

Dallas, April 11, 1991

District Manager-Building Operations & Maintenance - Houston (Bill Nicks)
 District Manager-Architecture - San Antonio: (Herb Looney)
 Area Manager-Construction Management - Houston: (Peter M. Mistrot)
 Area Manager-Architecture - Houston: (Jim White)
~~Area Manager-Architecture - San Antonio: (Pete Campos)~~ ←
 Area Manager-Network Engineering - Dallas: (Mel West)
 Area Manager-Network Operations Staff - Dallas: (Perry G. Lambert)
 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: (Mike Oliver)
 Manager-Buildings - Houston: (Ronald H. Brandenburg)
 Manager-Buildings - Dallas: (J.J. Garza)
 Manager-BOCC-Technical Support - Dallas: (Becky Brigham)
 Manager-Removal Operations - Dallas: (Mike Miller)
 Manager-Safety - Dallas: (Joey Grubbs)
 Senior Reports Clerk - Dallas: (Susan Papesh)

The next North Texas Building Asbestos Committee meeting will be on Thursday, May 16, 1991, at 9:30 a.m., One Bell Plaza, Room 1308, Dallas, Texas. The meeting will adjourn at 2:30 p.m. Please schedule your plane reservations appropriately.

Committee members in Houston will be able to join us via teleconferencing facilities located on the 6th floor of 5252 Holister. This is being done to help control expenses during our current economic environment.

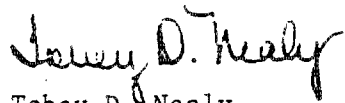
Attached are April meeting:

- * Member list
- * Prior meeting attendee list
- * Individual Action Items
- * Subcommittee Assignments/Results
- * Resolutions
- * Future Topics
- * Subcommittee Hand Outs

005393

BUILDING ASBESTOS COMMITTEE
MEETING COVER LETTER
APRIL 4, 1991
PAGE 2

Should you have any questions, please contact me on 214-464-2228.



Tobey D. Nealy
Area Manager-Bldgs.

Operations Staff
Operations and Maintenance

Attachments

cc: G.W. Fox
Robert Ballantyne
Bob Jackson

006394

BUILDING ASBESTOS COMMITTEE
North Texas Area

Correspondence Identification:

460.0902 - Asbestos-Procedures Building Management Programs

Revised: 3/8/91

District Manager-Bldg. Ops. & Mtce. - Houston (Bill Nicks)
3100 Main/r607 (77002) 713-521-6138
District Manager-Architecture - San Antonio: (Herb Looney)
4119 Broadway/rG60E 512-841-0788
Area Manager-Buildings - Dallas: (Tobey D. Nealy)
I Bell/rPC10 214-464-2228
Area Manager-Environmental Regulation - Houston: (Peter M. Mistrot)
3100 Main/r609 (77002) 713-521-8976
Area Manager-Architecture - Houston: (Jim White)
3100 Main/r609 (77002) 713-521-7203
~~Area~~ Manager-Architecture - San Antonio: (Pete Campos)
4119 Broadway/rG60J 512-841-0797
Area Manager-Network Engineering - Dallas: (Mel West)
I Bell/r1640.08 214-464-5919
Area Manager-Network Operations Staff - Dallas: (Perry G. Lambert)
I Bell/r3225 214-464-8361
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-Architecture - Dallas: (Mike Oliver)
III Bell/r804 214-464-4074
Manager-Buildings - Houston: (Ronnie H. Brandenburg)
1310 Richmond/rB23 (77002) 713-520-0698
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-BOCC-Technical Support - Dallas: (Becky Brigham)
III Bell/r904 214-464-3872
Manager-Building Engineering - Houston: (Charles E. Broussard)
3100 Main/r609 (77002) 713-521-8524
Manager-Safety - Dallas: (Joey Grubbs)
I Bell/r910 214-464-8652
Manager-Safety Network Operations - Dallas: (Larry M. Peterson)
I Bell/r3240 214-464-8755
Manager-Removal Operations - Dallas: (Mike Miller)
I Bell/r1903 214-464-6693
Senior Reports Clerk - Dallas: (Susan Papesch)
3 Bell/r804 214-464-6670

006395

BUILDING ASBESTOS COMMITTEE
MEETING ATTENDANCE
APRIL 4, 1991

IN ATTENDANCE:

District Manager-Building Operations & Maintenance - Houston: (Bill Nicks)
Area Manager-Buildings - Dallas: (Tobey D. Nealy)
Area Manager- Network Engineering - Dallas: (Mel West)
Area Manager-Environmental Regulation - Houston: (Peter M. Mistrot)
Manager-Architecture - Dallas: (Mike Oliver)
Manager-Architecture - Dallas: (Yadira Lopez)
Manager-Architecture - Dallas: (Kathy Schneider)
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Manager-Buildings - Houston: (Ronald H. Brandenburg)
Manager-Building Engineering - Houston: (Charles E. Broussard)
Manager-Removal Operations - Dallas: (Mike Miller)
Senior Reports Clerk - Dallas: (Susan Papesh)

ABSENT:

District Manager-Architecture - San Antonio: (Herb Looney)
Area Manager-Architecture - Houston: (Jim White)
~~Area~~ Manager-Architecture - San Antonio: (Pete Campos)
Area Manager-Network Operations Staff - Dallas: (Perry G. Lambert)
Manager-Architecture - Dallas: (David Keeling)
Manager-Buildings - Dallas: (J.J. Garza)
Manager-Buildings - Dallas: (Marion Solomon)
Manager-BOCC-Technical Support - Dallas: (Becky Brigham)
Manager-Safety - Dallas: (Joey Grubbs)
Manager-Safety-Network Operations - Dallas: (Larry Peterson)

INDIVIDUAL ACTION ITEMS
APRIL 4, 1991

1. Yadira Lopez is to have copies of the Administrative Procedures printed and sent to each district for distribution. She will also cover the procedures with the Dallas Architects in a group meeting.

Sub-Committees
Established on 7/12/90

✓ 1. "CAD" - COMPLETE -

Charles Broussard Pete Campos
David Keeling Mike Oliver (Reported)

GOALS:

- 1) Standardize symbols for State - COMPLETE
- 2) Develop CAD layering standards - COMPLETE
- 3) Network frame planners to receive copies?
Mel to see if they want copies.

add: SA
Sgt Cuellar
Ruben Morvin

Engr. Driggs.
TEDSSys.

RESULTS:

- 1) Symbols and layers are standardized.
- 2) Database will be incorporated into CAD.

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

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

GOALS:

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

PR to review.
Exhibit 18 is to be used to on local area for glove bags.
Exhibit 18 is to be sent to tenants on major jobs.

RESULTS:

- ??
- 1) It was determined that the Architects would handle the majority of the glove bag operations. Building Operations will handle only those emergency situations requiring immediate action. In those cases the Building Manager will need to forward the appropriate paperwork to the Centralized Record Center immediately upon completion of the project.

006398

Drilling of VAT can be performed by Network:

- *providing that an Exhibit 24 is completed and approved prior to beginning the work;
- *the work is done in accordance to the Practice and laws;
- *that a qualified contractor is utilized to do the work;
- *and that all paperwork is completed and forwarded to the Centralized Record Center immediately upon completion of the work.
- *See "Foam" drilling procedures. - Now an accepted practice

LEPEC - showing need

3. "Asbestos Action Items" - COMPLETE -

J. J. Garza	Bettye Marable
Mike Oliver	Larry Peterson
Kathy Schneider	

RESULTS:

- 1) Plan developed
- 2) The committee determined that there should be three action levels: significant damage, damage, no damage - ACM 1 2 3
- 3) Kathy is revising the decision tree to reflect 3 levels -

4. "Database Establishment and Centralized Bookkeeping"

Susan Papesh	Dennis Virzi
Mike Oliver	David Keeling (Reported)
Pete Campos	Charles Broussard

GOALS:

1. Coordinate with Network mechanization for download to TNESS, after program is developed by Dennis. Mike checking by May 16th meeting. Not possible with present computer set up.
2. Electronic transfer/retrieval of information will be investigated, after program is developed by Dennis. Due by May 16th meeting.
3. Possibility of networking to be investigated, after program is developed. Due by May 16th meeting.

DBase IV

RESULTS:

1. A PC based data base is to be used.

2. Downloading certain data to TNESS will be performed ???
3. Updated input form
4. All costs are to be loaded costs.
5. Inputting data into database after program developed by Dennis is in progress.
6. Database will be in DBASE IV incorporated into AUTOCAD.
- ** 7. Charles, Susan and David are to consolidate "form data" and the survey. Report data into one database with multiple reports.. - Done

5. "Management Plan Development"

Yadira Lopez	Charles Broussard
Kathy Schneider (Reported)	Marion Solomon
Ronnie Brandenburg	

GOALS:

- 1) Prepare a management plan for a small C.O. by
- 2) Establish a time frame by which all surveyed buildings are to have plans developed by May 16th meeting

RESULTS:

- 1) Management Plan Teams will consist of the Building Manager, an Architect or Engineer, and a Planner.
- 2) The Management Plans will consist of:

MASTER BOOK (GENERIC):

- *O & M Procedures;
- *Administrative Procedures; - update
- *Awareness training records for SWBT employees;
- *Asbestos Practice;

REMAINDER IN BUILDING SPECIFIC FILES/BINDERS AT MANAGERS OFFICE

- *Survey;
- *Schedule for removal, enclosure, encapsulation, or O & M of asbestos areas;
- *Letter of notification to tenants (copy);
- *Air Monitoring Results;
- *Follow-up survey reports;
- *Contact list.
- *???

- ** Both the Master Binder and Individual Building Binders will be kept in the Building Manager's Office.

6. "Standardized Asbestos Contract" ** Next meeting - COMPLETE

Yadira Lopez (Reported)
Jim White
Larry Peterson

GOALS:

- * add
- 1) Utilize a standard AIA contract with one page insurance requirements from Risk Management
 - 2) Reference NIBS (National Institute of Building Sciences) contract

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.

Maxim Engineering has reviewed the contract and made comment. These comments are to be discussed with legal and the final contract brought to the 1/17/90 committee meeting.

2. 1-16-91 UPDATE: Currently the AIA contract is the best tool available. More on May 16.
3. Dallas and Houston uses AIA with additional insurance requirements for asbestos.

SA will start

* 7. "Training" Subcommittee

Kathy Schneider	Perry Lambert
Mel West	Ronnie Brandenburg
Pete Campos	Mike Miller
Charles Broussard	

GOALS:

1. Develop and deliver training across Texas for the Asbestos Practice/O&M procedures. (90 day time frame?) - May 16th rough draft of class
2. Module for needs of different departments.
Covers:
 - 1 - 904 Practice
 - 2 - O & M
 - 3 - Management Plant
3. Present final product to committee. - May or June
4. Determine locations and dates for training.
 1. Dallas Approx. 500-525 persons to be
Houston trained from various depart-
✓ San Antonio ments.
✓ Austin One full day of training
✓ Midland at each location 25/class
✓ Lubbock Approx. 32 classes
✓ El Paso

- Concentrated training
- O&M by Trainers
- Maneck teaches Trainers
 2. Possibility of video taping or teleconferencing to reduce training. (Possibly consultation O & M Procedures on tape.)
 3. Flow diagram has been developed for class.
 4. Presentation of pilot in 60 days.

4/15/9

RESOLUTIONS - STATE OF TEXAS

- * ✓ 1. Six (6) copies of Asbestos survey are to be prepared:
- 2 for BOM - Area Mgr - Bldgs (SA, AUS, W. Tx.)
 - 1 for Arch - Mgr - Arch. (RGT, JVB, TNF, PC)
 - 1 for Network Operations - Mgr - Safety/Ntwk Oper. (L. Peterson), 1 Bell #3240.03, Dis
 - 1 for Safety - Mgr - Safety/Personnel (J. Grubbs), 1 Bell #910, Dis.
 - 1 for District Asbestos Library - PC/Eva
 - 1 for ATT (condo buildings only) - Supv - Bldg Engr (L. Weiler), 1425 Oak #641, KC, MO
- ✓ 2. 7 copies INSURANCE

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

EPA violation!
NEED TO
HANDLE *
NOTICE GO THRU
PR (may be an FYI)
by BOM

3. All managers are to keep track of all asbestos related expenditures.
4. (Page 33) All buildings where asbestos has been identified requires a notice as employees enter the building that asbestos is present.
5. Network Engineering is to receive list of surveyed building from the Architects. (Ind West for now)
6. Architects are to supply a list of surveyed buildings to Safety for six (6) month air monitoring. Safety is to forward air monitoring results to the Architects.
7. All AIA contracts with Scope of Work need not go through Legal. Only if they are modified.

Quarterly (next one July 15)

- * 8. ^{either BOM or} It was determined that the Architects would handle ~~the majority of~~ the glove bag operations. Building Operations will handle only those emergency situations requiring immediate action. In those cases the Building Manager will need to forward the appropriate paperwork to the Centralized Record Center immediately upon completion of the project.
9. Drilling of VAT can be performed by Network:

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- *that a qualified contractor is utilized to do the work;
- *and that all paperwork is completed and forwarded to the Centralized Record Center immediately upon completion of the work.

if disturbing ACM,
* only need 16 hour training course

cc: All Project Architects
All Area Mgr - Bldgs
D. Baldwin

005403

Lepece - showing process

*See procedure for using "foam" method. (Ref. Letter from Div. Mgr.-Switching and Div. Mgr. - Switching Engr. dated December 28, 1990. File Subject 219.02, 220.0 and 290.4520.)

*Add **
(for power engineers)

10. Building asbestos surveys should include testing of standby generator exhaust insulation.

FUTURE TOPICS

1. Developing a schedule for Management Plan Preparation.
2. Asbestos labeling.