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FROM JOAN E. SANDER TO MEMORANDUM

PITTSBURGH OFFICE - 6 A.B.

CONFIDENTIAL 1984 September 05

RE: ASBESTOS MATERIALS IN THE ALCOA BUILDING
Ref: Our 1984 August 27 Meeting

The following plan of action to manage potential hazards associated with asbestos materials in the Alcoa Building was agreed upon at the referenced meeting:

1. Identification

   Cliff Reese will identify and document for future reference those materials which contain asbestos. Documentation of replacement efforts (i.e., A&N's recent work) should also be included.

2. EPA Notification Procedures

   Barry Clark recommends that we notify the county when we will be disposing of asbestos. Furthermore, a file should be maintained by Environmental Control of such notification. For additional information, please refer to the attached letter.

3. PPE and Disposal Bags

   Don Carmichael will maintain a supply of respirators, disposable suits, cotton gloves, disposal bags (with proper EPA label), and water sprayer.

4. Respirators

   Only those employees who have been fit tested for a respirator ~~will~~ be permitted to wear that specific respirator. A copy of the written respirator program for Alcoa maintenance personnel was sent to Cliff Reese/Dick Spahr on 1984-08-27. Included in the program are names of people fit tested with the specific respirator model. Alcoa's Engineering Standard on Respirators is also included.

5. Training

   When the situation permits, employees working with asbestos materials will receive "refresher training" in handling asbestos. Several reference materials and a slide presentation, "Breathe Easy", may be used for this purpose.

6. Disposal

   Cliff Reese will contact B.F.I. to inform them that upon occasion we will be disposing of small quantities of asbestos waste. Each time

ALCOA

PLAINTIFF'S EXHIBIT AL-1665

asbestos is to be disposed of, Cliff will be responsible for ensuring that Alcoa Environmental Control, Allegheny County, and B.F.I. are notified.

7. Standard Operating Procedures

Please review the attached draft document "SOP's for Handling Asbestos Materials". I would appreciate any comments you might have concerning this draft by September 17th. The draft will then be finalized, and should be used as a checklist each time a project involving asbestos materials is undertaken.

If anyone has any questions or concerns with the above, do not hesitate to contact me. I look forward to receiving your comments on the attached Standard Operating Procedure.

Joan Sander

JOAN E. SANDER

JES:nld

Attachment

cc: B. L. Clark, Pittsburgh (7)
C. K. Reese, Pittsburgh (5)
R. S. Spahr, Pittsburgh (5)
J. H. Sams, Pittsburgh (SB-28A)
Don Carmichael, Pittsburgh (B-11)
E. E. Rumberger, Pittsburgh (6)

STANDARD OPERATING PROCEDURES FOR HANDLING ASBESTOS INSULATION
ALCOA BUILDING

The following procedures are to be followed when working with asbestos containing insulation.

A. Cliff Reese, Dick Spahr, or Jim Sams should be notified of the project.

B. Verify that proper protective equipment (i.e., respirators for which fit testing has been conducted, disposable suits, gloves, etc.) as well as disposable bags and/or warning signs are available as necessary.

C. Ensure that those assigned to work on repair/removal of the asbestos containing material have been trained in proper handling procedures and have read this SOP.

D. Alcoa Engineering Standard 18.18 - Asbestos Removal can be consulted for more detailed information.

SEQUENCE OF EVENTS

1. Evaluation

   Each job should be individually evaluated to determine the most practical way of containing the asbestos. This could range from enclosing the work area with plastic sheeting, utilizing a glove bag system or simply roping off the work area. The Industrial Hygiene Department (Joan Sander) can be consulted for assistance. ☐

2. Notification

   Alcoa Environmental Control Department, Allegheny County Health Department, and BFI should be notified of any asbestos containing materials to be disposed of. This notification should be documented and filed. ☐

3. PPE

   Approved respirators for which a person has passed a fit test shall be worn during all asbestos repair/removal work. Please reference the Alcoa Building's Respirator Program for more detailed information. ☐

   When a significant potential for asbestos fiber release exists, disposable clothing must also be worn. Additional PPE will be required as necessary. ☐

4. Caution Signs and Labels

   Caution signs shall be posted at all entrances to work areas involving asbestos removal. ☐

   All asbestos waste shall be properly labeled for disposal. ☐

5. Work Practices

Enclose the work area as much as possible. Only properly attired personnel shall be permitted in the work area. ☐

Insofar as practical, asbestos shall be handled in a wet state sufficient to prevent the emission of airborne fibers. Do not dry sweep asbestos material. Use vacuum methods or damp rags to collect dust. ☐

6. Personal Hygiene Practices

Smoking, eating, and drinking are not permitted in the work area. Employees should thoroughly wash hands, face, and arms upon leaving the work area. ☐

7. Cleanup and Disposal

All surfaces in the work area shall be kept clean of accumulation of asbestos fibers with a hepa-filtered vacuum or with damp rags. ☐

The work area should receive a thorough visual inspection after the cleanup phase to insure adequate cleanup. ☐

All asbestos waste shall be disposed of in 12 mil bags which are properly labeled. The outside of all containers shall be free of asbestos dust before leaving the work area. Disposal shall be completed by BFI. They should be notified of any asbestos waste received from Alcoa. ☐