**Procedures for Operations and Maintenance Asbestos Work**

**Scope of Work:**

These work procedures are approved for use on small-scale, short duration projects such as pipe penetrations, installation of electrical boxes, attachment of wire molding, hanging of wall fixtures, or a small wall patches in \_\_\_\_\_\_\_\_\_\_\_\_School Facilities.

This work procedure was **NOT** developed, approved, or endorsed for large scale activities.

**Isolation of the Work Area:**

Allow an adequate buffer zone to assure no persons shall enter the immediate work area.

Isolate the immediate area by use of locked doors or caution “Do Not Enter” tape.

Work orders or any renovation work to asbestos containing materials shall be scheduled and completed during non-occupied school hours where feasible.

**Training and Authorization:**

Only employees trained in 16-hour Operation and Maintenance Asbestos training will conduct small-scale short duration asbestos work. Only 16-hour Operation and Maintenance trained personnel shall be present in the work area when work is performed*.*

**Personal Protective Equipment:**

Trained employees will use safety glasses and disposable gloves. Disposable coveralls are optional.

Employees will also use a P100 filtering face piece with the following precautions:

1. Follow instructions provided by the manufacturer on use, maintenance, cleaning, care, and warnings regarding the respirators limitations.
2. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.
3. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

**Preparation of Work Area:**

Place plastic sheeting on floor or wall beyond the immediate work area in order to assist in capturing the debris that will be generated while performing the wall penetration/impact. Use tape to secure the plastic to the wall and floor if needed, use attachment methods to minimize potential paint damage to walls.

Wet methods shall be used when working with asbestos containing materials. Prepare a mixture of soap and water in a spray bottle.

Demark the wall area to be penetrated. Choose penetration/impact points that avoid areas where asbestos containing materials has been identified if possible.

Isolate the electrical circuits in the affected area. Perform lock-out/tag-out procedures for circuits supporting the area to be impacted. Verify conduit locations prior to performing the penetration/impact.

**Procedures:**

Areas requiring saw cuts will utilize a drywall hand saw is required to perform wall cuts. ***No mechanical saws*** of any type are approved for this work procedure. This work method reduces the potential for fugitive dust emissions.

Areas requiring drilling or hole saw bits will use drill bits appropriately sized and manufactured for the type of penetration/impact needed. This work method reduces the potential for fugitive dust emissions.

For areas requiring a drill bit/hole saw, one employee shall spray the soap and water mixture on the area to be penetrated/removed and use the high efficiency particulate absorbing (HEPA) vacuum to capture dust generated. The second employee performs the penetration/impact. Use an appropriately sized BitBuddie™ Dustless Bit Shroud if feasible.

For areas requiring a drywall hand saw, one employee shall spray the soap and water mixture on the area to be penetrated/removed and use the (HEPA) vacuum to capture dust generated. The second employee will make the cut. If feasible, incorporate the use of an appropriately sized BitBuddie™ Dustless Saw Shroud with a HEPA vacuum attached at the point of penetration.

For areas requiring floor tile removal, one employee shall spray the soap and water mixture on the area to be penetrated/removed and use the (HEPA) vacuum to capture dust generated. The second employee applies heat (if needed) and uses a hammer/scraper to remove the floor tile.

**Cleaning of Area:**

Using a disposable wet rag, wipe all debris from tools used to perform the penetration activity. Dispose of used rags and gloves in a trash bag.

Fold plastic sheeting in a manor that limits the potential for the wall debris material to escape. Place the plastic sheeting in a trash bag.

HEPA vacuum the entire work area. Wet wipe areas that are inaccessible to the HEPA vacuum leaving no visible dust or debris in the work area.

Remove and dispose of personnel protective equipment. Wash hands and face with soap and water.

**Disposal of Debris Containing Trace Amounts (<1 percent) of Asbestos:**

Place all waste debris, disposable supplies and equipment in a trash bag, “gooseneck twist” the trash bag, and seal the bag with the use of duct tape to limit the potential for dust emissions.

All waste and debris generated from wall penetration activities shall be removed from the facility and disposed of in the exterior dumpster. Wash hands and face with soap and water.

**Disposal of Debris Containing Greater Than 1 Percent Asbestos:**

Place all waste debris, disposable supplies and equipment in a trash bag, “gooseneck twist” the trash bag, and seal the bag with the use of duct tape to limit the potential for dust emissions. Identify with an appropriate label stating, for example "Caution— Contains Asbestos. Avoid Opening or Breaking Container. Breathing Asbestos is Hazardous to Your Health."

All waste and debris shall be removed from the facility and dispose of in an approved landfill. Wash hands and face with soap and water.

**HEPA Vacuum Cleaning and Maintenance**

Conduct all vacuum maintenance exterior to the facility. Don a P100 filtering face piece, safety glasses, and disposable gloves. Disposable coveralls are optional.

Wet the vacuum filter bag by use of water in a spray bottle. Remove the vacuum filter bag in a manor that minimizes the potential for dust generation and place in a trash bag.

Wet wipe all dust from vacuum bag reservoir & replace vacuum filter bag. Evaluate need for filter replacement (pre-filter and HEPA filter). If filter replacement is needed, wet the filter with use of water in spray bottle. Remove the filter in a manor that minimizes the potential for dust generation and place in a trash bag.

Remove and dispose of personnel protective equipment. Place all waste debris, disposable supplies and equipment in a trash bag. Gooseneck twist” the trash bag, and seal the bag with the use of duct tape to limit the potential for dust emissions.

Wash hands and face with soap and water.