

AT&T Practice

AT&T 010-160-152

PROCEDURES AND SPECIFICATIONS FOR
PERFORMING BUILDING SURVEYS FOR ASBESTOS

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1. Scope

AT&T owned and leased buildings shall be surveyed for asbestos containing materials. The purpose of this practice is to provide a comprehensive procedure for use while performing a building survey for asbestos.

2. Program Administration

- 2.1 Company Owned Buildings.

- a) Regional Environmental Safety Managers will coordinate the survey for AT&T owned facilities within their region. Manufacturing location safety departments will coordinate the survey for their facility. Safety managers will have the option of conducting the survey with technically qualified in-house staff unless government regulations require an outside consultant or certified survey or hiring a Corporate approved outside consultant to perform the survey. Regardless of whether AT&T personnel or outside contractors perform the survey, all surveys shall be performed in accordance with the provisions outlined in the "AT&T Asbestos Survey Specification." (See Appendix A)

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- b) Regional Safety managers are responsible for collecting bulk samples of the suspect asbestos containing materials and for documenting all sample analysis results and inspection findings as outlined in paragraph 3. All bulk sample locations must be tagged and indicated on the floor plan. Building engineers are responsible for performing any reinspections of the sample locations and for supervising all asbestos removal, repair or encapsulation work performed, if necessary.

2.2 Leased Buildings

- a) Building owners will be contacted by Regional Safety Managers to determine if an asbestos survey has been completed by the owner. A request will be made for survey results. If a building owner has not conducted a survey, a request shall be made by the Regional Safety Manager to have the building surveyed for asbestos in areas occupied by AT&T employees.
- b) If a building owner refuses to conduct a survey, Regional Safety Managers will have the option of conducting the survey with technically qualified in-house staff or hiring a Corporate approved outside consultant to perform the survey. Regardless of whether AT&T personnel or outside contractors perform the survey, all surveys shall be performed in accordance with the provision outlined in the "AT&T Asbestos Survey Specification" (See Appendix A). The functional Corporate Realty Organization will review the building lease to determine if the building owner is liable to pay for the asbestos survey prior to conducting the survey.

3. Documentation

- 3.1 Survey results from all facilities shall be collected by Regional/Location Safety Staff. In the End User Organization, a computer system called the Building Operations Support System (BOSS) should be used for recording brief documentation of the survey. (See Appendix B).
- 3.2 CSIHE, along with the building managers will also receive a copy of the survey results report. All results will be reviewed by CSIHE and Region/Location Safety personnel and recommendations will be made as to remedial action, if required.

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3.3 Regional Safety Managers are responsible for establishing and maintaining an on-site survey binder including the forms listed below:

- a) AT&T Asbestos Sample Index Form - provides an index of all bulk sample numbers, their location, the dates collected, and the reinspection dates at each location.
- b) Asbestos Survey Location Form - provides specific information for each bulk sample collected.
- c) Asbestos Documentation Form - provides ^{where the survey} the location of the ^{is kept} survey documentation and the responsible individual.

Regional Safety Managers are also responsible for notifying building engineers of a change in the condition of the asbestos material. Building engineers are responsible for updating the on-site survey binder whenever reinspection or any remedial actions are performed. Copies of all updated index and survey location forms are to be sent to the individual responsible for maintaining the on-site survey binder.

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BOSS DOCUMENTATION REQUIREMENTS

ASBESTOS

Survey performed: (Y/N) Date: _____

Asbestos present: (Y/N)

Survey recommendation:

Remove: (Y/N) Removal Date: _____

Encapsulate: (Y/N) Encapsulate Date: _____

O & M Program Req'd: (Y/N) Inspection Interval: _____

Next Inspection Date: _____

Building Location Code: _____

Building Address: _____

Building Manager: _____

Asbestos Coordinator: _____

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Appendix C

Building Location Code: _____

Date: _____

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Building Location: _____

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ASBESTOS SURVEY LOCATION FORM

Survey date: _____ Sample #: _____
Initial or revision date: _____
Sample contains asbestos: () No () Yes
Type of asbestos and %: _____
Building name & location: _____
Building location code: _____ Bldg. floor: _____
Room name, number or description: _____
Building usually occupied: () No () Yes
Is asbestos friable: () No () Yes () N/A
Results of air sample if taken: _____

Immediate action required:

_____ Resurvey in: _____ 6 months _____ 1 year
_____ Encapsulate asbestos immediately
_____ Remove asbestos immediately

Follow-up action:

_____ Date asbestos encapsulated
_____ Date asbestos removed
_____ Date resurvey action: () Resurvey in _____ months;
() Encapsulate; () Remove

Sample location (check one):

_____ Horizontal Pipe	Type of Pipe:
_____ Vertical Pipe	_____ Steam
_____ Pipe Elbow	_____ Water
_____ Ductwork	_____ Chiller Piping
_____ Chiller Insulation	
_____ Air Handling Unit Insulation	
_____ Boiler Insulation	
_____ Floor Tile	
_____ Floor Mastic	
_____ Ceiling Tile	
_____ Wall Coating	
_____ Structural Fireproofing	
_____ Asbestos Board	
_____ Diesel Engine Stack	
_____ Other _____	

Note: Attached is (1) a copy of the bulk sample analysis; (2) floor plan with sample number and location indicated.

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AT&T ASBESTOS
DOCUMENTATION FORM

Locations of Survey Documents:

1. In building engineer's office

Address: _____

Bldg. Eng. Name: _____

Bldg. Eng. Phone #: _____

2. In building that was surveyed

Address: _____

Name of person responsible for

building survey documents: _____

Room name or # and location: _____

ASBESTOS SURVEY SPECIFICATION

Fed. Reg. Labor. Compliance.

AT&T shall provide building records and drawings to the survey contractor for the identification of friable and nonfriable suspect Asbestos Containing Building Materials (ACBM) to meet the requirements of Title 40, Code of Federal Regulations (CFR) Part 763 "Asbestos Hazards Emergency Response Act" (AHERA). The ~~Supplier~~^{Contractor} shall provide all labor, materials, laboratory services and documentation necessary to meet these requirements.

PROCEDURES

The AT&T Asbestos Abatement Coordinator shall accompany all inspectors to facilitate access to all areas throughout the building. If possible, the building shall be inspected after regular working hours when no Company employees are present. While conducting an asbestos survey of a building, the following procedures are to be followed:

1. Review of the Building Records for evidence of ACBM used in construction or repair and document the following:
 - A. Date building was constructed.
 - B. Date asbestos products were installed.
 - C. Tradename of asbestos products (if known).
 - D. Manufacturer's name of asbestos products.
2. Inspect all material throughout the building that may contain asbestos (i.e., pipe insulation, tank insulation, sprayed-on fireproofing, acoustical ceiling materials, etc.) and document the following information:
 - A. Exact location of suspect ACBM.
 - B. Total quantity of ACBM in approximate lineal or square footage.
 - C. Friability of suspect ACBM:
 1. Friable ACBM in poor condition.
 2. Friable ACBM in good condition and with a significant potential for disturbance.
 3. Friable ACBM in good condition and with low potential for disturbance.

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4. Only nonfriable ACBM present (i.e., floor tiles).

D. Condition of suspect ACBM:

1. The quality of the installation.
2. the adhesion of the friable ACBM to the underlying substrate.
3. Deterioration.
4. Damage.
 - a. Type of damage or significant damage (i.e., flaking, blistering, water damage or signs of physical damage).
 - b. Severity of damage (i.e., major flaking, severely torn jackets, as opposed to occasional flaking, minor tears to jackets).
 - c. Extent or spread of damage over large areas or large percentages of the homogeneous area.

E. Classification of the ACBM.

1. Damaged or significantly damaged thermal system insulation ACBM.
2. Damaged friable surfacing ACBM.
3. Significantly damaged friable surfacing ACBM.
4. Damaged or significantly damaged friable miscellaneous ACBM.
5. ACBM with potential for damage.
6. ACBM with potential for significant damage.
7. Any remaining friable ACBM or friable suspected ACBM.

F. Accessibility of ACBM to personnel:

1. Accessible:
 - a. ACBM below seven feet, six inches and not concealed.
 - b. ACBM that require routine maintenance.

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2. Non-accessible:
 - a. ACBM above seven feet, six inches
 - b. ACBM located behind building surfaces.
6. Recommendation for control of ACBM:
 1. Removal.
 2. Enclosure.
 3. Encapsulation.
3. Bulk samples of each homogeneous application of suspect ACBM shall be collected in accordance with EPA Regulations. A half-mask dual cartridge air purifying respirator shall be worn and a small vacuum equipped with a HEPA filter to control fiber release shall be used. At least one sample of all suspect ACBM shall be collected. Guidelines listed below shall be followed.
 - A. Bulk samples of pipe lagging shall be collected at the elbow or joint and one sample shall be collected of the insulation wrapping.
 - B. Bulk samples of all troweled materials shall be collected (i.e., tank or boiler insulation) as follows:
 1. A minimum of three (3) bulk samples from each homogeneous area of thermal system insulation that is not assumed to be ACBM.
 2. A minimum of one (1) bulk sample from each homogeneous area of patched thermal system insulation that is not assumed to be ACBM if the patched section is less than six (6) linear or square feet.
 - C. Bulk samples of the surfacing material shall be collected as follows:
 1. A minimum of three (3) bulk samples from each homogeneous area 1,000 square feet or less.
 2. A minimum of five (5) bulk samples from each homogeneous area greater than 1,000 square feet but less than or equal to 5,000 square feet.
 3. A minimum of seven (7) bulk samples from each homogeneous area greater than 5,000 square feet.

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D. A minimum of two (2) bulk samples of acoustical ceiling and floor tiles shall be collected.

4. A marker with a unique identification number shall be placed at each location sampled to facilitate easy identification of suspect ACBM. A warning label shall be placed adjacent to any friable ACBM located in routine maintenance areas (i.e., boiler room). The sample location, identification and date of collection shall also be indicated on the floor drawings.
5. After collecting the bulk sample, the suspect ACBM shall be rebound with duct tape to resemble its original condition. All samples shall be analyzed by an AIHA accredited laboratory *The Laboratory must* using polarized light microscopy with dispersion staining, and participate in intra-laboratory and inter-laboratory quality control. *Documentation of accreditation shall be provided to Company prior to start of work.*

DOCUMENTATION

kept on file o
A report of the findings shall be ~~submitted~~ summarizing the inspection results and recommendations. Copies of all laboratory analysis shall be included in the report.

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