FROM R. M. ROSE
R. E. PODHORA
POINT COMFORT OPERATIONS

TO MANAGERS, SUPERINTENDENTS,
DEPARTMENT HEADS AND SUPERVISORS

cc: Mr. Bobby Sowders
Mr. Louis Vaclavick
On-Site Construction Supts.

1978 July 31

RE: INSULATION REMOVAL & DISPOSAL
REFER TO OUR LETTER 1978 JULY 10

Subsequent to the letter of July 10, it was learned that additional information was required to properly implement the insulation removal and disposal program.

The Insulation Department has developed a system of good practices and pages 8 and 8A from their Tool and Equipment Safety Analysis are attached. In addition to the instructions outlined in our letter of July 10, please add these procedures:

1. Dampen insulation if conditions and circumstances permit. (It is not necessary to "soak" the insulation as previously instructed.)

2. Put up signs cautioning personnel of asbestos in the area. (Insulation Department has some signs--more may need to be made.)

3. Put up red flagged barricade tape around areas being stripped. (Approximately 10 - 15 feet up wind and 50 feet downwind.) Good judgement has to be exercised here because it depends on the location and numerous variables.

4. Put waste material in plastic bags, tie or seal bags and dispose in special asbestos dumpster.

The intent of these procedures is to protect persons working with asbestos containing materials and other persons in the work area. In order to accomplish this and to maintain compliance with Federal regulations, all persons involved need to be instructed in the practices described above. A Point Comfort asbestos control program is being developed and subsequent information will be distributed upon its completion.

R. M. ROSE/R. E. PODHORA

RMR:REP:vh

Attachments



ALCOA

APC 004944

8P-4563

PUBLIC OPINION AND TAXES

Most Americans feel that rising taxes are slowing down the country's economic growth, a recent survey by Opinion Research Corporation shows.

In addition, a majority of Americans not only favor reducing personal income taxes, but also favor reducing corporate income taxes and support other tax proposals such as a reduction of capital gains taxes designed to encourage business growth and capital formation.

This public support for tax incentives for business, the survey indicates, is a recognition by the majority of Americans nationwide that American business is having problems raising enough money to expand and provide more jobs--an attitude shared by all segments of society regardless of age, income, education or politics.

ALCOANS ON THE MOVE

Ernie Cox, Staff Buyer in the Purchasing Department, has transferred to Davenport Works as a Staff Buyer.

Mac Sistrunk, Senior Mechanical Engineer, will transfer to Clarendon Alumina Works, Jamaica as Maintenance Engineering Supervisor.

Chuck Boyd, Instrument Maintenance & Engineering Supervisor, has resigned from the company and accepted a position with an instrumentation equipment firm.

ALCOA SCHOLARSHIP APPLICATION DEADLINE IS SEPTEMBER 11

All employees' sons or daughters who intend to apply for Alcoa Foundation College Scholarships should return their applications to their principal's office by Monday, September 11.

The students should also plan to take the Scholastic Aptitude Test (SAT) Saturday, November 4.

ASBESTOS CONTROL PROGRAM NOW IN EFFECT

Safety, Health and Environmental Manager Bob Rose this week strongly emphasized the importance of using correct procedures in removing insulation from pipes and vessels throughout the plant.

"Much of this insulation contains asbestos and must be handled with extreme care. A comprehensive system for the removal and disposal of these materials has been developed and **must be followed by all employees** who are involved in removing insulation.

Because of the potential health hazards, **we cannot and will not tolerate any violations** of these procedures. They are not merely suggestions, but are mandatory regulations."

Rose said Industrial Hygienist Rudy Podhora has implemented the proper procedures for handling asbestos materials. These procedures were previously distributed to all managers, department heads and superintendents.

The procedures which **must be followed** are these:

- To avoid unexpected/unecessary asbestos exposure, assume that all insulation contains asbestos.
- Before demolition or insulation removal is started, all employees must be protected by approved respirators and proper protective clothing, i.e. disposable coveralls, gloves, head and foot covering, etc.
- Signs should be put up cautioning other personnel of asbestos in the area. Signs can be obtained from the Insulation Department.
- A small sample of the insulation should be submitted to the Industrial Hygiene Department for microscopic analysis. Information on whether or not the insulation contains asbestos will be provided.
- Red flagged barricade tape should be put up around areas being stripped. Tape should be put up approximately 10-15 ft. up wind and 50 ft. down wind.
- Dampen insulation if conditions permit.
- Place waste material in plastic bags, tie or seal bags and dispose of materials in the special asbestos dumpster located in the crane storage area.
- Follow good housekeeping practices.

APC 004945

TOOL AND EQUIPMENT SAFETY ANALYSIS

JOB DESCRIPTION	HAZARDS	SAFETY PRECAUTIONS
REMOVING OLD INSULATION **Tools and equipment needed to remove old insulation are knives, dykes, shears, ladders, scaffolding, nippers, JLG manlift.**	**2.1 Type of material.**	A. When removing asbestos-type materials, gloves and an approved respirator must be used. Caution signs shall be put in immediate area warning personnel of asbestos hazard. (See Page 8A for detailed instructions.) B. When removing insulation from caustic lines, goggles and rubber or plastic gloves must be worn. C. When removing old fiberglass, gloves and goggles should be worn to protect hands and eyes from the glass fibers. D. Wear full faceshield when stripping acid or caustic lines. E. Wear disposable hood when stripping leaking caustic or acid lines; this in addition to rain jacket, rain pants, goggles, rubber boots, rubber gloves, and full faceshield. (Addendum 1978-03-16). F. Use proper tool to cut banding in addition to wearing gloves. In cell building, wear rubber gloves in addition to cotton gloves. (Addendum 1978-04-05). G. When stripping decomposers, wear disposable suits. (Addendum 1978-04-05).
	2.2 Improper use of tools.	See Section 1.2
	2.3 Improper use of equipment.	See Sections 1.3.D and 1.3.F.
	2.4 JLG manlift.	See Sections 1.5.1 and 1.5.2.

APC 004946

TOOL AND EQUIPMENT SAFETY ANALYSIS

JOB DESCRIPTION	HAZARDS	SAFETY PRECAUTIONS
INSULATING AIR CONDITIONING DUCTS **Tools and equipment needed for insulating air conditioning ducts are knives, saw, tape measure, trowels and ladders.**	3.1 Location of duct.	A. Look for electrical wires when duct is located in the ceiling. B. Do not work in dark areas without lights.
	3.2 Improper use of tools.	See Section 1.2.
	3.3 Improper use of equipment.	See Sections 1.3.D and 1.3.E.
		* Detailed Instructions for Removing Asbestos Materials When determining if material is asbestos, a small sample of the material will be taken by a supervisor to the Industrial Hygiene Department where an analysis will be made. If an analysis cannot be made immediately, treat material as if it is indeed asbestos and follow these procedures: Tarpen material down, wear disposable suits, gloves, respirator with asbestos dust cartridges, put up signs cautioning personnel of asbestos in area, and put up red-flagged barricade tape around areas being stripped (approximately 10-15 feet upwind and 50 feet downwind). Put waste material in plastic bags and dispose in special asbestos dumpster. (Addendum 1978-04-19).

APC 004947

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	2.4 JLG manlift.	See Sections 1.5.1 and 1.5.2.

APC 004949

TOOL AND EQUIPMENT SAFETY ANALYSIS

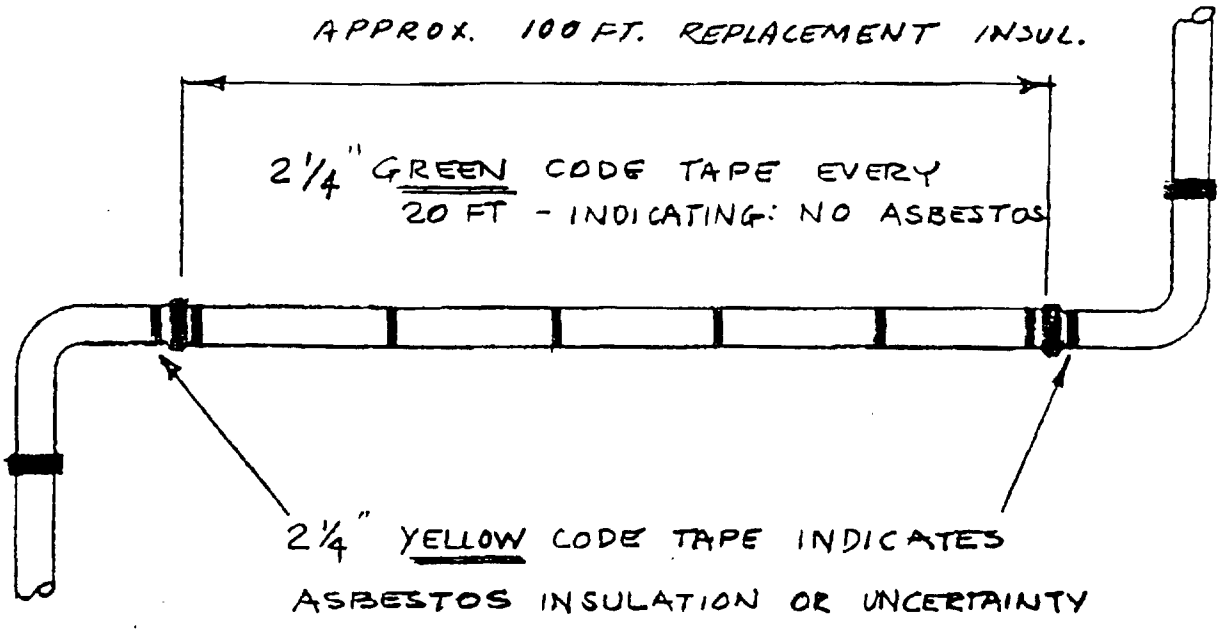
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SENT BY

3-8-95 11:28

APC 004950

EXAMPLE



CODE SYSTEM FOR IDENTIFYING
ASBESTOS & NON-ASBESTOS INSULATION

DATE 1978 OCT 24

ALUMINUM COMPANY OF AMERICA
ENGINEERING DEPARTMENT

P. E. PODHORA
IND. HYG. DEPT.

SF-6067

APC 004951