

# Standard Operating Procedure (SOP):

## Asbestos Management on University Campus

**Effective Date: 8/7/2025 (revised as needed)**

**Prepared By: Environmental Health and Safety Office (EHS)**

**Approved By: Carl Taz Wininger, EHS Director**

### 1. Purpose

The primary objective of this SOP is to control building occupant and employee exposure to asbestos. In addition, the procedures in this plan attempt to minimize any potential hazard posed by ACM or presumed ACM (PACM) during cleaning, maintenance, and general operation activities. This plan applies to employees, tenants, other building occupants, and contractors.

### 2. Scope

This SOP applies to all university buildings and facilities, including leased properties where the university is responsible for maintenance. It applies to all university employees, contractors, and third parties involved in activities where asbestos may be present.

### 3. Regulatory References

- OSHA 29 CFR 1910.1001 / 1926.1101 (U.S.)
- EPA Asbestos Hazard Emergency Response Act (AHERA)
- Local/state asbestos regulations
- University Health & Safety Policies

### 4. Definitions

**A. Asbestos** - Includes chrysotile, amosite, crocidolite, tremolite asbestos, anthophyllite asbestos, actinolite asbestos, and any of these minerals that have been chemically treated or altered.

**B. Asbestos Containing Material (ACM)** - Any material or product that contains more than 1% asbestos.

**C. Category I Non-friable ACM** - Material such as packing, gaskets, resilient floor covering, and asphalt roofing products containing more than 1% asbestos.

**D. Category II Non-friable ACM** - Any material containing more than 1% asbestos that is not category I non-friable ACM, and that, when dry cannot be crumbled, pulverized or reduced to powder by hand pressure. Category II ACM includes, but is not limited to asbestos cement

siding and shingles; transit panel boards; and asbestos cement pipe.

**E. Friable ACM** - Any material containing more than 1% asbestos that, when dry, may be crumbled, pulverized, or reduced to powder by hand pressure.

**F. High-Efficiency Particulate Air (HEPA) Filter** - A filter capable of trapping and retaining at least 99.97% of monodispersed particles of 0.3 micrometers or larger in diameter.

**G. Presumed Asbestos Containing Material (PACM)** - Thermal System Insulation (TSI) and surfacing material found in buildings constructed before 1981 and floor tile installed in buildings through 1981 may contain asbestos. Although it is unlikely, some flooring installed after 1981 may contain asbestos. Until sampling demonstrates that the material has 1% or less asbestos, we consider these materials PACM.

**H. Regulated Asbestos Containing Material (RACM) includes** - Friable asbestos material. Category I non-friable ACM that has become friable, or has been subjected to sanding, grinding, cutting, or abrading; and Category II non-friable ACM that has a high probability of becoming crumbled, pulverized, or reduced to powder during the course of demolition or renovation operations.

**I. The Office of Facility Management** - is the campus Asbestos Manager and point of contact. This office is responsible for the University's Asbestos Management Plan.

**J. Vinyl Asbestos Floor Tile** - vinyl floor tile, and/or its mastic, contains more than 1% asbestos, it must be handled as ACM.

## **5. Responsibilities**

- The Facility Management Director is the Asbestos manager and point of contact. The office of facility management is responsible for administering the UL Lafayette Asbestos Management Plan and this SOP

## **6. Training**

- Any training requirement that might apply to this Standard Operating Procedure. Include requirements for initial training and refresher training thereafter and the timing requirements (annual, every three years)

## **7. Communication and Signage**

- Where feasible, post warning signs in mechanical rooms or areas containing ACM.
- Include asbestos information in campus hazard communication training.
- Label ACM where feasible and appropriate (e.g., pipe insulation).

## **8. Procedure**

**1. ASBESTOS LOCATIONS:** Original inspection results from 1992 have confirmed the presence of ACM in buildings and locations listed in the asbestos inventory (see Exhibit A at the end of this SOP). The asbestos in these materials does not constitute a health hazard if left undisturbed.

**2. NOTIFICATION:** The Facility Management Department has assigned an Asbestos management team. This team consist of: The Safety Director, Facility Management Director, Facility Planning Manager, Facility Management Engineer, and Maintenance Assistant Supervisor. This team is tasked with:

- Notifying the following maintenance employees of the presence, location, and physical condition of the ACM, and stress the need to avoid disturbing the material. This information must also be passed onto the contractors bidding work in the building & contractors working in adjacent rooms

- Make this SOP plan available to anyone who might work on or disturb the ACM
- Any ACM signs posted should be hung with adhesive, glue, tape, etc.
- Making sure contractors who may encounter ACM or PACM are aware of this material by having them review this SOP plan.

- Manage AMP in accordance with federal, state and local laws and regulations

**3. MONITORING ACM:** The ACM identified in the state building inventory is subject to deterioration with age, the effects of building occupancy, and accidental damage. To monitor the condition of the ACM, the Facility Management Asbestos Team ensures that staff visually inspect the material at regular intervals (bi-annually), and immediately report any ACM damage or deterioration. The Facility Management Asbestos team keeps a written record of these periodic inspections. The record must include:

A. Date of inspection

B. Inspector

C. Locations inspected, such as floor level, room names, or numbers, etc.

D. Nature of ACM (pipe wrap, transit board, etc.) and friability

E. Whether adequate labeling is still intact

F. Changes of status since last inspection (e.g., new damage, water damage, etc.)

G. Any recommended action(s).

The most recent inspection should be used as the basis for this survey. The survey documents can be found in the Asbestos Library of Parker Hall and at Dupre' Library.

**4. RECORDKEEPING:** The Facility Management Asbestos Team must ensure that the staff retains all facility asbestos management documents, including:

A. Copies of all asbestos inspection reports

B. Written SOP plan

C. Semiannual ACM/PACM visual inspection records

D. Awareness training records (Hard copies in Safety Office and online verification reports in the Cornerstone training platform)

E. Changes to location, condition, or quantity of the ACM/PACM.

F. Documents associated with any abatement, encapsulation, and/or other removal or management of ACM.

**5. JOBSITE CONTROLS FOR WORK INVOLVING ACM:** Whenever maintenance, custodial, or other employees perform work in areas where ACM or PACM is present, they must use appropriate work practices and protective measures to minimize the potential to disturb the ACM/PACM, which is included in our ACM annual training. This includes:

A. Use of wet methods (such as applying water to ACM with a low-pressure sprayer)

B. Qualified personnel may spray liquid fiber lock (encapsulation) to areas less than 3 feet.

C. Use of mini enclosures

D. Area isolation

E. Avoidance of certain activities such as sawing, sanding, or drilling around ACM/PACM

**6. SAFE WORK PRACTICES:** It is important to minimize the disturbance of ACM and the subsequent release of asbestos fibers. You can accomplish this by staying out of physical contact with materials that contain, or are presumed to contain, asbestos. All personnel at UL

Lafayette must observe the following work practices to avoid or minimize fiber release during activities that may affect ACM/PACM:

- A. Do not drill holes into material containing asbestos, unless qualified and using proper safeguards and disposal methods.
- B. Do not hang pictures, signs (except asbestos warning signs), clothing, plants, or any other articles on structures covered with materials containing asbestos
- C. Do not sand, saw, or grind floor tiles, hard board panels, or other materials that may contain asbestos
- D. Do not damage materials containing asbestos while moving furniture or other objects
- E. Do not install curtains, drapes, or dividers in a way that will damage materials containing asbestos
- F. Do not dust floors, ceilings, moldings, or other surfaces with a dry brush or sweep with a broom in an environment containing friable asbestos
- G. Do not use an ordinary vacuum to clean up debris containing asbestos
- H. Do not remove ceiling tiles below materials containing asbestos without wearing proper respiratory protection, clearing the area of other people, and observing asbestos waste disposal procedures;
- I. Do not remove ventilation system filters in a dry state; and
- J. Do not shake ventilation system filters.

**7. WORKER PROTECTION:** Maintenance, custodial, or any employee must not participate in asbestos abatement activities unless they are in full compliance with state licensing standards and follow all federal, state, and local requirements. Many small jobs that include disturbing ACM, can be performed by the Facility Management Asbestos Team members, however, in most instances, employees of UL Lafayette will not participate in any asbestos removal, or encapsulation projects. All projects to remove, abate, or encapsulate asbestos on campus will follow the direction of the UL Asbestos Consultant. Any work required will be bid out to certified asbestos contractors, air monitoring consultants, and all proper removal/disposal techniques will be followed. Any employee not complying with this Standard Operating Procedure will be referred to Human Resources for disciplinary action, up to termination.

## **12. CONTACT INFORMATION**

- **Environmental Health & Safety Office:**
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