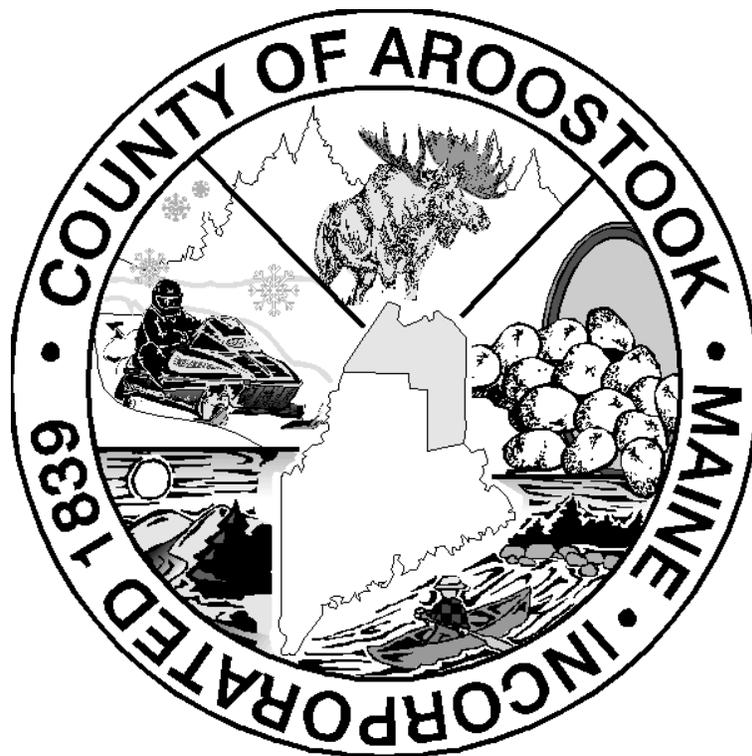


County of Aroostook

Asbestos Operations and Maintenance Program

ASBESTOS AWARENESS PLAN



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**County of Aroostook
Asbestos Operations and Maintenance Program**

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Forms:

Asbestos containing materials six (6) month walk through
Asbestos containing labels

County of Aroostook Asbestos Operations and Maintenance Program

1.0 POLICY

The County of Aroostook (Aroostook County Government) is committed to providing a safe and healthy workplace for our employees. This Asbestos Operations and Maintenance Program has been developed to eliminate and control hazards associated with asbestos containing materials located at our site(s).

2.0 RESPONSIBILITY

The County of Aroostook Human Resource Coordinator is responsible for the overall implementation and maintenance of this policy. Coordinator will also ensure that affected employees are trained in asbestos hazards and their responsibilities to control those hazards.

3.0 IDENTIFICATION OF ASBESTOS-CONTAINING MATERIALS

The following locations listed below are presumed to have asbestos containing materials. Laboratory testing is not required if the building owner will handle and treat all presumed materials as if they contain asbestos. The building owner may arrange for testing at any time to prove/disprove that the presumed material contains asbestos. Until proven not to contain asbestos by laboratory testing, suspected building materials installed before 1970 are presumed to contain asbestos.

Registry of Deed Building, 22 Hall Street, Fort Kent, Maine 04743

Item	Location	% Asbestos	Condition	Policy
9x9 vinyl floor tile and floor tile glue	Second floor main office Room 19	Tested years ago and confirmed. Percentage unavailable.	Good condition	Do Not Disturb. If removal is desired, removal must be conducted by an Asbestos Contractor.
9x9 vinyl floor tile and floor tile glue	First floor storage room Room 6	Tested years ago and confirmed. Percentage unavailable.	Good condition	Do Not Disturb. If removal is desired, removal must be conducted by an Asbestos Contractor
9x9 vinyl floor tile and floor tile glue	First floor storage room Room 7	Tested years ago and confirmed. Percentage unavailable.	Good condition	Do Not Disturb. If removal is desired, removal must be conducted by an Asbestos Contractor

Caribou Courthouse, 144 Sweden Street, Caribou, Maine 04736

Item	Location	% Asbestos	Condition	Policy
9x9 vinyl floor tile and floor tile glue	Second landing of middle stairway	Suspected	Good Condition	Do Not Disturb. If removal is desired, removal must be conducted by an Asbestos Contractor.

Emergency Management Agency, 158 Sweden Street, Caribou, Maine 04736

Item	Location	% Asbestos	Condition	Policy
No Suspected materials				

Sheriff's Office Building, 25 School Street, Houlton, Maine 04730

Item	Location	% Asbestos	Condition	Policy
Old ceiling	First floor above existing drop ceilings	Suspected	Fair	Do Not Disturb. If removal is desired, removal must be conducted by an Asbestos Contractor.
Old Ceiling	Second floor above existing drop ceilings	Suspected	Fair	Do Not Disturb. If removal is desired, removal must be conducted by an Asbestos Contractor.

Superior Court Building, 26 Court Street, Houlton, Maine 04730

Item	Location	% Asbestos	Condition	Policy
Wall board	First floor conference room Room S230	Unknown	Good condition	Do Not Disturb. If removal is desired, removal must be conducted by an Asbestos Contractor.
Ceiling	Basement, north side Rooms S110 thru S116	Suspected	Good condition	Do Not Disturb. If removal is desired, removal must be conducted by an Asbestos Contractor.

Aroostook County Jail, 15 Broadway, Houlton, Maine 04730

Item	Location	% Asbestos	Condition	Policy
Floor Tiles	East Wing Dorms 104,107,204	Unknown	Good	Do Not Disturb. If removal is desired, removal must be conducted by an Asbestos Contractor.
Ceiling	East Wing Dorms 104,107,204	Suspected	Good	Do Not Disturb. If removal is desired, removal must be conducted by an Asbestos Contractor.

Aroostook County Jail Garage, 15 Broadway, Houlton, Maine 04730

Item	Location	% Asbestos	Condition	Policy
No suspected materials				

4.0 WARNING LABELS

The OSHA Asbestos standard (29 CFR 1926.1101) requires that building occupants are notified of the presence of asbestos containing materials so that the materials are not disturbed or handled in a manner that could generate or release asbestos dust “friable” (can be crumbled by hand pressure).

This will be achieved by placing signs on friable (can be crumbled by hand pressure) asbestos containing materials. The following label will be attached to all hard-packed thermal insulation. Pipe insulation will be labeled in areas that periodic maintenance is likely. A label should be attached to each elbow:

DANGER
Contains Asbestos Fibers
Avoid Creating Dust
Cancer and Lung Disease Hazard

5.0 MAINTENANCE ACTIVITIES

Maintenance activities should be restricted so that asbestos-containing materials are not handled in a manner that could release asbestos fibers.

5.1 Vinyl Floor Tile: Buffing and waxing should be conducted in a manner that avoids penetrating the top layer of the tile so the asbestos fibers are not released. No cutting of asbestos-containing tiles is permitted. The United States Environmental Protection Agency (EPA) has published safe work practices for buffing, waxing and other housekeeping activities on 9x9 asbestos floor tiles. OSHA guidelines are as follows:

- Sanding of asbestos floor tile is prohibited;
- Stripping of finishes shall be conducted using low abrasion pads with wet method, at speeds lower than 300 rpm;
- Burnishing or dry buffing may be performed only on tiles that have sufficient finish so the pad does not contact the asbestos containing material.

5.2 Hard-packed Elbow Insulation: If the insulation requires removal, an Asbestos Abatement Contractor should be hired to conduct the removal. NOTE: Building maintenance personnel cannot conduct insulation repair, or clean-up of small quantities of asbestos debris, unless they have completed a 24-hour Worker O&M Training Course.

5.3 Spills and Releases: If any asbestos-containing material becomes damaged so that fibers may have been released, contact an Asbestos Abatement Contractor to remove the remaining material and to remove any contamination on adjacent surfaces. NOTE: Building maintenance personnel cannot conduct this type of spill clean-up unless they have completed a 24 hour Worker Training Course.

6.0 HIRING OUTSIDE CONTRACTORS

6.1 General Building Work: The County of Aroostook Facilities Manager is responsible for notifying contractors that work in the building at the location of asbestos-containing materials in their work area. Contractors will be instructed not to damage asbestos-containing materials, so to avoid the accidental release of asbestos fibers into the area. Scope: electricians, plumbers, carpenters, fire protection, HVAC, flooring contractor, painting contractors, etc.

6.2 Building Renovation: The County of Aroostook Facilities Manager is responsible for evaluating plans for future building renovations to determine if asbestos-containing materials may be involved. If asbestos materials may be damaged during renovation activities, then an Asbestos Abatement Contractor will be hired to remove those asbestos materials before renovation work begins in that area.

6.2 Asbestos Work: The County of Aroostook Facilities Manager is responsible for coordinating the hiring of outside contractors for work with asbestos-containing materials at County of Aroostook owned facilities. The contractor will be informed of:

- Location of the asbestos-containing materials;
- Condition of the material;

- Percentage of asbestos (if laboratory testing has been conducted);
- The company's lock-out/tag-out requirements to eliminate active or stored energy, including electrical, hydraulic, pneumatic, moving parts, or any other energy sources in the space.

Before being awarded the work, the contractor will be asked to provide:

- Copy of work policies and procedures;
- List of equipment they will use to ensure elimination or control of dust hazards, (ie. HEPA-filtered vacuum; glove bags; HEPA-filtered ventilation units, air monitoring equipment for asbestos dust; worker respirators);
- Copy of the contractor's Maine Asbestos Contractor's license;
- Copy of worker training certificates and Maine Abatement Worker Licenses;
- Complete all required notifications to Maine Division of Occupational Safety and the Maine Department of Environmental Protection. The contractor must provide copies to the building owner before work begins.

7.0 TRAINING FOR BUILDING PERSONNEL

Training must be provided to each employee who may handle or potentially handle asbestos-containing materials. The County of Aroostook Human Resource Coordinator will be responsible for coordinating annual training. In County of Aroostook owned facilities, all maintenance staff and all housekeeping staff will receive asbestos awareness training. **The training allows workers to safely work in the vicinity of asbestos-containing materials. It does not authorize workers to remove asbestos.** Training is annual, and should include at a minimum:

- Health effects of asbestos;
- Locations of known asbestos materials (have been tested); and location of presumed asbestos materials (not tested, but presumed to contain asbestos due to visual appearance and year installed before 1970);
- Recognition of damage and deterioration;
- Requirements for housekeeping without creating dust;
- Proper response to events that release dust.

8.0 SITE INSPECTION

The persons listed at the following facilities will be responsible for conducting a site walk-through every six (6) months to assess and evaluate the condition of all known asbestos-containing materials, and all presumed to contain asbestos materials. The inspection should note the condition, and whether any asbestos dust is likely/not likely to occur. If dust might be released due to poor condition, an asbestos contractor should be hired to either repair or remove the material:

- Fort Kent Registry of Deeds Building – Facilities Manager

- Caribou Courthouse – Caribou full-time Custodian
- Emergency Management Agency – Caribou full-time Custodian
- Sheriff's Office Building – Superintendent of Buildings
- Superior Court Building – Superintendent of Buildings
- Aroostook County Jail – Superintendent of Buildings
- Aroostook County Jail Garage – Superintendent of Buildings

ASBESTOS CONTAINING LABELS

The OSHA Asbestos standard (29 CFR 1926.1101) requires that building occupants are notified of the presence of asbestos containing materials so that the materials are not disturbed or handled in a manner that could generate or release asbestos dust.

This will be achieved by placing signs on friable (can be crumbled by hand pressure) asbestos containing materials. The following label will be attached to all hard-packed thermal insulation. Pipe insulation will be labeled periodically, and in areas that where maintenance is likely. A label should be attached to each elbow:

(MAKE COPIES AS NEEDED) For start to finish piping areas

