

GRAND RAPIDS PUBLIC SCHOOLS
REQUEST FOR PROPOSAL (RFP) – ENVIRONMENTAL CONSULTING SERVICES
ATTACHMENT D – GRPS ASBESTOS PROGRAM GUIDELINES
OCTOBER 18, 2024

Grand Rapids Public Schools
Facilities & Operations Department
Asbestos Management Program

Goal: The goal of the Grand Rapids Public School’s Asbestos Management Program will be to provide comprehensive written policies and guidelines, in accordance with applicable regulatory standards, for all activities associated with Asbestos-Containing Materials (ACMs) within our District.

Mission: The mission of Asbestos Management Program is to evolve into a model program of compliance for the management of Asbestos-Containing Material, thus promoting a healthier and safer environment for our students, staff and community.

Vision: The vision of the Asbestos Management Program is to continue to provide a work environment in which ACM's are managed in a safe and appropriate manner which will protect the students, staff and community.

This Asbestos Management Program shall act as a supplement to the Grand Rapids Public School’s Asbestos Operation & Maintenance Program.

Asbestos Management Program Topics

- | | |
|----------------------|--------------------------------------|
| ➤ Section I | Asbestos Education/Training |
| ➤ Section II | Duties & Responsibilities |
| ➤ Section III | Documentation/Recordkeeping |
| ➤ Section IV | Outsourced Firms |
| ➤ Section V | Central File |

Grand Rapids Public Schools Facilities & Operations Department

Asbestos Management Program

Section I Asbestos Education/Training

Grand Rapids Public Schools is committed to ensuring that all applicable employees are properly trained in asbestos pursuant to Federal and State regulatory standards. Furthermore, Grand Rapids Public Schools will make available asbestos-related informational seminars to staff members not currently required to obtain asbestos training and also to Parent Teacher Organizations and other District community groups. In order to ensure that our staff and community are knowledgeable on the asbestos industry, Grand Rapids Public Schools has also developed five asbestos informational sheets for all applicable staff and members of the public.

Trades/Custodial/Maintenance Staff

Two-Hour Asbestos Awareness Training

According to the Environmental Protection Agency's (EPA's) Asbestos Hazard Emergency Response Act (AHERA), 40 CFR Part 763.92 (a), all School District custodial and maintenance staff who may work in a building that contains Asbestos Containing Building Material (ACBM) must receive a minimum of the Two-Hour Asbestos Awareness Training. This training must include, but not be limited to the following topics:

- Information regarding asbestos and its various uses and forms
- Information on the health effects associated with asbestos exposure
- Locations of ACBM identified throughout each building in which they work
- Recognition of damage, deterioration and delamination of ACBM
- Name and telephone number of the Designated Person for the School District

Grand Rapids Public Schools will ensure that this training is provided to all members of the trades, custodial and maintenance staffs within the District. All new employees within the above noted occupations will receive this training within 60 days of commencing work.

The Two-Hour Asbestos Awareness Training Program will be provided either through the use of a knowledgeable instructor or by the use of asbestos training videos. If a video is used, it will be supplemented with information specific to Grand Rapids Public Schools.

The Two-Hour Asbestos Awareness Training Program is designed to provide general information regarding asbestos to Grand Rapids Public School's staff. Under no circumstances will the staff members who have had this training disturb asbestos at any time.

Class II Asbestos Training for Selected Staff

According to the Occupational Safety & Health Administration's (OSHA's) Asbestos Construction Standard, 29 CFR Part 1926.1101 (k)(9), workers are allowed to disturb intact materials, (i.e. flooring) without being accredited to remove asbestos with the State of Michigan. However, Class II work does require a minimum of 8 hours of asbestos training within the generic category of material to be removed. The requirements stipulate that a supervisor or Competent Person involved with asbestos flooring projects must have an additional 4 hours of training. However, it should be noted that, if in-house staff conduct Class II work other than flooring, a Michigan Accredited Contractor & Supervisor must be designated as the Competent Person for those work activities.

Under certain circumstances, Class II intact removal will not automatically necessitate the use of personal protective equipment, (such as respirators) or air sampling.

Grand Rapids Public Schools will provide Class II asbestos training to applicable staff members, in a given generic category of intact material on an as needed basis. This training will be provided in strict accordance with applicable regulatory agency requirements.

It is Grand Rapids Public School's policy that Class II trained personnel will conduct asbestos disturbances only when a Negative Exposure Assessment can be developed pursuant to the OSHA Construction Standard.

Class III Asbestos Training for Selected Staff

According to the OSHA Asbestos Construction Standard, Class III asbestos work is defined as repair and maintenance operations, where asbestos-containing material (ACM), including TSI and surfacing ACM is likely to be disturbed. Disturbance is defined as asbestos activities involving the removal of less than that which can fit into a single 60' x 60' bag.

Grand Rapids Public Schools will provide Class III asbestos training to select staff members who may be expected to perform limited disturbances to asbestos as part of their job duties. This training will be provided in strict accordance with applicable regulatory requirements.

Annual Asbestos Refresher Training:

Pursuant to the OSHA Asbestos Construction Standard, all Grand Rapids Public School's trades, custodial and maintenance staffs who receive the Two-Hour Asbestos Awareness Training will be provided annual refresher training. This training will be conducted within one year after the last asbestos training.

All Grand Rapids Public School staff who are trained in Class II or Class III asbestos work will receive a minimum of 3 hours of annual refresher training. This training will be performed by outside professional trainers.

Key Facilities & Operations Department Personnel:

The Facilities & Operations Department (F/O Dept) is responsible for overseeing all asbestos-related activities within Grand Rapids Public School buildings. As a result, key F/O Dept staff will need to receive in-depth asbestos-related training. The intent of this training will be for the F/O Dept staff to gain knowledge and expertise in the fields that they will be managing. This training may include, but not be limited to, the following programs:

- *Asbestos Designated Person Training Program*
 - This training program, lasting approximately 8 hours, is designed to provide staff with a level of knowledge necessary to fulfil the asbestos Designated Person responsibilities in accordance with 40 CFR Part 763.84 of the EPA's AHERA regulation. Although the AHERA regulation stipulates that a School District shall appoint only one Designated Person, Grand Rapids Public School may determine that additional staff shall complete this training in order to ensure a higher level of asbestos knowledge and accountability within the F/O Dept.

- *Inspector Training Program*
 - This 24-hour training program is intended to provide an in-depth understanding of bulk sampling of building materials in order to determine the potential presence of asbestos and conducting in-depth asbestos inspections. This training will also provide staff with the knowledge and ability to quality control and oversee the inspections and sampling that is performed by the District's environmental consulting firm(s). Certification for this discipline may be obtained from the State of Michigan.

- *Contractor & Supervisor Training Program*
 - This 40-hour training program is intended to provide a comprehensive understanding of the asbestos abatement industry, with focus on abatement procedures, methods and work practices. This training program is a prerequisite to become a Competent Person, pursuant to 29 CFR Part 1926.1101 (o) of the OSHA Asbestos Construction Standard. Certification for this discipline may be obtained from the State of Michigan.

- *Project Design Training Program*
 - This 40-hour training program is intended to provide the knowledge necessary to develop asbestos abatement project specifications. This course will also allow participants to understand all aspects of the project bidding process. Certification for this discipline may be obtained from the State of Michigan.

Annual refresher training is required by both OSHA and the State of Michigan for all asbestos-related training. The nature and extent of the refresher training is based on the type of initial training program.

The Design/Construction Coordinator will determine the extent of asbestos-related training for all applicable F/O Dept. support staff.

Principals/Building Administrators:

Asbestos Educational Training Seminars for Principals/Building Administrators:

Grand Rapids Public Schools will provide an Asbestos Educational Training Seminar for Principals and Building Administrators during one or more of their regularly scheduled group meetings. This program will cover to following topics:

- Recognition/Identification of Asbestos
- Health Effects of Asbestos Exposure
- Federal & State Regulatory Standards
- Grand Rapids Public School's Asbestos Operation & Maintenance Program
- Grand Rapids Public School's Asbestos Management Program
- Instructions for Custodial & Maintenance Personnel

The intent of this Seminar will be to familiarize administrative staff with general asbestos information while focusing on various asbestos-related building responsibilities. This includes, but is not limited to, understanding the importance of knowing the location of the asbestos Management Plan, ensuring that the Management Plan is available to the public for review and ensuring that no one disturbs asbestos within their buildings without proper training and direct approval from the Facilities & Operations Department. The Seminar will also describe the asbestos-related policies and procedures adopted by Grand Rapids Public Schools.

The Principals and Building Administrators will be provided periodic refresher training seminars in order to ensure proper long-term retention of the information presented. The frequency of periodic refresher training seminars for Principals and Building Administrators will be determined by the F/O Dept. at a later date.

Staff/Community:

It is the policy of Grand Rapids Public Schools to make available Asbestos Educational Seminars to instructional/support staff, parent-teacher organizations and other community groups upon request. The intent of these seminars will be to provide general information regarding asbestos and to address regulatory compliance issues that affect Grand Rapids Public Schools. The F/O Dept. will be prepared to custom develop these seminars to meet the needs and concerns of the expected participants.

The Asbestos Educational Seminars will be presented by either outside professional trainers or F/O Dept. staff members. These seminars will be arranged through F/O Dept.

Asbestos Informational Sheets

Grand Rapids Pubic Schools believes that it is important that all staff and members of the public have a basic understanding of asbestos-related issues and, as a result, has developed five asbestos informational sheets. They include informational sheets for the District (in general), Custodial Staff, Maintenance Staff, Instructional Staff and Outside Contractors. The intent of these informational sheets, (see Attachment G) will be to educate our community on asbestos within the District and ensure that there is a clear understanding of responsibilities associated with asbestos within our District.

**Grand Rapids Public Schools
Facilities & Operations Department**

Asbestos Management Program

Section II
Duties & Responsibilities

Facilities & Operations Department:

The Designated Person is ultimately responsible and has authority over the Grand Rapids Public School's Asbestos Management Program. The Director of Design, Construction & Renovation, the Manager of Facilities and Maintenance Supervisors (hereafter referred to as Facilities & Operations Management), along with other key members of the Asbestos Management Program, will report directly to him/her.

The Designated Person's primary duties associated with asbestos will be to ensure that the District's direct responsibilities under 763.85 of the AHERA regulation are met. A brief summary of these responsibilities are as follows:

- a) Ensure that trained and accredited personnel are used;
- b) Ensure custodial and maintenance personnel are properly trained;
- c) Ensure that annual notifications are provided to the public and properly documented;
- d) Ensure that outside contractors are provided information on the location of asbestos in district buildings in which they enter;
- e) Ensure that warning labels are properly posted;
- f) Ensure that Management Plans and other asbestos documentation is available for review;
- g) Consider potential conflict of interests among accredited personnel.

Additionally, the duties of the Designated Person under the Asbestos Management Program will include, but not be limited to the following:

- Establishing and implementing the Grand Rapids Public School's asbestos mission and vision statements.
- Acting as liaison between the Asbestos Program Personnel, the District's Board and Administration, federal, state and local governmental agencies, parent/staff organizations and groups and the media.
- Ensuring that the duties of the Designated Person and the Asbestos Program Personnel are being fulfilled.
- Periodically evaluating the effectiveness of the Grand Rapids Public School's Asbestos Management Program and revising as deemed necessary.

It should be noted that, due to the substantial responsibilities above and beyond asbestos, the Designated Person may have only limited involvement with the day-to-day activities associated with the Asbestos Management Program. Instead, the Designated Person may take a macroscopic perspective in regards to asbestos, with the exception of emergencies that may arise.

As a result, the Designated Person will be delegating much of his/her responsibilities to both the Facilities & Operations Management and the outside consultation staff. However, it will be the direct responsibility of the Designated Person to ensure that the support staffs are performing their job assignments in accordance with the high standards which have been set by the Facilities & Operations Department.

Facilities & Operations Management

The Facilities & Operations Management shall be responsible for the day-to-day District activities associated with asbestos. These duties will include, but not be limited to the following:

- Ensure that all outside contractors are informed as to the presence, quantity and locations of ACM within District buildings that they will be working in;
- Oversight of all in-house and outside contractor asbestos abatement activities;
- Oversight of all asbestos-related surveillance activities, including periodic surveillances and reinspections;
- Coordination of necessary asbestos abatement through Design, Construction and Renovation, other applicable Facilities & Operations sub-departments and outside asbestos abatement contractors;
- Ensure that all asbestos-related documentation is compiled and maintained in accordance with all regulatory standards, including AHERA;
- Ensure that all asbestos-related emergencies are handled promptly;
- Ensure that all parent, staff and media issues are resolved promptly;
- Ensure that any additional asbestos-related duties envisioned by the Executive Director are properly executed;
- Establishing a system of accountability for all applicable in-house and outside support staff/consultants.

Facilities & Operations Support Staff:

The primary responsibilities of the Facilities & Operations Support Staff will be to assist the Designated Person and the Facilities & Operations Management in fulfilling asbestos-related duties and responsibilities. The Support Staff will take their assignments either the Executive Director or the Facilities & Operations Management. The Support Staff's duties will parallel the Designated Persons, but they will be more involved with the day-to-day implementation of the Designated Person's duties. The Support Staff's responsibilities will also include, but not be limited to the following:

- Visiting asbestos abatement projects being conducted by outside contractors in order to quality control their work;
- Coordinate and schedule asbestos abatement activities with Design, Construction & Renovation along with other applicable sub-departments;
- Ensure all asbestos abatement activities are properly documented pursuant to applicable regulations.

Outside Environmental Consultation Staff:

The primary responsibilities of the outside consulting firms will be to aid the Facilities & Operations Department in asbestos regulation compliance. The duties will include, but not be limited to the following:

- Conducting air sampling and “project management” during outside contractor asbestos abatement projects;
- Helping the Designated Person and Facilities & Operations Management quality control all asbestos abatement activities;
- Provide technical support to the Designated Person and his/her Support Staff;
- Aid in establishing asbestos-related procedures and programs for the Facilities & Operations Department;
- Conduct inspections, periodic surveillances, reinspections, project specification development and warning label installation, as needed;
- Aid in maintaining proper asbestos documentation in accordance with applicable regulatory standards;
- Providing training programs and seminars, as needed.

Asbestos Abatement Contractors:

The primary responsibility of the Michigan licensed asbestos abatement contractors selected to work in Grand Rapids Public Schools will be to ensure that they conduct asbestos abatement activities in complete accordance with all applicable regulatory standards in the time parameters that will be set by the Designated Person or his/her support staff. The asbestos abatement contractor’s responsibilities will include, but not be limited to the following:

- Conducting any asbestos abatement requested by the Designated Person or his/her support staff;
- Ensure that all employees who work in Grand Rapids Public Schools are properly trained, accredited and equipped to perform the projects that they are assigned;
- Ensure that appropriate resources are allocated to perform the projects, including equipment and manpower;
- Be available for emergency services which arise;
- Submit inclusive documentation after the completion of each project.

**Grand Rapids Public Schools
Facilities & Operations Department**

Asbestos Management Program

Section III
Documentation/Recordkeeping

Grand Rapids Public Schools understands the importance of ensuring proper asbestos-related recordkeeping and is committed to filing asbestos-related documentation pursuant to all applicable Federal, State and local regulatory standards and statues.

Six-Month Periodic Surveillances:

Pursuant to 40 CFR Part 763.92 (b) of the EPA's AHERA regulation, School Districts must conduct Periodic Surveillances every six months. The intent of the Periodic Surveillance is to evaluate the condition of known and assumed Asbestos-Containing Building Material (ACBM) within District facilities.

According to AHERA, individuals who conduct Periodic Surveillances need no formal training. However, it is the expectation of Grand Rapids Public Schools to contract the Periodic Surveillances to outside environmental consulting firms. These firms are required by the District to use Accredited Asbestos Inspectors in accordance with Michigan Public Act 440 of 1988 to perform the Periodic Surveillances.

All outside environmental consulting firms contracted to perform the Periodic Surveillances will use standardized Periodic Surveillance Forms, or equivalent, (see Attachment A) for documenting the Periodic Surveillance activities. The outside environmental consulting firms will be instructed to include the original typed Periodic Surveillance Forms into the applicable building Management Plan. These Periodic Surveillance Forms will be maintained in chronological order within the building's Management Plan. A copy of the typed Periodic Surveillance Forms for each building will also be provided to the F/O Dept. for inclusion into the Central File.

The outside environmental consulting firm(s) who are selected to perform the Periodic Surveillances will be evaluated by the F/O Dept. The performance evaluations will include, but not be limited to:

- Use of Accredited Asbestos Inspectors
- Proper use of the standardized Periodic Surveillance forms
- Ensuring proper inclusion of forms into building Management Plans
- Ensuring prompt submittal of forms for inclusion into the Central File

Although it is the expectation that Grand Rapids Public Schools will contract the Periodic Surveillances to outside environmental consulting firms, the District reserves the right to conduct the Periodic Surveillances in-house. If the Periodic Surveillance are performed in-house, the staff will receive specialized training on conducting Periodic Surveillances by either an outsourced environmental instructor or by a knowledgeable F/O Dept. staff member.

If the Periodic Surveillances are conducted in-house, the staff members performing the Periodic Surveillances will be responsible for the same documentation requirements and performance as outside environmental consulting firms.

Three-Year Reinspections:

Pursuant to 40 CFR Part 763.85 (b) of the EPA's AHERA regulation, School Districts must conduct Reinspections every three years. The intent of the Reinspection is to evaluate the condition and recommend response actions for known and assumed ACBM within District facilities. This evaluation is more in-depth than the Periodic Surveillance. Also, AHERA requires that the Reinspections be conducted by Michigan Accredited Asbestos Inspectors.

It is the policy of Grand Rapids Public Schools to contract the Reinspections to outside environmental consulting firms. These firms will use standardized Reinspection Forms, or equivalent, (see Attachment B) for documenting Reinspection activities. The outside environmental consulting firms will be instructed to include the original typed Reinspection into the applicable building Management Plan. These Reinspections will be maintained in chronological order within the building Management Plan. A copy of the typed Reinspection for each building will also be provided to the F/O Dept. for inclusion into the Central File.

The outside environmental consulting firm(s) who are selected to perform Reinspections will be evaluated by the F/O Dept. The performance evaluations will include, but not be limited to:

- Use of Accredited Asbestos Inspectors
- Review of Reinspections by Accredited Management Planners
- Proper use of the standardized Reinspection forms
- Ensuring proper inclusion of forms into building Management Plans
- Ensuring prompt submittal of forms for inclusion into the Central File

Annual Asbestos Notifications:

Pursuant to 40 CFR Part 763.84 (c) of the EPA's AHERA regulation, School Districts must provide an annual notification to workers and building occupants or their legal guardians each year. The intent of the Annual Asbestos Notification is to provide the District's community with a status of asbestos-related activities; what has happened over the past year and any planned asbestos-related activities over the next year. Specifically, the Annual Asbestos Notification must include information on the following topics:

- Inspections
- Response Actions
- Post Response Action Activities
- Reinspections
- Surveillance Activities

During the fall of each year, the F/O Dept. will develop the Annual Asbestos Notification. The notification will be included in a District-wide newsletter which will either be mailed to each household within the community or provided to all workers and sent home to parents through the students.

Dated copies of these newsletters will be included into each building Management Plan and maintained in chronological order. Also, the Annual Asbestos Notification and a dated copy of each year's newsletter will be kept in the F/O Dept. Central File.

Asbestos Abatement Activities:

Pursuant to 40 CFR Part 763.94 (b) of the EPA's AHERA regulation, School Districts must maintain in-depth documentation for each asbestos abatement project that occurs within a given District facility. This documentation includes, but is not limited to:

- Detailed written description of action
- Methods/work practices used
- Location of activity
- Reason for selecting/conducting activity
- Start & completion dates of activity
- Name/address of Contractor
- Training information & documentation

Additional documentation associated with a given asbestos abatement project, which will be required by District policy, include the following:

- Executive project summary
- Asbestos abatement project specifications (when applicable)
- Contractor information
- Disposal documentation
- Air sampling information
- Clearance sample results
- AHERA recordkeeping form

It is the policy of the F/O Dept. that the air monitoring firm selected to oversee a given asbestos abatement project will submit two copies of all of the above noted documentation for each asbestos abatement project to the F/O Dept. A summary of the project must be standardized using Grand Rapids Public School's AHERA Recordkeeping form, (see Attachment C). It will be the air monitoring firm's responsibility to obtain the necessary information/documentation from the Michigan licensed asbestos abatement contractor involved with the project and to complete the AHERA Recordkeeping form for each asbestos abatement activity performed under their oversight.

The F/O Dept. will be responsible for including the original asbestos abatement project binder as part of that building's Management Plan. The other copy will be maintained in the F/O Dept's Central File.

In-House Class II/Class III Activities

As previously identified within this publication, in-house F/O Dept. staff may be trained to perform Class II and Class III asbestos work in accordance with 29 CFR Part 1926.1101 of the OSHA Construction Standard. The Class II work by in-house staff will only be conducted under the following circumstances:

- The material to be disturbed is non-friable and will remain non-friable during the disturbance. Examples are flooring, roofing and caulking;
- The staff are properly trained to conduct the removal pursuant to this Plan and the OSHA Construction Standard;
- A Competent Person, (12-hour training for flooring, Contractor/Supervisor training/accreditation for all other Class II work) shall be assigned to each Class II project;
- The staff have all necessary equipment to conduct the disturbance;
- The project has been approved to be conducted by the F/O Dept.

If in-house facility staff conduct Class II or Class III asbestos work, they will be responsible to complete the applicable documentation forms within the Operation & Maintenance Program, along with the AHERA Recordkeeping form, (Attachment C) and submit them to the F/O Dept. It will be the responsibility of the F/O Dept. to include the necessary documentation forms into the building's asbestos Management Plan and into the Central File.

Asbestos Educational/Training Seminars

In accordance with applicable EPA and OSHA regulations, documentation of custodial and maintenance training must be included as part of the building's Management Plan. It is the policy of the Grand Rapids Public Schools that, subsequent to asbestos-related training for any custodial or maintenance personnel, the F/O Dept. will ensure that copies of the training attendance sheets are placed in the building's Management Plan and the F/O Dept. Central File. Copies of the training certificates may be used for purposes of training documentation within the Management Plans and Central File.

**Grand Rapids Public Schools
Facilities & Operations Department**

Asbestos Management Program

Section IV
Outsourced Firms

Grand Rapids Public Schools understands the complexities and potential health and safety concerns associated with the asbestos abatement industry. Further, Grand Rapids Public Schools has considered its limited in-house knowledge, experience and resources in this field. As a result, Grand Rapids Public Schools has adopted a policy of contracting a full range of asbestos-related activities to qualified outside firms.

Licensed Asbestos Abatement Contractors:

All perspective Asbestos Abatement Contractors shall provide Grand Rapids Public Schools with documentation and supporting information outlined in the Asbestos Abatement Contractor Requirements, (see Attachment D). This packet shall be submitted prior to contractual agreement. The following lists the minimum documentation that is required by Grand Rapids Public Schools for submittal by the perspective contractor. Failure to provide the following documentation voids the contractor in the selection process.

- Documentation of a current Asbestos Abatement Contractors license.
- Professional Company Vitae that includes at a minimum of five (5) years of asbestos abatement projects.
- List of three (3) clients relative to Grand Rapids Public Schools as a professional reference.
- Documentation of employee accreditation and training for Contractor/Supervisor and/or Worker Asbestos Training.
- Plan and/or procedure outlining the ability of the contractor to respond within two (2) hours for emergency work.

The Asbestos Abatement Contractor shall adhere to requirements of a specific asbestos abatement project specification for a given work activity. If a specific project specification is not provided, the Asbestos Abatement Contractor shall comply with the requirements stipulated in the F/O Dept.'s Technical Specification for Asbestos Abatement, (Attachment E). This attachment shall be used by all Grand Rapids Public School selected Asbestos Abatement Contractors on all asbestos abatement projects unless a project specific specification is developed.

Consulting and Air Monitoring Firms

All Environmental Consulting Firms shall provide Grand Rapids Public Schools with documentation and supporting information outlined in the Environmental Consultant Requirements, (see Attachment F). The following lists the minimum documentation that is required by Grand Rapids Public Schools for submittal by the environmental consulting firm. Failure to provide the following documentation voids the contractor in the selection process.

- Professional Company Vitae that includes at a minimum of five (5) years of asbestos abatement project oversight.
- List of three (3) clients relative to Grand Rapids Public Schools as a professional reference.
- Documentation of employee accreditation and training for Contractor/Supervisor Training or equivalent.
- Documentation of NIOSH 582 or Equivalency course
- Documentation of accreditation and training of an Asbestos Inspector
- Documentation of accreditation and training of a Management Planner
- Documentation of accreditation and training of a Project Designer
- Plan and/or procedure outlining the ability of the contractor to respond within two (2) hours for emergency work.
- Documentation of successful participation in the PAT program.
- Documentation of Quality Control Program
- Documentation of Insurance

The Environmental Consulting Firm must have the resources and ability to provide the following Scope-of-Services. The consulting firm must have representatives available for consultation at the sole discretion of Grand Rapids Public Schools.

- Project Design
- Project Management/Air monitoring
- Re-inspections
- Periodic Surveillance
- NESHAP Inspection
- Training
- General Consultation

All abatement documentation shall be submitted to Central File completed and in proper order by the Environmental Consulting Firm. Forms for documentation purposes will be available from the F/O Dept.

Outside Contractor Notification

Notification of presence, quantity, and locations of Asbestos Containing Material to outside contractors shall be the mutual responsibility of the F/O Dept., custodial staff and individual principals of the school buildings. Grand Rapids Public Schools shall notify all principals of their responsibilities.

**Grand Rapids Public Schools
Facilities & Operations Department**

Asbestos Management Program

Section V
Central File

The AHERA regulation assumes that the “Management Plan” for each building is not a single binder but a continually evolving program for each building. Therefore, Grand Rapids Public Schools expects that there will be multiple binders for each building’s Management Plan, with the original Management Plan being in a single binder and all additional recordkeeping and documentation placed in additional binders, (by activity and in chronological order). The additional recordkeeping will include, but not be limited to, Annual Notifications, Training, Periodic Surveillances, Reinspections, Operation & Maintenance Activities and Asbestos Abatement Activities.

Management Plans

All management plans located at the F/O Dept.’s Central File shall be organized alphabetically by school or by designated school identification number. All recordkeeping documents shall be duplicated and incorporated into the management plan located at Central File and the management plan located at the individual school building.

Annual Notifications

A dated copy of the Annual Notification shall be placed in both the individual building and Central File Management Plans.

AHERA Surveillance Activities

The Periodic Surveillances and Reinspections shall be placed in both the individual building and Central File Management Plans

Asbestos Abatement/O & M Activities

Asbestos Abatement activities conducted under the supervision of the F/O Dept. shall submit paperwork in accordance with F/O Dept. policies. These submittals shall be the responsibility of the Environmental Consultant contracted by F/O Dept. The F/O Dept. shall provide the consultant with the appropriate forms for documentation. The forms shall be reviewed by the F/O Dept. for accuracy and consistency prior to being incorporated into the Management Plan.

O & M activities shall be tracked and accounted for by use of the O & M tracking sheet within the O & M Program. This documentation shall be completed by the in-house staff and submitted to Central File. The O & M documentation form shall be reviewed by the F/O Dept. for accuracy and consistency prior to being incorporated into the Management Plan.

GRAND RAPIDS PUBLIC SCHOOLS
DEPARTMENT OF FACILITIES & OPERATIONS

AHERA PERIODIC SURVEILLANCE
(Date)
FOR
(Name of Building)
(Address of Building)

Prepared by
(Name of Environmental Consulting Firm)
(Address of Environmental Consulting Firm)
(Telephone Number of Consulting Firm)

(Environmental Consulting Firm Letterhead)

(Date)

(Contact Person)

(Title)

(Address)

RE: Periodic Surveillance for (Name of Building)

Dear (Contact Person):

Enclosed please find the Six-Month Periodic Surveillance for (Name of building), (Address of building). This Periodic Surveillance, performed on (Date of on-site surveillance) was conducted in accordance with 40 CRF Part 763.92(b) of the Environmental Protection Agency's Asbestos Hazard Emergency Response Act (AHERA) regulation.

This Periodic Surveillance is separated in the following manner:

- Accredited Inspector Certification Form
- Copy of Inspector's Michigan Accreditation Card
- Periodic Surveillance Data Sheet(s)
- Periodic Surveillance Checklist

If you have any questions regarding the enclosed information, please feel free to contact me at (Telephone number).

Thank you.

Sincerely,

(Signature of Environmental Consulting Firm Authorized Representative)

(Title of Environmental Consulting Firm Authorized Representative)

(Name of Environmental Consulting Firm)
Accredited Inspector(s) Certification Form

This form provides pertinent information on the Inspector(s) who conducted the Six-Month Periodic Surveillance within this facility:

1. Date of Periodic Surveillance:

2. Name(s) of Accredited Inspector(s) performing Periodic Surveillance:

3. Signature(s) of Accredited Inspector(s) performing Periodic Surveillance:

4. State of Accreditation:

5. Accreditation Number(s) of Accredited Inspector(s) performing Periodic Surveillance:

6. Expiration date of Michigan Accredited Inspector(s) Card(s):

7. Name & Address of Accredited Inspector(s) Employer:

8. Building Name & Address:

Note: Copy(s) of current MDLEO Accreditation Cards attached for each Inspector performing Periodic Surveillances.

Reinspection Form

School District _____ Date of Reinspection _____
 Name of Building _____ Address _____

This Building has known or assumed:

- Friable ACBM Only
 Non-Friable ACBM Only
 Both Friable & Non-Friable ACBM

Homogeneous Area(s) of known or assumed ACBM identified in the Management Plan and/or last Reinspection.

2016 Reinspection Findings for ACBM – Administration Building – August 03, 2016							Management Planner Recommendations		
H.A. I.D.	H.A. Description	F/NF	Previously Stated Material Assessment	New Material Assessment	Location of Material	Justification for Assessment Change	Response Actions/ Preventative Measure	Schedule	
								Begin	End

* No assessment is necessary for non-friable material

GRAND RAPIDS PUBLIC SCHOOLS
DEPARTMENT OF FACILITIES & OPERATIONS

AHERA THREE-YEAR REINSPECTION
(Date)
FOR
(Name of Building)
(Address of Building)

Prepared by
(Name of Environmental Consulting Firm)
(Address of Environmental Consulting Firm)
(Telephone Number of Consulting Firm)

(Environmental Consulting Firm Letterhead)

(Date)

(Contact Person)

(Title)

(Address)

RE: Three-Year Reinspection for (Name of Building)

Dear (Contact Person):

Enclosed please find the Three-Year Reinspection for (Name of building), (Address of building). This Three-Year Reinspection, performed on (Date of on-site surveillance) was conducted in accordance with 40 CRF Part 763.92(b) of the Environmental Protection Agency's Asbestos Hazard Emergency Response Act (AHERA) regulation.

This Three-Year Reinspection is separated in the following manner:

- Accredited Inspector Certification Form
- Copy of Inspector's Michigan Accreditation Card
- Three-Year Reinspection Data Sheet(s)

If you have any questions regarding the enclosed information, please feel free to contact me at (Telephone number).

Thank you.

Sincerely,

(Signature of Environmental Consulting Firm Authorized Representative)

(Title of Environmental Consulting Firm Authorized Representative)

(Name of Environmental Consulting Firm)
Accredited Inspector(s) Certification Form

This form provides pertinent information on the Inspector(s) who conducted the Three-Year Reinspection within this facility:

1. Date of Three-Year Reinspection:

2. Name(s) of Accredited Inspector(s) performing Three-Year Reinspection:

3. Signature(s) of Accredited Inspector(s) performing Three-Year Reinspection:

4. State of Accreditation:

5. Accreditation Number(s) of Accredited Inspector(s) performing Three-Year Reinspection:

6. Expiration date of Michigan Accredited Inspector(s) Card(s):

7. Name & Address of Accredited Inspector(s) Employer:

8. Building Name & Address:

Note: Copy(s) of current MDLEO Accreditation Cards attached for each Inspector performing Three-Year Reinspections.

- PCM
- TEM

GRAND RAPIDS PUBLIC SCHOOLS AHERA RECORDKEEPING FORM

Building: _____

Address: _____

Project ID: _____

CLASSIFICATION

1. Response Action Activity Major Fiber Release Episode Minor Fiber Release Episode Small-Scale, Short-Duration Friable Non-Friable

2. OSHA Classification:
 - Class I Removal of TSI and Surfacing ACM and PACM
 - Class II Removal of materials which are not TSI or Surfacing materials
 - Class III Repair and Maintenance Operations, where ACM, including TSI and Surfacing material is likely to be disturbed
 - Class IV Maintenance and custodial activities during which employees contact ACM and PACM and activities to clean-up waste and debris containing ACM and PACM

RESPONSE INFORMATION

3. Category:
 - Damaged Friable Surfacing ACM.
 - Damaged Miscellaneous ACM.
 - Significantly Damaged Friable Surfacing ACM.
 - Significantly Damaged Friable Miscellaneous Materials.
 - Damaged or Significantly Damaged Thermal System Insulation.
 - Friable Surfacing ACM, Thermal System Insulation ACM, or Friable Miscellaneous ACM that has potential for significant damage.
 - ACM with potential for damage.
 - Debris/Clean-Up.
 - Renovation/Demolition/Maintenance activity planned or in progress affecting functional space.
 - Other:

4. Written description of location, methodology and amount of asbestos affected by: response action activities, small-scale, short-duration project, non-friable project, or activities taking place following fiber release episode):

Full Enclosure Mini-Enclosure Glove Bag Other

What? How? Where? How Much?

5. Reason for selecting response action, small-scale, short-duration project or non-friable project - (NA for fiber release episodes):

- Renovation required removal.
- Demolition required removal.
- Material was damaged.
- Other (explain)

6. Schedule (starting and completion dates):

Starting Date:

Completion Date:

7. Name and Signature of Project Designer:

- NA Non-Friable NA Small-Scale, Short-Duration

Print Name

Signature

Date

Accreditation #:

State of Accreditation:

CONTRACTOR INFORMATION

8. Name and address of asbestos abatement contractor who performed response action activity small-scale, short-duration project, non-friable project and/or major/minor fiber release episode cleanup:

Name: _____

Address: _____

Phone: _____

9. License No.: _____
(bottom right number)

- Michigan ()
- Other () specify where:

10. Competent person on-site: _____

Accreditation number: _____

11. Asbestos abatement workers: Accreditation #:

 See Attached Sheet

12. Name and location of transportation company(s) from generator to disposal:

 Contractor from Generator to storage Transportation Co. from Generator to disposal
 Transportation Co. from Contractor to disposal Contractor from Generator to disposal

13. Name and location of disposal site of asbestos containing material:

CLEARANCE INFORMATION

14. Post abatement clearance air sample(s) collected:

Yes ()
No ()

15. Locations and results of air sample(s) collected:

(see attached sheets)

16. Amount of ACM abated:

 NA Non-Friable
 Equal or less than 10 sq ft or 15 Ln ft
 More than 10 sq ft or 15 Ln ft and less than or equal to 160 sq ft or 35 cu ft
 More than 160 sq ft or 260 Ln ft or 35 cu ft

17. Method of analysis (Circle One):

Transmission Electron Microscopy (TEM) OR Phase Contrast Microscopy (PCM)

**GRAND RAPIDS PUBLIC SCHOOLS
FACILITIES & OPERATIONS DEPARTMENT
ASBESTOS ABATEMENT CONTRACTOR**

Asbestos Abatement Contractor Requirements:

1. The Asbestos Abatement Contractor shall:

- a. Hold and maintain a current Asbestos Abatement Contractor license in accordance with Michigan Public Act 135 of 1986;
- b. Have a minimum of 5 years of experience in conducting asbestos abatement within school districts;
- c. Maintain sufficient resources (staff, equipment, supplies) to properly address asbestos abatement requests from a District the size of Grand Rapids Public Schools;
- d. Respond promptly to emergency asbestos abatement projects within Detroit Public School facilities;
- e. Be responsible for submitting asbestos abatement project notifications pursuant to 40 CFR Part 61, Subpart M of the EPA NESHAP and Michigan Public Act 135 of 1986. The Asbestos Abatement Contractor will also be responsible for ensuring that all applicable signatures are provided on the notification forms prior to submittal to government agencies;
- f. Be responsible for adhering to all applicable Federal, State and local regulations and any Grand Rapids Public School policies and/or procedures set for by the Facilities & Operations Department;
- g. Be responsible for obtaining and maintaining all necessary licenses, certifications, accreditations, permits, fees and notifications required by applicable Federal, State and local regulations and statutes;
- h. Utilized and adhere to the attached Technical Specifications for Asbestos Abatement whenever a project-specific specification is not provided.
- i. Be responsible for submitting all contractor/project documentation required under this scope-of-work and project specifications, to Grand Rapids Public Schools or its representatives. This documentation must be submitted promptly and will affect final project payment to the contractor;
- j. Ensure that all its employees who conduct asbestos abatement (including, but not limited to containment set-up and teardown) within Grand Rapids Public Schools are Michigan Accredited as Contractor/Supervisors and/or Asbestos Abatement Workers in accordance with Michigan Public Act 440 of 1988;
- k. Ensure that a Michigan Accredited Contractor/Supervisor is on-site at all times on each asbestos abatement project within Grand Rapids Public School facilities. This individual must be inside the regulated area/negative pressure enclosure regularly in order to confirm “competent person” requirements are met pursuant to 29CFR Part 1926.1101(o) of the OSHA Asbestos Construction Standard.

Competent Person Requirements:

2. The Competent Person shall:

- a. Maintain Contractor/Supervisor accreditation in accordance with Michigan Public Act 440 of 1988;
- b. Comply with all regulations and requirements which are applicable to the asbestos abatement industry including but not limited to 29 CFR Part 1926.1101(o) of the OSHA Asbestos Construction Standard;
- c. Be on-site at the assigned project at all times;
- d. Actively supervise the asbestos abatement workers by being within the regulated area/negative pressure enclosure regularly. The competent person will not act as the “out person” on asbestos abatement projects;
- e. Maintain a project binder/log book on each asbestos abatement project which includes, but is not limited to, applicable regulations, the employer’s written copy of the Hazard Communication Program along with all relevant Safety Data Sheets (SDSs), project notification, copy of contractor’s license for asbestos abatement, employee medical surveillance forms, fit tests, training certificates and accreditation cards;
- f. Supply the environmental consultant with any and all documents requested.

3. The Asbestos Abatement Contractors and employees must adhere to the following rules and codes of personal conduct:

- a. Upon entering Grand Rapids Public School buildings, check in with the building office and the head custodian;
- b. Upon entering or exiting Grand Rapids Public School building grounds, drive vehicles very slowly. Reckless driving will not be tolerated;
- c. Never speak to students. Avoid eye contact with students at all times. If inquiries are made by students, direct them to the building’s office;
- d. Questions asked by Grand Rapids Public School’s staff or parents should be directed to the Facilities & Operations Department;
- e. Physical threats, violence, swearing and lewd comments are prohibited on Grand Rapids Public School grounds;
- f. Alcohol, tobacco, drugs and weapons are prohibited on Grand Rapids Public School grounds;
- g. Asbestos Abatement Contractor employees will be expected to dress appropriately and act professionally at all times;
- h. Grand Rapids Public Schools reserves the right to demand the removal of any Asbestos Abatement Contractor employee from a given project if deemed necessary by the District.

TECHNICAL SPECIFICATIONS FOR ASBESTOS ABATEMENT - GENERAL ABATEMENT PROCEDURES -

The following are technical specifications which shall be strictly enforced by **Grand Rapids Public Schools**, hereafter referred to as the "Owner" or "Building Owner". The Asbestos Abatement Contractor will hereinafter be referred to as the "Contractor" for the asbestos abatement project and the Project Managers/Air Monitors will hereinafter be referred to as the "Owner's Consultant" or "Owners Representative".

I. INITIAL REQUIREMENTS

1. General Terms

- 1.1 By submitting a bid, the Contractor acknowledges that he has investigated and satisfied himself as to:
 - 1.1.1 The conditions affecting the work, including but not limited to the physical conditions of the site which may bear upon site access, handling and storage of tools and materials, access to water, electricity or other utilities that otherwise may affect performance of required activities;
 - 1.1.2 The character and quantity of all surface and sub-surface material or obstacles to be encountered insofar as this information is reasonably ascertainable from an inspection of the site, including exploratory work done by the Building Owner or a designated Consultant, as well as information presented in drawings and specifications included with this specification. Any failure by the Contractor to acquaint himself with available information will not relieve him of the responsibility of determining properly the difficulty, safety concerns or cost of successfully performing the work. The Building Owner and/or the Owner's Consultant is not responsible for any conclusions or interpretations made by the Contractor on the basis of the information made available by the Building Owner and/or the Owner's Consultant.
 - 1.1.3 The methods and procedures detailed within the technical specifications of this bid package are merely illustrative of the procedures to be utilized on the asbestos abatement projects for the Owner. Other procedures, which are the equivalent of those described, are encouraged at the option of the Contractor but are always subject to the Owner and/or the Owner's Consultant approval.
- 1.2 The Contractor shall furnish all labor, materials, services, insurance, and equipment necessary to perform the asbestos abatement activities contemplated by this specification.
- 1.3 Additional work in the form of change orders, written or verbal agreements must also be completed in accordance with these Technical Specifications for Asbestos Abatement as well as all other sections of this specification document.

2. Pre-Start Meeting

- 2.1 Prior to commencement of work, the Contractor shall meet with the Owner and Owner's Consultant to present and review the items listed below. At that time, the Contractor shall designate at least one "competent" (as described by OSHA 1926.1101 {o}) individual who shall be on-site throughout the project with full authority to act on the Contractor's behalf and this person shall attend the pre-start job meeting. This meeting is arranged to discuss and set procedures to be followed throughout the performance of the contract. At this meeting and to be included in the logbook, the Contractor shall provide:
- 2.1.1 Proof of Contractor licensing to conduct asbestos abatement activities in the State of Michigan in accordance with Act 135 P.A. 1986, as amended, (Asbestos Abatement Licensing Act) and any subsequent State of Michigan Acts.
 - 2.1.2 A list of all employees who will participate in the project, including delineation of experience and assigned responsibilities (including subcontractors' employees who may enter the work area).
 - 2.1.3 Proof that the "competent person" to be responsible for the execution of this project has had training in accordance with 29 CFR, 1926.1101 and the Michigan Department of Labor and Economic Opportunity. THIS PERSON SHALL BE ON SITE AT ALL TIMES.
 - 2.1.4 Proof that employees who will work on this project have had a minimum of twenty-four (24) hours of training in accordance with 40 CFR, Part 763, Subpart E.
 - 2.1.5 Proof that employees who work on this project have had proper medical screening as required by OSHA 29 CFR, Part 1926.1101 (M) (1) (2) (3) (4) and (N) (3) and 29 CFR 1910.20.
 - 2.1.6 Proof that employees who work on this project have had proper respirator fit testing for all personnel who wear negative pressure respirators (when allowed).
 - 2.1.7 Copies of all worker's Michigan State Accreditation "Cards" must be provided to the Owner's Consultant prior to being allowed within the project area. For any employee(s) who have approval but do not yet have cards in their possession; the Contractor must provide a signed statement (on company letterhead) stating that state approval has been given to that/those employee(s). This statement must include the name of the state employee who granted verbal approval. In addition to this letter, the Contractor must provide a copy of the employee's training certificate, appropriate fit test(s) and doctor's written opinion.
 - 2.1.8 A detailed written explanation of the following items:
 - 2.1.8.1 Preparation of the work area.
 - 2.1.8.2 Decontamination procedure for personnel, work area and equipment.
 - 2.1.8.3 Abatement methods and procedures to be utilized.
 - 2.1.8.4 Procedures for handling and disposing of waste materials including the name and address of the landfill to be used.
 - 2.1.8.5 Emergency Planning Procedures (see Section 8.0 of these specifications).
 - 2.1.8.6 A sequence of work and a performance schedule.

The items discussed in this section must be presented at the Pre-Start Meeting and a copy must also be kept in a log book which will be in view at the job site at all times. The items listed in the "Regulations" section of this specification must also be included in this log book. Proof of Contractor Licensing and Emergency Procedures as outlined above must also be posted in view near the decontamination chamber entrance as well as the notification addressed in Item 5 and the sign-in sheet addressed in Item 19.1.2 of these specifications.

2.2 At this meeting the Contractor and Owner shall agree on the existing conditions of the work area and the areas immediately surrounding this area.

3. Log Book/Regulations

3.1 The Contractor shall have the following items in view at the job site at all times. These items must be kept in a log book (three (3) ring binder) as described in the "Pre-Start Meeting" section and include all items stated in 2.1.

3.1.1 OSHA Regulation 29 CFR, Part 1926.1101.

3.1.2 Environmental Protection Agency 40 CFR, Part 61 Subpart M: (National Emission Standard for Hazardous Air Pollutants).

3.1.3 Environmental Protection Agency 40 CFR, Part 763.

3.1.4 A complete set of these specifications.

3.1.5 Appropriate SDS's.

3.2 Whenever during the course of this contract the Contractor, his subcontractor or his employees encounter asbestos, the Contractor shall handle, remove, and dispose of the asbestos strictly in accordance with the rules, guidelines, and regulations specified by EPA, OSHA, the Michigan Department of Labor & Economic Opportunity (MDLEO), the Department of Environment, Great Lakes & Energy (EGLE), and all other applicable regulatory agencies. The most recent edition or revision of any relevant regulation, standard, document or code shall be controlling. Where conflict among the requirements or with these specifications exists, the most stringent requirements shall be utilized.

4. Submittals to Owner's Representative/Consultant

4.1 The following shall be submitted for all employees who will participate in the project, to the Owner's Representative before project begins.

4.1.1 Copy of Employee Training Certificates.

4.1.2 Copy of MDLEO accreditation cards or letter by Contractor with verbal acceptance from MDLEO (see 2.1.7).

4.1.3 Copy of dated fit test.

4.1.4 Copy of doctors written opinion.

5. Notification Procedures

5.1 The Contractor will make all necessary notifications to the appropriate federal, state and local agencies.

5.2 The National Emission Standards for Hazardous Air Pollutants (NESHAP), Asbestos regulation 40 CFR 61, Subpart M, requires that in a facility being renovated, if the combined amount of regulated asbestos containing materials being removed is at least 80 linear meters (260 linear feet) on pipes or at least 15 square meters (160 square feet) on other facility components, or is at least 1 cubic meter (35 cubic feet) off of facility components where the length or area could not be measured previously, a ten (10) working day notification must be submitted to EGLE and the MDLEO. All the requirements of 40 CFR 61.145 apply, including but not limited to the following:

- 5.2.1 An indication of whether the notice is an original or a revised notification.
- 5.2.2 Name, address, and telephone number of the facility Owner and operator and the Owner or operator of the asbestos removal firm.
- 5.2.3 Type of operation: demolition or renovation.
- 5.2.4 Facility description including at least the following:
 - 5.2.4.1 Size (square meters (or square feet) and number of floors).
 - 5.2.4.2 Age.
 - 5.2.4.3 Present and prior uses.
- 5.2.5 Procedure, including analytical methods, employed to detect the presence of asbestos-containing material.
- 5.2.6 Estimate of the approximate amount of regulated asbestos-containing material to strip using the appropriate units, either linear meters (linear feet) for pipes, square meters (square feet) for other facility components, or cubic meters (cubic feet), if the asbestos-containing material will be stripped from the facility components without being measured.
- 5.2.7 Estimate of the amount of Category I and Category II non-friable asbestos-containing materials in the affected part of the facility that will not be removed before demolition.
- 5.2.8 Location and address, including building number or name and floor or room number, if appropriate, street address, city, county, and state of the facility being demolished or renovated.
- 5.2.9 Scheduled starting and completion dates of asbestos removal work (or any other activity, such as site preparation that would break up, dislodge, or similarly disturb asbestos material) in a demolition (with the exception of government ordered demolitions) or renovation, and scheduled starting and completion dates of the demolition or renovation.
- 5.2.10 The beginning and ending dates of the report period for planned renovation operations involving individual non-scheduled operations.
- 5.2.11 Description of planned demolition or renovation work including the demolition and renovation techniques to be used and description of the affected facility components.
- 5.2.12 Description of work practices and engineering controls to be used to comply with the requirements of this standard.
- 5.2.13 Name and location of the waste disposal site where the asbestos-containing waste material will be deposited.
- 5.2.14 Certification that only persons trained as required in paragraph (C) (8) will supervise the stripping and removal of asbestos-containing material (effective one (1) year after promulgation).
- 5.2.15 Description of procedures for handling the finding of unexpected regulated asbestos-containing material or Category II non-friable asbestos-containing material that has been crumbled, pulverized, or reduced to powder.

- 5.2.16 For government ordered demolitions, include the name, title, and authority of the government representative ordering the demolition, the date the order was issued, and the date the demolition was ordered to begin by the State or local government representative. Attach a copy of the order to the notification.
- 5.2.17 For emergency renovations, include the date and hour the emergency occurred, a description of the event and an explanation of how the event has caused unsafe conditions or would cause equipment damage or unreasonable financial burden.
- 5.2.18 Name, address, and telephone number of the waste transporter.
- 5.3 Section 220(1)(c) of Act 135 of the Public Acts of 1986, as amended, requires an asbestos abatement Contractor provide the MDLEO a minimum ten (10) day prior notification which includes items under 5.2 (above), in accordance with their requirements for any project that exceeds ten (10) linear feet or 15 square feet or both of friable asbestos-containing material.
- 5.4 All other agency notifications must be made on a timely basis as deemed necessary by those agencies.
- 5.5 Payments of all applicable regulatory required fees and/or charges are the sole responsibility of the Contractor.

II. ABATEMENT REQUIREMENTS

6. Worker's Dress and Safety Equipment

- 6.1 Worker's clothing shall be provided by the Contractor as required by current OSHA regulation. Rips and tears in the coveralls shall be repaired, or else the coveralls shall be replaced.
- 6.2 The Contractor shall provide protective clothing for the Owner's Consultant, and inspection personnel.
- 6.3 Worker's clothing shall consist of disposable full body coveralls (coveralls should be of Tyvek material - disposable paper), underwear, head covers, gloves, and boots. The Contractor shall supply whatever safety gear is necessary to protect those people authorized to enter the work site, including if necessary, hard hats and eye protection. OSHA approved footwear is mandatory while at the project site (inside and outside of the enclosure). No street clothing shall be worn under coveralls.
- 6.4 The Contractor shall have an appropriately rated fire extinguisher in the dirty room and clean room of each enclosure.
- 6.5 The Contractor shall adhere to all OSHA and other regulatory agency requirements regarding the safety of the employees, including but not limited to:
 - 6.5.1 Fire Safety
 - 6.5.2 Ladders
 - 6.5.3 Scaffolding
 - 6.5.4 Confined Spaces
 - 6.5.5 Lockout/Tagout
 - 6.5.6 GFCI

7. Respiratory Protection

- 7.1 Respirator protection for workers shall be provided by the Contractor as required by current OSHA regulation.
- 7.2 Respiratory protection consisting of powered air purifying respirators (P.A.P.R.) with full-face piece and HEPA filters will be provided and used by all asbestos abatement workers. Half-face cartridge respirators may be used for setting up, tearing down, Pre-cleaning and post cleaning work area(s) with the approval and/or at the discretion of the Owner's representative. Workers will always wear a respirator when in the work area. While wearing the respirator, workers will not pull the respirator away from his/her face to talk, smoke, eat, or drink. No workers will be permitted to wear a half-face respirator unless clean shaven. If half-face cartridge respirators are used as described above, then a qualitative fit test for each employee engaged in this work must be completed. These fit tests must be completed in accordance with OSHA regulations.
- 7.3 Combination cartridges (Asbestos and Organic vapor) are required during the removal of mastic materials.
- 7.4 An adequate supply of cartridges and respirators must be on-site and available for workers (regardless of respirator type).

8. Emergency Planning

- 8.1 Emergency planning shall be developed prior to abatement initiation and agreed to by the Contractor and the Owner or Owner's Representative. All plans must be detailed in writing and posted at the job site (in view near the decontamination chamber entrance).
- 8.2 Emergency planning shall include written procedures for the following emergencies:
 - 8.2.1 The Contractor must explain his contingency plan for the possibility of the negative air filtration devices blowing a fuse, tripping a circuit breaker, or losing power.
 - 8.2.2 The Contractor must explain his contingency plan for the possibility that a disposal bag may break or leak.
 - 8.2.3 The Contractor must explain his contingency plan for the possibility of an injury.
 - 8.2.4 For non-life-threatening situations - employees injured or otherwise incapacitated shall decontaminate following normal procedures with assistance from fellow workers if necessary, before exiting the work place to obtain proper medical treatment
 - 8.2.5 For life-threatening injury or illness, worker decontamination shall take least priority after measures to stabilize the injured worker, remove him/her from the work place and secure proper medical treatment.
 - 8.2.6 The Contractor must detail emergency evacuation routes in case of fire, explosion, or toxic atmosphere, etc.
- 8.3 The Contractor shall take all necessary precautions and actions to protect his employees, subcontractors, Owner's Representatives, Owner's Consultants, government inspectors, general public, and the building and structure from exposure to asbestos.

**GRAND RAPIDS PUBLIC SCHOOLS
FACILITIES & OPERATIONS DEPARTMENT**

ENVIRONMENTAL CONSULTANTS FOR ASBESTOS

Environmental Consulting Firm Requirements:

1. The Consulting Firm shall:

- a. Have a minimum of five years of experience in conducting asbestos project oversight/air monitoring activities within School Districts. Documentation of this experience must be submitted;
- b. Be available for committee and administrative meetings and public presentations, if requested, for the duration of the contract;
- c. Be able to respond within 2 hours for an emergency and at any time of the day or night;
- d. Utilize in-house staff members for all Grand Rapids Public School asbestos abatement project oversight. Subcontracting of personnel only upon written approval from the Facilities & Operations Department;
- e. Not be affiliated either directly or indirectly with any Grand Rapids Public School officials/staff/personnel without full written disclosure to the Facilities & Operations Department;
- f. Supply fully trained and experienced representatives to provide services under this contract;
- g. Participate, as a company, in the NIOSH/AIHA Proficiency in Analytical Testing (PAT) Program. Documentation of successful analysis for the past four rounds of the PAT program will be required;
- h. Provide the School District with quarterly PAT results;
- i. Demonstrate compliance with Quality Control System identified in Appendix B to 1926.1101, 6.8 of the OSHA Asbestos Construction Standard;
- j. Maintain insurance, at its expense, during the term of this contract, in accordance with requirements under this section;

2. The Consulting Firm's Employees Shall:

- a. Be on-site throughout the duration of the project;
- b. Enter the containment area throughout the work shift in order to closely monitor the contractors work practices and progress;
- c. Review and obtain all notifications and worker accreditation/documentation required under this contract, prior to project start;
- d. Analyze all Phase Contrast Microscopy (PCM) samples on-site. These are to include, but not be limited to field blanks, background, contiguous, personal, STELs , work area and clearance samples;
- e. Act as the representative of Grand Rapids Pubic Schools on-site and oversee that all applicable rules and regulations are being followed on the project site in addition to the project specifications;

- f. Advise the Facilities & Operations Department of conformity to abatement specifications by the Abatement Contractor. He/she must call to the Abatement Contractor's attention all items which he/she considers in violation of the contract requirements or the best practices ("State of the Art") of the abatement industry;
- g. Report to the Facilities & Operations Department any failure or refusal of the Abatement Contractor to correct any unacceptable practices or applications, and shall advise the Facilities & Operations Department as to the apparent quality of work performance;
- h. Document on-site visits by government enforcement inspectors and Facilities & Operations Department personnel and/or their representatives.
- i. Remove consultant generated surplus material, supplies and all debris/waste from the site at completion of any project and clean or have cleaned, at the Consultants expense, all building surfaces that are soiled or defaced by the Consultant's operations or materials. The Consultant will properly dispose of his/her debris/waste in an appropriate manner;
- j. Take all equipment/supplies off-site after each work shift, if necessary. It is the sole responsibility of the Consultant to secure their equipment/supplies. Grand Rapids Public Schools is not responsible for any lost or stolen Consultant equipment/supplies.
- k. Ensure that the building is properly secured prior to leaving the site after the work shift. The details of this responsibility will be discussed in detail to the awarded Consulting Firm(s).

3. In Addition, the Consulting Firm's Employees Shall:

- a. Complete a daily narrative detailing the asbestos abatement contractor's activities and a site illustration each day on-site. This narrative must include, but not be limited to the following
 - 1. Detailed contractor activities
 - 2. Location/amount of ACM abatement
 - 3. Location/amount of non-ACM abatement
 - 4. Location/amount of non-ACM decontamination
 - 5. Clean-up/close-out activities
 - 6. Worker information
 - 7. Consultant activities
 - 8. Air quality
 - 9. Enforcement Official/District personnel on-site visit documentation
 - 10. Additional information
- b. Complete a Project Sign-In Sheet for each project. This sign-in sheet must include, but not be limited to the following:
 - 1. Employee name
 - 2. Michigan accreditation number
 - 3. Proof of training
 - 4. Proof of medical
 - 5. Proof of fit test
 - 6. Worker presence confirmation

- c. Complete an AHERA Recordkeeping Form after each project completion This Form must include, but not be limited to the following:
 - 1. Detailed description of project
 - 2. Names, addresses and license numbers of all contractors involved
 - 3. Name and location of ACM disposal site
 - 4. Name/signature of air sampler/consultant on-site
 - 5. Name/address of laboratory involved with analysis
 - 6. Laboratory accreditation statement(See attachment C for AHERA Recordkeeping Form).

4. The On-Site Consultants must possess the following Qualifications:

- a. Have current Asbestos Contractor/Supervisor accreditation pursuant to Michigan P.A. 440 of 1988;
- b. Have six months of experience in asbestos project management;
- c. Have been trained in NIOSH 582 or equivalent (first generation) for Phase Contrast Microscopy (PCM)
- d. Have completed formal training in asbestos management and performing visual assessments;
- e. Provide the Facilities & Operations Department with and maintain current copies of the following
 - 1. Respirator Fit Test Report
 - 2. Respirator Program
 - 3. Medical Surveillance Program
 - 4. NIOSH or Equivalent Certificate
 - 5. Contractor/Supervisor Accreditation Card

5. The On-Site Consultants must adhere to the following rules and codes of personal conduct:

- a. Upon entering Grand Rapids Public School buildings, check in with the building office and the head custodian;
- b. Upon entering or exiting Grand Rapids Pubic School building grounds, drive vehicles very slowly. Reckless driving will not be tolerated;
- c. Never speak to students. Avoid eye contact with students at all times. If inquiries are made by students, direct them to the building's office;
- d. Questions asked by Grand Rapids Public School's staff or parents should be directed to the Facilities & Operations Department;
- e. Physical threats, violence, swearing and lewd comments are prohibited on Grand Rapids Public School grounds;
- f. Alcohol, tobacco, drugs and weapons are prohibited on Grand Rapids Public School grounds;
- g. On-site consultants will be expected to dress appropriately and act professionally at all times;
- h. Grand Rapids Public Schools reserves the right to demand the removal of any on-site consultant from a given project if deemed necessary by the District.

6. The On-Site Consultants must obtain the following information for each project:

- a. Copy of the asbestos abatement specification (if applicable)
- b. Copy of the EGLE/MIOSHA Notification Form
- c. Copy of the Contractor's Michigan Asbestos Abatement License
- d. Copy of each asbestos abatement worker's Michigan Accreditation Card
- e. Copy of each asbestos abatement worker's last Training Certificate
- f. Copy of each asbestos abatement worker's physical (physicians written opinion)
- g. Copy of each asbestos abatement worker's respirator fit test

7. The Consulting Firm shall submit the following information for each project before payment invoices are approved. Two copies of a given project's documentation must be provided in three-ring binders, with tabs separating each section:

- a. Executive Summary
 - 1. Typed general summary of project contractor, timelines, abatement method, amount of material disturbed and statement regarding clearance sampling.
- b. Project Specifications
 - 1. Copy of the asbestos abatement project specifications in its entirety, if applicable.
- c. Contractor Information
 - 1. Contractor license, project notification, worker accreditation cards, training certificates, physician's written opinions (physical for respirators) and respirator fit tests.
- d. Air Sampling Information
 - 1. Chronologically ordered typed daily narratives, typed air sample results, typed sample collection information and site illustration.
- e. Clearance Sample Results
 - 1. Typed post abatement, clearance sample results, typed sample collection information and necessary laboratory qualification information.
- f. AHERA Recordkeeping Form.
 - 1. The typed AHERA recordkeeping form.

**GRAND RAPIDS PUBLIC SCHOOLS
FACILITIES & OPERATIONS DEPARTMENT**

ENVIRONMENTAL CONSULTANTS FOR ASBESTOS

INSURANCE REQUIREMENTS

The Consulting Firm shall maintain the following insurances, at its expense, for the duration of this contract. No work connected with this contract shall be started until the Consulting Firm has submitted evidence to the Facilities & Operations Department that the insurance coverage is in effect:

1. Workers Compensation Insurance with Michigan statutory limits and Employer's Liability Insurance.
2. Comprehensive General Liability Insurance with a combined single limit of \$2,000,000 per occurrence in the same amount made for bodily injury and property damage for annual service contract. Policy to include products and completed operations, cross liability, broad form property damage, independent Contractors, and contractual liability coverage. Policy shall be endorsed to provide 60 days written notice to the Facilities & Operations Department of any material change of coverage, cancellation, or non-renewal of coverage.
3. If Subcontracted entities are likely to be used, the Comprehensive General Liability policy shall include coverage for independent Contractors.
4. Professional Liability Insurance with a combined \$2,000,000 per occurrence and \$2,000,000 aggregate to cover construction management/project management to include supervision/oversight activities, laboratory testing/analysis, environmental risk assessment and audits, regulatory consulting work and air quality analysis.
5. Pollution Errors and Omissions Liability Insurance, claims made and reported policy, \$2,000,000 each claim and \$2,000,000 aggregate for all claims.
6. Automobile Liability Insurance covering all owned, hired, and non-owned vehicles with personal protection insurance and property insurance to comply with the provisions of the Michigan No-Fault Insurance law, including residual liability insurance with a combined single limit of \$1,000,000 each occurrence of each bodily injury and property damage.
7. The Consulting Firm shall hold harmless Grand Rapids Public Schools and the Facilities & Operations Department for claims arising from any person, including Consulting Firm's employees, who may have been injured during the course of the work with a combined single limit of \$2,000,000 per occurrence for bodily injury and property damage in the same amount.

All insurance policies shall be issued by companies licensed or authorized to do business in the State of Michigan. The Consulting Firm shall be responsible for payment of all deductibles contained in any insurance policy required within this contract. The Consulting Firm shall protect, defend and indemnify Grand Rapids Public Schools, its officers, agents, volunteers and employees from any and all liabilities, claims, liens, demands, and costs of whatsoever kind and nature which may result in injury or death to any persons, and for any result in injury or death to any persons, and for loss or damage to any property owned or in the care, custody or control of the Grand Rapids Public Schools.

9. Preparation of Work Area for Asbestos Abatement

- 9.1 The Owner shall attempt to furnish utility services for the Contractor's use, including electrical outlets (25 ampere) and water taps in or adjacent to the work area in sufficient quantities and located such that the Contractor can use them for equipment and abatement/decontamination practices. However, should such utility access not be available, the Contractor is solely responsible for the provision of the same. In the event of power failure (regardless of fault), the Contractor is responsible for continuing work using adequate generator power.
- 9.2 Danger signs will be posted at a distance sufficiently far enough from the asbestos abatement work area to permit an employee to read the sign and take necessary protective measures to avoid exposure. Signs shall be in accordance with EPA and OSHA regulations. All possible entrances to the work area shall be posted. Additional signs will be placed at areas designated by the Owner's Consultant.
- 9.3 The building personnel shall attempt to shut down and lock out all heating, cooling, and air conditioning system components that are in, supply, or pass through the work areas. Should building personnel be unavailable or unable to do so, it is the sole responsibility of the Contractor to do so. The Contractor will seal all intake and exhaust vents in the work area with tape and 6-mil polyethylene, as well as any seams in system components that pass through the work area. All affected heating, ventilation and air conditioning system filters will be removed and placed in 6-mil polyethylene bags for disposal as asbestos waste.
- 9.4 The Contractor may be required to Pre-clean all movable objects within the work area using a HEPA filtered vacuum and/or wet cleaning methods. Pre-cleaning will be conducted by the Contractor as deemed necessary by the Owner or the Owner's Consultant. After cleaning, these objects shall be removed from the work area by the Contractor and carefully stored in an uncontaminated location as designated by the Owner's Consultant. (Carpeting, drapes, clothing, furniture, and other fabric items contaminated with asbestos may be required to be disposed of as asbestos contaminated waste.)
- 9.5 The Contractor may be required to Pre-clean all fixed objects in the work area using HEPA filtered vacuums and/or wet-cleaning methods. Pre-cleaning will be conducted by the Contractor as deemed necessary by the Owner or the Owner's Consultant. The extent of the Pre-cleaning will be determined by, but not limited to the following factors: the particular application of the asbestos-containing material, its present condition, friability, asbestos content, visible debris and the type of surface to which the material is applied
- 9.6 Where doors or other such building fixtures are removed by the Contractor prior to abatement activities, the Contractor is responsible for replacing doors and/or fixtures upon completion of abatement. Each door and/or fixture shall be sufficiently marked or otherwise identified by the Contractor to insure replacement in the proper location.
- 9.7 The Contractor shall seal all windows, doorways, elevator openings, corridor entrances, drains, ducts, grills, grates, diffusers, skylights and all other openings between the work area and the areas outside the work area with, at a minimum, 4-mil polyethylene sheeting.
- 9.8 Walls will be covered with at least one layer of 4-mil polyethylene sheeting. Walls that are non-porous and will not be damaged by water, surfactant, or encapsulation do not necessarily need protection. They can be decontaminated using HEPA vacuums and wet cleaning techniques. The Owner or the Owner's Consultant will advise the method deemed most appropriate and the Contractor shall comply with the method chosen.
- 9.9 Floors shall be covered with at least three layers of 6-mil polyethylene sheeting.
- 9.10 Non-waterproof tape may not be used for attaching polyethylene sheeting or for sealing polyethylene

leaks. High quality duct tape or its equivalent shall be used for this purpose.

- 9.11 The Owner or the Owner's Consultant must approve the decontamination chamber location, Contractor parking, dumpster location and entrances that the Contractor will use for the movement of supplies and personnel.
- 9.12 Equipment storage, bathroom usage designation, foreman's office and designated break areas (if available) will be determined by the Owner or the Owner's Consultant. Only project areas and designated areas are to be used.
- 9.13 No asbestos abatement shall begin until the Owner's Consultant has inspected and approved the enclosure built around the work area.

10. Decontamination

- 10.1 The Contractor will construct decontamination facilities in a pre-designated area which will house the clean room, shower room, dirty room, and, when feasible, an equipment room. This facility will be, at minimum, a three-chambered with an entrance airlock with shower facilities in its central chamber. The dimensions of these chambers will be adequate for the number of men needed for the project. At least two layers of 6-mil polyethylene will be placed on the floor of the entire decontamination chamber, to prevent leakage of water from the showers. The walls, floor, and ceiling covering of the airlock construction will be seamed to each other in a fashion making them air and water tight. One end of this construction will exit to the clean area outside the containment barrier walls. The other end of this construction will exit inside or at the containment barrier walls. Except for these doors, all three chambers will be partitioned from each other with air and water tight flaps made of 6-mil polyethylene. Four (4) flapped doors will be constructed with two (2) layers of 6-mil polyethylene. One door will be at the entrance of the clean room, one door at the entrance to the shower, one door at the entrance to the dirty room, and the last door at the entrance to the work area. Both layers will be attached to the side of the door which faces toward the work area. The first layer of polyethylene will be attached at the top, bottom, and sides of the door opening. It will be slit down the middle. The second layer of polyethylene will be attached only at the top of the door on the dirty side of the door opening. It will be wider than the slit made in the first layer and will hang like a flap. When air is drawn from the clean side of the airlock into the work area it will cause the door flaps to lift. If air attempts to move from the work area end of the airlock toward the clean end or outside of the enclosure, it will force the flaps shut, closing the slit in the first polyethylene layer and thus stopping the air flow. All four (4) door openings or flaps will be constructed to allow clean air into the enclosure, but stopping air from exiting the enclosure. The central chamber will contain shower(s). Each shower stall will sit in a pan with at least six-inch sides. Suitable hoses will be used to supply hot and cold water to the showers. A sump pump or other suitable and safe device will be used to filter and dispose of the shower waste water through a special HEPA filter. No water may leave the work area without undergoing HEPA filtration or being treated as asbestos waste. Black polyethylene sheeting may be used for privacy on the decontamination facility.
- 10.2 The Contractor may construct a two-chambered decontamination airlock to serve as a debris port. All asbestos waste will be moved out through this port or through the decontamination unit. The chamber will be constructed in the same manner as the main decontamination airlock, but excluding the shower facility. As each bag is filled, it will be set into the first room for temporary storage. Three workers will be needed to complete the waste decontamination process. A worker in the first room will wash and hand the bag to a worker in the second room where he/she will then double-bag the material. The second worker will then hand the double-bagged material to a third worker who loads the material on the transport vehicle (airlocks must exist between each room, as in the main decontamination facility). If a debris port is not possible, all precautions should be taken when hauling waste through the main decontamination facility, where all bags will go through the decontamination process. If a separate decontamination facility is constructed it shall be sealed while not in use.

- 10.3 All workers, without exception, will change street clothes in designated areas (clean room) prior to the start of each day's work. Lockers or acceptable substitutes will be provided by the Contractor for street and work clothes. After workers are properly dressed in protective gear, they will walk through the shower and dirty room into the work area.
- 10.4 At the end of the work shift, and anytime the worker leaves the work area, he/she will decontaminate by removing all contaminated work clothes in the dirty room, but leaving his/her respirator on. He/she will then proceed to the showers and properly wash. Respirators will be worn while showering and remain on until the respirator is clean of asbestos. The cartridges will then be removed and disposed of as asbestos waste and the respirator stored in the clean room. Workers will shower before breaks, lunch and at the end of each day's work. Hot water, towels, soap and hygienic conditions shall be provided by the Contractor.
- 10.5 Adequate toilet facilities may be located outside of the work area and decontamination for this purpose will be employed. Where such facilities do not exist, the Contractor will provide portable service.
- 10.6 No smoking, eating or drinking is to take place in the work area. Prior to smoking, eating, drinking or using toilet facilities, workers will fully decontaminate by showering. A new coverall will then be used to re-enter the work area.
- 10.7 Procedures developed for evacuation of injured workers (see 8.2.3, Emergency Planning) will be used. Aid for a seriously injured worker will not be delayed for reasons of decontamination.
- 10.8 Worker's footwear will remain inside the work area until the completion of the job.
- 10.9 All waste water must be passed through a HEPA filter or collected in an air tight container and disposed of as asbestos waste.
- 10.10 All Contractor's tools and supplies, including large items such as ladders and scaffolding must be properly decontaminated when removing them from the project area.

11. Methods of Asbestos Abatement

NOTE: The use of supplies, equipment, tools, etc., owned, rented or otherwise in the possession of the Building Owner is strictly prohibited.

- 11.1 The asbestos material will be sprayed with either removal encapsulant or "amended water" (which contains an additive to enhance penetration). A fine spray of either solution will be applied to prevent fiber disturbance preceding the removal of the asbestos material. The asbestos will be sufficiently saturated to prevent emission of airborne fibers in excess of the exposure limits prescribed in the OSHA standards referenced in these specifications. The Contractor shall not, however, allow excessive water to accumulate in the work area. If removal encapsulant water is not used, surrounding areas will be periodically sprayed and kept wet to facilitate removal with minimum fiber release. A high humidity will be maintained in the work area to assist in fiber settling. If at any time the Owner's Consultant determines the material is not kept adequately wet, misters and/or sprinklers will be mandatory.
- 11.2 Removal of asbestos material will be done in manageable sections with two-person teams (if needed). Material will be removed as intact sections or components whenever possible and carefully lowered to the floor.

- 11.3 The waste material will be packed in labeled 6-mil polyethylene bags (held within 55 gallon drums with the required EPA & OSHA labels where appropriate) prior to starting the next section to prevent the material from drying. Double bagging will always be used. Bags shall not be over-filled and will be securely taped or sealed at the top to prevent accidental opening or leakage during removal, storage and transport. All bags and/or drums shall have all appropriate warnings and labels attached to them.
- 11.4 Large components removed intact will be wrapped in two layers of 6-mil polyethylene sheeting secured with tape properly labeled for transport to the landfill. Such packaging shall have all appropriate warnings and labels attached to them.
- 11.5 When removal of building materials (electrical, light, duct work, etc.) is necessary, the Contractor shall develop drawings indicating existing materials and their exact locations.
- 11.6 Personnel knowledgeable and experienced in electrical work must be used when installing or making connections to any electrical components within the facility, as well as when removing and/or replacing lights.
- 11.7 All ceiling demolition, including but not limited to wires, hangers, steel bands, nails, screws, metal lath, tin sheeting, and other objects may be required to be treated as asbestos waste. These materials have sharp edged components that will tear the polyethylene bags and sheeting, thus, this waste must be placed into fiberglass or fiberboard drums for disposal and labeled appropriately.
- 11.8 No bags shall be thrown or dropped at any time.
- 11.9 All containerized asbestos waste that is stored on-site (if allowed) shall be properly labeled and placed in a locked or secured location until ready for final disposal. Labels shall be of sufficient size and contrast to be readily visible and legible. The sign shall read:
- "Danger
Contains Asbestos Fibers
Avoid Creating Dust
Cancer and Lung Disease Hazard"
- 11.10 All asbestos abatement projects will be completed with the use of HEPA air filtration devices. Each unit must have three filters, including a HEPA filter capable of removing minute asbestos fibers. Each unit has ducts that must be exhausted to the outside air. Inlet and outlet ports of the air filtration devices must be covered with tape and 4-mil polyethylene sheeting when not in use. HEPA air filtration devices will be set up so that the air in the enclosure is drawn away from the abatement worker. Removal and cleaning operations will always move towards the air filtration devices. HEPA air filtration devices will be run until the completion of the project.
- 11.10.1 The Contractor will provide and maintain a pressure differential strip gauge. It will be activated prior to removal of any building material and continue operating until the final clearance results have been determined. Placement of the differential strip gauge is subject to the approval of the Owner's Consultant. The Owner's Consultant may, at their discretion, utilize additional pressure differential strip gauges or other devices to measure the pressure differential.
- 11.10.2 A minimum reading of 0.020 inches of water on a differential pressure gauge shall be maintained at all parts of the enclosure.
- 11.10.3 Sufficient negative pressure will be used in the enclosure to evacuate the air once every 15 minutes (minimum).

- 11.10.4 Smoke tubes shall be used daily by the Contractor to test for leaks and breeches in the containment.
- 11.11 All air filtration devices must be ducted to the outside of the building from a position that is securable. Flexible duct will be used and placed at a location approved by the Owner's Representative.
- 11.12 All gross amounts of asbestos debris shall be cleaned up, bagged, and sealed at the end of each working day.
- 11.13 The Contractor shall transport materials to the ground via leak-tight chutes or such other containers if the material is being removed or stripped more than 50 feet above ground level and not removed as units or in sections.
- 11.14 A thick encapsulant such as "VIAC" shall be applied to any exposed pipe insulation ends leading away from the enclosure area, regardless of material make-up.
- 11.15 Only vacuums and air filtration devices with "HEPA" filters will be allowed. No "shop-vacs", homemade hybrid vacuums or air filtration devices will be allowed on site.

12. Non-Friable Material

- 12.1 Under certain circumstances, asbestos-containing materials may be removed in a non-friable state. The circumstances which will allow such removal will be determined by and at the sole discretion of the Owner and/or the Owner's Representative.
- 12.2 Non-friable asbestos-containing floor tile may be removed utilizing infra-red heat machines. The following procedures shall be strictly adhered to.
 - 12.2.1 Critical barriers will be established over all vents, doors or other openings between the work area and other areas of the facility. These barriers shall be constructed so as to prevent any objectionable smoke or odor from penetrating outside the work area.
 - 12.2.2 The removal of the asbestos-containing floor tile will be conducted with the use of HEPA air filtration devices. Each unit must have three filters including a HEPA filter. Each unit shall be exhausted to the outside air. Inlet and outlet ducts of the air filtration devices must be covered with tape and at least 4-mil polyethylene when not in use. The HEPA air filtration devices will be activated prior to any removal operations being commenced and will remain running 24 hours per day until the completion of the project.
 - 12.2.3 All air filtration devices must be ducted to the outside of the building. The area where the duct leaves the building must be made so as to be secure and protected from vandalism and the elements. Flexible ductwork will be used and shall be placed at locations approved by the Owner and/or the Owner's Representative.
 - 12.2.4 The Contractor has sole responsibility to arrange for the arrival and placement of the infra-red heat machine(s) within the facility. Additionally, the Contractor shall have at least one individual experienced in electrical work who can make whatever electrical connections to power the machines. It is not the Owner's responsibility to make any electrical connections. Any involvement by the Owner's personnel will result in backcharges to the Contractor.

- 12.2.5 The Contractor is responsible for the provision of charged and suitably rated fire extinguishers within the work area(s). The number necessary shall be determined in part by the size of the work area and the number of infra-red heat machines in use. The Owner and/or the Owner's Representative may require additional extinguishers at their sole discretion.
 - 12.2.6 The Contractor shall take special care to ensure that the infra-red heat machine(s) are not left on one area of floor tile so as to burn the floor tile and cause excessive odor and smoke.
 - 12.2.7 The floor tile will be carefully scraped up off the underlying flooring utilizing such methods as necessary. Special care should be taken so as to be sure that the floor tile is removed in whole pieces. Chipping the floor tile is strictly forbidden. The floor tile must remain in a non-friable state at all times.
 - 12.2.8 As the floor tile is removed, the Contractor's personnel shall carefully place the tile into fiberboard barrels. Other types of materials for the barrels will be considered at the discretion of the Owner's Representative. However, barrels shall be required to hold the tile being removed. Exceptions to this policy will not be considered or allowed
 - 12.2.9 Each barrel shall be labeled and disposed of in strict compliance with all applicable requirements as set forth in Section 16 et. seq. of these Technical Specifications. The Owner and/or the Owner's Representative shall make the decision in its/their sole discretion whether a requirement is applicable.
- 12.3 Non-friable asbestos-containing transite material may be removed at times utilizing, at a minimum, the following procedures. The circumstances under which such removal will be allowed and exactly which procedures shall be utilized shall be determined by and at the sole discretion of the Owner and/or the Owner's Representative.
- 12.3.1 The transite must remain in a non-friable state throughout the removal process. special care must be utilized when removing the material from either the underlying substrate or from whatever type of frame is holding the material.
 - 12.3.2 The material should be wetted thoroughly. Special care should be taken with the edges and/or other protrusions through the material (i.e. screw holes, nail holes, etc.) as soon as they are exposed. The wetting process needs to be repeated as necessary to maintain the wetted condition and to prevent fibers from being released.
 - 12.3.3 Polyethylene drop cloths should be utilized whenever possible to enable material to be more easily cleaned.
 - 12.3.4 Any items removed from the transite material shall be disposed of as asbestos waste. Such items would include but not be limited to screws, nails and other such fasteners
 - 12.3.5 The material shall be wrapped in 6-mil plastic and securely sealed with waterproofed duct tape. This wrapped "package" shall then be wrapped again and securely sealed.
 - 12.3.6 Certain transite materials may be more economically wrapped by utilizing 6-mil polyethylene asbestos disposal bags. In such instances, the material shall be double-bagged with each bag being sealed individually with high quality duct tape.
 - 12.3.7 Any polyethylene drop cloths or other plastic shall be wrapped and sealed as indicated in Section 12.3.6 of these Technical Specifications.

- 12.3.8 Should the removal of the transite material be conducted within the confines of a facility, critical barriers may have to be established over all vents, doors or other openings between the work area and other areas of the facility.
- 12.3.9 The Contractor shall ensure that its employees strictly comply with Sections 6, 7, and 8 of these Technical Specifications regarding worker protection, respiratory protection, and emergency planning. Should additional steps need to be taken so as to prevent the exposure to asbestos fibers for the facility, facility occupants or other workers at the site, the Contractor shall promptly comply with the requests of the Owner and/or the Owner's Representative. The decision to require any additional measures to be taken will be at the sole discretion of the Owner and/or the Owner's Representative.
- 12.3.10 Each "package", bag or other container with transite material within shall be labeled and disposed of in strict compliance with all applicable requirements as set forth in Section 16 et. seq. of these Technical Specifications. The Owner and/or the Owner's Representative shall make the decision in its/theirs sole discretion whether a particular requirement is applicable.
- 12.3.11 Any areas that may be exposed between the outside and inside of the facility or any areas within the facility shall be sealed by plywood or such other material so as to secure the building both from the elements and vandalism. The Contractor shall be responsible for the security of the area where the work was performed or is being performed.

13. Glove Bag Technique

- 13.1 A solution of amended water shall be prepared (according to the manufacturer's instructions) for the air-less sprayer.
- 13.2 The glove bag should be fitted to the size of the pipe by cutting the top and the top sides of the glove bag. A polyethylene drop cloth shall be placed under the glove bag work area.
- 13.3 The following tools and supplies at a minimum shall be placed inside the glove bag in the tool pouch: utility knife, wire brush, rags, container with thick encapsulate (such as Childer's VIAC). Additional items or tools shall be placed inside dependent on the particular job.
- 13.4 The glove bag is then attached to the pipe by folding the open edges together (making a top seam above the pipe) and securely sealing them with duct tape, as well as sealing both cut sides around the pipe.
- 13.5 The bottom seam of the glove bag may be sealed with duct tape to prevent any leakage from a defective bag.
- 13.6 Insert the wand of the airless sprayer through the glove bag by making a small hole in a location that allows the wand to move freely in the bag, and tape the polyethylene tightly. (There may be a prefabricated hole, especially for the sprayer.)
- 13.7 Insert the nozzle of the HEPA vacuum through the appropriate opening (prefabricated hole) and tape the polyethylene tightly around the nozzle. The vacuum (turned on), in association with a flap, will be used throughout the duration of the glove bag removal project in order to establish proper negative pressure within the glove bag.
- 13.8 Place your arms into the glove bag appendages and thoroughly wet the pipe insulation.

- 13.9 Using the knife, cut through the asbestos at each end of the section to be removed. The section to be removed is then slit from end to end (keeping material wet while cutting).
- 13.10 The insulation is then lifted off the pipe and lowered carefully to the bottom of the glove bag.
- 13.11 Using the wire brush, towels and water, the pipe shall be thoroughly cleaned.
- 13.12 Wet the entire inside of the bag with specific attention to the polyethylene around the pipe and the arms and sockets.
- 13.13 Following a visual by the Owner's Consultant, the exposed end of the insulation remaining on the pipe shall be encapsulated, as well as the bare pipe.
- 13.14 Put all tools and supplies into wet cleaned arm socket by pulling socket inside out.
- 13.15 Tape the flap and collapse the bag by sucking all of the air out of the bag using the HEPA vacuum.
- 13.16 Tape the arm close to the tools (tape it in two locations with a one-inch space between the taped spots). Cut between the taped spots and put the enclosed tools into a bucket of water.
- 13.17 Remove the sprayer wand and seal the opening.
- 13.18 Remove the vacuum nozzle and seal the opening.
- 13.19 The glove bag should be squeezed tightly (as close to the top as possible) twisted, and sealed with duct tape.
- 13.20 Cut the bag off the pipe above the taped area and put the glove bag and drop cloth into an asbestos disposal bag, as well as the remaining portion of the bag on the pipe.
- 13.21 Clean the tools in the bucket of water and dispose of the water and glove bag remains in the asbestos disposal bag. The clean tools should be placed inside a polyethylene bag for future use.

UNACCEPTABLE PRACTICE USING THE GLOVE BAG TECHNIQUE

- 13.22 Glove bags shall not be slid down the length of the pipe. Only insulation within the dimensions of the glove bag may be removed.
- 13.23 The Owner's Consultant shall determine when the glove bag technique to be used is acceptable.

14. Post Abatement Clean-Up

- 14.1 After completion of all removal and stripping, all surfaces within the work area will be wire-brushed and/or wet-wiped to remove all visible residue.
- 14.2 All visible accumulations of asbestos-containing materials and asbestos-contaminated debris will be removed and containerized. Durable plastic shovels must be used in place of metal shovels in order to minimize damage to floor sheeting.
- 14.3 Tools will be decontaminated by removing any gross amounts of asbestos from them in the work area. Following this, they will be wiped off in the dirty room and then sprayed down with water in the shower area. All hand tools will then be sealed in plastic bags. Workers will wear protective equipment throughout this process. (Where space allows, a separate equipment room will be built inside the enclosure. This will eliminate the accumulation of gross asbestos on tools and equipment

and will facilitate decontamination of these items.) No tools or equipment will be allowed to leave the work area without being decontaminated.

- 14.4 Following the cleanup of visible accumulations, the polyethylene sheeting will be removed from the walls and ceiling, and the interior layer will be removed from floors. At this point any asbestos that has fallen behind the polyethylene will be cleaned up. However, all barriers to doors, windows, and other critical barriers to clean areas will be left in place until final air checks are completed.
- 14.5 Following clean up of visible accumulations of asbestos waste, the entire area will be wet-wiped. During setting/drying periods no entry, activity, or ventilation into the work area will be allowed. However, the HEPA air filtration devices will continue to operate.
- 14.6 All removed polyethylene, tape, cleaning material, and contaminated clothing will be placed in 6-mil polyethylene bags or polyethylene lined drums, sealed and labeled as described above for disposal as asbestos waste material.
- 14.7 Only clear drying encapsulants and amended solutions may be used.
- 14.8 Prior to final clearance sampling, all items will be removed from the dirty room.

15. Acceptance Criteria for Area Re-Occupancy

- 15.1 The Contractor will clean all work site surfaces in a proper manner with appropriate equipment in accordance with Item 13 of these specifications.
- 15.2 After completion of the cleaning operations, the following activities shall be performed:
 - 15.2.1 A complete visual inspection to insure dust free conditions. The Contractor shall tour and inspect the entire work area, including but not limited to: ventilation openings, doorways, windows, and other openings; he/she shall look for debris from any sources, residue on surfaces, or any other matter. If any debris or residue is found, repeat the final cleaning until visual inspection is passed. It shall be the right of the Owner's Consultant(s) to accompany the Contractor during the inspection and determine if additional cleaning is necessary.
 - 15.2.2 A clear drying encapsulant will be used to seal all surfaces of the work area. Non-clear drying encapsulants can only be used upon approval by the Owner and/or Owner's Consultant.
- 15.3 Air samples will be collected following completion of all cleaning operations as specified in 14.1 - 14.7, following encapsulation as specified in 15.2.2, and after the work area is completely dry.
- 15.4 Post-abatement air samples collected from an area in which less than or equal to 160 square feet, or 260 linear feet of ACBM have been removed, enclosed or encapsulated, may be analyzed using Phase Contrast Microscopy (PCM). If more than 160 square feet, or 260 linear feet of ACBM are removed, or encapsulated the post-abatement air samples collected must be analyzed by Transmission Electron Microscopy (TEM).
 - 15.4.1 **Transmission Electron Microscopy (TEM) Clearance**
When the work site has become completely dry, the Owner's Consultant shall collect at least ten post-abatement air samples according to 40 CFR, Part 763 (AHERA Regulations). At least five samples shall be taken in the abatement site; and five samples shall be taken at locations representative of air entering the abatement site. A minimum of 1,200 liters per air sample and a maximum of 1,800 liters per air sample shall be collected using aggressive sampling techniques. If the post-abatement test reveals fiber levels in excess of 0.01

fibers/cc, and/or if the Z-Test analysis in accordance with AHERA does not pass, the cleaning and measurement operations specified in Sections 13 and 14 of these specifications will be repeated until the area is in compliance. Performing the Z-Test analysis is solely at the discretion of the Owner's Consultant.

15.4.2 Phase Contrast Microscopy (PCM) Clearance

When the work site has become completely dry, the Owner's Consultant shall collect at least five post-abatement air samples according to 40 CFR, Part 763 (AHERA Regulations). Five samples shall be taken in the abatement site. A minimum of 2,000 liters per air sample shall be collected using aggressive sampling techniques. If the post-abatement test reveals fiber levels in excess of 0.01 fibers/cc, the cleaning and measurement operations specified in Sections 13 and 14 of these specifications will be repeated until the area is in compliance.

15.5 After the work area is found to be in compliance, all entrances and exits are unsealed, and the polyethylene sheeting, tape and any other trash and debris shall be placed in double sealed polyethylene bags (6-mil minimum) or barrels lined with one polyethylene bag (6-mil minimum), and properly labeled and disposed of.

16. Disposal of Asbestos Material and Related Debris

16.1 All asbestos materials and miscellaneous debris in properly labeled polyethylene bags (double bagged) or other containers will be transported to the predesignated disposal site in accordance with the guidelines of the U.S. Environmental Protection Agency and EGLE. Asbestos disposal forms will be completed to document proper disposal of asbestos waste. (These must be submitted before final payment will be made.)

16.2 All containers bagged or wrapped materials with asbestos-containing materials shall be labeled with the name and address at which the waste was generated, prior to materials being transported off the facility site.

16.3 Workers unloading the polyethylene bags and machinery operators will wear respirators when handling material at the disposal site.

16.4 All pertinent DOT rules and regulations will be followed when transporting asbestos.

16.5 All containers or wrapped materials shall be posted with Class 9 hazardous waste signs.

16.6 All asbestos-containing materials shall be transported in covered vehicles.

16.7 All dumpsters, trucks or other containers used to transport asbestos contained materials shall be properly labeled during the loading and unloading of waste.

17. Submittals Prior To Contractor Release & Final Payment

17.1 Damages: The Contractor shall promptly repair any and all damages caused to facilities at no cost to the Owner.

17.2 The following must be submitted prior to final payment:

17.2.1 Copies of Disposal receipts of all asbestos contaminated material, plus copies of all transport manifests, trip tickets, or other disposal documentation.

17.2.2 All documentation requested in Submittals to Owner's Representative, Section 4.1.

III. WORK/CONDUCT REQUIREMENTS

18. Supervision, Personnel and Misconduct

- 18.1 A "competent person" as defined in 29 CFR 1926.1101 must be on-site at all times throughout the duration of the project(s). This competent person, as designated prior to the start of said project(s) must remain the same throughout the duration of the project(s).
- 18.2 The Owner's Consultant IS NOT THE CONTRACTOR'S OUT-MAN. The Contractor must provide one out-man for each enclosure (unless the decontamination chambers are within "talking" distance of each other). The out-man must always remain within talking distance of the enclosure they are assigned to.
- 18.3 A Foreman with competent-person training must remain within the enclosure at all times during the project.
- 18.4 Contractors employees are subject to immediate dismissal if any of the following, but not limited to the following, occurs:
 - 18.4.1 Failure to follow proper abatement procedures, including but not limited to respiratory protection and the throwing of asbestos disposal bags outside of the enclosure.
 - 18.4.2 Physical threats and violence to the Owner's Consultant or any other person.
 - 18.4.3 Property damage or theft.
 - 18.4.4 Reckless driving on Owner's property.
 - 18.4.5 Discourteous and ill-mannered statements made to the Owner, Owner's employees or Owner's Consultant.
 - 18.4.6 Consumption of alcohol on Owner's premises.

19. Site Security/Site Cleanliness

- 19.1 The work area is restricted to only authorized, trained and protected personnel. These personnel may include the Contractor's employees, employees of subcontractors, Owner's employees and Representatives, state and local inspectors, and any other designated individuals. The list of employees who will participate in the project as defined in 2.1.2 of these specifications will be the only employees allowed to enter the work area. Additional employees assigned to this project **must** be cleared through the Owner or the Owner's Consultant. Documentation of all training, medical, and other pertinent requirements are needed before the employee's participation.
 - 19.1.1 An employee shall not remain on the Owner's premises if he/she is prohibited from participating in the project as a result of insufficient paperwork or if the Owner's Consultant determines the employee, in any manner, is detrimental to the safe completion of the project.
 - 19.1.2 The Contractor shall record the names and social security numbers of all people on a sign-in sheet who enter the work site, and maintain this record for thirty years.
- 19.2 Entry into the work area by unauthorized individuals shall be strictly prohibited.

- 19.3 Access to the work area shall be through a single worker decontamination system. All other means of access (doors, windows, hallways, etc.) shall be blocked or locked so as to prevent entry to or exit from the work area. The only exceptions for this rule are the waste pass-out airlock which shall be sealed except during the removal of containerized asbestos waste from the work area, and emergency exits in case of fire or accident. Emergency exits shall not be locked from the inside; instead, they shall be sealed with polyethylene sheeting and tape until needed.
- 19.4 The Contractor shall designate one worker to remain outside each enclosure throughout the duration of the project in order to regulate ingress and egress to the work areas as well as to provide needed supplies and equipment. The worker outside the enclosure will be within hearing range at all times. At least one person, at all times, inside the enclosure must have had "competent person" training.
- 19.5 All areas occupied or used in any way by the Contractor (all employees), outside the enclosure(s) but within the building shall be kept in an acceptable condition and thoroughly cleaned at the end of each day, to the satisfaction of the Owner's Consultant. If at any time, food containers or debris is found not properly disposed of, eating on premises shall be terminated.
- 19.6 The Contractor is responsible for maintaining areas outside the building in a condition acceptable to the Owner or the Owner's Consultant. This includes but is not limited to: sanitation, supplies and equipment, and employee driving and substance abuse.

20. Stop Work Orders

- 20.1 If at any time, the Owner or the Owner's Consultant decide that work practices are in violation of the contract specifications or endangering workers, he/she or they will immediately notify the Contractor's on-site Representative of such and operations are to cease until corrective action is taken.
- 20.2 The Contractor shall cooperate fully with the Owner and Owner's Consultant.

IV. AIR MONITORING

21. Sampling Requirements

- 21.1 The Owner's Consultant shall conduct all air sampling for the Owner throughout all phases of the contract.
- 21.2 All non-post-abatement air samples shall be analyzed using the NIOSH 7400 Method. All post-abatement air samples collected in situations involving removal, repair, enclosure, or encapsulation of more than 160 square feet or 260 linear feet of ACM shall be analyzed under the "Mandatory Transmission Electron Microscopy Method" defined in 40 CFR, Part 763 (ASHERA rules). Post abatement air samples collected in situations involving removal, repair, enclosure, or encapsulation of less than 160 square feet or 260 linear feet of ACM shall be analyzed using the NIOSH 7400 Method, at the discretion of the Owner and/or the Owner's Consultant.

22. Sampling Types

- 22.1 Throughout the abatement and cleaning operations, air sampling will be conducted to ensure that the Contractor is complying with all codes, regulations, and ordinances. The following are representative sampling which may take place at the discretion of the Owner and the Owner's Consultant.
- 22.1.1 Baseline - Collected in various/numerous locations prior to abatement to determine ambient interior fiber levels.

- 22.1.2 Contiguous - Collected in various/numerous locations outside of the work area in order to detect elevated fiber levels during abatement.
- 22.1.3 Work Area - Collected in various locations inside the work area to insure compliance with proper procedures and specifications.
- 22.1.4 Personal - Collected in the breathing zone of the asbestos abatement personnel according to 1926.1101, Appendix A, as amended, of the OSHA regulations. These samples will be placed on employees who are exposed to representative concentrations of airborne asbestos fibers. Personal sampling will ensure that the workmen performing the asbestos abatement projects are not exposed to asbestos contamination exceeding STEL (short term excursion limit) requirements and levels which exceed their respirator protection or otherwise endanger their health. Personal air samples will be collected on individuals as designated by the Owner's Consultant.
- 22.1.5 Post Abatement - Collected inside and/or outside the work area after the project is completed and the area has been cleaned and dried. This will determine if the job has been done correctly and whether the cleanup process must be repeated. Quantities are determined by all applicable regulations.
- 22.1.6 Field Blanks - Field blanks are collected to ensure that contamination of cassettes has not occurred. Each set of samples collected will include ten percent (10%) blanks or a minimum of two blanks.

GRAND RAPIDS PUBLIC SCHOOLS FACILITIES & OPERATIONS DEPARTMENT

ASBESTOS INFORMATIONAL SHEET (CUSTODIAL STAFF)

Intent

The intent of this correspondence is to provide general information to support staff on asbestos and how Grand Rapids Public Schools addresses asbestos-containing materials within our District's buildings.

Background

As you may remember from your Asbestos Awareness Training, there are a number of Federal and Michigan State regulations that govern the asbestos industry. One of the primary asbestos regulations is the Environmental Protection Agency's (EPA) Asbestos Hazard Emergency Response Act (AHERA) Standard. This regulation, promulgated in 1987, governs asbestos within K-12 School Buildings. This regulation included a number of requirements, such as asbestos inspections and the development of asbestos Management Plans within each building owned or leased by a School District.

Although Grand Rapids Public Schools has had an ongoing asbestos program in-place since 1987, the District has recently revised and updated the Asbestos Management Program in an effort to more formally address asbestos within our District buildings.

It is important to note that Grand Rapids Public Schools has been and will remain fully committed to the health and safety of our students, staff and community. The development and implementation of the Asbestos Management Program is an example of this commitment.

Asbestos Management Program

The following are key highlights of the Grand Rapids Public School's Asbestos Management Program:

- All asbestos-related activities within Grand Rapids Public School's will be the responsibility and under the authority of the District's Facilities & Operations Department.
- The asbestos Management Plans are located in each building within our District and at the Facilities & Operations Department. It is important that you review the asbestos Management Plans and supporting documents, such as the asbestos Reinspections in the buildings that you are working in order to ensure that you are aware of the presence and location of asbestos building components.
- As a representative of the Facilities & Operations Department within District buildings, it is important that you ensure that no outside contractors, in-house staff or members of the community disturb asbestos building components without proper training/equipment and direct approval by the Facilities & Operations Department.
- If you cannot determine if a given building component is asbestos through a review of the building's asbestos documentation, contact Mr. Fred Myers, Manager of Facilities at the Facilities & Operations Department promptly.
- If you observe anyone actively disturbing asbestos or you find that an asbestos building component has been disturbed, contact Mr. Fred Myers, Manager of Facilities at the Facilities & Operations Department immediately.
- According to the EPA's AHERA regulation, an individual has to be appointed as the asbestos administrator for each School District. This person is referred to as the Designated Person. The Designated Person for Grand Rapids Public Schools is Mr. Marc Bennett, Design/Construction Coordinator for the Facilities & Operations Department.
- If you have any questions or concerns regarding asbestos within Grand Rapids Public Schools, contact the Facilities & Operations Department at (616) 819-3010.

GRAND RAPIDS PUBLIC SCHOOLS FACILITIES & OPERATIONS DEPARTMENT

ASBESTOS INFORMATIONAL SHEET (MAINTENANCE/TRADE STAFF)

Intent

The intent of this correspondence is to provide general information to support staff on asbestos and how Grand Rapids Public Schools addresses asbestos-containing materials within our District's buildings.

Background

As you may remember from your Asbestos Awareness Training, there are a number of Federal and Michigan State regulations that govern the asbestos industry. One of the primary asbestos regulations is the Environmental Protection Agency's (EPA) Asbestos Hazard Emergency Response Act (AHERA) Standard. This regulation, promulgated in 1987, governs asbestos within K-12 School Buildings. This regulation included a number of requirements, such as asbestos inspections and the development of asbestos Management Plans within each building owned or leased by a School District.

Although Grand Rapids Public Schools has had an ongoing asbestos program in-place since 1987, the District has recently revised and updated the Asbestos Management Program in an effort to more formally address asbestos within our District buildings.

It is important to note that Grand Rapids Public Schools has been and will remain fully committed to the health and safety of our students, staff and community. The development and implementation of the Asbestos Management Program is an example of this commitment.

Asbestos Management Program

The following are key highlights of the Grand Rapids Public School's Asbestos Management Program:

- All asbestos-related activities within Grand Rapids Public School's will be the responsibility and under the authority of the District's Facilities & Operations Department.
- The asbestos Management Plans are located in each building within our District and at the Facilities & Operations Department. It is important that you review the asbestos Management Plans and supporting documents, such as the asbestos Reinspections in the buildings that you are working in order to ensure that you are aware of the presence and location of asbestos building components.
- As a representative of the Facilities & Operations Department within District buildings, it is important that you ensure that no outside contractors, in-house staff or members of the community disturb asbestos building components without proper training/equipment and direct approval by the Facilities & Operations Department.
- It is the expectation of the Facilities & Operations Department to train key maintenance and trade staff in Class III work activities. This will allow for the disturbance of limited amounts of asbestos by in-house staff as part of their maintenance and trade job duties. **Please keep in mind, you are not allowed to disturb asbestos with the Asbestos Awareness Training.**
- If you cannot determine if a given building component is asbestos through a review of the building's asbestos documentation, contact Mr. Fred Myers, Manager of Facilities at the Facilities & Operations Department promptly.
- If you observe anyone actively disturbing asbestos or you find that an asbestos building component has been disturbed, contact Mr. Fred Myers, Manager of Facilities at the Facilities & Operations Department immediately.
- According to the EPA's AHERA regulation, an individual has to be appointed as the asbestos administrator for each School District. This person is referred to as the Designated Person. The Designated Person for Grand Rapids Public Schools is Mr. Marc Bennett, Design/Construction Coordinator for the Facilities & Operations Department.
- If you have any questions or concerns regarding asbestos within Grand Rapids Public Schools, contact the Facilities & Operations Department at (616) 819-3010.

**GRAND RAPIDS PUBLIC SCHOOLS
FACILITIES & OPERATIONS DEPARTMENT**

**ASBESTOS INFORMATIONAL SHEET
(INSTRUCTIONAL STAFF)**

Intent

The intent of this correspondence is to provide general information on asbestos and how Grand Rapids Public Schools addresses asbestos-containing materials within our District's buildings.

Background

Asbestos is a fibrous rock that has been incorporated into thousands of building components and products within the US over the past 120 years. Its heat/chemical resistance, insulation properties and acoustical properties made it valuable to manufacturers for incorporation into everything from flooring to roofing. Unfortunately, the inhalation or breathing in of the asbestos fibers into our lungs can cause health-related issues. Therefore, it is important to note that the presence of asbestos within a building is not a hazard. It is only when the asbestos components are disturbed without proper work practices/containment that issues may arise.

There are a number of Federal and Michigan State regulations that govern the asbestos industry. One of the primary asbestos regulations is the Environmental Protection Agency's (EPA) Asbestos Hazard Emergency Response Act (AHERA) Standard. This regulation, promulgated in 1987, governs asbestos within K-12 School Buildings. This regulation included a number of requirements, such as asbestos inspections and the development of asbestos Management Plans within each building owned or leased by a School District.

Although Grand Rapids Public Schools has had an ongoing asbestos program in-place since 1987, the District has recently revised and updated the Asbestos Management Program in an effort to more formally address asbestos within our District buildings.

Asbestos Management Program

The following are key highlights of the Grand Rapids Public School's Asbestos Management Program:

- All asbestos-related activities within Grand Rapids Public School's will be the responsibility and under the authority of the District's Facilities & Operations Department.
- The asbestos Management Plans are located in each building within our District and at the Facilities & Operations Department. If you are interested in reviewing your building's asbestos Management Plan ask your building administrative staff or the head custodian, or contact the Facilities & Operations Department at (616) 819-3010.
- It is important that you do not disturb asbestos building components that may be located in your classrooms or occupied spaces within your building. This means no hanging or pinning objects from walls or ceilings that contain asbestos and no storing of supplies that could disturb asbestos building components.
- According to the EPA's AHERA regulation, an individual has to be appointed as the asbestos administrator for each School District. This person is referred to as the Designated Person. The Designated Person for Grand Rapids Public Schools is Mr. Marc Bennett, Design/Construction Coordinator for the Facilities & Operations Department.
- If you have any questions or concerns regarding asbestos within Grand Rapids Public Schools, contact the Facilities & Operations Department at (616) 819-3010.

It is important to note that Grand Rapids Public Schools has been and will remain fully committed to the health and safety of our students, staff and community. The development and implementation of the Asbestos Management Program is an example of this commitment.

**GRAND RAPIDS PUBLIC SCHOOLS
FACILITIES & OPERATIONS DEPARTMENT**

**ASBESTOS INFORMATIONAL SHEET
(OUTSIDE CONTRACTORS)**

Intent

The intent of this correspondence is to provide general information on asbestos and how Grand Rapids Public Schools addresses asbestos-containing materials within our District's buildings.

Background

Asbestos is a fibrous rock that has been incorporated into thousands of building components and products within the US over the past 120 years. Its heat/chemical resistance, insulation properties and acoustical properties made it valuable to manufacturers for incorporation into everything from flooring to roofing. Unfortunately, the inhalation or breathing in of the asbestos fibers into our lungs can cause health-related issues. Therefore, it is important to note that the presence of asbestos within a building is not a hazard. It is only when the asbestos components are disturbed without proper work practices/containment that issues may arise.

There are a number of Federal and Michigan State regulations that govern the asbestos industry. One of the primary asbestos regulations is the Environmental Protection Agency's (EPA) Asbestos Hazard Emergency Response Act (AHERA) Standard. This regulation, promulgated in 1987, governs asbestos within K-12 School Buildings. This regulation included a number of requirements, such as asbestos inspections and the development of asbestos Management Plans within each building owned or leased by a School District.

Although Grand Rapids Public Schools has had an ongoing asbestos program in-place since 1987, the District has recently revised and updated the Asbestos Management Program in an effort to more formally address asbestos within our District buildings.

Asbestos Management Program

The following are key highlights of the Grand Rapids Public School's Asbestos Management Program:

- All asbestos-related activities within Grand Rapids Public School's will be the responsibility and under the authority of the District's Facilities & Operations Department.
- Prior to Outside Contractors or their employees/subcontractors entering a Grand Rapids Public School building to conduct work, they will be required to first contact Mr. Fred Myers, Manager of Facilities at the Facilities & Operations Department in order to determine the presence and location of asbestos within the building. It will be the Outside Contractors responsibility to pass this information onto their employees and subcontractors so they do not disturb the asbestos. **No Outside Contractor, their employees/subcontractors shall disturb asbestos without proper training, supplies and explicit approval from the Facilities & Operations Department. Failure to comply with this policy may result in the cancelling of existing contracts and/or work along with restrictions on working within the District in the future.**
- The asbestos Management Plans are located in each building within our District and at the Facilities & Operations Department. If you are interested in reviewing a given building's asbestos Management Plan or the District's Asbestos Management Program, contact the Facilities & Operations Department at (616) 819-3010.
- According to the EPA's AHERA regulation, an individual has to be appointed as the asbestos administrator for each School District. This person is referred to as the Designated Person. The Designated Person for Grand Rapids Public Schools is Mr. Marc Bennett, Design/Construction Coordinator for the Facilities & Operations Department.
- If you have any questions or concerns regarding asbestos within Grand Rapids Public Schools, contact the Facilities & Operations Department at (616) 819-3010.

It is important to note that Grand Rapids Public Schools has been and will remain fully committed to the health and safety of our students, staff and community. The development and implementation of the Asbestos Management Program is an example of this commitment.