

<b>ORIGINAL</b> <b>MSAD #75</b> <b>Safety and Health</b> <b>Program</b>	<small>LOCATION</small> <b>MSAD 75 School District</b>	<small>PROCEDURE NUMBER</small> <b>MSAD-75-008</b>
	<small>TITLE</small> <b>SAFETY</b>	<small>DATE</small> <b>4/11 Rev. 0</b>
	<b>Asbestos Operations &amp; Maintenance Plan</b>	<b>40CFR 763 Subpart E</b>

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**40 CFR 763 Subpart E; Asbestos in Schools**

**Web Sites:**

<http://www.maine.gov/dep/rwm/asbestos/asbestosinschools.htm>

[http://www.epa.gov/asbestos/pubs/asbestos\\_in\\_schools.html](http://www.epa.gov/asbestos/pubs/asbestos_in_schools.html)

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## Asbestos Operations & Maintenance Plan

### I. BACKGROUND

In 1986 the Asbestos Hazard Emergency Response Act (AHERA) was enacted which required Local Education Agencies (LEAs) to perform a comprehensive inspection of all facilities to identify the location and condition of any Asbestos Containing Materials (ACM).

If any ACM's were identified the condition was assessed and steps taken to either remove the ACM or periodically inspect to ensure the condition does not present a hazard to occupants.

Maine Department of Environmental Protection (MDEP) has been delegated by the U.S. Department of Environmental protection (DEP) to oversee compliance with AHERA. A requirement of the AHERA is for each LEA to have an Operations & Maintenance (O&M) Plan.

The O&M plan ensures that:

- Daily activities that could potentially impact ACM are done safely
- Facilities personnel are adequately trained
- Periodic ongoing inspections are conducted until ACM is no longer in the facility

### II. OBJECTIVE

This Procedure outlines MSAD 75's elements of the District's AHERA O&M Plan.

### III. DESIGNATED PERSON

The LEA designated person is the Director of Facilities. The Facilities Director shall have a basic knowledge of Asbestos, received the 2hr training on asbestos awareness and have completed the MDEP self study guide. Documentation of the Designated Person shall be on file in the Facilities Office.

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#### **IV. ORIGINAL INSPECTION**

The comprehensive original inspection of MSAD 75 Facilities was conducted in 1988. Original documentation of these inspections are on file in the Facilities Office. This comprehensive inspection stands as the basis of the District's on-going compliance with AHERA. Compliance is assured through abatement or periodic inspection (6 month or 3 year), training and awareness (notifications and records). New Facilities that contain no ACM include Bowdoin Central, Mt. Ararat MS and Woodside.

#### **V. PROGRAM ELEMENTS**

##### **A. PROTECTION**

##### **1. Worker Protection Program**

- (a) District Facilities Personnel shall receive periodic 2hr training on asbestos awareness hazards to include health effects, typical ACM, recognition of a potentially hazardous condition, locations of ACM in their assigned area, etc.
- (b) No District Worker shall be designated for additional small scale/short duration activities (3' or less friable material). Should this situation arise Facilities shall cordon off the area, install appropriate warning signs and notify appropriate building administrator and Designated Person. The Designated Person shall arrange for a qualified contractor to perform the necessary abatement/repair.
- (c) The Designated Person shall notify any Maintenance Contractors of any ACM in their designated work area.

##### **2. Occupant Notifications**

- (a) Annually each Facility that has ACM present in the building shall notify occupants, parents, teachers and guardians that a management plan has been developed and maintained in accordance with AHERA requirements and is available in the Facility for viewing. This notification maybe made in hard copy or electronically at the Facility's web site.

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## B. INSPECTIONS

1. Inspections shall be done by an independent certified and qualified contractor at the following times:

(a) Every 6 months (periodic inspection)\*

(b) Every 3 years perform a Plan and Facility update.\*

\* Copy maintained at Facility and duplicate in Facilities Office

(c) During a planned and scheduled abatement project/maintenance activity.

Note: All project documentation shall be retained.

(I.E. Disposal information, worker qualifications, Testing, sample results, etc.)

(d) In response to a specific inquiry where existing documentation may be lacking or incomplete.

(e) In response to any reported spill of ACM.

2. Postings

Warning labels shall be posted in any routine maintenance area such as Boiler Rooms, custodial areas, etc. where any ACM is located and could be impacted by activities performed in these locations.

## C. CLEANING

1. Initial cleaning and remediation shall have been done during the initial AHERA inspections to ensure all hazardous conditions were remediated And any ACM remaining in the Facility is in a safe and secure condition.

2. On-going cleaning of the facility shall be done using appropriate equipment and techniques using normal custodial practices such as wet mopping, vacuuming with HEPA filtration vacuums, etc.

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**C. CLEANING cont.**

3. When ever possible Vinyl Asbestos containing Tile (VAT) shall be contained under properly installed and maintained carpet. When this not the case the VAT shall **not** be dry cleaned using high speed abrasive buffing. Floors shall be wet cleaned and kept waxed.

**D. MAINTENANCE ACTIVITIES (Small and Large Scale)**

When either removing ACM or where the possibility of disturbing ACM exists a certified, qualified asbestos removal contractor shall be hired to perform the work. No district employee shall be utilized nor trained to the appropriate level to perform this work.

When ever ACM work is scheduled it shall be done when there is no school in session or personnel in the immediate vicinity. During work building ventilation shall be secured.

**E. FIBRE RELEASE**

Should known ACM be found dislodged or in a friable condition:

- Restrict access to the area
- Notify the Building Administrator and Designated Person
- Secure building Ventilation in the immediate area
- Hire qualified personnel to perform clean up
- Dispose of any removed ACM and repair any remaining ACM
- Ensure an Independent Environmental Specialist is hired to sample and free release the area for occupancy.
- Discuss with the Abatement contractor the need to notify MDEP (207-287-2651)

**VI. ABBREVIATIONS**

ACM = Asbestos Containing Material                      VAT = Vinyl Asbestos containing Tile  
 AHERA = Asbestos Hazard Emergency Response Act  
 LEA = Local Educational Agency  
 (M)DEP = (Maine) Department of Environmental Protection