



## SCDC POLICY/PROCEDURE

**NUMBER:** ADM-13.06

**TITLE:** ASBESTOS INSPECTION AND ABATEMENT

**ISSUE DATE:** *May 6, 2015*

**RESPONSIBLE AUTHORITY:** DIVISION OF FACILITIES MANAGEMENT

**OPERATIONS MANUAL:** ADMINISTRATION

**SUPERSEDES:** ADM-13.06 (March 1, 2008); (July 1, 2002)

**RELEVANT SCDC FORMS/SUPPLIES:** NONE

**ACA/CAC STANDARDS:** NONE

**STATE/FEDERAL STATUTES:**

**1. S.C. DHEC: REG. 61-86.1, STANDARDS OF PERFORMANCE FOR ASBESTOS PROJECTS**

**2. OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION**

**A. RESPIRATORY PROTECTION 29 CFR-1910.134**

**B. ASBESTOS 29 CFR-1910.1001**

**C. ASBESTOS 29 CFR-1926.1101**

**D. NATIONAL EMISSION STANDARD FOR ASBESTOS 40 CFR-61, SUBPART M**

**E. ASBESTOS ABATEMENT PROJECTS 40 CFR-763, SUBPART G**

**PURPOSE:** To establish uniform guidelines for inspection of asbestos in buildings and asbestos abatement projects at all facilities and buildings owned or operated by the South Carolina Department of Corrections (SCDC).

**POLICY STATEMENT:** The SCDC will ensure that all facilities, buildings, and equipment owned and/or operated by SCDC are inspected for asbestos before any/all renovations and demolitions in accordance with applicable State and Federal laws, regulations, and standards. The SCDC will ensure that all employees and inmate workers who are exposed to asbestos levels specified by OSHA are provided with a medical surveillance program.

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## **SPECIFIC PROCEDURES:**

**1. INSPECTION PROCESS:** Inspections for asbestos are required before all renovations and demolitions. These inspections must have been completed within the last three (3) years per South Carolina Department of Health and Environmental Control (SCDHEC) Regulation #61-86.1, May 22, 1998. The Division Director for Facilities Management/Designee will be responsible for ensuring that all inspections are accomplished before renovation or demolition. A building inspection for asbestos will involve the following:

- An investigation of records for the specification of Asbestos Containing Building Material (ACBM). Review architectural and "as built" plans, work order changes, and other records for the specification of any materials which contain asbestos.
- An inspection of the building for suspect materials. Inspect the building for friable materials, and materials or products which are likely to contain asbestos.
- Sampling and analyzing suspect materials to test for asbestos. Collect samples and have them analyzed by an accredited laboratory. Delineate homogeneous areas (materials) and develop a sampling plan for bulk samples (or assume suspect material contains asbestos).
- Assessing the condition and location of the ACBM and other characteristics of the building as follows: Collect information about the physical condition and location of all ACBM and on other characteristics of the building which may affect the likelihood that ACBM may be disturbed and that fibers may be distributed and released.
- Submitting the results of the asbestos inspections to SCDHEC for all demolitions. For renovations, the SCDHEC may request inspection results when asbestos is found during the inspection.
- The Asbestos Section will use the Automated Work Order System (AWOS) for inspections and abatement projects that come under maintenance. The AWOS will be utilized to provide a record of all expenditures for abatement projects in the Maintenance Branch.

**2. FUNDING:** Asbestos abatement projects for renovation will be funded from project funds. All expenditures for construction renovations will be recorded and tracked through the Facilities Management Division.

- *Funding for abatement may also be provided from maintenance funds.*

**3. SUPERVISOR DUTIES:** The SCDC will employ/contract an Asbestos Abatement Supervisor who will be licensed by the SCDHEC. The supervisor will ensure that a reporting system is in place to provide management staff with information on the status of maintenance and construction abatement projects. The supervisor will be responsible for preparing any renovation or demolition work area and establishing a decontamination unit as follows:

- Conduct walk-through survey of the work area.
- Post warning signs.
- Shut down heating, ventilating, and air conditioning system (HVAC).
- Clean or remove non-stationary items from the work area.
- Cover and seal stationary items with polyethylene:
  1. Windows and doors;
  2. Floors;
  3. Walls;
  4. Critical Barriers.
- Locate and secure the electrical system:
  1. Identify and de-energize electrical circuits in the work area.

2. Lock and tag-out power to work area.
3. Make provisions to supply electrical service to work area.

- Secure the work area.
- Establish a decontamination unit.
- Supervise the entering and exiting of the work area.
- Supervise clean up.
- Supervise the loading of waste.
- Supervise the lock-down procedure.
- Coordinate to ensure that all medical surveillance requirements are met.

#### **4. MEDICAL SURVEILLANCE:**

**4.1** Asbestos abatement contractors are required [29 CFR 1910.1001(I) ] to provide a medical surveillance program for their employees if they are exposed to airborne asbestos fiber at or above the OSHA "Action Level" (0.1F/cc) or "Excursion Limit" for more than 30 days per year, or if they wear negative pressure respirators. A medical surveillance program is used to determine their baseline health status before beginning work. This baseline will be used to monitor their health for the duration of their employment. (**NOTE:** The requirement for medical surveillance applies to SCDC employees and to inmate workers.)

**4.1.1 Pre-Placement Exams:** Exams should include, at a minimum, a medical history to determine the presence of any possible respiratory disease and a pulmonary function test including forced vital capacity (FVC) (the amount of air that can be expired from the lung after inhalation) and forced expiratory volume at one second (FEV 1.0) (the amount of air forcibly expired in one second after full inhalation).

**4.1.2** Chest X-ray is optional at the discretion of the physician; however, it is strongly recommended for the initial examination to establish baseline data.

**4.1.3** The physician must provide to the employee/inmate worker a statement that the employee/inmate worker has been informed of the results of the medical exam. Also, s/he must provide the employer with exam results.

**4.1.4** The physician is not to reveal in the written opinion given to the employer specific findings or diagnoses unrelated to occupational exposure to asbestos.

**4.1.5** The Asbestos Abatement Supervisor will ensure that the physical examination is complete.

#### **4.2 Annual Examinations:**

**4.2.1** According to OSHA 29 CFR 1910.1001, Subpart (L)(3), and OSHA 29 CFR 1926.1101 (M)(2), every employer must provide or make available comprehensive medical evaluations to each of their employees/inmate workers engaged in occupations which cause exposure to airborne asbestos fibers.

**4.2.2** Such annual examinations must include, at a minimum, a study to determine the presence of any respiratory disease, a pulmonary function test which includes FVC and FEV 1.0, and chest X-rays upon some circumstances as outlined in the OSHA Standards.

**4.2.3** The Asbestos Abatement Supervisor will ensure that the annual examination is complete.

#### **4.3 Termination of Employment Examination:**

**4.3.1** Within 30 calendar days before or after the termination of an employee covered by the OSHA General Industry Standards for Asbestos, OSHA requires that each employee/inmate worker exposed to asbestos receive a medical examination. This examination must entail the same items as the annual exam.

**4.3.2** Records of these exams must be retained for a period of 30 years to provide documentation of the health status of the employee/inmate worker.

**4.3.3** The Asbestos Abatement Supervisor will be responsible for ensuring that the physical annual examination is complete and that records are retained for the appropriate length of time.

## **5. DEFINITIONS:**

**Abatement** refers to the removal of asbestos-containing materials.

**Asbestos** refers to a natural mineral used for insulation in many buildings that can cause lung cancer and other diseases.

**Demolition**, for the purposes of this policy, refers to total removal of a building or facility with the approval of the State Engineer.

**Renovation** refers to work within an existing building or structure. This work does not add square footage to the building or structure but can result in rearranging the interior of the building (example: adding or deleting walls within a building or structure). Any load bearing member affecting a building renovation will require seismic evaluation. Whenever the renovation costs exceed 50% of the replacement value of the building, the entire building must be brought up to current ADA and Building Code Requirements.

**SIGNATURE ON FILE**

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**s/Bryan P. Stirling, Director**

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