CONNECTICUT DEPARTMENT OF PUBLIC HEALTH

PURSUANT TO THE PROVISIONS OF THE GENERAL STATUTES OF CONNECTICUT

THE INDIVIDUAL NAMED BELOW IS CERTIFIED
BY THIS DEPARTMENT AS A

LEAD INSPECTOR RISK ASSESSOR

HILTON HERNANDEZ

CERTIFICATION NO.
002231
CURRENT THROUGH
01/31/14
VALIDATION NO.
03-580449


SIGNATURE


COMMISSIONER

EMPLOYER'S COPY

STATE OF CONNECTICUT DEPARTMENT OF PUBLIC HEALTH

NAME

HILTON HERNANDEZ

VALIDATION NO.

03-580449

CERTIFICATION NO.

002231

CURRENT THROUGH

01/31/14

PROFESSION

LEAD INSPECTOR RISK ASSESSOR


SIGNATURE


COMMISSIONER

☒ State of Connecticut Online Enterprise Site

State of Connecticut

Lookup Detail View**Name****Name**

BRIAN P BEHRENS

License Information

lookup

License Type	License Number	Expiration Date	Granted Date	License Name	License Status	Licensure Actions or Pending Charges
Asbestos Consultant-Inspector	857	05/31/2014	07/22/2013	BRIAN P BEHRENS	ACTIVE	None

Generated on: 1/9/2014 11:26:35 AM

State of Connecticut, Department of Public Health

Approved Environmental Laboratory

THIS IS TO CERTIFY THAT THE LABORATORY DESCRIBED BELOW HAS BEEN APPROVED BY THE STATE DEPARTMENT OF PUBLIC HEALTH PURSUANT TO APPLICABLE PROVISIONS OF THE PUBLIC HEALTH CODE AND GENERAL STATUTES OF CONNECTICUT, FOR MAKING THE EXAMINATIONS, DETERMINATIONS OR TESTS SPECIFIED BELOW WHICH HAVE BEEN AUTHORIZED IN WRITING BY THAT DEPARTMENT.

TRC ENVIRONMENTAL CORPORATION

LOCATED AT 21 Griffin Road North IN Windsor, CT 06095

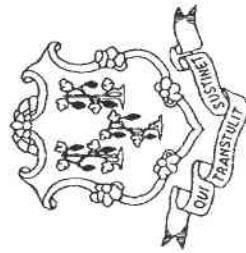
AND REGISTERED IN THE NAME OF Erik Plimpton

THIS CERTIFICATE IS ISSUED IN THE NAME OF Kathleen Williamson WHO HAS BEEN DESIGNATED BY THE REGISTERED OWNER/AUTHORIZED AGENT TO BE IN CHARGE OF THE LABORATORY WORK COVERED BY THIS CERTIFICATE OF APPROVAL AS FOLLOWS:

ASBESTOS
AIR-FIBER COUNTING - PCM
BULK IDENTIFICATION - PLM

SEE COMPUTER PRINT-OUT FOR SPECIFIC TESTS APPROVED

THIS CERTIFICATE EXPIRES December 31, 2015 AND IS REVOCABLE FOR CAUSE BY THE STATE DEPARTMENT OF PUBLIC HEALTH
DATED AT HARTFORD, CONNECTICUT THIS 19th DAY OF December, 2013



Registration No.

PH- 0426

SUZANNE BLANCFLOR, MS
CHIEF, ENVIRONMENTAL HEALTH SECTION



STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC HEALTH
ENVIRONMENTAL HEALTH SECTION

ENVIRONMENTAL LABORATORY CERTIFICATION PROGRAM

CERTIFIED ANALYTES REPORT
FOR ALL MATRICES
TRC-Environmental Corporation

CT-APP-NUM PH-0426

LOCATION

21 Griffin Road North

Windsor CT 06095-1590

PHONE (860)-298-9692 X503

REGISTERED OWNER/
AUTHORIZED AGENT

Erik Plimpton

DIRECTOR

Kathleen Williamson

CO DIRECTOR(S)

APPROVED BY


DERMOT T. JONES

DATE 12/18/2013 3:35:03 PM

LABORATORY APPROVAL EXPIRATION DATE

12/31/2015

LABORATORY STATUS

APPROVED

ANY QUESTIONS CONCERNING THIS DOCUMENT SHOULD BE ADDRESSED TO
THE ENVIRONMENTAL LABORATORY CERTIFICATION PROGRAM AT (860) 509-7389

AIR, BULK, & WATER

STATUS REPORTED ON 12/18/2013

ANALYTE NAME

ASBESTOS

ASBESTOS IN AIR (PCM)

ASBESTOS IN BULK MATERIALS (PLM)

REPORT PROFILE**Report Printed on:** 12/18/2013 3:35:03 PM

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Report Name: APPROVED TESTS_ALT_NEW

test code = *

Printed by: dermot

matrix code = *

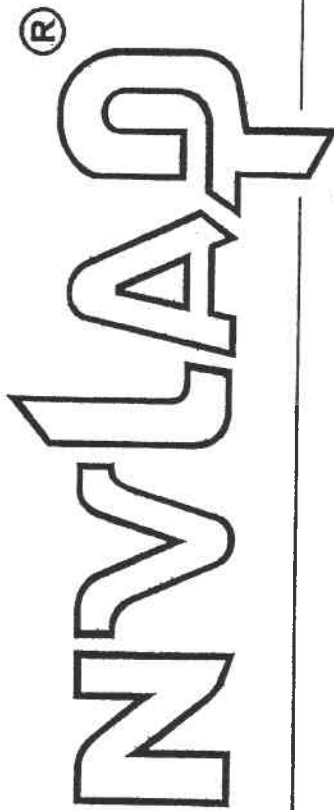
Report published from: CERTIFICATION REPORTS screen #3

matrix selection = ALL OR SOME MATRICES SELECTED

certifications approved or provisional on 12/18/2013

THIS IS THE LAST PAGE OF THE REPORT

United States Department of Commerce
National Institute of Standards and Technology



Certificate of Accreditation to ISO/IEC 17025:2005

NVLAP LAB CODE: 101424-0

TRC Environmental Corporation
Windsor, CT

is accredited by the National Voluntary Laboratory Accreditation Program for specific services,
listed on the Scope of Accreditation, for:

BULK ASBESTOS FIBER ANALYSIS

*This laboratory is accredited in accordance with the recognized International Standard ISO/IEC 17025:2005.
This accreditation demonstrates technical competence for a defined scope and the operation of a laboratory quality
management system (refer to joint ISO-ILAC-IAF Communiqué dated January 2009).*

2013-07-01 through 2014-06-30

Effective dates



A handwritten signature in dark ink, appearing to read "Michael R. Mello".

For the National Institute of Standards and Technology



**National Voluntary
Laboratory Accreditation Program**



SCOPE OF ACCREDITATION TO ISO/IEC 17025:2005

TRC Environmental Corporation

21 Griffin Road North

Windsor, CT 06095

Ms. Kathleen Williamson

Phone: 860-298-6392 Fax: 860-298-6214

E-Mail: kwilliamson@trcsolutions.com

URL: <http://www.trcsolutions.com>

BULK ASBESTOS FIBER ANALYSIS (PLM)

NVLAP LAB CODE 101424-0

NVLAP Code Designation / Description

18/A01 EPA 600/M4-82-020: Interim Method for the Determination of Asbestos in Bulk Insulation Samples

18/A03 EPA 600/R-93/116: Method for the Determination of Asbestos in Bulk Building Materials

2013-07-01 through 2014-06-30

Effective dates

For the National Institute of Standards and Technology

State of Connecticut, Department of Public Health

Approved Environmental Laboratory

THIS IS TO CERTIFY THAT THE LABORATORY DESCRIBED BELOW HAS BEEN APPROVED BY THE STATE DEPARTMENT OF PUBLIC HEALTH PURSUANT TO APPLICABLE PROVISIONS OF THE PUBLIC HEALTH CODE AND GENERAL STATUTES OF CONNECTICUT, FOR MAKING THE EXAMINATIONS, DETERMINATIONS OR TESTS SPECIFIED BELOW WHICH HAVE BEEN AUTHORIZED IN WRITING BY THAT DEPARTMENT.

PROSCIENCE ANALYTICAL SERVICES, INC.

LOCATED AT 22 Cummings Park IN Woburn, MA 01801
AND REGISTERED IN THE NAME OF Harvey Yee
THIS CERTIFICATE IS ISSUED IN THE NAME OF Aimee Cormier WHO HAS BEEN DESIGNATED
BY THE REGISTERED OWNER/AUTHORIZED AGENT TO BE IN CHARGE OF THE LABORATORY WORK COVERED BY THIS CERTIFICATE OF
APPROVAL AS FOLLOWS:

SOLID WASTE/SOIL

Examination for:
Trace Metals

ASBESTOS

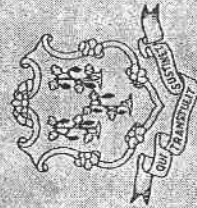
Bulk Identification (PLM)
Air-Fiber Counting (PCM + TEM)

ENVIRONMENTAL HEALTH & HOUSING

Lead in Paint
Lead (Paint) in Soil
Lead in Dust Wipes

SEE COMPUTER PRINT-OUT FOR SPECIFIC TESTS APPROVED

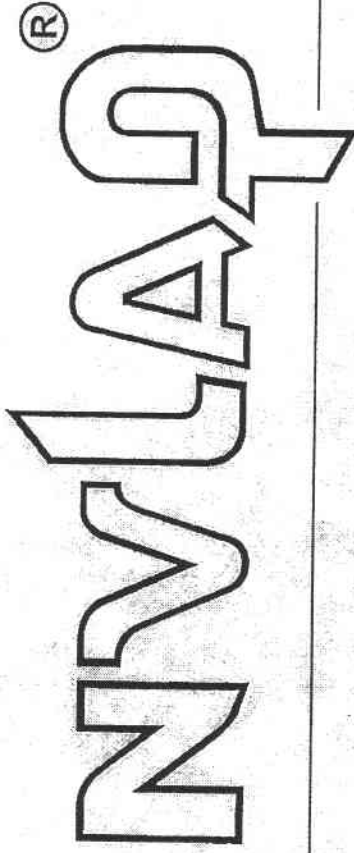
THIS CERTIFICATE EXPIRES December 31, 2014 AND IS REVOCABLE FOR CAUSE BY THE STATE DEPARTMENT OF PUBLIC HEALTH
DATED AT HARTFORD, CONNECTICUT, THIS 4th DAY OF December 2012



Registration #
PH-0209

SUZANNE BLANCAFLOR, MS
CHIEF, ENVIRONMENTAL HEALTH SECTION

United States Department of Commerce
National Institute of Standards and Technology



Certificate of Accreditation to ISO/IEC 17025:2005

NVLAP LAB CODE: 200090-0

ProScience Analytical Services, Inc.
Woburn, MA

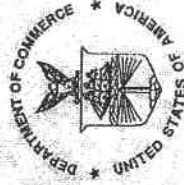
is accredited by the National Voluntary Laboratory Accreditation Program for specific services,
listed on the Scope of Accreditation, for:

BULK ASBESTOS FIBER ANALYSIS

*This laboratory is accredited in accordance with the recognized International Standard ISO/IEC 17025:2005.
This accreditation demonstrates technical competence for a defined scope and the operation of a laboratory quality
management system (refer to joint ISO-ILAC-IAF Communiqué dated January 2009).*

2013-01-01 through 2013-12-31

Effective dates



Wm. D. M. L. D.

For the National Institute of Standards and Technology



**National Voluntary
Laboratory Accreditation Program**



SCOPE OF ACCREDITATION TO ISO/IEC 17025:2005

ProScience Analytical Services, Inc.

22 Cummings Park

Woburn, MA 01801-2122

Ms. Aimee Cormier

Phone: 781-935-3212 Fax: 781-932-4857

E-Mail: aimee.cormier@proscience.net

URL: <http://www.proscience.net>

BULK ASBESTOS FIBER ANALYSIS (PLM)

NVLAP LAB CODE 200090-0

NVLAP Code Designation / Description

18/A01	EPA 600/M4-82-020: Interim Method for the Determination of Asbestos in Bulk Insulation Samples
18/A03	EPA 600/R-93/116: Method for the Determination of Asbestos in Bulk Building Materials

2013-01-01 through 2013-12-31

Effective dates

For the National Institute of Standards and Technology

APPENDIX B

GLOSSARY

The following list of definitions is a compilation of terms from various regulatory texts, guidance manuals and industry handbooks.

Abatement - Procedures to control fiber release from asbestos-containing materials; includes but is not limited to removal, encapsulation, enclosure, repair, demolition and renovation activities.

AHERA - Asbestos Hazard Emergency Response Act - U. S. EPA regulation 40 CFR Part 763 under Section 203 of Title II of the Toxic Substances Control Act (TSCA), 15 U.S.C. 2643. This rule mandates inspections, accreditations of persons involved with asbestos, and final air clearances following abatement in public and private schools.

Air Monitoring - The process of measuring the fiber content of a specific volume of air during a stated period of time. The procedure normally utilized for asbestos follows the NIOSH 7400 method. For clearance air monitoring, electron microscopy methods may be utilized for lower deductibility and specific fiber identification.

Amended Water - Water to which a surfactant or chemical wetting agent has been added.

Area Sampling - Sampling of asbestos fiber concentrations within the Asbestos Control Area and outside the Asbestos Control Area.

Asbestos - The term asbestos includes chrysotile, amosite, crocidolite, asbestiform tremolite, asbestos, anthophyllite asbestos, actinolite asbestos and any of these minerals that has been chemically treated and/or altered.

Asbestos Abatement - The removal, encapsulation, enclosure, renovation, repair, demolition or other disturbance of asbestos-containing materials.

Asbestos Abatement Project - Any asbestos abatement activity involving more than three (3) linear feet or three (3) square feet of asbestos-containing material.

Asbestos Abatement Site Supervisor - Any individual who is employed or engaged by an asbestos contractor to act as a competent person and supervise an asbestos abatement project.

Asbestos Abatement Worker - Any employee of an asbestos contractor who engages in asbestos abatement, and who is certified to perform such activities.

Asbestos-Containing Material (ACM) - Material composed of asbestos of any type in an amount greater than one percent (>1%) by volume, either alone or mixed with other fibrous or non-fibrous materials.

Asbestos Contractor - Any person or entity engaged in asbestos abatement whose employees actually perform the asbestos abatement work.

Asbestos Control Area - An area where asbestos abatement operations are performed which is isolated by physical boundaries which assist in the prevention of the uncontrolled release of asbestos dust, fibers, or debris. Two examples of an Asbestos Control Area are a "full containment" and a "glovebag."

Category I Non-Friable ACM - Asbestos-containing packings, gaskets, resilient floor coverings and asphalt roofing products containing more than 1 percent asbestos as determined using the method specified in Appendix A, subpart F, 40 CFR part 763, section 1, Polarized Light Microscopy.

Category II Non-Friable ACM - Any material, excluding Category I non-friable ACM, containing more than 1 percent asbestos as determined using the method specified in Appendix A, subpart F, 40 CFR part 763, section 1, Polarized Light Microscopy that when dry, cannot be crumbled, pulverized, or reduced to powder by hand pressure.

Class I Asbestos Work - Activities involving the removal of thermal system insulation and surfacing ACM and PACM.

Class II Asbestos Work - Activities involving the removal of ACM which is not thermal system insulation or surfacing material. This includes, but is not limited to, the removal of asbestos-containing wallboard, floor tile and sheeting, roofing and siding shingles, and construction mastics.

Class III Asbestos Work - Repair and maintenance operations where "ACM" including thermal system insulation and surfacing material is likely to be disturbed.

Class IV Asbestos Work - Maintenance and custodial activities during which employees contact ACM and PACM and activities to clean up waste debris containing ACM and PACM.

Clean Room - An uncontaminated room which is part of the Worker Decontamination Enclosure System with provisions for workers to store personal articles and clothing.

CFR - Code of Federal Regulations.

Competent Person - Individual capable of identifying existing asbestos, tremolite, anthophyllite, or actinolite hazards and corrective measures to eliminate them, as specified in 29 CFR 1926.1101 and 40 CFR Part 763. The duties of the Competent Person include at least the following: establishing the pressure differential, ensuring its integrity, and controlling entry to and exit from the enclosure; supervising any employee exposure monitoring required by the standard; ensuring that employees working within such an enclosure wear the appropriate personal protective equipment, are trained in the use of appropriate methods of exposure control, and use the hygiene facilities and

decontamination procedures specified; and ensuring that engineering controls in use are in proper operating condition and are functioning properly.

Critical Barrier - A minimum of two layers of six (6) mil polyethylene sheeting taped securely over windows, doorways, diffusers, grilles and any other openings between the Work Area and uncontaminated areas outside of the Work Area, including the outside of the building.

Decontamination Enclosure System - A series of rooms separated from the Work Area and from each other by air locks, for the decontamination of workers and equipment.

Differential Pressure - A difference in the static air pressure between the Work Area and occupied areas, and is developed by the use of HEPA filtered exhaust fans. This differential is generally in the range of 0.02 to 0.04 inches of water column.

Encapsulant - Specific materials in various forms used to chemically entrap asbestos fibers in various configurations to prevent these fibers from becoming airborne. There are four types of encapsulant as follows:

- a. Removal Encapsulant (can be used as a wetting agent).
- b. Bridging Encapsulant (used to provide a tough durable surface coating to asbestos containing material).
- c. Penetrating Encapsulant (used to penetrate the asbestos containing material down to substrate, encapsulating asbestos fibers).
- d. Lock-down Encapsulant (used to seal off "lock-down" minute asbestos fibers left on surfaces from which asbestos containing materials have been removed).

Encapsulation - The application of an encapsulant to asbestos-containing building materials to control the possible release of asbestos fibers into the air.

Enclosure - The construction of an air-tight, impermeable, permanent barrier around asbestos containing material to control the release of asbestos fibers into the air.

Engineering Controls - Controls to include, but not be limited to, pressure differential equipment, decontamination enclosures, critical barriers and related procedures.

Fixed Critical Barrier - Barrier constructed of 2" x 4" wood or metal framing 16" O.C., with 2" plywood on the occupied side and two layers of six (6) mil polyethylene sheeting on the Work Area side to prevent unauthorized access or air flow.

Friable Asbestos Material - Material containing more than 1 percent asbestos as determined using the method specified in Appendix A, subpart F, 40 CFR part 763, Section 1, Polarized Light Microscopy, that when dry can be crumbled, pulverized or

reduced to powder by hand pressure. If the asbestos content is less than 10 percent as determined by a method other than point counting by polarized light microscopy (PLM), verify the asbestos content by point counting using PLM.

Glovebag - A sealed compartment with attached inner gloves used for the handling of asbestos-containing materials. Properly installed and used glove bags provide a small Work Area enclosure typically used for small scale asbestos stripping operations. Information on glovebag installation, equipment and supplies, and work practices is contained in the Occupational Safety and Health Administration's (OSHA's) final rule on occupational exposure to asbestos (appendix G to 29 CFR 1926.1101).

Glovebag Technique - A method with limited applications for removing small amounts of friable asbestos-containing material from HVAC ducts, short piping runs, valves, joints, elbows, and other non-planar surfaces in a non-contaminated work area. The glovebag assembly is a manufactured or fabricated device consisting of a glovebag (typically constructed of six (6) mil polyethylene or polyvinyl chloride plastic), two inward projecting long sleeves, an internal tool pouch, and an attached, labeled receptacle for asbestos waste. The glovebag is constructed and installed in such a manner that it surrounds the object or material to be removed and contains asbestos fibers released during the process.

HEPA Filter Equipment - High-efficiency particulate air (HEPA) filtered vacuum and/or exhaust ventilation equipment with a filter system capable of trapping and retaining asbestos fibers. Filters shall be of 99.97 percent efficiency for retaining fibers of 0.3 microns in diameter or larger.

Industrial Hygienist - An individual who functions as the on-site representative overseeing the activities of the asbestos contractor.

Lock-Down - The procedure of spraying polyethylene sheeting and building materials with an encapsulant type sealant to seal in non-visible asbestos-containing residue.

Medical Records - For employees exposed to airborne asbestos fiber concentrations in excess of the 8-hr TWA and/or the 30 minute excursion level, maintain complete and accurate records of employee's medical examinations for a period of at least 30 years after termination of employment. Make records of the required medical examinations available for inspection and copying to the State of Oregon's authorized representatives.

Negative Air Pressure Equipment - A portable local exhaust system equipped with HEPA filtration used to create reduced pressure in a contaminated area with respect to adjacent uncontaminated areas, and capable of maintaining a constant, low velocity air flow into contaminated areas from adjacent uncontaminated areas.

Non-Friable Asbestos-Containing Material - Material containing more than 1 percent asbestos as determined using the method specified in Appendix A, subpart F, 40 CFR

part 763, section 1, Polarized Light Microscopy, that when dry cannot be crumbled, pulverized or reduced to powder by hand pressure.

Permissible Exposure Limit (PEL) - An airborne concentration of asbestos, tremolite, anthophyllite, actinolite or a combination of these minerals of 0.1 fibers per cubic centimeter (f/cc) of air calculated as an eight (8) hour time-weighted average, as determined by Phase Contrast Microscopy.

Personal Monitoring - Air sampling within the breathing zone of an employee.

Pre-Clean - The process of cleaning an area before asbestos abatement activities begin to ensure dust and debris in the area considered to be asbestos-containing are properly contained and disposed of. This increases the likelihood the area will pass aggressive air sampling clearance requirements after asbestos-containing materials have been removed.

Regulated Area - Area established by the employer to demarcate areas where airborne concentrations of asbestos, tremolite, anthophyllite, actinolite or a combination of these minerals exceed, or can reasonably be expected to exceed, the Permissible Exposure Limit.

Spot Repair - Asbestos abatement performed within a facility involving not more than three (3) linear feet or three (3) square feet of asbestos-containing material.

Surfactant - A chemical wetting agent added to water to improve penetration.

Thermal System Insulation (TSI) - Materials applied to pipes, fittings, boilers, breeching, tanks, ducts or other structural components to prevent heat loss or gain.

Vinyl Asbestos Floor Covering - Asbestos-containing floor tile, including asphalt and vinyl floor tile, and sheet vinyl floor covering containing more than 1 percent asbestos as determined using polarized light microscopy according to the method specified in Appendix A, subpart F, 40 CFR part 763, section 1, Polarized Light Microscopy.

Visible Emissions - Any emissions, which are visually detectable without the aid of instruments, coming from RACM or asbestos-containing waste material or from any asbestos milling, manufacturing, or fabricating operation. This does not include condensed, uncombined water vapor.

Waste Shipment Record - The shipping document, required to be originated and signed by the waste generator, used to track and substantiate the disposition of asbestos-containing waste material.

APPENDIX C

SUMMARY OF PERTINENT REGULATIONS

Connecticut Department of Public Health

The CTDPH asbestos requirements are applicable to any abatement of asbestos materials, including abatement projects and small-scale short duration activities and those personnel performing abatement or consulting activities. Contractors performing abatement of asbestos must be licensed by CTDPH and those individuals performing work must be certified by as workers/supervisors and must be licensed in the State of Connecticut to conduct these activities.

The CTDPH regulation applies to all abatement work inside public, commercial, and residential structures.

The CTDPH regulation defines an asbestos abatement project as one which involves greater than or equal to 3 linear or 3 square feet of asbestos material. For asbestos projects involving greater or equal to 3 linear or 3 square feet of asbestos material, the Asbestos Abatement Contractor must prepare and submit a notification form to the CTDPH. This notification must be submitted on CTDPH forms ten calendar days before the start of a project involving ACM.

Prior to renovation/demolition, an asbestos survey must be conducted and any affected asbestos must be removed before renovation/demolition activities. General abatement activity requirements are specified in the CTDPH regulations. The abatement work area must be put under a negative pressure enclosure and worker and waste decontamination facilities must be set up contiguous to the work area.

The regulation specifies wet removal practices and use of encapsulants as well as waste packing labeling and disposal. Disposal must be at an approved CTDPH site and identified on the CTDPH waste shipment form. Reoccupancy into an abatement area is not allowed until a post abatement visual inspection and final air clearance testing are satisfactorily completed for jobs involving greater or equal to 3 linear or 3 square feet of ACM.

Connecticut and Federal OSHA

The Connecticut and Federal Occupational Safety and Health Administration (OSHA) enforce the same set of regulations, OSHA's General Industry Standard (29 CFR Part 1910.1001) and Construction Industry Standard for Occupational Exposure to Asbestos (29 CFR Part 1926.1101). OSHA standards require building owners to identify asbestos-containing materials in their facility. The standards require building owners to treat as asbestos any thermal system insulation, surfacing, and flooring materials *installed no later than 1980*, unless analytical testing proves otherwise and provide proper hazard communication regarding the presence of ACM including signs, labeling and training.

OSHA has established a specific bulk sampling protocol to be used to determine if a material contains asbestos through laboratory analysis. This sampling and analytical

process is also the only way to determine whether or not an assumed or presumed suspect material is indeed negative for asbestos content. The bulk sampling protocol was taken from and references the method in EPA's Asbestos Hazard Emergency Response Act (AHERA) or Asbestos-Containing Materials in Schools Rule (40 CFR Part 763).

All construction related work which may disturb asbestos (e.g. demolition, removal, encapsulation, construction, alteration, repair, maintenance and custodial work, renovation, installation, emergency clean-up, transportation, storage and disposal) is regulated by these standards. The regulations do not apply to asphalt roof coatings, cements and mastics but do include roof felts.

The standard defines four classes of work as follows:

- Class I - TSI and surfacing removal of ACM
- Class II - Removal of ACM other than TSI and surfacing,
- Class III - Repair and maintenance where ACM may be disturbed,
- Class IV - Maintenance and custodial work only if associated with a construction asbestos project.

The standard also defines a regulated area as an area which is established to demarcate areas where Class I, II and III asbestos work is conducted. The regulation further defines the requirements for labeling of regulated areas, proper work practices, engineering controls (including regulated areas and/or negative pressure enclosures, construction and use of decontamination facilities), training requirements and respiratory protection requirements for each work class.

OSHA has established a Permissible Exposure Limit (PEL) for asbestos of 0.1 fibers/cc, 8 hour time weighted average (TWA) and an Excursion Limit (EL) of 1.0 fibers/cc over a 30 minute time period of peak work. Under the regulation OSHA requires personal air sampling which in turn aids in determining proper respiratory protection.

Medical surveillance is required for those employees, under the regulation, who are issued a negative pressure respirator and/or for a combined total of 30 days or more per year either engage in Class I, II, or III work and/or who are exposed above the PEL or EL.

Specific recordkeeping requirements are also established in the standard. They are 30 years for exposure monitoring results, duration of work plus 30 years for medical surveillance records and one year for training records.

The standards also spell out specific housekeeping and maintenance activities to be undertaken when installed ACM/PACM is present.

Federal EPA

The EPA has several regulations and guidance documents pertaining to asbestos. The National Emission Standards for Hazardous Air Pollutants or Asbestos NESHAP, (40 CFR Part 61 Subpart M) requires building owners to inspect their facilities for asbestos prior to beginning any demolition or renovation activities.

The EPA's "Asbestos-Containing Materials in Schools," (a.k.a. AHERA Regulation or 40 CFR Part 763 Subpart E) has detailed training requirements for personnel providing consulting and abatement services and is specifically referenced in the OSHA regulations and applicable to non-school facilities.

The EPA also published a guidance document called "Managing Asbestos in Place-A Building Owners Guide to Operations and Maintenance Programs for Asbestos-Containing Materials. It is commonly referred to as the "EPA Green Book" and has been instrumental in the development of this program.

Key aspects of the NESHAP regulation focus on demolition and renovation activities and the waste disposal from demolition and renovation. Demolition is defined as any work involving taking out load supporting building members or intentional burning. Renovation is defined as altering a facility component in any way including stripping of asbestos. This regulation covers practically all facilities, activities and buildings with the exception of residential home exemptions. Additional key definitions set forth in the regulation include:

Category I Non-Friable means resilient flooring, asphalt roofing, gaskets and packings greater than 1 percent asbestos,

Category II Non-Friable means any other non-friable material with greater than 1 percent asbestos,

Regulated asbestos-containing material or RACM which means 1) friable asbestos, 2) Category I asbestos which has become friable, 3) Category I asbestos which is subject to sanding, grinding, saw-cutting or abrading, 4) Category II asbestos which has a high probability of becoming pulverized, crumbled or reduced to powder during renovation or demolition activities.

The entire facility or the affected part of a facility must be inspected for asbestos prior to any demolition or renovation.

Notification of abatement of demolition activity is required to be submitted to the EPA 10 working days prior to the start of activity.

The NESHAP enforces the "no visible emissions" rule, requires wet removal and has set specific material drop restrictions (material must be transported to the ground via leak-tight chutes or containers if it has been removed or stripped more than 50 feet above ground level and was not removed in units/sections).

The regulation requires the removal of asbestos before demolition or renovation if friability is possible. Removal is required before disturbance or dislodging will result and a plan must be in place to handle any unexpected RACM which is exposed during a project.

The NESHAP has established specific requirements regarding waste disposal and tracking of waste. Each waste bag must be labeled with the site and generator name in addition to the usual OSHA labeling. Asbestos waste must be disposed of in an EPA approved landfill. The waste vehicle must be labeled during loading and unloading. EPA must be notified if the waste shipment record is not received within 45 days of the shipment date. Records should be maintained for all asbestos abatement activities including but not limited to notification forms, inspection reports and bulk samples, and waste shipment records.

The AHERA regulation itself is strictly applicable to school facilities only, however Appendix C of the regulation, "The Model Accreditation Plan" or MAP, is applicable to work in commercial facilities as well. The MAP spells out specific training requirements for any individual engaged in asbestos related activity and is also referenced by the OSHA standards.

APPENDIX D

SIGNS

(attach label here)

To: Employees

This posting is to alert you to the presence of asbestos-containing materials (ACM) within this building/area. An Operations & Maintenance (O&M) program has been established to monitor the condition of the ACM and ensure safe working conditions for persons entering the building/area. Any questions may be directed to the facility Facility's Asbestos Manager listed below.

Facility's Asbestos Manager: _____

Location: _____

Phone: _____

In general, the following forms of ACM listed below, along with their general locations, are present within the building/area. You are invited to view the O&M plan to obtain further information on the exact types and locations of the ACM within the building.

Building/Area:	
Asbestos-Containing Material	General Location

Do not disturb the ACM or use dry sweeping or non-HEPA vacuums to clean up ACM debris. Report ACM damage/debris to the Facility's Asbestos Manager immediately.

APPENDIX E

LABELS



CONTAINS ASBESTOS FIBERS

AVOID CREATING DUST

CANCER AND LUNG DISEASE HAZARD

AVOID BREATHING AIRBORNE ASBESTOS FIBERS

Ready Made Sign Co. 1-800-544-2440

A981

APPENDIX F

EMPLOYEE/CONTRACTOR NOTIFICATION LETTERS

NOTIFICATION

To: Employees
Tenants
Contractors

Re: Asbestos Presence in the Town Hall Building

This notification is to alert you to the presence of asbestos-containing materials (ACM) within the Town Hall Building. An Operations & Maintenance (O&M) program has been established to monitor the condition of the ACM and ensure safe working conditions for persons entering the building. You are invited to view the O&M plan to obtain further information on the exact locations and quantities of the ACM within the facility buildings. Any questions may be directed to the Town of Suffield's Asbestos Manager listed below.

Town Hall's Asbestos Manager:

Address/Location:

Phone:

Contractor Notification Letter

A recent asbestos inspection of the Town Hall Building in Suffield, Connecticut, identified the presence of asbestos-containing floor tile with associated mastic, flexible duct connector cloth, mudded pipe fittings, black elbow packing material (radiators), pipe insulation and foil paper insulation. Asbestos roofing products are assumed to be present. A table which describes the locations of these asbestos-containing materials is attached.

Renovation or demolition of ACM could result in airborne asbestos release. Only licensed asbestos abatement contractors registered with the State of Connecticut are permitted to disturb, remove or otherwise handle the ACMs.

Please review the list of materials attached and contact me before beginning any work which may involve disturbing known or suspected ACMs.

Thank you for your cooperation.

Sincerely,

Town Hall's Asbestos Manager

I have reviewed this letter and the attached tables. *Prior to any potential disturbance* of these materials **OR** *immediately upon any accidental disturbance*, I will contact the Town of Suffield's Asbestos Manager.

Contractor's signature: _____ Date: _____

APPENDIX G

PERSONNEL TRAINING RECORDS (FILLED OUT FORMS)

FOR ASBESTOS AWARENESS

THE TOWN HALL BUILDING

[illegible]

APPENDIX H

PERIODIC SURVEILLANCE FORMS (FILLED OUT FORMS)

PERIODIC SURVEILLANCE FORM
IDENTIFIED ASBESTOS CONTAINING MATERIALS (>1%)
TOWN HALL
SUFFIELD, CONNECTICUT

Name of Inspector:

Date of Inspection:

Material	Sampled- Assumed (mo/yr)	General Location	NESHAP Category	Estimated Quantity	Previous Condition	Current Condition
FT1 – red 9x9 floor tile and black mastic	Sampled 11/22/13	2 nd floor: Finance, server, vestibule, Human Resources 309, IT 310B, IT 311	Category 1 non friable	1,218 SF	Potential for damage	
FT1 – red 9x9 floor tile and black mastic	Sampled 11/22/13	1 st floor: Assessor, Tax collector, Town clerk, Registrar, Rear Office, Mail room, Revaluation Room	Category 1 non friable	1,218 SF	Potential for damage	
FT4 – blue 12x12 floor tile with tan/black mastic	Sampled 11/22/13	1 st Floor: Office 108	Category 1 non friable	198 SF	Potential for damage	
FT8 – tan/off white floor tile with streaks	Sampled 11/22/13	2 nd floor: corridors, closet, stairwell landing, Human resources 306, Economic Development, Conference room, First Selectman 303, Assistant 302 1 st Floor: Corridor	Category 1 non friable	1,332 SF	Potential for damage	
FC1 – grey flexible duct connectors	Sampled 11/22/13	Attic	Friable	2 EA	Potential for damage	
MF1 – mudded pipe fittings	Assumed	Throughout	Friable	~300 EA	Potential for damage	

**PERIODIC SURVEILLANCE FORM
IDENTIFIED ASBESTOS CONTAINING MATERIALS (>1%)
TOWN HALL
SUFFIELD, CONNECTICUT**

Name of Inspector:

Date of Inspection:

Material	Sampled- Assumed (mo/yr)	General Location	NESHAP Category	Estimated Quantity	Previous Condition	Current Condition
MF2 – black elbow packing material	Sampled 11/22/13	At radiators throughout building	Friable	~480 LF	Potential for damage	
PI1 – pipe insulation	Assumed	All levels in inaccessible locations	Friable	Not quantifiable	Potential for damage	
Foil paper insulation	Sampled 5/7/10	Basement, first floor and second floor – above ceilings	Friable	~1,200 SF	Potential for damage	
Roofing materials	Assumed	All roofs	Category I Non friable	Not quantifiable	Potential for damage	

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IDENTIFIED ASBESTOS CONTAINING MATERIALS (>1%)
TOWN HALL
SUFFIELD, CONNECTICUT

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SUFFIELD, CONNECTICUT**

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TOWN HALL
SUFFIELD, CONNECTICUT

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FT1 – red 9x9 floor tile and black mastic	Sampled 11/22/13	1 st floor: Assessor, Tax collector, Town clerk, Registrar, Rear Office, Mail room, Revaluation Room	Category 1 non friable	1,218 SF	Potential for damage	
FT4 – blue 12x12 floor tile with tan/black mastic	Sampled 11/22/13	1 st Floor: Office 108	Category 1 non friable	198 SF	Potential for damage	
FT8 – tan/off white floor tile with streaks	Sampled 11/22/13	2 nd floor: corridors, closet, stairwell landing, Human resources 306, Economic Development, Conference room, First Selectman 303, Assistant 302 1 st Floor: Corridor	Category 1 non friable	1,332 SF	Potential for damage	
FC1 – grey flexible duct connectors	Sampled 11/22/13	Attic	Friable	2 EA	Potential for damage	
MF1 – mudded pipe fittings	Assumed	Throughout	Friable	~300 EA	Potential for damage	

**PERIODIC SURVEILLANCE FORM
IDENTIFIED ASBESTOS CONTAINING MATERIALS (>1%)
TOWN HALL
SUFFIELD, CONNECTICUT**

Name of Inspector:

Date of Inspection:

Material	Sampled- Assumed (mo/yr)	General Location	NESHAP Category	Estimated Quantity	Previous Condition	Current Condition
MF2 – black elbow packing material	Sampled 11/22/13	At radiators throughout building	Friable	~480 LF	Potential for damage	
PI1 – pipe insulation	Assumed	All levels in inaccessible locations	Friable	Not quantifiable	Potential for damage	
Foil paper insulation	Sampled 5/7/10	Basement, first floor and second floor – above ceilings	Friable	~1,200 SF	Potential for damage	
Roofing materials	Assumed	All roofs	Category I Non friable	Not quantifiable	Potential for damage	

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IDENTIFIED ASBESTOS CONTAINING MATERIALS (>1%)
TOWN HALL
SUFFIELD, CONNECTICUT

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Date of Inspection:

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TOWN HALL
SUFFIELD, CONNECTICUT

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APPENDIX I

RECORDS OF ASBESTOS ABATEMENT ACTIVITY OR OTHER RESPONSE ACTIONS

APPENDIX J

FLOOR PLANS

12/6/13

SANITARY SEWER CONNECTION

Bit. Conc.,

Handicap
Parking +
(2 space

Grassed
Area

Planted Area

BOILER ROOM
- from Second
Floor Meeting Room

WFS
Cabled on phone
Utility/Storage Room
- down from
First Floor
- VAULT DOOR

Ground Floor Vault

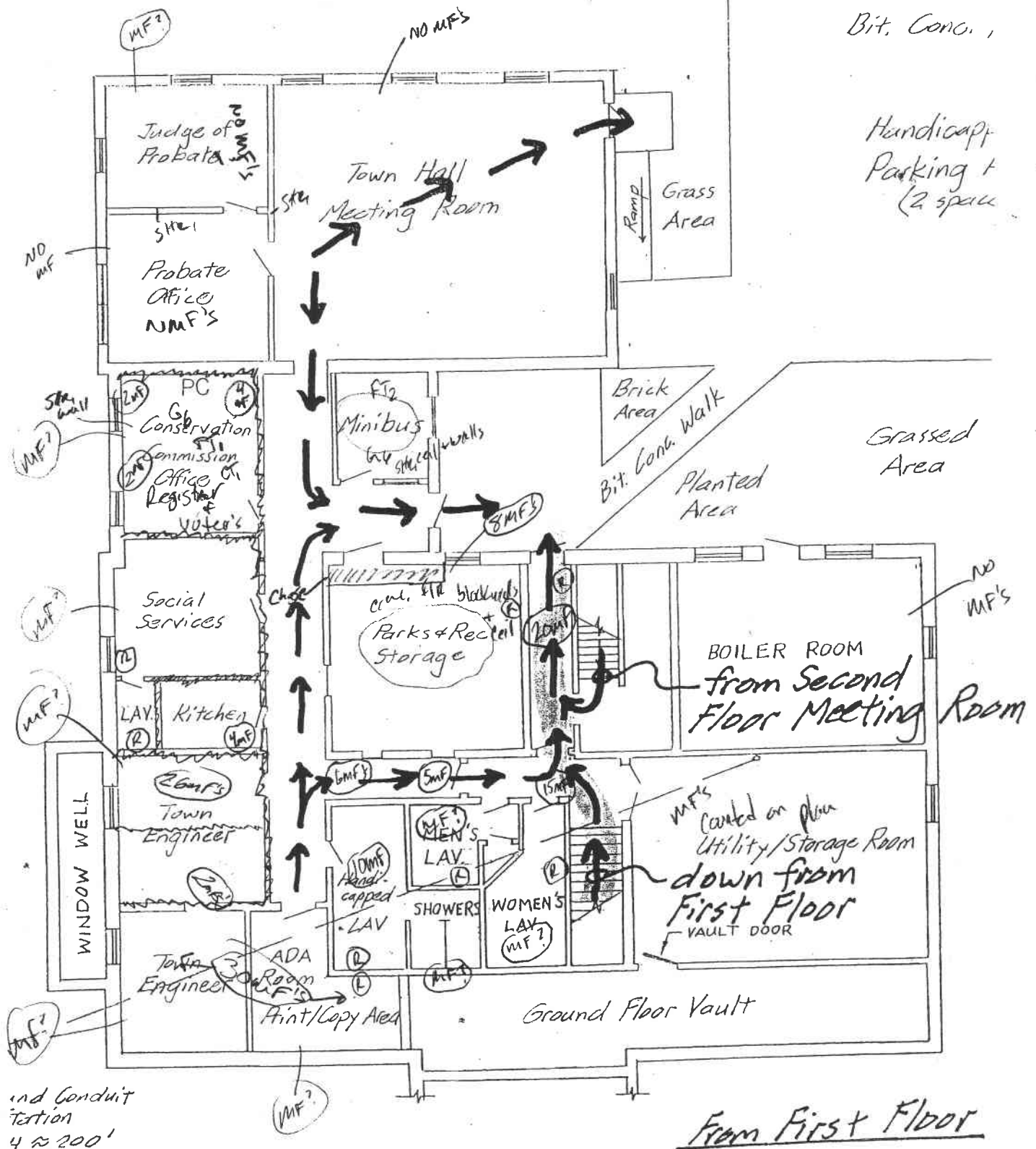
From First Floor

GROUND FLOOR (BASEMENT)

$$\frac{1}{8}'' = 1'-0''$$

TOWN HALL EMERGENCY ESCAPE ROUTE PLAN

NOV. 1997



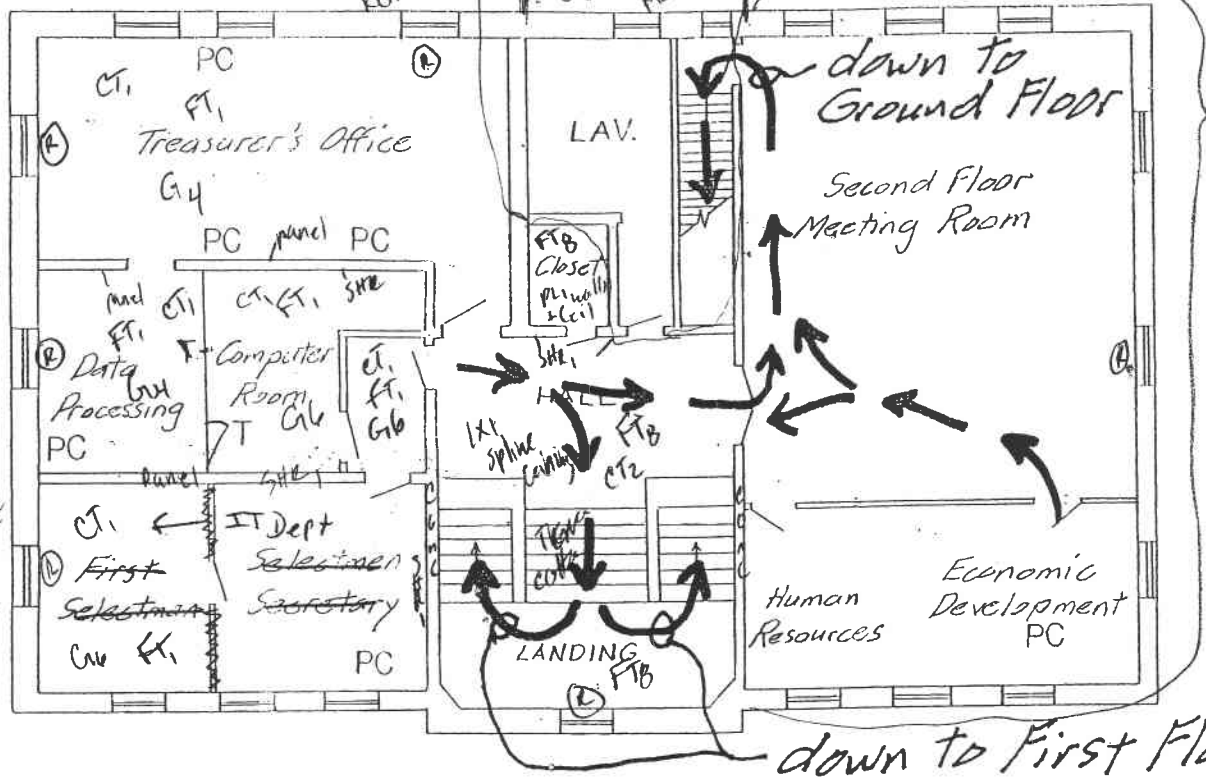
11/24/11/22 HH + DB

2000 Remarking

See G102 plan

12/6/13

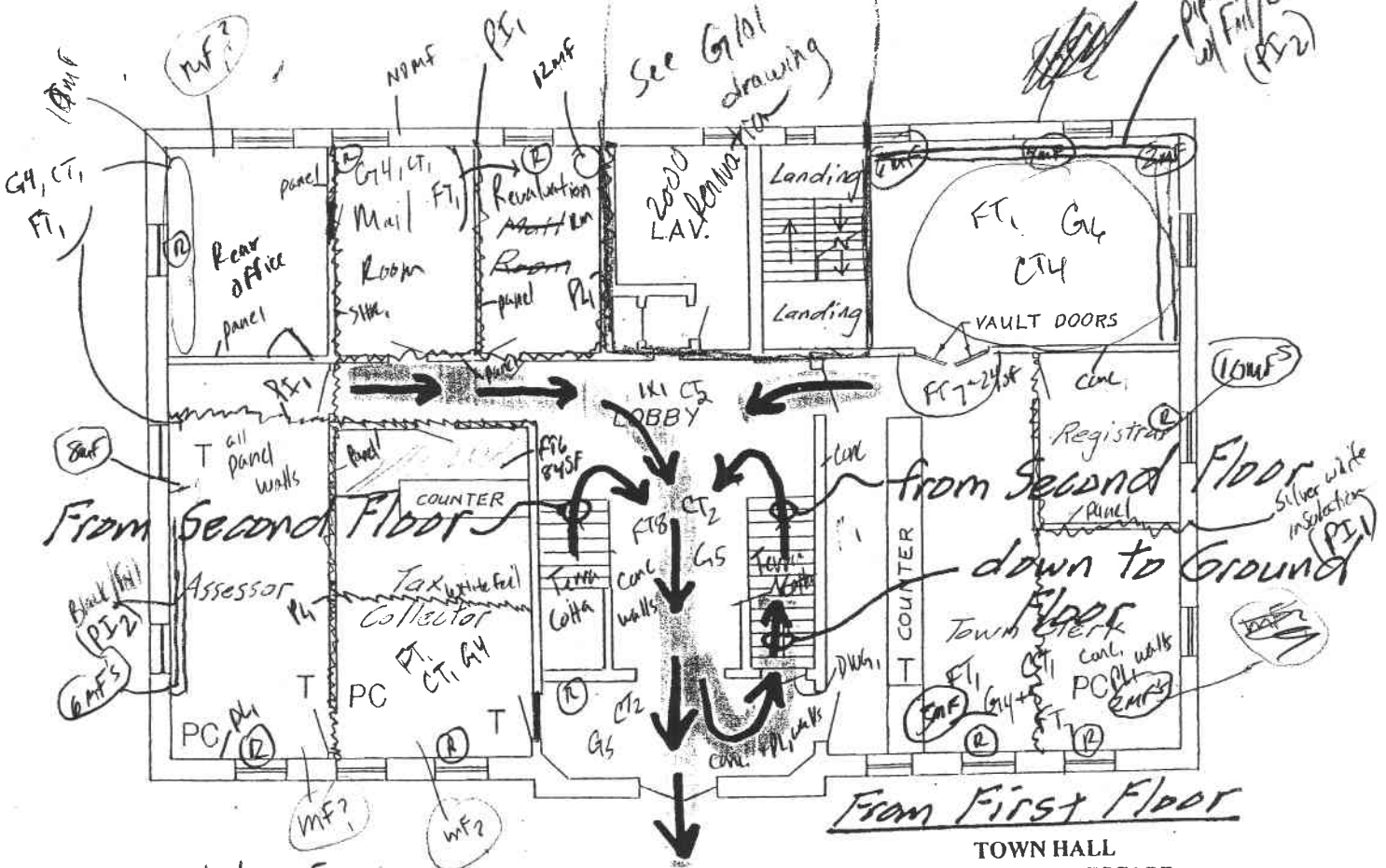
No MF's
That we
could find
-140 black Vult
1300 white turn clock
1353 black assessor



SECOND FLOOR

1/8" = 1'-0"

-perimeter walls plaster



FIRST FLOOR

1/8" = 1'-0"

R=Radiators for pipe

TOWN HALL
EMERGENCY ESCAPE
ROUTE PLAN

NOV. 1997

Grassed Area

SANITARY SEWER CONNECTION

Bit. Conc. 1

Handicap
Parking +
(2 space

Grassed
Area

NO
MF'S

BOILER ROOM

from Second Floor Meeting Room

W/FIS
Canted on place
Utility/Storage Room
- down from
First Floor
- VAULT DOOR

Ground Floor Vault

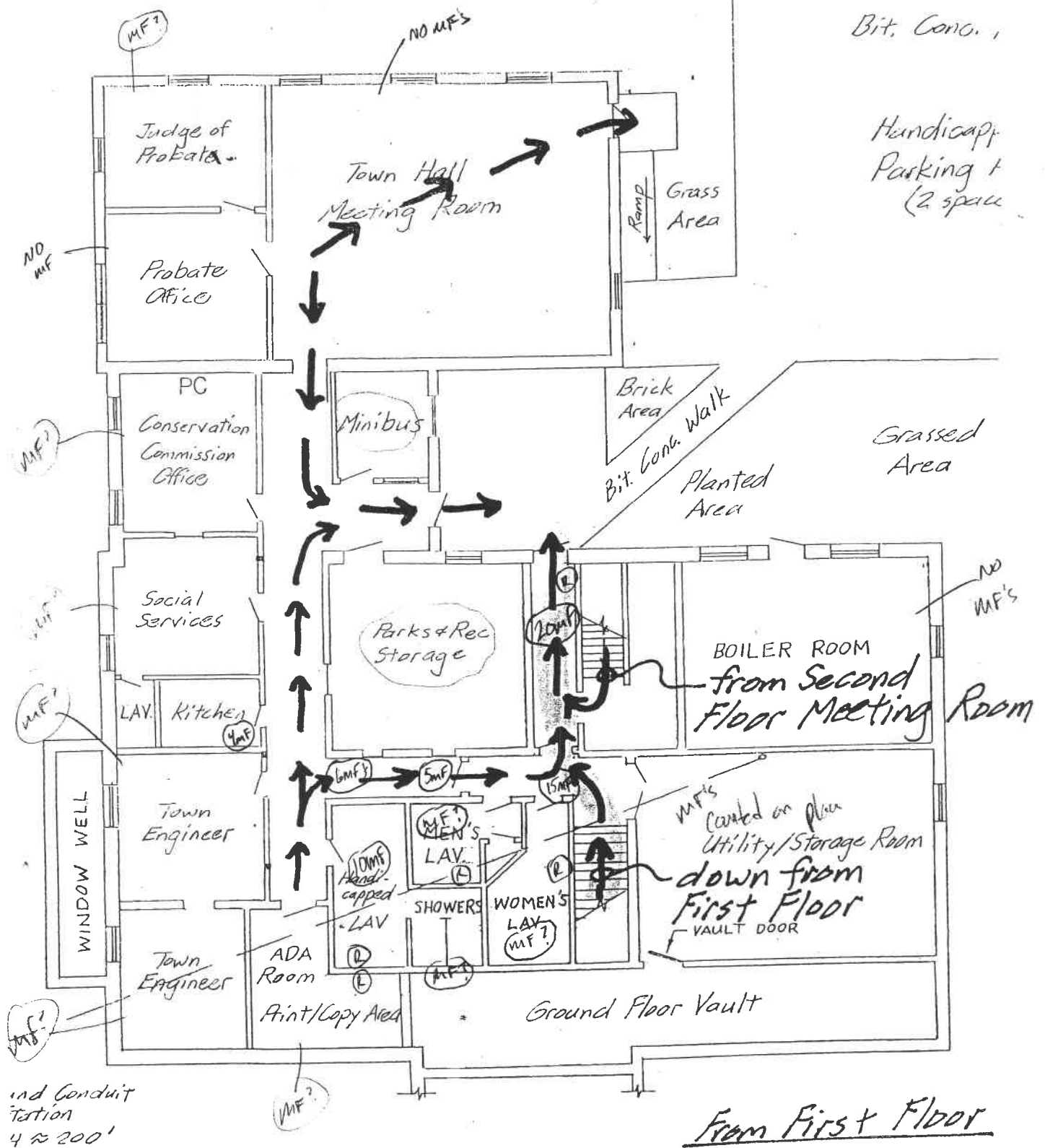
From First Floor

GROUND FLOOR (BASEMENT)

$$\frac{1}{8}'' = 1'-0''$$

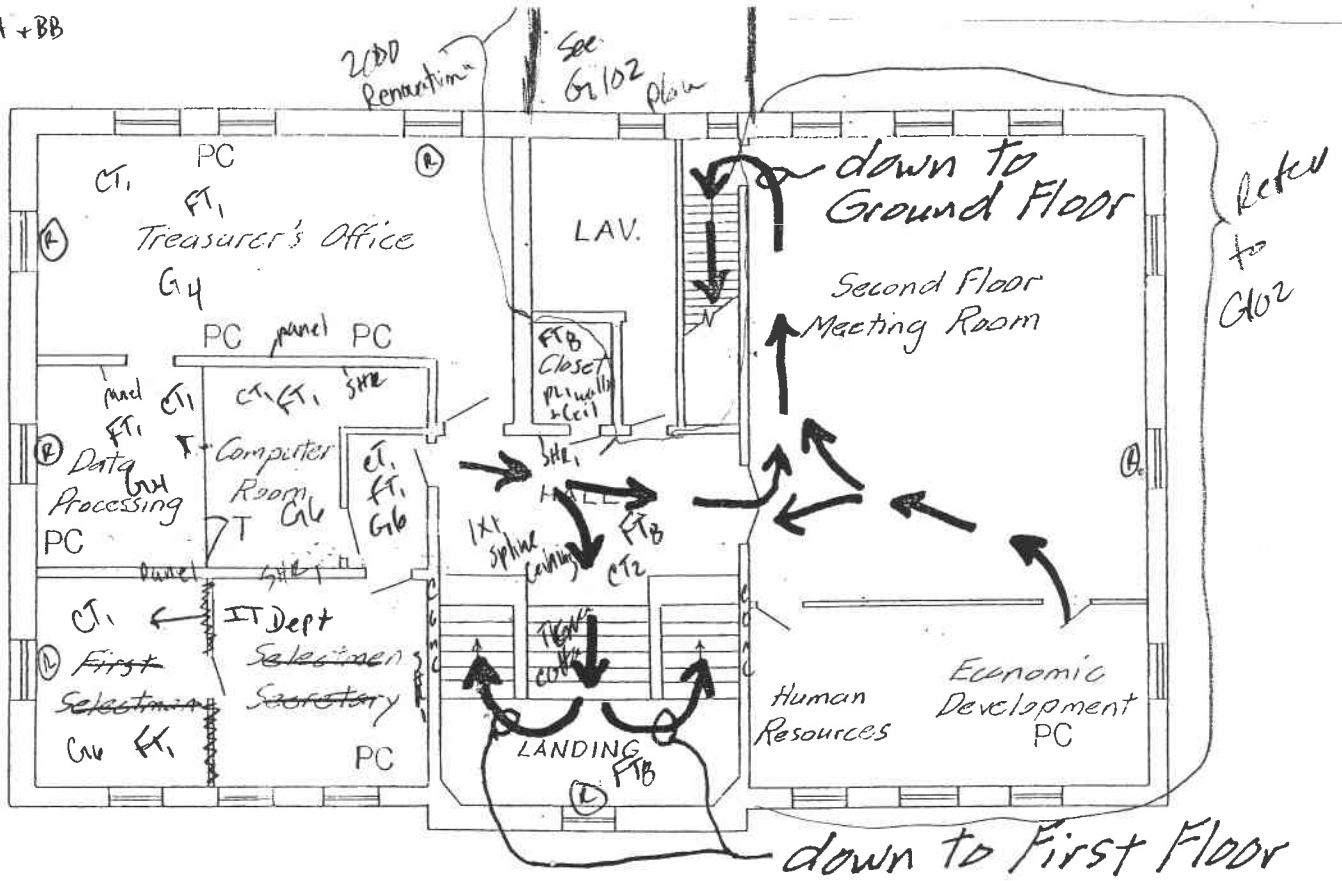
TOWN HALL EMERGENCY ESCAPE ROUTE PLAN

NOV. 1997



(2) = radiator

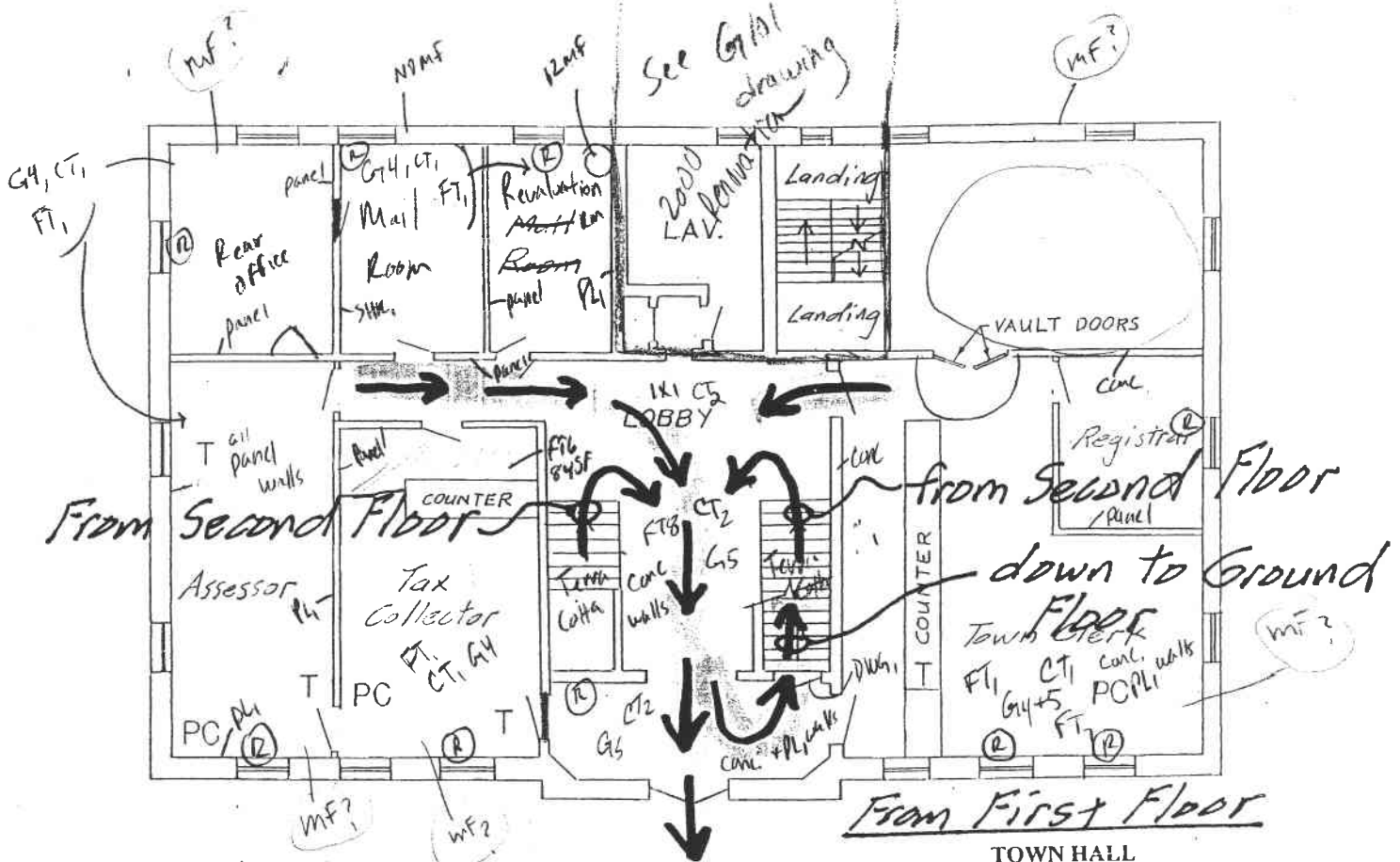
11/24/11/22 NA+BB



SECOND FLOOR

1/8" = 1'-0"

-perimeter walls plaster



FIRST FLOOR

1/8" = 1'-0"

R=Radiators for pipe

TOWN HALL
EMERGENCY ESCAPE
ROUTE PLAN

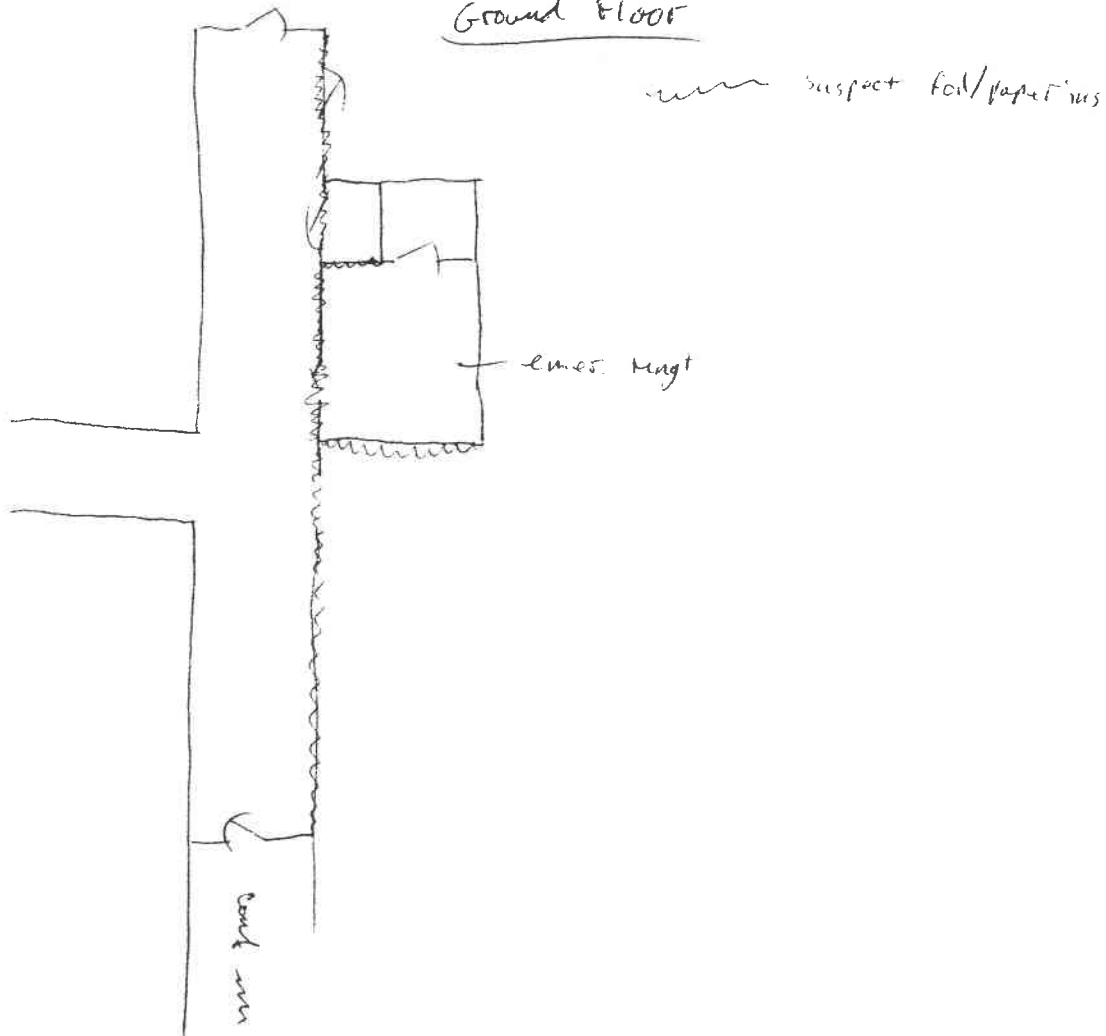
NOV. 1997



SUBJECT Suffield Town Hall

SHEET NO. 1 OF 1
PROJECT NO. 136676
DATE 5/21/10
BY JM
CHK'D _____

Ground Floor



NEW YORK, NEW YORK 212-655-4767
 NAPLES, FLORIDA 239-687-1720
 BOSTON, MASSACHUSETTS 617-524-5200

1-HR RATED WALL 2-HR RATED WALL

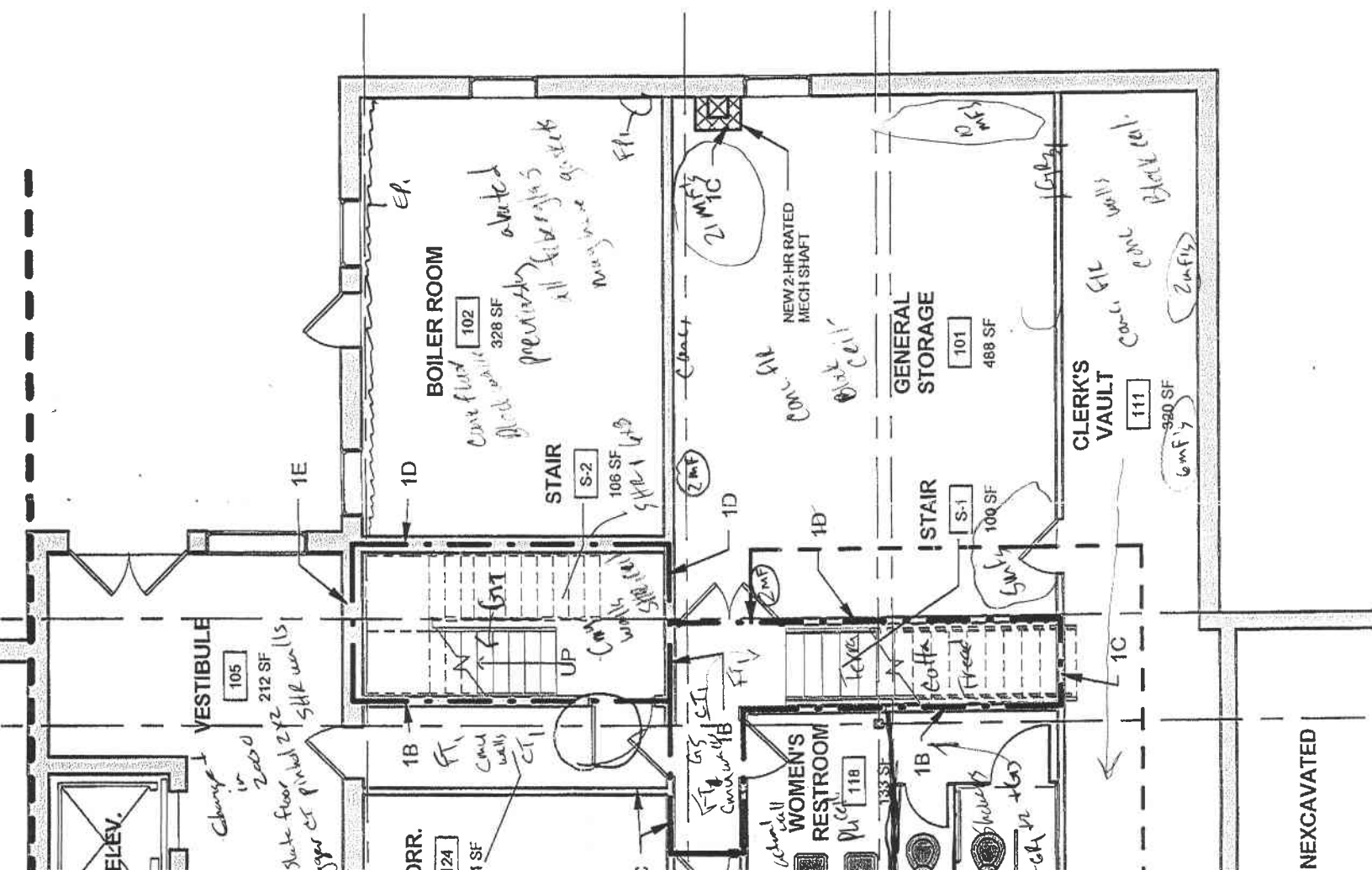
EXISTING CONSTRUCTION:

WALLS:
4" CMU - W-4-M-92 (1 1/4 HR) pg A-29
6" CMU - W-6-M-48 (1 1/4 HR) pg A-36
8" CMU - W-8-M-77 (1 1/4 HR) pg A-44
12" CMU - W-12-M-28 (1 1/2 HR) pg A-53

FLOOR/CEILING:

LOWER LEVEL:
6" DOX PLANK WITH 2 1/2" CONC. TOPPING
2-HR (SEE ATTACHED)
8" DOX PLANK WITH 2 1/2" CONC. TOPPING

UPPER LEVEL:
3" CONC. SLAB WITH 18" S 8 STEEL JOISTS
3" CONC. SLAB WITH 12" S 3 STEEL JOISTS
3" CONC. SLAB WITH 10" S 2 STEEL JOISTS
ALL JOISTS AT 22" O.C.

[illegible]

PROJECT MANAGER	
DESIGNER	
PROJECT ARCHITECT / DESIGNER	
DRAWN BY	
PH	
PROJECT:	

Suffield Town Hall

**83 Mountain Road
Suffield, CT 06078**

DRAWING TITLE:
**CODE LOWER LEVEL
PLAN**

DATE: 9/5/12

- 1A - 4" CMU
- 1B - 6" CMU
- 1C - 8" CMU
- 1D - 12" CMU
- 1E - 8" CMU w/ 4" BRICK FACING
- 2A - 6" METAL STUD w/ GWB

KEY PLAN

- 1-HR RATED WALL
- 2-HR RATED WALL

NOTE: RATINGS ABOVE ARE APPROXIMATE AT EXISTING CONSTRUCTION

EXISTING CONSTRUCTION:

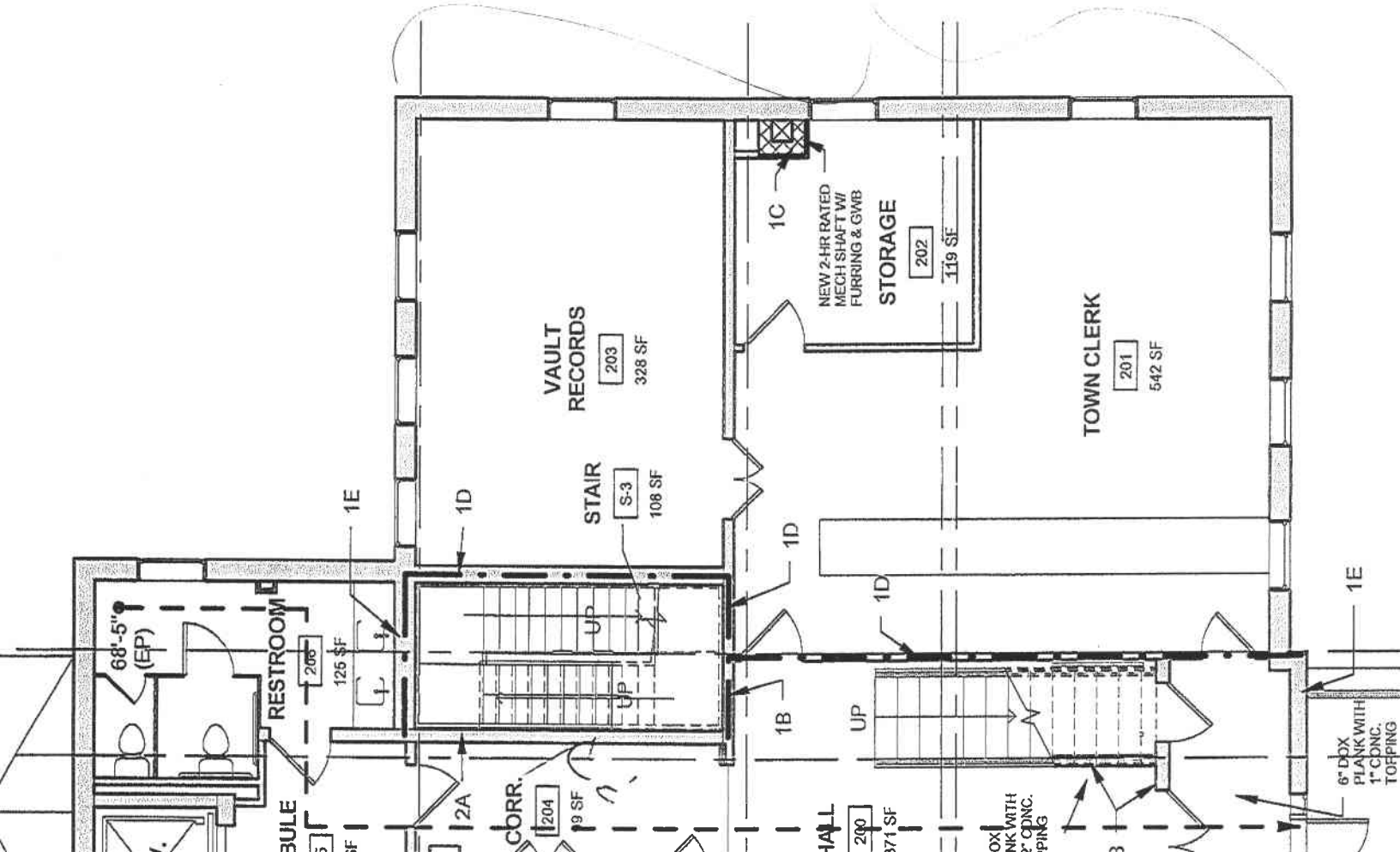
- WALLS:
- 4" CMU - W-4-M-92 (1 1/4 HR) pg A-29
- 6" CMU - W-6-M-48 (1 1/4 HR) pg A-36
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- ALL JOISTS AT 22" O.C.

Refer to emergency town hall plan Date Plan



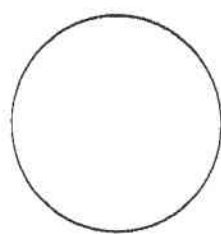
732-807-8900
NEW JERSEY
212-695-4197
NEW YORK
239-687-1233
FLORIDA
617-624-8300
MASSACHUSETTS

CONSULTANT:

THIS DRAWING AND DETAIL ON IT, AS AN INSTRUMENT OF SERVICE, IS THE PROPERTY OF THE FIRM OF ARCHITECTS AND ENGINEERS. IT IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREON. NO PART OF THIS DRAWING OR DETAIL IS TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, WITHOUT THE WRITTEN CONSENT OF THE FIRM.

Revisions

NO	DATE	DESCRIPTION



PROF. IN CHARGE
PROJECT MANAGER
DESIGNER
PROJECT ARCHITECT/ENGINEER
DRAFTER
AUDITOR

Suffield Town Hall

83 Mountain Road
Suffield, CT 06078

DRAWING TITLE:

CODE GROUND LEVEL
PLAN

DATE:

9/5/12

732-937-6800
212-685-4767
239-687-1220
617-524-9200

1-HR RATED WALL	2-HR RATED WALL

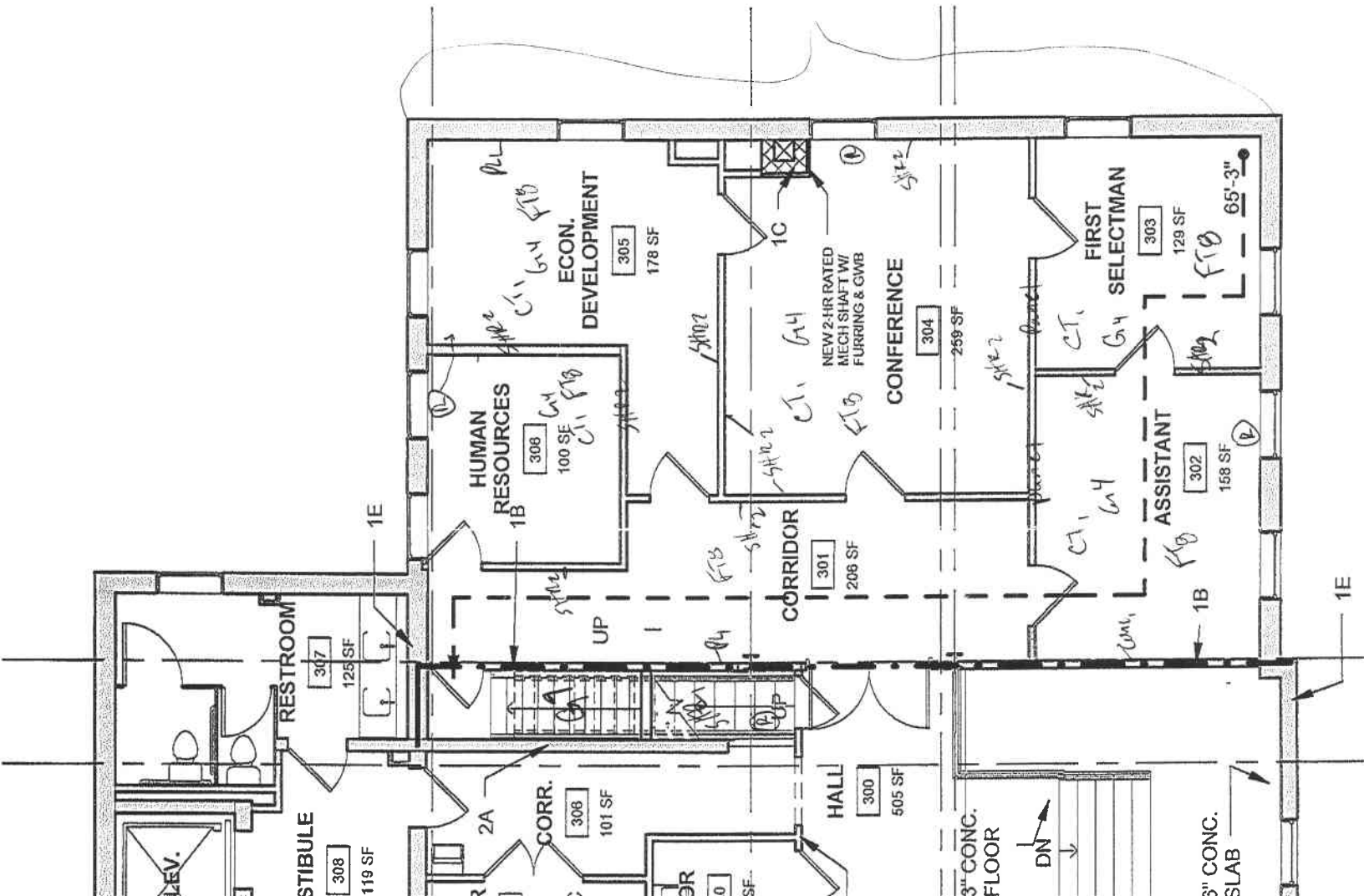
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ALL JOISTS AT 22" O.C.

[illegible]

PROJECT CHAIRMAN	
PROJECT MANAGER	
DESIGNER	
PROJECT PROTECT PROGRAM	
OWNER	
PROJECT:	

Suffield Town Hall

**83 Mountain Road
Suffield, CT 06078**

DRAWING TITLE:

**CODE UPPER LEVEL
PLAN**

NAME: _____

9/5/12

APPENDIX K

MEDICAL SURVEILLANCE FORM

APPENDIX L

ASBESTOS LABORATORY ANALYSIS DATA



BULK ASBESTOS ANALYSIS REPORT

CLIENT: Town of Suffield

Lab Log #: 0043281
Project #: 211266.0010.0001
Date Received: 12/03/2013
Date Analyzed: 12/04/2013

Site: Suffield Town Hall, Suffield, CT

POLARIZED LIGHT MICROSCOPY by EPA 600/R-93/116

Sample No.	Color	Homogenous	Multi-Layered	Layer No.	Other Matrix Materials		Asbestos %	Asbestos Type
01	White (skim coat)	No	Yes	1	---		ND<1%	None
01	Grey (base coat)	No	Yes	2	---		ND<1%	None
02	White (skim coat)	No	Yes	1	---		ND<1%	None
02	Grey (base coat)	No	Yes	2	---		ND<1%	None
03	White (skim coat)	No	Yes	1	---		ND<1%	None
03	Grey (base coat)	No	Yes	2	---		ND<1%	None
04	Grey	Yes	No	--	10% 80%	cellulose mineral wool	ND<1%	None
05	Grey	Yes	No	--	10% 80%	cellulose mineral wool	ND<1%	None
06	Orange	Yes	No	--	---		ND<1%	None
07	Orange	Yes	No	--	---		ND<1%	None
08	Tan	Yes	No	--	---		ND<1%	None
09	Tan	Yes	No	--	---		ND<1%	None
10	Tan	Yes	No	--	---		ND<1%	None
11	Tan	Yes	No	--	---		ND<1%	None
12	Tan	Yes	No	--	---		ND<1%	None
13	Tan	Yes	No	--	---		ND<1%	None
14	Brown	Yes	No	--	---		ND<1%	None

TRC LABORATORY ASBESTOS ANALYTICAL ACCREDITATIONS

NVLAP Lab Code 101424-0	AIHA #100122	CT #PH-0426	ME LA-0075, LB-0071	MA #AA000052	NY #10980	WV# LT000356
RI #AAL-007C3	TX #300354	VT #AL014538	VA #3333 000283	AZ #A20944	HI #L-09-004	NJ #CT004
						CA #10275CA



POLARIZED LIGHT MICROSCOPY by EPA 600/R-93/116

Sample No.	Color	Homogenous	Multi-Layered	Layer No.	Other Matrix Materials		Asbestos %	Asbestos Type
15	Brown	Yes	No	--	---		ND<1%	None
16	White (joint compound)	No	Yes	1	---		ND<1%	None
16	White (sheetrock)	No	Yes	2	5%	cellulose	ND<1%	None
17	White (joint compound)	No	Yes	1	---		ND<1%	None
17	White (sheetrock)	No	Yes	2	5%	cellulose	ND<1%	None
18	White (joint compound)	No	Yes	1	---		ND<1%	None
18	White (sheetrock)	No	Yes	2	5%	cellulose	ND<1%	None
19	White (joint compound)	No	Yes	1	---		ND<1%	None
19	White (sheetrock)	No	Yes	2	5%	cellulose	ND<1%	None
20	Off White	Yes	No	--	1%	cellulose	ND<1%	None
21	Off White	Yes	No	--	1%	cellulose	ND<1%	None
22	Black (mastic)	No	Yes	1	---		10%	Chrysotile
22	Red (tile)	No	Yes	2	---		3%	Chrysotile
23	--	--	--	--	--		NA/PS	--
23	--	--	--	--	--		NA/PS	--
24	Tan (glue)	No	Yes	1	---		ND<1%	None
24	Grey/White (tile)	No	Yes	2	---		ND<1%	None
25	Tan (glue)	No	Yes	1	---		ND<1%	None
25	Grey/White (tile)	No	Yes	2	---		ND<1%	None
26	Tan (glue)	No	Yes	1	---		ND<1%	None
26	Off White (tile)	No	Yes	2	---		ND<1%	None
27	Tan (glue)	No	Yes	1	---		ND<1%	None
27	Off White (tile)	No	Yes	2	---		ND<1%	None

TRC LABORATORY ASBESTOS ANALYTICAL ACCREDITATIONS

NVLAP Lab Code 101424-0	AIHA #100122	CT #PH-0426	ME LA-0075, LB-0071	MA #AA000052	NY #10980	WV# 1/T000356
RI #AAL-007C3	TX #300354	VT #AL014538	VA #3333 000283	AZ #A20944	HI #L-09-004	NJ #CT004
						CA #10275CA



POLARIZED LIGHT MICROSCOPY by EPA 600/R-93/116

Sample No.	Color	Homogenous	Multi-Layered	Layer No.	Other Matrix Materials	Asbestos %	Asbestos Type
28	Tan/Black (glue)	No	Yes	1	---	3%	Chrysotile
28	Blue (tile)	No	Yes	2	---	ND<1%	None
29	--	--	--	--	--	NA/PS	--
29	Blue (tile)	No	Yes	2	---	ND<1%	None
30	Brown (mastic)	No	Yes	1	---	ND<1%	None
30	White/Tan (tile)	No	Yes	2	---	ND<1%	None
31	Brown (mastic)	No	Yes	1	---	ND<1%	None
31	White/Tan (tile)	No	Yes	2	---	ND<1%	None
32	Beige (mastic)	No	Yes	1	---	ND<1%	None
32	Off White (tile)	No	Yes	2	---	ND<1%	None
33	Beige (mastic)	No	Yes	1	---	ND<1%	None
33	Off White (tile)	No	Yes	2	---	ND<1%	None
34	Tan (mastic)	No	Yes	1	---	ND<1%	None
34	Blue/Light Blue (tile)	No	Yes	2	---	ND<1%	None
35	Tan (mastic)	No	Yes	1	---	ND<1%	None
35	Blue/Light Blue (tile)	No	Yes	2	---	ND<1%	None
36	Black (mastic)	No	Yes	1	---	20%	Chrysotile
36	Tan/Off White (tile)	No	Yes	2	---	3%	Chrysotile
37	--	--	--	--	--	NA/PS	--
37	--	--	--	--	--	NA/PS	--
38	Tan	Yes	No	--	---	ND<1%	None
39	Tan	Yes	No	--	---	ND<1%	None
40	Grey	Yes	No	--	---	ND<1%	None
41	Grey	Yes	No	--	---	ND<1%	None

TRC LABORATORY ASBESTOS ANALYTICAL ACCREDITATIONS

NVLAP Lab Code 101424-0	AIHA #100122	CT #PH-0426	ME LA-0075, LB-0071	MA #AA000052	NY #10980	WV# LT000356
RI #AAL-007C3	TX #300354	VT #AL014538	VA #3333 000283	AZ #A20944	IL #L-09-004	NJ #CT004
						CA #10275CA



POLARIZED LIGHT MICROSCOPY by EPA 600/R-93/116

Sample No.	Color	Homogenous	Multi-Layered	Layer No.	Other Matrix Materials	Asbestos %	Asbestos Type
42	Black	Yes	No	--	80% cellulose	ND<1%	None
43	Black	Yes	No	--	80% cellulose	ND<1%	None
44	Grey	Yes	No	--	---	90%	Chrysotile
45	--	--	--	--	--	NA/PS	--
46	Black	Yes	No	--	---	ND<1%	None
47	Black	Yes	No	--	---	ND<1%	None
48	Black	Yes	No	--	10% cellulose	ND<1%	None
49	Black	Yes	No	--	10% cellulose	ND<1%	None

Reporting limit- asbestos present at 1%

ND<1% - asbestos was not detected

Trace - asbestos was observed at level of less than 1%

NA/PS - Not Analyzed / Positive Stop

Note: Polarized-light microscopy is not consistently reliable in detecting asbestos in floor coverings and similar non-friable organically bound materials. In those cases, negative results must be confirmed by quantitative transmission electron microscopy.

The Laboratory at TRC follows the EPA's Interim Method for the Determination of Asbestos in Bulk Insulation (1982), and the EPA recommended Method for the Determination of Asbestos in Bulk Building Materials (EPA/600/R-93/116), July 1993, R.L. Perkins and B.W. Harvey which utilizes polarized light microscopy (PLM). Our analysts have completed an accredited course in asbestos identification. TRC's Laboratory is accredited under the National Voluntary Laboratory Accreditation Program (NVLAP), for Bulk Asbestos Fiber Analysis, NVLAP Code 18/A01, effective through June 30, 2014. TRC is an American Industrial Hygiene Association (AIHA) accredited lab for PLM effective through October 1, 2014. Asbestos content is determined by visual estimate unless otherwise indicated. Quality Control is performed in-house on at least 10% of samples and the QC data related to the samples is available upon written request from the client.

This report shall not be reproduced, except in full, without the written approval of TRC. This report must not be used by the client to claim product endorsement by NVLAP or any agency of the U.S. Government. This report relates only to the items tested.

Analyzed by: K. Williamson
Kathleen Williamson, Laboratory Manager

Reviewed by: Aud. Parks
Amanda Parkins, Approved Signatory

Date Issued
12/04/2013

TRC LABORATORY ASBESTOS ANALYTICAL ACCREDITATIONS

NVLAP Lab Code 101424-0	AIHA #100122	CT #PH-0426	ME LA-0075, LB-0071	MA #AA000052	NY #10980	WV# LT000356
RI #AAL-007C3	TX #300354	VT #AL014538	VA #3333 000283	AZ #A20944	HI #L-09-004	NJ #CT004
						CA #10275CA



BULK ASBESTOS ANALYSIS REPORT

CLIENT: Town of Suffield

Lab Log #: 0043405
Project #: 211266.0010.0001
Date Received: 12/24/2013
Date Analyzed: 12/24/2013

Site: Suffield Town Hall, Suffield, CT

POLARIZED LIGHT MICROSCOPY by EPA 600/R-93/116

Sample No.	Color	Homogenous	Multi-Layered	Layer No.	Other Matrix Materials	Asbestos %	Asbestos Type
01	Black/Silver	Yes	No	--	60% cellulose	ND<1%	None
02	Black/Silver	Yes	No	--	60% cellulose	ND<1%	None

Reporting limit- asbestos present at 1%

ND<1% - asbestos was not detected

Trace - asbestos was observed at level of less than 1%

NA/PS - Not Analyzed / Positive Stop

Note: Polarized-light microscopy is not consistently reliable in detecting asbestos in floor coverings and similar non-friable organically bound materials. In those cases, negative results must be confirmed by quantitative transmission electron microscopy.

The Laboratory at TRC follows the EPA's Interim Method for the Determination of Asbestos in Bulk Insulation (1982), and the EPA recommended Method for the Determination of Asbestos in Bulk Building Materials (EPA/600/R-93/116), July 1993, R.L. Perkins and B.W. Harvey which utilizes polarized light microscopy (PLM). Our analysts have completed an accredited course in asbestos identification. TRC's Laboratory is accredited under the National Voluntary Laboratory Accreditation Program (NVLAP), for Bulk Asbestos Fiber Analysis, NVLAP Code 18/A01, effective through June 30, 2014. TRC is an American Industrial Hygiene Association (AIHA) accredited lab for PLM effective through October 1, 2014. Asbestos content is determined by visual estimate unless otherwise indicated. Quality Control is performed in-house on at least 10% of samples and the QC data related to the samples is available upon written request from the client.

This report shall not be reproduced, except in full, without the written approval of TRC. This report must not be used by the client to claim product endorsement by NVLAP or any agency of the U.S. Government. This report relates only to the items tested.

Analyzed by: K. Williamson
Kathleen Williamson, Laboratory Manager

Reviewed by: A. Parkins
Amanda Parkins, Approved Signatory

Date Issued
12/24/2013

TRC LABORATORY ASBESTOS ANALYTICAL ACCREDITATIONS

NVLAP Lab Code 101424-0
RI #AAL-007C3 TX #300354

AIHA #100122
VT #AL014538

CT #PH-0426
VA #3333 000283

ME LA-0075, LB-0071
AZ #A20944

MA #AA000052
HI #L-09-004

NY #10980
NJ #CT004

WV #LT000356
CA #10275CA



Industrial Hygiene Laboratory
21 Griffin Road North
Windsor, CT 06095
(860) 298-6308

BULK ASBESTOS ANALYSIS REPORT

CLIENT: Town of Suffield

Site: Town Hall, Suffield, CT
Lab Log #: 38296
Project #: 176676.0000.0000
Date Received: 05/13/10
Date Analyzed: 05/14/10

RESULTS

Sample No.	Color	Homogeneous	Multi-Layered	Layer No.	Other Matrix Mat'ls	Asbestos %	Asbestos Type
1	Silver/Beige	Yes	No	--	10% cellulose	80%	Chrysotile
2	--	--	--	--	--	NA/PS	--
3	--	--	--	--	--	NA/PS	--

NA/PS - Not Analyzed/Positive Stop

Reporting limit- asbestos present at 1%
ND<1% - asbestos was not detected
Trace- asbestos was observed at level of less than 1%


Note: Polarized-light microscopy is not consistently reliable in detecting asbestos in floor coverings and similar non-friable organically bound materials. In those cases, negative results must be confirmed by quantitative transmission electron microscopy.

The Laboratory at TRC follows the EPA's Interim Method for the Determination of Asbestos in Bulk Insulation (1982), and the EPA recommended Method for the Determination of Asbestos in Bulk Building Materials (EPA/600/R-93/116), July 1993. R.L. Perkins and B.W. Harvey which utilizes polarized light microscopy (PLM). Our analysts have completed an accredited course in asbestos identification. TRC's Laboratory is accredited under the National Voluntary Laboratory Accreditation Program (NVLAP), for Bulk Asbestos Fiber Analysis, NVLAP Code 18/A01, effective through June 30, 2010. TRC is an American Industrial Hygiene Association (AIHA) accredited lab for PLM effective through August 1, 2010. Asbestos content is determined by visual estimate unless otherwise indicated. Quality Control is performed in-house on at least 10% of samples and the QC data related to the samples is available upon written request from the client.

This report shall not be reproduced, except in full, without the written approval of TRC. This report must not be used by the client to claim product endorsement by NVLAP or any agency of the U.S. Government. This report relates only to the items tested.

Analyst: Kathleen Williamson

QC Analyst: Helen Rimsa

Reviewed by: 
Laboratory Analyst

Approved: 

Signatory: Kathleen Williamson
Laboratory Manager

Date Issued: 5/18/10

TRC LABORATORY ASBESTOS ANALYTICAL ACCREDITATIONS

NVLAP Lab Code 101424-0	AIHA #100122	CT #PH-0426	ME 1A-0075, 1B-0071	MA #AA000052	NY #10980	WV# LT000356
RI #AAL-007C3	TX #300354	VT #A1.014538	VA #3333 000283	AZ #A20944	HI #1.-09-004	NJ #CT004
						CA #10275CA





ProScience Analytical Services, Inc

Henry Laliberte
TRC Environmental Corp. (CT)
21 Griffin Road North
Windsor, CT 06095

December 08, 2013

Dear Henry Laliberte,

Results of samples you described and submitted to ProScience Analytical Services, Inc. are shown on the enclosed data sheets. The analytical results in this report apply to the items tested only.

The listed samples were prepared and analyzed in compliance with the New York State Transmission Electron Microscope Method for Identifying and Quantitating Asbestos in Non-Friable Organically Bound Bulk Samples. This method is used for the determination of weight percent of asbestos in non-friable materials.

The sample is processed to remove non-asbestos interference. The remaining residue is examined using a Philips 300 transmission electron microscope equipped with selected area electron diffraction (SAED) and an Evex energy dispersive x-ray analyzer.

The following are reported: identification numbers, type of material, color of the sample, initial weight of the sample, weight percent of organic material lost by ashing, weight percent of carbonates lost by acid dissolution, weight percent of non-fibrous/non asbestos inorganic material, total weight percent of asbestos in the original sample, and the type(s) of asbestos, if any.

The EPA recognizes asbestos as the following: actinolite, amosite, anthophyllite, chrysotile, crocidolite, and tremolite. To be considered asbestos containing, a material must be determined to contain greater than one percent asbestos. Samples are retained for a period of 2 months.

The quality control data related to the samples analyzed are available for review upon the written request of the client. ProScience Analytical Services, Inc. and its personnel assume no responsibility for potential sample contamination, misuse, misinformation, or misrepresentation by the client. The enclosed results may not be used under any circumstances as product endorsement by any US government agency including NIST/NVLAP. This report may not be reproduced, except in its entirety, without permission of the ProScience Analytical Services, Inc. Laboratory Director.

Please contact me if you have any questions regarding this report or related information.

Sincerely,

Mark Derosier, Senior Analyst
Aimee Cormier, Laboratory Manager

Enclosure:

BATCH NUMBER : NT 14235 CLIENT PROJECT ID: 211266.0010.0001
Client Ref: Suffield Town Hall, Suffield, CT
NVLAP Lab Code 200090-0; CT ID# PH-0209; MA ID# AA000156; ME ID# LB-055; ME ID# LA-056;
AIHA ID# 102754; VT ID# AL016876; PH ID# 218(TEM,PLM); RI ID# 186.

ProScience Analytical Services, Inc.

22 Cummings Park, Woburn, Massachusetts 01801
781-935-3212 ~ Fax: 781-932-4857 ~ E-Mail: general@proscience.net

Laboratory Report

Batch: NT 14235
Method: NOB
Date Received: 12/5/2013
Date Analyzed: 12/8/2013
Date of Report: 12/8/2013

Client Project #: 211266.0010.0001
Client Reference: Suffield Town Hall, Suffield, CT
PO #: C211266
Client #: 297
Client Name: TRC Environmental Corp. (CT)

LAB ID	Field ID	Description:	Color	Initial Weight	% Asbestos Types						% Other Non-asb.	% Organic	% Carb.	Total % Asbestos	Analyzed / Charged	Preped / Charged
					CHR	AMO	ACT	CRO	ANT	TRE						
NT107892	06	Orange carpet glue		.1401	.00	.00	.00	.00	.00	.00	50.40	37.04	12.56	ND	Yes	No
NT107893	08	Tan covebase glue		.1472	.00	.00	.00	.00	.00	.00	14.95	40.08	44.97	ND	Yes	No
NT107894	10	Tan covebase glue		.2662	.00	.00	.00	.00	.00	.00	44.26	40.83	14.91	ND	Yes	No
NT107895	12	Tan stair tread glue		.1353	.00	.00	.00	.00	.00	.00	14.26	79.75	5.99	ND	Yes	No
NT107896	14	Brown glue daub		.2827	.00	.00	.00	.00	.00	.00	44.96	52.39	2.65	ND	Yes	No
NT107898	24	Floor tile		.5004	.00	.00	.00	.00	.00	.00	4.10	12.97	82.93	ND	Yes	No
NT107899	26M	Tan glue		.0147	.00	.00	.00	.00	.00	.00	10.89	86.39	2.72	ND	Yes	No
NT107900	26	Floor tile		.3460	.00	.00	.00	.00	.00	.00	.84	11.24	87.92	ND	Yes	No
NT107901	28	Tile		.5665	.01	.00	.00	.00	.00	.00	1.95	11.84	86.21	TR	Yes	No
NT107902	30M	Brown mastic		.0548	.00	.00	.00	.00	.00	.00	32.48	38.14	29.38	ND	Yes	No
NT107903	30	Floor tile		.2562	.00	.00	.00	.00	.00	.00	2.81	10.85	86.34	ND	Yes	No
NT107904	32M	Beige mastic		.1067	.00	.00	.00	.00	.00	.00	35.43	58.20	6.37	ND	Yes	No
NT107905	32	Floor tile		.5347	.00	.00	.00	.00	.00	.00	26.60	17.24	56.16	ND	Yes	No
NT107906	34M	Tan mastic		.0129	.00	.00	.00	.00	.00	.00	15.51	70.54	13.95	ND	Yes	No
NT107907	34	Floor tile		.1222	.00	.00	.00	.00	.00	.00	2.46	11.78	85.76	ND	Yes	No

ProScience Analytical Services, Inc.

22 Cummings Park, Woburn, Massachusetts 01801
781-935-3212 ~ Fax: 781-932-4857 ~ E-Mail: general@proscience.net

Laboratory Report

Client Project #: 211266.0010.0001
Client Reference: Suffield Town Hall, Suffield, CT
PO #: C211266
Client #: 297
Client Name: TRC Environmental Corp. (CT)

Batch: NT 14235
Method: NOB
Date Received: 12/5/2013
Date Analyzed: 12/8/2013
Date of Report: 12/8/2013

LAB ID	Field ID	Description:	Color	Initial Weight	% Asbestos Types					% Other Non-asb.	% Organic	% Carb.	Total % Asbestos	Analyzed / Charged	Preped / Charged
					CHR	AMO	ACT	CRO	ANT						
NT107908	46	Black sticky door window glaze		.1943	.00	.00	.00	.00	.00	17.35	76.17	6.48	ND	Yes	No
NT107909	48	Black elbow packing material		.0946	5.11	.00	.00	.00	.00	2.18	88.90	3.81	5.11	Yes	No

Comments: Sample 24 Mastic - Could not be analyzed due to lack of sample.

Key: CHR = Chrysotile AMO = Amosite CRO = Crocidolite ACT = Actinolite TRE = Tremolite ANT = Anthophyllite TR = Trace = < 1% ND = None Detected


Mark Derosier, Analyst

APPENDIX M

ASBESTOS BULK SAMPLE CHAIN OF CUSTODY FORMS



21 GRIFFIN ROAD NORTH
WINDSOR, CONNECTICUT 06095
TELEPHONE (860) 298-9692
FAX (860) 298-6380

ASBESTOS BULK SAMPLING CHAIN OF CUSTODY

Edition: October 2009
Supersede Previous Edition

LAB ID #. 43281

PROJECT NUMBER		PROJECT NAME		PARAMETERS				TURNAROUND TIME									
211266.0010.00001		Suffield Town Hall Suffield, CT						PLM:	8hr	24hr	48hr	3day	5day				
SIGNATURE		INSPECTOR						TEM:	24hr	48hr	3day	5day					
FIELD SAMPLE NUMBER	DATE	TIME	TYPE	COMP	GRAB	SAMPLE LOCATION	PLM EPA 600/R93/116 (POSITIVE STOP)	PLM EPA 600/R93/116 (w/ gravimetric reduction) (POSITIVE STOP)	ANALYZE BY LAYER	POINT COUNT (IF >1% & <10%)	TEM NY NOB 198.4 (IF PLM SERIES NEG)	MATERIAL					
01	11/21/13	1853	X	X	X	Meeting room 112 ceiling	X		X			PL1 - Grey plaster and white skim coat					
02	11/21/13	1945	X	X	X	Social services office 107	X		X			PL1 - Grey plaster and white skim coat					
03	11/22/13	1345	X	X	X	Upper level closet	X		X			PL1 - Grey plaster and white skim coat					
04	11/22/13	1440	X	X	X	Upper Level hall	X					CT2 - 1x1 spline ceiling tile					
05	11/22/13	1444	X	X	X	Main entrance	X					CT2 - 1x1 spline ceiling tile					
06	11/22/13	1320	X	X	X	Emergency management office 114	X				X	G4 - Orange carpet glue					
07	11/22/13	1825	X	X	X	Meeting room 112	X					G4 - Orange carpet glue					
08	11/22/13	1327	X	X	X	Meeting room 112	X				X	G5 - tan covebase glue					
09	11/21/13	1822	X	X	X	Meeting room 112	X					G5 - tan covebase glue					
10	11/22/13	1323	X	X	X	Emergency management office 114	X				X	G6 - tan cove base glue					

Relinquished by: (Signature)		Date:	Received by: (Signature)	Date:	Received by: (Signature)
		12/2/13			
(Printed)			(Printed)		
Hilton Hernandez		Time: 1530	Time: 0902		(Printed)
Remarks: Results to Henry LaLiberte		Condition of Samples: <u>2</u> Yes <u>0</u> No		Page 1 of 5	



21 GRIFFIN ROAD NORTH
WINDSOR, CONNECTICUT 06095
TELEPHONE (860) 298-9692
FAX (860) 298-6380

ASBESTOS BULK SAMPLING CHAIN OF CUSTODY

Edition: October 2009
Supersedes Previous Edition

LAB ID #. 47281

PROJECT NUMBER		PROJECT NAME		PARAMETERS				TURNAROUND TIME						
211266.0010.00001		Suffield Town Hall Suffield, CT		PLM EPA 600/R93/116 (POSITIVE STOP)	PLM EPA 600/R93/116 (w/ gravimetric reduction) (POSITIVE STOP)	ANALYZE BY LAYER	POINT COUNT (IF >1% & <10%)	TEM NY NOB 198.4 (IF PLM SERIES NEG)	PLM:	8hr	24hr	48hr	3day	5day
SIGNATURE		INSPECTOR		MATERIAL										
FIELD SAMPLE NUMBER	DATE	TIME	TYPE		SAMPLE LOCATION									
			COMP	GRAB										
11	11/21/13	1930	X		Emergency management office 113	X								
12	11/21/13	2040	X		Stairwell S-2	X				X				
13	11/21/13	2038	X		Stairwell S-2	X								
14	11/22/13	1435	X		Upper floor hall	X								
15	11/22/13	1430	X		Main entrance	X				X				
16	11/21/13	1904	X		Meeting room 112	X								
17	11/22/13	1335	X		Computer room 313	X								
18	11/22/13	1338	X		IT department 311	X								
19	11/22/13	1550	X		Corridor 122	X								
20	11/22/13	1402	X		Economic development 305	X								
21	11/22/13	1359	X		Conference room 304	X								

Relinquished by: (Signature) 	Date: 12/2/13	Received by: (Signature) 	Date: 12/3/13	Relinquished by: (Signature)	Date:	Received by: (Signature)
(Printed) Hilton Hernandez	Time: 1530	(Printed) Hilton Hernandez	Time: 0900	(Printed)	Time:	(Printed)
Remarks:				Condition of Samples: No Acceptable: Yes Comments:		



21 GRIFFIN ROAD NORTH

WINDSOR, CONNECTICUT 06095

TELEPHONE (860) 298-9692

FAX (860) 298-6380

ASBESTOS BULK SAMPLING CHAIN OF CUSTODY

Edition: October 2009
Supersedes Previous Edition

LAB ID #: 43281

PROJECT NUMBER		PROJECT NAME		PARAMETERS				TURNAROUND TIME						
211266.0010.00001		Suffield Town Hall Suffield, CT		PLM EPA 600/R93/116 (POSITIVE STOP)	PLM EPA 600/R93/116 (w/ gravimetric reduction) (POSITIVE STOP)	ANALYZE BY LAYER	POINT COUNT (IF >1% & <10%)	TEM NY NOB 198.4 (IF PLM SERIES NEG)	PLM:	8hr	24hr	48hr	3day	
SIGNATURE		INSPECTOR		MATERIAL										
Hilton Hernandez		Hilton Hernandez												
FIELD SAMPLE NUMBER	DATE	TIME	TYPE		SAMPLE LOCATION									
			COMP	GRAB										
22	11/21/13	2015	X	X	Hall lower level o/s bathrooms	X		X						FT1 - red 9x9 floortile and black mastic
23	11/21/13	1938	X	X	Probate office 107	X		X						FT1 - red 9x9 floortile and black mastic
24	11/21/13	1941	X	X	Probate office 107	X		X						FT2 - grey/white specks floortile with tan glue
25	11/22/13	1550	X	X	Probate office 107	X		X						FT2 - grey/white specks floortile with tan glue
26	11/22/13	1528	X	X	Kitchen room 116	X		X						FT3 - offwhite 12x12 specks with tan glue
27	11/21/13	1952	X	X	Kitchen room 116	X		X						FT3 - offwhite 12x12 specks with tan glue
28	11/21/13	1955	X	X	Town engineer 108	X		X						FT4 - blue 12x12 floor tile with tan/black mastic
29	11/22/13	1630	X	X	Town engineer 108	X		X						FT4 - blue 12x12 floor tile with tan/black mastic
30	11/22/13	1330	X	X	Lower level handicapped bathroom	X		X						FT5 - white/tan flake floortile and brown mastic
31	11/21/13	2011	X	X	Lower level handicapped bathroom	X		X						FT5 - white/tan flake floortile and brown mastic

Relinquished by: (Signature)	Date: 12/2/13	Received by: (Signature) 12/3/13	Relinquished by: (Signature)	Date:	Received by: (Signature)
(Printed) Hilton Hernandez	Time: 1530	(Printed) Hilton Hernandez	(Printed)	Time:	(Printed)
Remarks:			Condition of Samples: <u>Yes</u> <u>No</u> Acceptable: Yes <u>No</u> Comments:		
			Page 3 of 5		



21 GRIFFIN ROAD NORTH
WINDSOR, CONNECTICUT 06095
TELEPHONE (860) 298-9692
FAX (860) 298-6380

ASBESTOS BULK SAMPLING CHAIN OF CUSTODY

Edition: October 2009
Supersedes Previous Edition

LAB ID #. 43281

PROJECT NUMBER		PROJECT NAME		PARAMETERS				TURNAROUND TIME						
211266.0010.00001		Suffield Town Hall Suffield, CT		PLM EPA 600/R93/116 (POSITIVE STOP)	PLM EPA 600/R93/116 (w/ gravimetric reduction) (POSITIVE STOP)	ANALYZE BY LAYER	POINT COUNT (IF >1% & <10%)	TEM NY NOB 198.4 (IF PLM SERIES NEG)	PLM:	8hr	24hr	48hr	3day	
SIGNATURE		INSPECTOR		TEM:										
		Hilton Hernandez												
FIELD SAMPLE NUMBER	DATE	TIME	TYPE		SAMPLE LOCATION	MATERIAL								
			COMP	GRAB										
32	11/21/13	2210	X		Tax Collector 208	X								
33	11/21/13	2212	X		Tax Collector 208	X								
34	11/21/13	2219	X		Town Clerk 201	X		X						
35	11/21/13	2217	X		Town Clerk 201	X								
36	11/21/13	2117	X		Hall 300	X		X						
37	11/21/13	2115	X		Hall 300	X		X						
38	11/21/13	2027	X		Utility Storage Room 101	X								
39	11/21/13	2029	X		Utility Storage Room 101	X								
40	11/21/13	2055	X		Boiler Room	X								
41	11/21/13	2057	X		Boiler Room	X								




Relinquished by: (Signature)		Date:	Received by: (Signature)		Date:	Relinquished by: (Signature)		Date:
		12/2/13			12/3/13			
(Printed) Hilton Hernandez		Time: 1530	(Printed) Hilton Hernandez		Time: 0900			
Remarks:		Condition of Samples: Acceptable: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		Comments:		Page 4 of 5		



ASBESTOS BULK SAMPLING CHAIN OF CUSTODY

TELEPHONE (860) 298-9692

LAB ID#. 43281

Relinquished by: (Signature) 	Date: 12/2/13	Received by: (Signature) 	Relinquished by: (Signature)	Date:	Received by: (Signature)
(Printed) Hilton Hernandez	Time: 1530	(Printed) 0900	(Printed)	Time:	(Printed)
Remarks:			Condition of Samples:  Acceptable: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Comments:		

Proscience Analytical Services, Inc.

22 Cummings Park, Woburn, MA 01801 Ph. 781-935-3212 Fax 781-932-4857
TEM Bulk Chain of Custody Record

Date: 12/04/13

PO#: C211266

Client: TRC

Client Job#: 211266.0010.0001

Client Job Ref./Loc.: Town of Suffield, Suffield Town Hall, Suffield, CT

Relinquished by: K. Williamson – KWilliamson@trcsolutions.com

Received by:

Report to: H. Laliberte- HLaliberte@trcsolutions.com

Samplers Name: H. Hernandez

Analysis Type: Chatfield **EPA N.O.B** Qualitative

Turn Around Time: <12 Hour <24 Hour <48 Hour <3 Day 5 Day Other:

Client ID #	Lab ID#	Description	Location	Acceptable on Receipt	For Lab Use Only Comments
06	43281	Glue	See COC		
08	43281	Glue			
10	43281	Glue			
12	43281	Glue			
14	43281	Glue Daub			
24	43281	Tile & Glue			
26	43281	Tile & Glue			
28	43281	Tile only			
30	43281	Tile & Mastic			
32	43281	Tile & Mastic			
34	43281	Tile & Mastic			
46	43281	Glaze			
48	43281	Elbow Packing			
For Lab Use Only	# Spies	Total	Client #	Batch #	Results Reported Comments

NT14235

222 Cummings Park, Woburn, MA 01801 Ph. 781-935-3212 Fax 781-932-4857

TEM Bulk Chain of Custody Record

Date: 12/04/13

PO#: C211266

Client: TRC

Client Job#: 211266.0010.0001

Client Job Ref./Loc.: Town of Suffield, Suffield Town Hall, Suffield, CT

Relinquished by: K. Williamson - KWilliamson@trcsolutions.com

Received by:

Report to: H. Laliberte- HLaliberte@trcsolutions.com

Samplers Name: H. Hernandez

Analysis Type:	Chatfield	EPA N.O.B	Qualitative
Analysis Type:	Chatfield	EPA N.O.B	Qualitative

Turn Around Time:

<12 Hour

<24 Hour

<48 Hour

3 Day

5 Day

Other:

Client ID #	Lab ID#	Description	Location	Acceptable on Receipt	For Lab Use Only Comments
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08	43281	Glue			
10	43281	Glue			
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34	43281	Tile & Mastic			
46	43281	Glaze			
48	43281	Elbow Packing			
For Lab Use Only	# Spies	Total	Client #	Batch #	Results Reported
					Comments

[illegible]