

Asbestos Management Plan

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I. Purpose

This Asbestos Management Plan has been developed for use by Einstein employees and its contractors and is designed to serve as a guide for Operations and Maintenance tasks that involve contact with or disturbance of various amounts of asbestos-containing building materials (ACBM) as described in the New York State Department of Labor (NYSDOL) and New York City Department of Environmental Protection (NYCDEP) asbestos regulations and the Occupational Safety and Health Administration (OSHA) regulations. The intent of this document is not to serve as a surrogate for training required by Federal, State, and City laws for asbestos workers or persons who work in buildings containing asbestos but is designed to complement the reader's current asbestos training and the Federal, State, and City standards for the maintenance, repair, and removal of asbestos-containing materials (ACM) from our buildings.

Occupational exposure to airborne asbestos fibers is a well-documented health hazard. Exposure to these fibers can contribute to the development of several respiratory diseases, such as asbestosis, lung cancer and mesothelioma. The quantity of exposure required for the onset of disease is not known with certainty and the latency period before disease symptoms appears is very long; therefore, it is prudent to prevent exposures and keep exposure levels below regulatory limits and as low as possible.

The purpose of the Asbestos Management Plan is as follows:

- To provide procedures for maintaining ACM in place at Einstein in good condition and prevent disturbance.
- To protect employees, students, contractors and visitors from the potential health hazards posed by airborne asbestos exposure.
- To prevent illness and injuries from accidents during abatement activities.
- To comply with Federal, State, and City regulatory agencies during construction, renovation, remodeling and demolition projects.
- To train individuals who may encounter ACM during their normal work activities on how to recognize ACM and thereby protect themselves from exposure.

This program shall remain in force until all asbestos-containing materials (ACM) have been removed from all College properties. Background information on asbestos and the health effects related to asbestos exposure is available through Environmental Health and Safety (EH&S). Interested persons may request this information by contacting EH&S at x4152.

II. Scope

Due to the presence of ACM in numerous buildings located throughout Einstein, this plan includes a number of elements which are designed to protect Einstein employees, students, tenants, contractors, and other building occupants from exposure to airborne asbestos fibers. The main purpose of this plan is to describe specific protocols for maintaining ACM at all Einstein buildings in good condition and prevent disturbance. When small-scale (minor) disturbance is necessary during Operations and Maintenance (O&M) or disturbance has occurred unintentionally, this program will provide specific protocol for performing the remediation or removal of ACM in a manner that will diminish or eliminate the risk of

release of airborne asbestos fibers into occupied areas. This plan does not, nor is it intended to, address large or small-scale abatement of asbestos projects.

The scope of this program applies to all employees, properties and projects at Einstein performing Class III & IV work. All asbestos regulatory requirements must be met at all Einstein campuses as required by law.

III. Plan

Asbestos became highly regulated in the mid-1980s. The Facilities Management Department of the Albert Einstein College of Medicine (Einstein) and, in particular, Engineering, in response to the new regulatory controls, commissioned several asbestos surveys of the Campus. These surveys and recommendations can be found in the Facilities Management Office. Our understanding was that initially some asbestos removal and abatement was performed by outside vendors to clean and stabilize some areas that needed immediate attention. Thereafter whenever ACM would be disturbed because of renovation or repair, Engineering would hire an asbestos abatement contractor.

Some Operating and Maintenance (O&M) work and housekeeping work is performed by Einstein's licensed asbestos handlers and supervisors and is further described in the following sections.

III.A. Contacts Regarding Managing Asbestos at Einstein

Facilities Management:	ext. 2808
Environmental Health and Safety	ext. 4150

III.B. Regulatory Agencies

The Environmental Protection Agency (EPA) and OSHA are the principal Federal agencies involved with regulating asbestos in buildings. The EPA sets regulations designed to protect the public on environmental matters. OSHA regulates the protection of workers in the workplace and sets standards for the protection of those workers. On the State level, the New York State Department of Labor (NYSDOL) regulates asbestos. On the City level, the NYCDEP regulates asbestos.

III.B.1. Federal

The EPA has two major Acts that contain asbestos standards:

- The Clean Air Act (CAA)
 - National Emissions Standards for Hazardous Air Pollutants (NESHAP), 40 CFR Part 61, Subpart M
- Toxic Substances and Control Act (TSCA)
 - o Asbestos Hazard Emergency Response Act (AHERA), 40 CFR Part 763, Subpart E
 - o Asbestos School Hazard Abatement Reauthorization Act (ASHARA), Revision to AHERA

The two pertinent OSHA standards are:

- General Industry Standard for Asbestos, 29 CFR 1910.1001
- Construction Standard for Asbestos, 29 CFR 1926.1101

III.B.2. State

The New York State Department of Labor

• Part 56 of Title 12, Rules and Regulations on the State of New York (also known as Industrial Code Rule 56)

III.B.3. Local

The New York City Department of Environmental Protection

• New York City Title 15, Chapter 1 of the Rules of the City of New York

III.C. Program Elements

III.C.1. Notification and Hazard Communication

- Maintenance, custodial and other contractors who may contact or disturb ACM during their work activities will be notified by their supervisor of the presence of asbestos within their work area.
- Maintenance, custodial and outside contractors will be required to notify EH&S when a disturbance of asbestos containing material has occurred.
- Confirmed and presumed asbestos-containing material (PACM) will be labeled. Materials not labeled should be assumed to be ACM until otherwise proven.
- Signs will be placed as needed to the entrance of rooms or areas to alert workers of the presence of ACM.

III.C.2. Training

- Maintenance and custodial staff will receive Asbestos Awareness Training on an annual basis.
- All maintenance personnel who conduct O&M activities are required to be licensed asbestos handlers.
- All licensed asbestos handlers must complete the 32-hour training at a New York State Department of Health approved Asbestos Safety Training Program. This certification must be renewed annually with an 8-hour refresher course.
- Asbestos handlers must be supervised by a licensed asbestos supervisor. An asbestos supervisor must complete a NYSDOL approved 40-hour training program with an 8-hour annual refresher training course.

III.C.3. Signage

The purpose of signage is to:

- Prevent entry into regulated areas where exposures may be above the OSHA permissible exposure limits (PEL).
- Prevent the inadvertent disturbance of asbestos-containing material.
- Asbestos handlers are required to provide the proper signage and barriers to prevent inadvertent access to an area where asbestos repair or removal work has occurred.

III.C.4. Record Keeping

Records of minor asbestos abatement projects or Class III and Class IV work are maintained at the EH&S office. These abatement records include the date, location, name of the handler and supervisor performing the work and information regarding the waste generated.

Records of large and small asbestos abatement projects or Class I and Class II work performed by outside abatement contractors are sent by the outside asbestos contractor and kept by Engineering and EH&S.

Air monitoring and clearance results performed by the third-party monitor are also kept with the abatement records given to Engineering and to EH&S when provided.

III.C.5. Abatement/Operations & Maintenance

Note: Prior to any renovation, remodeling, or demolition, an asbestos survey must be conducted. This survey is either performed in-house by our licensed Safety Officer or by a licensed outside vendor. Individuals who are licensed by federal, state, and city regulatory agencies will perform all activities involving monitoring, removal, or abatement of asbestos.

III.C.6. Work Classification

OSHA has defined specific categories for various types of asbestos work. These categories are used in part to determine the level of training, personal protective equipment, and engineering controls necessary to safely and successfully perform asbestos related work.

- Class I activities are those involving the removal of thermal system insulation and surfacing material. This class of asbestos work may only be performed by certified asbestos workers using strict engineering controls. An outside asbestos abatement contractor always performs this class of work at Einstein.
- Class II activities are those that involve removal of asbestos-containing material which is not surfacing or thermal system insulation. Examples of Class II asbestos work include the removal of flooring materials, roofing and siding materials, wall systems, and other asbestos materials which are not classified as surfacing or thermal system insulation. An outside asbestos abatement contractor always performs this class of work at Einstein.
- Class III asbestos work is work involving the repair and maintenance of building systems which is likely to disturb asbestos-containing material.

Class III asbestos work includes the repair or disturbance of thermal system insulation, surfacing, and all other asbestos containing materials which may be included in a building but is limited in scope to the amount of material which can be disposed in a single 60"x60" waste bag. Class III asbestos work may be performed by workers who are certified as asbestos handlers. Einstein maintains a number of workers with adequate training required to perform O&M tasks when required.

• Class IV work consists of maintenance and custodial activities during which employees may come in contact with asbestos, but where no disturbance occurs. Class IV asbestos work may be performed by workers who have received Asbestos Awareness Training.

III.C.7. Hazard Identification

The presence of asbestos does not immediately constitute the existence of a hazard. Conditions which create a danger of airborne asbestos are the disturbance or damage of asbestos-containing material. During these events, fibers may be released and become airborne. The hazard occurs when a person inhales these airborne fibers.

Friable asbestos-containing material is considered to be a greater hazard than non-friable materials. Friability is the ability of a material to be crushed, pulverized or reduced to powder by hand pressure alone. Non-friable materials which include, but not limited to, floor tiles, transite panels, and adhesives are not rendered into a powder with hand pressure alone. These materials may become friable with the aid of power tools. As long as these materials remain in good condition and are not being disturbed, they pose little hazard. Friable materials include, but not limited to, thermal system insulation and spray-on fireproofing. Such materials should be kept in good condition and require constant vigilance when performing O&M activities in their vicinity.

III.C.8. Respiratory Protection

Employees who perform asbestos O&M activities are required to be enrolled in the Einstein Respiratory Protection Program, Asbestos Control Program. Any employee that cannot wear a respirator shall not be assigned to do any asbestos work.

III.C.9. Medical Surveillance

According to the OSHA Construction Standard, 29 CFR 1926.1101, an employer must institute a medical surveillance for O&M workers who:

- Perform Class I, II, III work for 30 days or greater per year; or
- Are exposed to fiber levels above the OSHA PEL; or
- Are otherwise required to wear negative pressure respirators.

Medical exams and procedures must be administered by or under the supervision of a licensed physician at no cost to the employee. The exam must include the following:

- A medical and work history with emphasis on pulmonary, cardiovascular and gastrointestinal systems
- Pulmonary function tests which must include:
 - o Forced vital capacity (FVC) and
 - Forced expiratory volume at one second (FEV1).
- Chest X-ray (Roentgenogram)
- Other exam components deemed necessary to be performed at the discretion of a licensed health care professional to render a proper diagnosis.

The examining physician will provide a written statement indicating the fitness of the employee to perform asbestos related activities, any medical conditions which result in limitations in the ability of the employee to wear a respirator, or other personal protective equipment (PPE), and any medical conditions which would result in increased risk of health impairment from exposure to asbestos.

Employees who wear negative pressure respirators in the course of their work and who are enrolled in the Einstein Respiratory Protection Plan are required to undergo annual medical evaluations to determine if they are physically fit to perform work wearing a respirator.

III.D. Program Responsibilities

Employees and contractors are required to comply with all aspects of this program. Any employee who willfully violates or disregards provisions of this program will be subject to disciplinary action as specified by Einstein policy. A contractor who willfully violates or disregards provisions of Einstein program, as they relate to applicable federal, state, and city regulations, will be subject to penalties up to and including removal from the job and/or loss of future contracts. EH&S reserves the right to stop any job that is suspected of being conducted in an unsafe or illegal manner.

III.D.1. Asbestos Contractor

- Perform abatement procedures in conformance with Federal, State and City Laws.
- Notify employees and contractors of the requirements for a regulated area and the control methods to be used to protect the health and safety of persons in adjacent areas.
- Document daily abatement procedures and activities when conducting abatements.

III.D.2. Environmental Health & Safety

- Ensure the effective implementation of asbestos management at Einstein.
- Ensure overall compliance with Federal, State and Local asbestos laws.
- Ensure the effective implementation of Class I and Class II asbestos abatement projects when we are asked.
- Maintain records of abatements, training, respiratory protection and air monitoring.
- Conduct asbestos surveys of all suspect ACM prior to the disturbance of these materials.
- Ensure that training is provided to employees.
- Stop suspected illegal and unsafe activities, conduct an investigation, and offer corrections.

III.D.3. Facilities Management

- Properly manage asbestos in all buildings in conjunction with EH&S.
- Ensure Engineering is notified of the presence, location and quantity of asbestos-containing material.
- Report observed damaged or deteriorated asbestos-containing material.
- Organize asbestos abatement projects and O&M.
- Request an asbestos survey prior to the initiation of any construction, renovation, demolition projects where the potential disturbance of asbestos containing material exists.
- Require that only non-asbestos-containing materials have been specified within construction documents and that installation of ACM is prohibited.
- Support EH&S in their efforts to maintain a healthy and safe workplace.

III.E. Standard Work Practices

Standard work practices and procedures provide specific guidelines for certain asbestos-related work activities, and adherence to these will minimize the production of airborne asbestos fibers. All response actions must be conducted by appropriately trained and licensed personnel in accordance with applicable laws and regulations.

III.F. O&M Work and Emergency Response Procedures

III.F.1. Disturbance of Less Than 10 Square Feet or 25 Linear Feet of Asbestos-Containing Material

- Notify EH&S of the location and nature of disturbance. EH&S can be reached at ext. 4150 Monday Friday from 8:30 a.m.-5:00 p.m. During off hours or on weekends, call the Security Department at ext. 2019. The Security Department can reach EH&S personnel 24 hours a day.
- EH&S and Facilities will ensure that the area is regulated to minimize the potential exposure to occupants.
- EH&S and Facilities will then notify appropriately trained and licensed personnel.
- Remediation will be conducted as follows:
 - Access to the area will be immediately and properly restricted.
 - Workers will wear the appropriate respiratory protection and personal protective equipment.
 - All debris will be saturated with amended water.
 - All debris will be placed in 6 ml Polyethylene asbestos disposal bags.
 - Amount of waste is logged into the Minor Asbestos Project Notification Form for the project and brought to the Engineering asbestos trailer for final disposal by a licensed asbestos waste contractor. Engineering uses their asbestos abatement contractor for minor asbestos waste removal.
 - All areas beneath the point of release will be HEPA vacuumed and wet wiped.
 - The damaged asbestos containing material will be repaired.
 - At the completion of clean-up activities, final clearance air monitoring may be conducted in the area, either in house or by an outside contractor, to determine if airborne fiber concentrations are within regulatory limits.
 - Once the air quality has been determined to be acceptable, the remaining barriers will be removed, and the work area will be authorized for reentry.

III.F.2. Disturbance of Greater Than or Equal to 10 Square Feet or 25 Linear Feet of Asbestos-Containing Material

- Notify EH&S of the location and nature of disturbance.
- Caution signs shall be posted either by the in-house project monitor or outside contractor, at locations where airborne concentrations of asbestos fibers may exceed background levels.
- EH&S and Facilities will ensure that the area is regulated to minimize the potential exposure to occupants.
- The air handling system will be shut down or modified to restrict air movement through the affected area.
- An outside contractor will be contacted to abate the area.

- At the completion of abatement activities, final clearance air monitoring will be conducted in the area either in house or by an outside contractor, to determine if airborne fiber concentrations are within regulatory limits.
- Once the air quality has been determined to be acceptable, the remaining barriers will be removed, and the work area will be authorized for reentry.

III.F.3. Abatement of Asbestos-Containing Material of Greater Than or Equal to 10 Square Feet or 25 Linear Feet

At Einstein, abatement of Class I and Class II work as defined by OSHA and large and small projects as defined by NYDEP are performed by an outside abatement contractor. Asbestos-related work activities must adhere to several agencies that include the EPA, OSHA, NYSDOL, and NYCDEP. These regulatory agencies have promulgated rules for the performance of asbestos-related activities. At no point in time should any Einstein employee take part in any type of Asbestos Abatement Project that would be classified as a Small or a Large Job as defined by the agencies above. The required work practice and engineering controls vary from project to project based upon the scope of work and the material to be abated; however, the asbestos contractor must abide, at all times, by all regulatory requirements applicable to a project. Though the asbestos abatement contractor is primarily responsible for observance of asbestos regulations, all involved parties must ensure that the health and safety of employees, building occupants and vendors is protected. Any deficiencies, issues or concerns during abatement activities should be immediately brought to the attention of the contractor, engineering supervisor and EH&S.

The outline and flow chart of an abatement project is described in Appendix A and Appendix B. These appendices will illustrate the performance guidelines for EH&S and Engineering for a typical large or small abatement project.

III.F.4. Monitoring

Personal air samples will be conducted by the asbestos abatement contractor on a representative number of individuals for each type of work activity, unless a Negative Exposure Assessment has already been performed and approved.

Area sampling by an outside, third-party contractor shall be performed during asbestos abatement activities to evaluate the effectiveness of work practices and engineering controls. Re-occupancy of the work area shall be prohibited until final clearance samples are performed and results are within regulatory limits.

III.F.5. Encapsulations

Encapsulation procedures should be conducted in accordance with New York State Department of Labor Industrial Code Rule 56 section 56.13. (See attached.)

III.F.6. Painting Plaster

- Painting of ceiling or wall plaster shall be performed by certified asbestos handlers.
- The work area should be enclosed and restricted to the public.

- One layer of 6 mil fire retardant plastic sheeting will be placed on the floor in the event of asbestoscontaining material disturbance.
- Spray pressure shall be at the lowest pressure range to minimize the potential of asbestos fiber release.
- Painting of ceiling or wall plaster must be limited to 10 square feet.

III.F.7. Changing Light Fixtures

- Changing light fixtures should be performed by certified asbestos handlers in areas where ceiling tile or other materials are known to be positive for asbestos.
- If the condition of the material is unknown, EH&S should be notified to obtain bulk samples to determine whether the material is positive or negative for asbestos.

III.F.8. Changing Light Bulbs

• Considered as regular maintenance work and does not require a certified asbestos handler.

III.F.9. Ceiling Plenums

- In areas where ceiling tile or other materials are known to be positive for asbestos, running telecommunications cables and other materials in plenums should be performed by certified asbestos handlers.
- If the condition of the material is unknown, EH&S should be notified to obtain bulk samples to determine whether the material is positive or negative for asbestos.

III.F.10. Ceiling Access Ports

- The repair or enlargement of access ports should be performed by Certified Asbestos Handlers in areas where the access port is known to contain asbestos-containing material.
- If the condition of the material is unknown, EH&S should be notified to obtain bulk samples to determine whether the material is positive or negative for asbestos.

IV. Definitions

Asbestos includes chrysotile, amosite, crocidolite, tremolite, anthophyllite, actinolite, and any of these minerals that have been chemically treated and/or altered.

"Asbestos-containing material" (ACM) means any material containing greater than 1% asbestos.

"Authorized person" means any person authorized by the employer and required by work duties to be present in regulated areas.

"Building/facility owner" is the legal entity, including a lessee, which exercises control over management and record keeping functions relating to a building and/or facility in which activities covered by this standard take place.

"Certified Industrial Hygienist (CIH)" means one certified in the practice of industrial hygiene by the American Board of Industrial Hygiene.

"Employee exposure" means the exposure to airborne asbestos that would occur if the employee were not using respiratory protective equipment.

"Encapsulant (sealant) or Encapsulating Agent" shall mean pigmented liquid which can be applied to asbestos containing material or the bare surfaces exposed after an abatement which controls the release of asbestos fibers from the material or surface that may be present. It is done either by creating a membrane over the surface (bridging encapsulant) or by penetrating the material and binding its components together (penetrating encapsulant).

"Fiber" means a particulate form of asbestos 5 micrometers or longer, with a length-to-diameter ratio of at least 3 to 1.

"High-efficiency particulate air (HEPA) filter" means a filter capable of trapping and retaining at least 99.97 percent of 0.3 micrometer diameter mono-disperse particles.

"Industrial Hygienist" means a professional qualified by education, training, and experience to anticipate, recognize, evaluate and develop controls for occupational health hazards.

"Presumed asbestos-containing material" means thermal system insulation and surfacing material found in buildings constructed no later than 1980.

"Regulated area" means an area established by the employer to demarcate areas where airborne concentrations of asbestos exceed, or there is a reasonable possibility they may exceed, the permissible exposure limits.

"Surfacing ACM" means surfacing material which contains greater than 1 percent asbestos.

"Surfacing material" means material that is sprayed, troweled-on or otherwise applied to surfaces (such as acoustical plaster on ceilings and fireproofing materials on structural members, or other materials on surfaces for acoustical, fireproofing, and other purposes).

"Thermal System Insulation (TSI)" means ACM applied to pipes, fittings, boilers, breeching, tanks, ducts or other structural components to prevent heat loss or gain.

"Thermal System Insulation Asbestos Containing Material" means thermal system insulation which contains greater than 1 percent asbestos.

V. Effective Date

Effective as of: 4 April 2018 Revised in February 2022

VI. Plan Management and Responsibilities

Einstein's Department of Environmental Health and Safety is the Responsible Office under this Plan. Einstein's Associate Dean for Finance and Administration is the Responsible Executive. Einstein's Senior Director of Environmental Health and Safety is the Responsible Officer for the management of this Plan.

Appendix A: Outline of Environmental Health and Safety's Involvement with Asbestos

- 1. Written notification by Planning & Design of area that is to be renovated and written request for an asbestos survey.
- 2. The Industrial Hygienist visits the area with the Planning & Design representative and reviews the scope of the job.
- 3. The Industrial Hygienist surveys the area and takes bulk samples for asbestos analysis as needed. The Bulk Samples are sent out for analysis and the IH provides a report to Planning & Design as to the type and quantity of asbestos to be removed or otherwise managed.
- 4. The Industrial Hygienist's report becomes the basis for abatement or other forms of management such as management of asbestos in place.
- 5. Engineering will send a copy of the Purchasing Requisition to EH&S.
- 6. Engineering will contact EH&S regarding the start date for the project and that a 3rd party Project/Air Monitor will monitor the job.
- 7. The Contractor files the necessary forms with the City, State and Fed agencies. These forms indicate the start and completion dates. The contractor sends copies of the approved forms to EH&S. within the required posting deadlines.
 - a. EPA and NYSDOL require 10 days advanced building notification
 - b. NYCDEP requires 7 days advance building notification
- 8. A Project Monitor is selected for the job and a 3rd party Project/Air Monitor is selected to monitor the job.
- 9. Engineering provides the necessary electricity, water, and drainage for the removal Contractor.
- 10. Prior to the start of the asbestos work the Project Monitor takes background air samples. The Industrial Hygienist reviews the project set up, the licenses of the asbestos handlers and offers any necessary comments.
- 11. The Industrial Hygienist reviews the operation of the removal Contractor, inspecting the log and the work site when it is available.
- 12. The Engineering Field Supervisor must similarly review the progress of the project with the removal Contractor and EH&S. The Engineering Field Supervisor has the overall responsibility for the abatement project. The Engineering Field Supervisor's knowledge of the buildings and specific project are often necessary for the successful completion of the work. If an abatement project must be stopped, it must be in conjunction with the Project Monitor and the Engineering Field Supervisor.
- 13. Air samples are taken during the project and during the cleanup at the end of the abatement. The 3rd party Project/Air Monitor will inspect the job before the containment is removed to ensure that the asbestos has been properly removed.
- 14. The 3rd party Project/Air Monitor reviews the air sampling results each day. When the proper clearance levels are reported, the containment can be removed.
- 15. If a problem is encountered during the removal, the Contractor will notify EH&S and Engineering and all the necessary corrections are put in place.
- 16. EH&S and the Engineering Department will keep a file of all paperwork associated with each project.



Appendix B: Asbestos Abatement Flow Chart