SECTION 9:
ASBESTOS PROGRAM /REPORTS

A detailed description of the division Asbestos Program is provided in the document entitled *Louisiana Division Asbestos Handling Requirements* located in this section.

Inventory: An inventory of all asbestos-containing materials in the facility must be developed. The inventory should be in the form of a diagram or written description which identifies the location(s) and approximate amount(s) of asbestos. Records must be maintained until the asbestos-containing materials are removed.

Inspection: Asbestos-containing materials must be inspected a minimum of once per year for signs of deterioration. The inspection should be documented on the Asbestos Management/Maintenance Program: *ANNUAL INSPECTION RECORD*.

Maintenance Program: If deterioration is found during the annual inspection or anytime during the year, the material must be repaired or removed by trained personnel (Petrin).

Labeling: All products/materials/or equipment that contain asbestos in concentrations that exceed 0.1% by weight must be properly labeled. There are two acceptable methods for meeting the labeling requirements of OSHA Standards 29 CFR 1910.1000, and 1926.58. The first method includes individually labeling the actual asbestos-containing material or equipment . And, the second method involves posting warning signs at all block entrances indicating that asbestos-containing materials are present in the block.

Training: All employees who handle asbestos must be trained before initial assignment and annually thereafter. Training must include:

1) health effects associated with asbestos;
2) the relationship between smoking and exposure to asbestos in producing lung cancer;
3) methods of recognizing asbestos;
4) the quantity, location, manner of use, release, and storage of asbestos and the specific nature of operations which could result in exposure to asbestos;
5) engineering controls and work practices associated with the employee's job assignment;
6) the specific procedures implemented to protect employees from exposure to asbestos, such as appropriate work practices, emergency and cleanup procedures, and PPE to be used;
7) the purpose, proper use, and limitations of respirators and protective clothing;
8) the purpose and description of the medical surveillance program required by the OSHA standard;
9) a review of the OSHA standard including appendices;
10) names, addresses, and phone numbers of public health organizations which provide information, materials and/or conduct programs concerning smoking cessation; and
11) the requirements for posting signs and/or affixing labels and the meaning of the required legends on such signs and labels.

This training must be documented and kept with the plant's training documentation to be included in the Annual Report Backup Package and retained for 75 years.

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Written Procedures: Procedures must be written for handling asbestos-containing materials during the performance of small-scale short duration-maintenance, demolitions, and renovation activities.

Medical Requirements: Special respirators, fit testing, and medical testing are required if employees are exposed to greater than 0.1 fibers per cubic meter of air (f/cc) as an 8-hour time-weighted average or 1 f/cc as a 30 minute short term excursion limit.

Monitoring Requirements: Periodic personnel monitoring should be performed for jobs unless worker(s) wear air-supplied, positive-pressure respirators.

This section contains the following documents:

1. **Plant/Department-Specific Asbestos Program**
   Each plant/department with asbestos-containing material located in their facility is required to have a written asbestos program detailing the minimum requirements for an acceptable asbestos management/maintenance program. The program should include an inventory of all asbestos-containing materials and written procedures for handling asbestos materials in the specific plant/department. Records must be updated and maintained until the asbestos-containing material(s) is removed from their facility.

2. **Louisiana Division Asbestos Handling Requirements**
   This document details all methods which are to be followed by plants with asbestos -containing materials in their facility.

3. **Current Asbestos Monitoring Reports for Specific Plant/Department**
   A copy of the most recent asbestos monitoring report should be kept in the manual. All original reports are kept on file at Industrial Hygiene Department, 3502W. An example letter is provided.

4. **Inventory of Asbestos Containing Materials for Plant/Department**
   This provides a detailed list and description of all asbestos containing materials or equipment located in the plant/department.

5. **Annual Inspection Record for Plant/Department**
   This form is used to document the annual inspection of all asbestos-containing materials in the plant/department.

6. **Asbestos Disposal Verification Form (ADVF)**
   A blank form and a completed example are provided for reference.

7. **MSMS Code Numbers for Signs Labeling Asbestos-Containing Materials**

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