

Dallas, October 3, 1990

mtg 11/16 Fri @ 4:30 mpls

District Manager-Building Operations & Maintenance - Houston (Bill Nicks)
Area Manager-Construction Management - Houston: (Peter M. Mistrot)
Area Manager-Architecture - Houston: (Jim White)
Manager-Architecture - San Antonio: (Doyle R. Griffin) ←
Manager-Architecture - Dallas: (David Keeling)
Manager-Architecture - Dallas: (Yadira Lopez)
Manager-Architecture - Dallas: (Kathy Schneider)
Manager-Buildings - El Paso: (Bettye G. Marable)
Manager-Buildings - Ft. Worth: (Ralph McCloud)
Manager-Buildings - Dallas: (Marion Solomon)
Manager-Building Engineering - Houston: (Charles E. Broussard)
Manager-Safety-Network Operations - Dallas: (Larry Peterson)
Manager-Architecture - Dallas: (Rebecca Kavanaugh)
Manager-Buildings - Houston: (Ronnie H. Brandenburg)
Manager-Buildings - Dallas: (J.J. Garza)
Manager-Safety - Dallas: (T.L. Bland)

The next Texas Building Asbestos Committee meeting will be on October 25, 1990, at 9:30 a.m., 3100 Main St., Room 608B, Houston, Texas.

Attached are September 20 meeting:

- * Member List
- * Action Items
- * Subcommittees
- * Resolutions
- * Future Topics
- * O & M Procedures (For Review)
- * Findings by:
Subcommittee 4 - "Updating Surveys and Record Keeping"

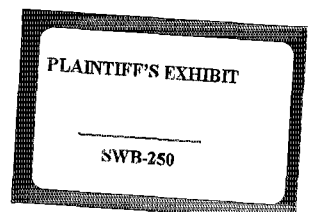
Should you have any questions, please contact me on 464-2228.

Louey D. Healy
Area Manager-Buildings

Operations Staff
Operations & Maintenance

Attachments

cc: G.W. Fox
Roberta Ballantyne



006439

BUILDING ASBESTOS COMMITTEE
North Texas Area

Correspondence Identification:

460.0902 - Asbestos-Procedures Building Management Programs

District Manager-Bldg. Oper. & Mtce. - Houston (Bill Nicks)
3100 Main/r607 (77002)

Area Manager-Buildings - Dallas: (Tobey D. Nealy)
I Bell/rPC10 214-464-2228

Area Manager-Construction Management - Houston: (Peter M. Mistrot)
3100 Main/r609 (77002) 713-521-8976

Area Manager-Architecture - Houston: (Jim White)
3100 Main/r609 (77002)

✓ Manager-Architecture - San Antonio: (Doyle R. Griffin)
4119 Broadway G60J (78209) 512-841-0802

Manager-Architecture - Dallas: (Rebecca Kavanaugh)
III Bell/r804 214/464-3467

Manager-Architecture - Dallas: (David Keeling)
III Bell/r804 214/464-3834

Manager-Architecture - Dallas: (Yadira Lopez)
III Bell/r804 214/464-4762

Manager-Architecture - Dallas: (Kathy Schneider)
III Bell/r804 214/464-6075

Manager-Buildings - Houston: (Ronnie H. Brandenburg)
3100 Main/r105 (77002) 713-521-7414

Manager-Buildings - Dallas: (J. J. Garza)
III Bell/rSB-2A 214/464-4879

Manager-Buildings - El Paso: (Bettye G. Marable)
510 Texas/r115 (79901) 915-542-4670

Manager-Buildings - Ft. Worth: (Ralph McCloud)
1116 Houston/r800 (76118) 817-338-6083

Manager-Buildings - Dallas: (Marion Solomon)
I Bell Plaza/rPB10 214-464-3400

Manager-Building Engineering - Houston: (Charles E. Broussard)
3100 Main/r609 (77002) 713-521-8524

Manager-Safety - Dallas: (T. L. Bland)
I Bell/r910 214-464-7052

Manager-Safety Network Operations - Dallas: (Larry M. Peterson)
I Bell/r3240 214-464-8755

Revised: 09/26/90

006440

BUILDING ASBESTOS COMMITTEE
ACTION ITEMS
SEPTEMBER 20, 1990

IN ATTENDANCE:

District Manager-Building Operations & Maintenance - Houston (Bill Nicks)
Area Manager-Buildings - Dallas: (Tobey D. Nealy)
Area Manager-Construction Management - Houston: (Peter M. Mistrot)
Manager-Architecture - Dallas: (David Keeling)
Manager-Architecture - Dallas: (Yadira Lopez)
Manager-Architecture - Dallas: (Rebecca Kavanaugh)
Manager-Buildings - El Paso: (Bettye G. Marable)
Manager-Buildings - Ft. Worth: (Ralph McCloud)
Manager-Buildings - Dallas: (Marion Solomon)
Manager-Buildings - Houston: (Ronnie H. Brandenberg)
Manager-Buildings - Dallas: (J.J. Garza)
Manager-Building Engineering - Houston: (Charles E. Broussard)
Manager-Safety-Network Operations - Dallas: (Larry Peterson)

ABSENT:

Manager-Architecture - Dallas: (Kathy Schneider)
✓ Manager-Architecture - San Antonio: (Doyle R. Griffin) (Sick)
Manager-Safety - Dallas: (T.L. Bland)

1. Procurement Coordinator for Asbestos will be contacted again by T.L. Bland, and invited to our next meeting.
2. It was recommended that a Network Engineering Coordinate be included in our meetings once Texas First has been approved and this person is identified. Currently no one has this responsibility. Larry Peterson will contact Howard Ratcliff on this issue.
- 3. T.L. Bland is developing air monitoring schedule for North Texas.
4. Copies of "Asbestos Management Program for the Dallas Architectural/Building Operations and Maintenance District" dated June 10, 1990, were distributed to be reviewed. They will be discussed in our October meeting.
5. Copies of "O & M" Procedures are attached for review and discussion. Please read prior to the October 25th meeting.

006441

Sub-Committees
Established on 7/12/90

1. "CAD" Standardization of Symbols - Layering of CAD

GOALS:

- 1) Standardize symbols
- 2) Develop CAD layering standards
- 3) Network frame planners to receive copies?

Becky Kavanaugh (Reported)

RESULTS:

By early October, will bring results to Committee.

2. "Small Glove Bag and Abatement Projects" (Especially outlying areas)

GOALS:

- 1) Plan procedure for handling.
- 2) Centralization of records.

J. J. Garza
Bettye Marable
Kathy Schneider
Ralph McCloud (Reported)

RESULTS:

- 1) #4 of subcommittees findings is to be reworked and submitted to Asbestos Committee

3. "Asbestos Action Items"

GOALS:

- 1) How to handle.
- 2) Who initiates work.
- 3) Labeling of piping/other areas

J. J. Garza	Bettye Marable
Mike Oliver (Reported)	Larry Peterson
Kathy Schneider	T. L. Bland

RESULTS:

- 1) Plan developed
- 2) Work required to determine how to "classify" existing action items by action level
- 3) Rewrite to be part of "Administrative Plan"

4. "Updating Surveys and Centralized Bookkeeping"

GOALS:

- 1) All exhibits
- 2) Distribute/State
- 3) 6015 shows "Asbestos Locations"
- 4) Centralized bookkeeping
- 5) Revise TREMS input screen to include necessary data or determine database program/fields/reports to be utilized.

Susan Papish
Ralph McCloud
Kathy Schneider
Becky Kavanaugh

Dennis Virzi
David Keeling (Reported)
Charles Broussard

RESULTS:

Pete Mistro would like to run database report by other states. He felt that GHQ should maintain the database under the TREMS system so as to be readily accessible to all interested parties. It was also recommended that IOC and R/M costs be included in the database and that a disclaimer should be added to the report indicating that monies may still be required at a location for asbestos projects even though abatement has occurred.

5. "Management Plan Development"

GOALS:

- 1) O&M - Completed
- 2) Administrative Procedures - estimated priorities by asbestos subcommittee in each area. Budgeting of projects-planner must be included.
- 3) New practice
- 4) Establish "Management Plan Development Teams" for each building/area.

Yadira Lopez (Reported)
Kathy Schneider
T. L. Bland

Charles Broussard
Marion Solomon
Ronnie Brandenburg

RESULTS:

- 1) Modified flow charts have been included
- 2) O & M procedure has been developed and is to be reviewed by Asbestos Committee

6. "Standardized Asbestos Contract"

GOALS:

- 1) Initiate preparation of a contract.
- 2) Item 8 in Action Items
- 3) Reference NIBS (National Institute of Building Sciences)
contract

Yadira Lopez
T. L. Bland

Jim White
Larry Peterson

RESULTS:

1. GHQ is preparing a "Shell Document" contract to be used on
Asbestos projects.

Committee to follow-up with Legal and GHQ for a scheduled
completion date for contract.

RESOLUTIONS - STATE OF TEXAS

1. Six (6) copies of Asbestos survey are to be prepared:

- 2 for BOM
- 1 for Arch
- 1 for Network
- 1 for BOCC
- 1 for Safety

2. INSURANCE

- A) All policies must be approved by Julie Dople.
- B) Certificates are required on each job and are approved by the Project Manager.

3. Drilling Holes in Vinyl Asbestos Tile (VAT)

- A) Law Engineering Associates will be developing the procedures for drilling VAT.
- B) No "Dry Drilling" is to be done.

4. All managers are to keep track of all asbestos related expenditures.

5. (Page 33) All buildings where asbestos has been identified requires a notice as employees enter the building that asbestos is present.

6. 33% likelihood of earthquake in Arkansas. For a 24 hour window either side of December 4th, 1990. If shocks are felt in Texas cities, then evacuation of employees may be required. - Pete Mistro

7. Network Engineering is to receive list of surveyed building from the Architects.

8. Architects are to supply a list of buildings to Safety for six (6) month air monitoring. Safety is to forward air monitoring results to the Architects.

9. All AIA contracts with Scope of Work need not go through Legal. Only if they are modified.

FUTURE TOPICS

1. Dissemination of procedures to field forces.
2. Management Plans.

MINUTES OF AUGUST 31st SUBCOMMITTEE MEETING

On August 31, 1990, the subcommittee on Updating Surveys and Recordkeeping met. The attending members were Rebecca Kavanaugh and Susan Papesh. Following are the items discussed:

1. Development of the database for abatement or survey history was discussed thoroughly. The file structure format of the database should be devised from the Management Planner Guide to ensure that all pertinent information is included in it. Once it is developed, a consultant should be hired to populate the database with the past projects and surveys using the existing files.
2. Once the database is populated, a requirement of asbestos consultants would be to provide us with a floppy disk with the specific information needed to keep the database updated. With the floppy disk, someone designated in the office would just have to copy the data from the floppy disk to the hard disk without re-keying the information.
3. On small abatement jobs, the floppy disk wouldn't be necessary, but the contractor should provide us with the information needed to update the database ourselves.
4. About 40% of our 6015 drawings of buildings are on a CAD system, and we hope to increase this number in the next few years. It was discussed that for each building on the CAD system, one layer would be designated for asbestos. This could be updated by either a hired consultant or by someone designated in the office to maintain the asbestos drawings. A paper copy of the 6015 could be submitted at the beginning of an abatement job and then manually updated by the asbestos consultant or contractor for input into the CAD system later.

CC: Tobey Nealy
Charles Broussard
Rebecca Kavanaugh
David Keeling
Ralph McCloud
Susan Papesh
Kathy A. Schneider
Dennis Virzi

MINUTES OF SEPTEMBER 18th SUBCOMMITTEE MEETING

On September 18, 1990, the subcommittee on Updating Surveys and Recordkeeping met. The attending members were David Keeling, Susan Papesh and Dennis Virzi. Following are the items discussed:

1. The consultant who currently has our 6015 drawings on a CAD system needs to be approached about the probable costs and feasibility of establishing a separate set of 6015 drawings detailing areas of the buildings that either have asbestos, or have had a survey completed. Initially, he would let us know if the surveys we have right now contain enough information for him to build a separate asbestos layer. This is something we should be aware of for future surveys.
2. Based on the assumption that we could establish a set of asbestos drawings, a copy of a 6015 drawing would be submitted with each asbestos job for the contractor to mark up exactly what he has abated or surveyed. The 6015 consultant would then use this to update the drawing.
3. The asbestos project questionnaire provided earlier can serve as the record sheet of each project. The person responsible for keeping the database updated would use this questionnaire for input. The exact order the database is to be set up will be decided in the future as well as the coding to be used on the 6015 drawings to indicate ACM or surveyed areas.
4. The survey books are somewhat like a snapshot in time, used as a base record but updates would be detailed in the database. Future surveys may need to be restructured so as to fit into the new plan. Information should be able to be retrieved and utilized in an efficient manner.
5. Once the basic asbestos files (both 6015 drawings and database) are established, the process of an abatement job should flow somewhat smoothly. At the time a new abatement project is to begin, a copy of the 6015 drawing should be given to the contractor. At the completion of the project, he submits the marked up copy to the project manager. The project manager completes the questionnaire and submits it and the drawing to the asbestos file keeper. The 6015 is forwarded to the 6015 consultant for update and the questionnaire is used for updating the database. When the 6015 returns, it will be filed for future use. Copies could be made for anyone who needs one (building manager?).

CC: Tobey Nealy
Charles Broussard
Rebecca Kavanaugh
David Keeling
Ralph McCloud
Susan Papesh
Kathy A. Schneider
Dennis Virzi

005448

Speed Letter.

From

W. J. Jones
1st Lt.

To

Subject

Letter from American Committee

No. 4 & 10 FOLD

MESSAGE

At the time you sent me letter on 10-10-44
I was in the hospital. The letter was
not received until I was discharged. The
letter was sent to the hospital and
I am sorry I could not stand for it.

Date

Signed

REPLY

No. 3 FOLD

No. 10 FOLD

Date

Signed

Wilson Jones
MADE IN U.S.A. PRINTED IN U.S.A.
Carbonless

RECIPIENT—RETAIN WHITE COPY, RETURN PINK COPY.
TURN OVER FOR USE WITH WINDOW ENVELOPE.

003449