

On the [Employee Safety Programs](#) page, please delete the entire [Asbestos Management Policy pdf](#) link and replace it with the following page.

Asbestos Management Program

Background

Asbestos is a naturally occurring fibrous mineral that is found in many building materials and items. Initially, it was thought to be a remarkable product because it is fireproof, very strong, chemical resistant and could be used in many applications ranging from plaster and other building materials to being woven into fabrics. When asbestos fibers are released, they can cause adverse health effects including asbestosis, mesothelioma, and lung cancer. When asbestos building products are in good condition, there is not a health concern and both the Environmental Protection Agency (EPA) and the Department of Environmental Protection (MA DEP) advise leaving them in place.

Purpose

The ultimate goal of this plan is to protect the environment and the health of the entire MHC community. Community members should understand that the buildings that make up our beautiful, historic campus may have asbestos-containing building materials. Facilities Management regularly inspects buildings. Despite our best efforts, situations like water leaks or other incidents can damage building materials - we work quickly to resolve these situations whenever they occur. If you have a concern in your area, contact Facilities Management by submitting a [service request](#) or calling the main office: 413-538-2012.

Mount Holyoke College community members are not expected or authorized to perform activities, abatement, cleanup work or any task that will disturb asbestos building materials, other than authorized Facilities Management personnel performing very small-scale procedures, such as drilling holes to hang pictures, allowed by MA DEP's notification exemption for incidental maintenance projects or work. The purpose of this program is to ensure that Mount Holyoke College employees and other community members understand the hazards of asbestos exposure and are aware of the proper procedures that must be followed when cleaning, maintenance, repair, or any type of work that may potentially disturb asbestos must be performed or upon discovering a situation where building materials have been damaged (i.e. ceiling collapse, hole in a wall, etc.).

Regulatory Compliance

Asbestos is regulated in Massachusetts by the Department of Environmental Protection (DEP) and the Department of Labor Standards (DLS). Federally, Asbestos is regulated

by the Environmental Protection Agency (EPA) and the Occupational Safety and Health Administration (OSHA).

Asbestos Coordinator

The Facilities Management Asbestos Coordinator is responsible for working with Environmental Health and Safety to ensure that affected FM trades and employees are trained. The Asbestos Coordinator ensures that all records of asbestos abatement and sampling results are provided to the FM CAD/ GIS Technician so they can be recorded in the Hazardous Materials Database.

Prior to any renovation work that may disturb asbestos, asbestos removal, repair, cleanup, or other asbestos-related activity, the Asbestos Coordinator must be notified. The Asbestos Coordinator will inform the Building Safety Liaison and Public Safety and Service when asbestos abatement will be conducted in areas of occupied buildings. The Asbestos Coordinator must assess the condition of asbestos, investigate reported concerns, and arrange the appropriate action if asbestos is found to be in a damaged or deteriorating condition.

Training

FM employees that may come into contact with asbestos will receive Asbestos Hazard Awareness Training. This training will consist of:

- Health effects of asbestos exposure
- Locations of Asbestos-Containing Materials (ACM) and Presumed Asbestos-Containing Materials (PACM)
- Recognition of ACM and PACM damage and deterioration
- Housekeeping requirements
- Proper response to fiber release episodes

Training will be conducted initially for new employees and reviewed annually for all affected employees during safety training refreshers.

Suspect Asbestos-Containing Materials

All building materials will be assumed to contain asbestos if they were purchased or installed prior to 1980. These materials will be assumed to contain asbestos unless the College has records indicating the materials in that specific location were sampled and results indicate that they are negative for asbestos. Suspect materials, except those allowed by DEP's notification exemption for incidental maintenance projects or work,

can only be removed or disturbed by a licensed asbestos contractor, unless samples taken by an Asbestos Inspector prove the material does not contain asbestos.

Procedures

Mount Holyoke College community members are not, at any time, permitted to remove or otherwise disturb any building materials. Use of nails, screws or anything that penetrates or damages walls, ceilings, floors or any other building material is not allowed – this also applies to students living in residence halls. Individuals in academic or administrative spaces that need something installed must contact FM. Community members that have concerns in their area should contact Facilities Management by submitting a [service request](#) or calling the main office: 413-538-2012.

Facilities Management personnel regularly work with building materials and may encounter situations during the course of their daily duties. The main responsibility of FM employees is to recognize the potential that a material may contain asbestos and to contact their Supervisor with any questions or concerns. Supervisors will contact the Asbestos Coordinator when evaluation is needed. The following work activities are prohibited:

- Removing, sanding, cutting, hammering, demolishing or performing any other dust-generating activity involving asbestos-containing building materials
- Work that will disturb pipe and other mechanical or thermal systems insulation
- Dry-sweeping mechanical rooms or areas that may contain asbestos dust
- Dry-buffing or dry-stripping asbestos-containing flooring materials - only wet stripping methods can be done using low abrasion pads at speeds below 300 rpm

All scheduled repair and renovation work must first be cleared by the Asbestos Coordinator to ensure that asbestos-containing materials will not be disturbed. Examples of activities that cannot be performed by Mount Holyoke College personnel are listed below. If renovation and repair work cannot be accomplished without disturbing asbestos-containing materials, the Asbestos Coordinator will arrange for an Asbestos Contractor to perform the work, or otherwise abate the asbestos so that Mount Holyoke College personnel can safely perform the repair or renovation work.

A licensed Asbestos Contractor will be immediately called in the event of an asbestos emergency. Any incident that causes the release of asbestos fibers when proper containment measures are not in place will be considered an emergency. Examples of emergencies include the discovery of suspected asbestos debris on the floor, flooding or water damage that causes a ceiling collapse or a leak in a pipe insulated with asbestos. Facilities Management will shut down or cover HVAC system vents to prevent asbestos fibers from contaminating other areas. Steam or water lines will be

locked out if the emergency involves a pipe leak. While waiting for the Asbestos Contractor, Facilities Management personnel will prevent community members from entering the area and will coordinate with Public Safety and Service when necessary. For any campus emergency, call Public Safety and Service: 413-538-2304.

Classes of Asbestos Work

Class I asbestos work: activities involving the removal of thermal system insulation (TSI) and surfacing (sprayed-on, troweled-on, or otherwise applied) asbestos-containing material (ACM) and presumed asbestos-containing material (PACM)

Class II asbestos work: activities involving the removal of ACM which is not TSI or surfacing material. This includes, but is not limited to, the removal of asbestos-containing wallboard, floor tile and sheeting, roofing and siding shingles, and construction mastics

Class III asbestos work: repair and maintenance operations, where ACM, including TSI and surfacing ACM and PACM, is likely to be disturbed

Class IV asbestos work: maintenance and custodial activities during which employees contact, but do not disturb, ACM or PACM

A licensed Asbestos Contractor will be hired to perform all asbestos-related project work and asbestos emergency response at the College. Trained FM employees may only engage in very small-scale activities allowed by DEP's notification exemption for incidental maintenance work with strict dust control methods in place (i.e. dust bubble or shaving cream). FM employees may also engage in Class IV work that does not involve disturbing asbestos or cleaning asbestos contamination.

Asbestos Contractor

The Asbestos Contractor must comply with all applicable regulations pertaining to asbestos and must provide the College with a detailed documentation report, including waste disposal records, and post abatement inspection and air clearance testing, if applicable, for all asbestos work done. All Contractors must work in a manner that protects the environment and all members of the Mount Holyoke College community.

Asbestos Monitor and Management Planner

A licensed Asbestos Inspector will take samples, when required, to determine whether or not materials contain asbestos. Samples will be analyzed by an accredited laboratory. A certified Asbestos Management Planner may be contracted to develop asbestos removal specifications or project designs for large-scale or other projects. A certified Asbestos Monitor/Industrial Hygienist will be on site to conduct a post abatement inspection and final air clearance sampling, when required after an

abatement project and will provide the Asbestos Coordinator with the original, complete report, including project log and results from the certified laboratory. The Asbestos Consultant is responsible for all aspects of regulatory compliance pertaining to their services and, when contracted as a full time, on-site monitor, must ensure that the Asbestos Contractor is in compliance with all applicable regulations. All work must be planned and coordinated to ensure that the environment and all members of the Mount Holyoke College community are protected.

Program Review

This program will be reviewed periodically by the Asbestos Coordinator and EH&S to ensure compliance with applicable regulations.

Learn More

There are many resources available to learn more about asbestos in your own home, such as EPA's [Protect Your Family from Asbestos Exposure](#) or MA DEP's [Asbestos and Health](#) websites. If you live outside of Massachusetts, check with your state and local environmental agencies.