

## **NON-INSTRUCTIONAL OPERATIONS**

### The Safe Use & Handling of Asbestos Contained Materials

#### I. Purpose

To define health and safety requirements to protect workers and building occupants while handling asbestos contained materials.

#### II. Responsibility

- A. The Superintendent shall have the overall responsibility for assuring the implementation and compliance of this work instruction.
- B. The Superintendent will designate a person as the Asbestos Program Manager to oversee all asbestos activities and ensure compliance with rules written under the Asbestos Hazard Emergency Response Act (AHERA).
- C. The Asbestos Program Manager will develop an inspection and management plan for each school building owned and operated by the district.
- D. Supervisors shall assure compliance with the provisions contained herein by all employees and shall inspect and audit those operations involving asbestos contained materials for compliance with this work instruction and the management plan.
- E. Employees shall comply with all provisions of this work instruction and the building management plan.

#### III. Training

##### A. Awareness Training

The Asbestos Program Manager will ensure that all members of the maintenance and custodial staff who may work in a building that contains asbestos receives at least two hours of awareness training.

- B. Small Scale/Short Duration and Minor Disturbance Staff Workers. All maintenance workers who will conduct any activities that will result in the disturbance of asbestos will receive additional training as required by the Washington Department of Labor & Industries.

#### IV. Work Activities

Administrative Regulation No. 8303  
The Safe Use & Handling of Asbestos Contained Materials - Continued

A. Work Permit Request System

All projects requiring work of any kind involving asbestos must be authorized by a work permit, properly completed and approved by the Asbestos Program Manager.

B. Small Scale/Short Duration and Minor Disturbance Projects

All work will comply with the operations and maintenance instructions contained in the management plan for that specific building.

C. Projects other than small scale and short duration will have plans and specifications prepared by an accredited designer and work performed by an accredited contractor.

D. Transportation and disposal of asbestos will be in accordance with the most recent requirements of EPA's Asbestos Waste Management Guidance (or any successor to such document).

V. Notification and Labeling

A. Management Plan

After submitting the plans, the district will annually notify the parents, teachers, and employee organizations that the plan is available.

B. Asbestos Activities

The District will inform workers and building occupants or their legal guardians, at least once each school year, about inspections response actions and post response action activities that are planned or are in progress.

C. Warning Labels

The district will attach warning labels adjacent to the asbestos in accordance with the building management plan.

VI. Record Keeping

A. Management Plan

An updated copy for each school under the administrative control of the

Administrative Regulation No. 8303  
The Safe Use & Handling of Asbestos Contained Materials - Continued

district will be retained in the business office at the administration building. This copy will be available without restriction to the public, school personnel, parents, EPA and state representatives for inspection during normal working hours.

Each school will retain in their office an updated copy of their school's plan and make it available for inspection.

B. Records will be kept for all events occurring after submission of the management plan. The relevant events include:

1. Response actions and preventive measures
2. Training
3. Re-inspections
4. Cleaning activities
5. Small scale/short duration M & O activities
6. Fiber release episodes

All records will be retained in the school office and the administration's business office.