PHYSICAL PLANT
OPERATING POLICY AND PROCEDURE

PP/OP 02.16: Safe Removal of Insulating Materials from Pipes and Ducts

DATE: February 19, 2009

PURPOSE

The purpose of this Physical Plant Operating Policy and Procedure (PP/OP) is to provide the required guidelines to applicable Building Maintenance and Construction personnel for the safe removal of insulating materials from pipes and ductwork in order to prevent exposure to presumed or asbestos containing material.

REVIEW

The PP/OP will be reviewed in December of every four years by the director for Building Maintenance & Construction (BMC) with recommendations forwarded to the managing director for physical plant.

APPLICABILITY

This policy and procedure is applicable to all BMC personnel who are required to perform work processes involving the removal of insulation from pipes and ductwork.

PROCEDURE

1. Identification of Work Area

   When a work process requires the removal of any insulating materials, the following process will be performed:

   a. The area of insulation to be removed should be identified by spraying red spray paint on each side. The insulation marked by the paint or the insulation between the paint markings shall identify the project scope of work.

   b. Upon identification of the scope of work, shop personnel shall notify his/her immediate supervisor so that notification can be made to the BMC Insulation supervisor personnel. The notification should include the approximate amount of insulation to be removed, the precise worksite location, and the system from which the insulation is to be removed. Under no circumstance shall shop personnel that have not been provided the two-hour asbestos awareness class be permitted or assigned the responsibility of identification of the project scope of work. Only trained personnel from the Insulation/Abatement shop can remove pipelines, ducting, or the insulation associated with these items.
c. In the event damaged insulation is identified during the identification of the project scope of work, the shop personnel shall immediately stop work, secure the vicinity of the damaged insulation, and notify the supervisor.

d. No abatement work will be performed on a section of pipeline or ductwork until approval is given by the Insulation/Abatement Shop supervisory personnel.

2. Process Clearance

a. The BMC Insulation Foreman, Leadman, or assigned asbestos supervisor will go to the work site and verify the scope of work and the materials involved.

b. The BMC Insulation Foreman or Leadman, in coordination with EH&S, will then survey the site.

c. Under no circumstances will insulation be removed by unauthorized personnel.

3. Performing the Process

a. Once appropriate clearance is obtained, the Insulation Shop will schedule the removal process within the identified area.

(1) If the area contains asbestos, the Insulation Shop personnel will prepare a schedule for removal of the asbestos containing material using the approved and established engineering controls and proper work practices.

b. In the event the project scope of work is modified beyond the areas previously identified, a new clearance must be obtained from Insulation/Abatement shop personnel.

ACCOUNTABILITY

a. Director and/or Superintendents are responsible for enforcing compliance with this PP/OP.

b. Supervisors are responsible for:

(1) Ensuring employees are trained and knowledgeable of this operating procedure,

(2) Monitor compliance of this policy for personnel in their areas of responsibility.

(3) Ensuring personnel have the initial two (2) hours asbestos awareness training or the annual asbestos awareness training.
c. Employees are responsible for:

(1) Attending training to become familiar with this procedure,

(2) Complying with this policy as outlined,

(3) Identifying the worksite by using spray paint as outlined in 1. a. above.

(4) Notifying the Insulation Foreman and/or Leadman of the precise location for their evaluation of the insulating materials,

(5) Performing no work at the location until insulating materials are identified and removed by the Insulation Shop.

d. BMC Insulations Foreman/Leadman are responsible for:

(1) Review of the identified worksite.

(2) Researching or testing the insulating materials to determine the appropriate method of removal.

(3) Scheduling the safe removal of the identified insulation materials.

(4) Coordinating the above activities with EH&S to ensure compliance with established procedures.

e. EH&S is responsible for their expertise and guidance in coordination with the Insulation Shop and all other BMC Shop personnel.

**COMPLIANCE**

Failure of employees to comply with this operating policy and procedure will result in uniform, progressive disciplinary measures.

**RESPONSIBILITY**
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<thead>
<tr>
<th>Position</th>
<th>Section</th>
<th>Month</th>
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<tbody>
<tr>
<td>Director for Building Maintenance &amp; Construction</td>
<td>Review</td>
<td>December (Every Four Years)</td>
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Approved: ____________________________  
Reviewer

Approved: ____________________________  
Managing Director for Physical Plant