

<b>College Procedure:</b>	<b>304.18 – Asbestos</b>
<b>Policy Reference:</b>	<b>304 – Campus Safety and Security</b>
<b>Responsible Department:</b>	<b>Facilities &amp; Public Safety</b>
<b>Approval Authority:</b>	<b>Cabinet</b>
<b>Procedure Owner:</b>	<b>Vice President, Facilities &amp; Public Safety</b>
<b>Effective Date:</b>	<b>5/19/2014</b>

**Version Number:** 2  
**Legal Counsel Reviewed (yes/no):** No  
**Legal Reference(s):**  
**Scope:** College-wide

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## Reason for Procedure

The objective of this procedure is to ensure compliance with state and federal regulations and to minimize the potential exposure of students, faculty, staff and the public to asbestos. Individuals who disregard the contents of this asbestos procedure and its supporting guidelines and regulations, assume personal responsibility for exposure to a proven health hazard and violations of state and federal requirements.

## The Procedure

No employee of Kirkwood Community College shall perform any type of asbestos work. All removal or disturbance of **asbestos containing materials (ACM)** shall be performed under controlled conditions by asbestos abatement workers appropriately trained and licensed by the State of Iowa.

### Authority and Responsibility:

Facilities responsibilities include:

1. Overseeing and managing all work impacting ACM in Kirkwood facilities, including any projects that have the potential to disturb suspect asbestos containing materials.
2. Evaluation of the scope of the project and testing performed on suspect asbestos-containing materials.
3. Disclosing the presence of ACM to any outside service contractors.
4. Providing outside service contractors a copy of the Kirkwood Asbestos Procedure.
5. Managing all asbestos abatement activities.
6. Notifying the building occupants of abatement activities.
7. Procuring the services of licensed asbestos abatement contractors and consultants.
8. Covering costs associated with the abatement for project related, operations and maintenance work.
9. Conducting training to inform, provide knowledge and basic awareness on asbestos issues.

Facilities employees are responsible for:

1. Ceasing operations if any asbestos containing material is found.
2. Notifying their supervisor of suspect asbestos-containing materials.
3. Being familiar with the Kirkwood Asbestos procedure.

Outside service contractors are responsible for:

1. Providing general awareness training for their employees so that employees are able to identify suspect asbestos-containing materials if found during work activities;
2. Notifying Facilities of suspect asbestos-containing materials which may be disturbed during work activities; and
3. Notifying Facilities of suspect asbestos-containing materials that are discovered during work activities.

**Asbestos Disturbing Activities:**

Examples of activities that may result in the disturbance of suspect asbestos-containing materials include:

- Removing or repairing floor tile;
- Drilling into floor tile;
- Removing or repairing ceiling tiles;
- Removing pipe insulation or pipe joint compound to access pipes;
- Knocking holes in plaster ceilings or walls; and/or
- Removing carpet which has floor tile underneath.

Kirkwood campus buildings have been surveyed for the presence and location of asbestos-containing materials. Facilities maintains information on the location of asbestos containing materials.

**Abatement Projects:**

All asbestos abatement projects within Kirkwood shall be performed under controlled conditions by an asbestos abatement contractor utilizing asbestos abatement workers who are trained and licensed. Facilities shall procure the services of a licensed abatement contractor and monitor the progress of the abatement activities.

If it is determined that asbestos removal is required for the project to proceed, Facilities shall make arrangements for the following:

- Procuring the services of a licensed asbestos abatement contractor.
- Procuring the services of a consultant to monitor and conduct any necessary design, construction, administration and monitoring as deemed necessary or as required by law.

Facilities shall be responsible for notifying building occupants of upcoming abatement activities.

**Operations and Maintenance:**

Kirkwood employees shall not remove or disturb any suspect asbestos-containing materials until the materials have been sampled thru Facilities and it has been determined that they do not contain asbestos. All sampling shall only be conducted by licensed asbestos inspectors.

*Note: No Kirkwood employee shall collect samples of suspect asbestos-containing materials.*

**Training:**

All Facilities employees shall receive training consistent with the Occupational Safety and Health Administration (OSHA) asbestos awareness training requirements.

Employees shall be trained in the following by a subject matter expert in the following:

- Asbestos standard;
- Asbestos abatement projects;
- Background information on asbestos;
- Health effects related to asbestos exposure;
- Preventing exposure to asbestos;
- Methods for controlling asbestos fiber release; and
- Asbestos abatement basics.

**Outside Service Contractor Information:**

All outside service contractors shall be notified of the presence of asbestos-containing materials prior to beginning work activities. All outside service contractors shall provide general awareness training for their employees to allow employees to identify suspect asbestos-containing materials if found during work activities. Contractors shall contact Facilities in the event that suspect asbestos-containing materials are discovered during work activities. Contractors shall be made aware of Kirkwood’s Asbestos Procedure prior to the commencement of work.

**Regulations:**

All asbestos abatement projects performed at Kirkwood Community College shall be in accordance with OSHA regulations.

**References**

**Definitions**

Term	Definition
ACM	Products containing greater than 1% asbestos. These products may include, but are not limited to pipe and boiler insulation, floor tile, linoleum, gaskets, commercial adhesives, etc.
Term 2	

Term 3	
Term 4	

### Revision Log

Version Number	Date Approved	Approved by	Brief Description of Change
1	5/9/2014	Tom Kaldenberg, Vice President, Facilities & Security	
2		Cabinet	Procedure template 9/12/2019