

**ARCHDIOCESAN
INFORMATION PACKET
FOR ASBESTOS IN
PARISHES, SCHOOLS AND
ARCHDIOCESEAN FACILITIES**

**Corporation of the Catholic Archbishop of Seattle
710 Ninth Avenue
Seattle, Washington 98104**

**Contact the Office of Property and Construction Services if
you have any asbestos-related questions and/or concerns at:
(206) 382-4851 or toll-free at 1(800) 809-4923.**

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Asbestos

Asbestos is a naturally occurring mineral fiber that commonly has been used in building construction materials for insulation and as a fire-retardant. Asbestos is still being produced and distributed.

Asbestos fibers have been found to be a health hazard and there are local, state and federal regulations that govern in-place maintenance, removal, and worker/general public safety. An Asbestos Containing Material (ACM) means any material containing more than 1% asbestos. A building material containing asbestos is referred to as Asbestos Containing Building Material (ACBM).

There are two sets of regulations that govern Asbestos in Archdiocesan facilities:

- The Washington State Department of Labor and Industries governs worker safety with asbestos regulations. You may encounter the Federal Governments Occupational Safety and Health Administration (OSHA) program and for Washington State, OSHA defers to state regulations.
- The Federal government has developed several laws and regulations designed to govern the use of asbestos and better protect the public. In 1986, the Asbestos Hazard Emergency Response Act (AHERA) was signed into law as Title II of the Toxic Substance Control Act (TSCA). Additionally, the Asbestos School Hazard Abatement Reauthorization Act (ASHARA), passed in 1990, required accreditation of personnel working on asbestos activities in schools and public and commercial buildings. Both AHERA and ASHARA rules affect our active Catholic Schools. There is information in this packet specifically addressing the AHERA program in our schools.

This manual is intended to explain policy and provide guidance on the following:

1. Archdiocese of Seattle Asbestos Policy and Contacts
2. Role of the Facility Manager
3. Role of the Janitor, Custodian and Maintenance Staff
4. Training Information
5. Staff Information Update Form
6. New Hire Asbestos Awareness Worksheet

ARCHDIOCESE OF SEATTLE ASBESTOS POLICY

The following is the policy as set forth by the Archdiocese regarding asbestos management for Archdiocesan facilities.

1. It is the policy of the Archdiocese to comply with the laws regarding asbestos and provide for the health and safety of all employees, students and occupants of all Archdiocesan buildings.
2. It is the policy of the Archdiocese that whenever an asbestos-containing building material (ACBM) reaches the end of its useful life and can no longer be maintained through an operation and maintenance program, it should be removed from building. If ACBMs are present, parishes will follow an operation and maintenance program that protects the health and safety of the occupants.
3. It is the policy of the Archdiocese that there will be no direct nor indirect relationship between accredited persons who perform Archdiocesan inspections, write project specifications or management plans or provide air monitoring services and persons performing repair or abatement activities.
4. It is the policy of the Archdiocese that all employees who are required to be trained either as an inspector, janitor, custodian or maintenance staff, or in any other asbestos-related capacity comply with the laws regarding employee protection. All employees who have asbestos-related training shall provide a copy of their certificate, and if any related medical condition exists, an annual medical report to the Office of Property and Construction Services. This information shall also be included in the employee's personal file.
5. It is the policy of the Archdiocese that all work to remove ACBMs uses the Archdiocesan Hazardous Material Contract and be executed by the Corporation of the Catholic Archbishop of Seattle.

CONTACTS

To answer your asbestos-related questions and/or concerns, please contact:

Annie Roy,
Or Ed Foster, Director
(206) 382-4851
Archdiocese of Seattle
Office of Property and Construction Services
710 Ninth Ave.
Seattle, Washington 98104

EMERGENCY

In the event of an emergency asbestos situation, please contact the following numbers

Property and Construction Services
206-382-4851 or 1-800-809-4923 (days)
206-382-2064 (after hours)

ROLE OF THE FACILITY MANAGER

Each parish or Archdiocesan facility will designate one knowledgeable person to represent the facility and follow asbestos-related procedures in all buildings. These duties will include the following procedures:

DUTIES

1. LIAISON ACTIVITIES

The facility manager will act as a liaison between the pastor, parish council, maintenance and custodial staff, principal and school staff (if applicable) and the Office of Property and Construction Services.

2. RECORDKEEPING

The facility manager should become knowledgeable about the location of asbestos-containing building materials (ACBMs) in the parish building(s). Contact the Office of Property and Construction Services for assistance in identifying and locating ACBMs. The facility manager shall review, organize, and inform the Office of Property and Construction Services about all asbestos-related activities.

3. TRAINING

The facility manager should review the asbestos records semi-annually to determine if all maintenance and custodial staff members have the required training and understand the asbestos manual. Training of new janitors, custodians, and maintenance staff is required within 60 days of employment. This training certifies the participant for Class IV work, as defined by the Washington State Department of Labor and Industries, involving cleanup of asbestos-containing materials where ACBM may be contacted but not disturbed. Any repair or abatement of ACBM must be done by a certified asbestos worker, which is Class I, II, or III work.

4. GOOD FAITH ASBESTOS SURVEY

Prior to the beginning of any renovation, remodeling or new construction project, the facility manager shall contact the Office of Property and Construction Services for compliance with the Washington State Good Faith Asbestos Survey. This survey is given to any contractor at the time they are assembling a proposal for the work. This survey will identify all ABCMs that will be encountered during the project.

5. ABATEMENT

The Office of Property and Construction Services will assist the facility manager in determining the best course to remove any ABCMs during a renovation, remodeling, new construction or maintenance project. All asbestos abatement contracts must use the Archdiocesan Hazardous Material Contract and be executed through the Corporation. The facility manager will be responsible for coordinating abatement activity. They will be responsible to, and coordinate abatement with, the pastor, principal (if applicable), and the Office of Property and Construction Services.

The facility manager shall notify all building occupants that asbestos abatement will be taking place. Contact with the building occupants can be done by newsletter or by mailing out the Asbestos Abatement Notification Letter. Contact the Office of Property and Construction Services for this letter.

In the event of a fiber release episode, the facility manager, along with the facility staff members, shall:

- Isolate the area and post signs: “No Access without Facility Manager's Approval”.
- Contact the Office of Property and Construction Services, or if after hours, the emergency contact number listed inside this information packet and coordinate a response activity with the parish staff members.
- Follow the procedures outlined in the **Archdiocesan Asbestos Operations and Maintenance Handbook**.

ROLE OF THE JANITOR, CUSTODIAN, AND MAINTENANCE STAFF

The roles for janitor, custodian, and maintenance staff members regarding asbestos-containing building materials (ACBMs) are as follows:

1. To safeguard the health of the occupants, employees, students, and themselves by following governmental regulations.
2. To have two hours of “Asbestos Awareness” training within sixty (60) days of starting employment. A certificate of this training must be included in the employee personnel file and Archdiocesan file. Annual ‘refresher’ training is also required. This training certifies the participant for Class IV work, involving cleanup of asbestos-containing materials where ACBM may be contacted but not disturbed. Any repair or abatement of ACBM must be done by a certified asbestos worker, which is Class I, II, or III work.
3. To assist the accredited asbestos inspector by being available during the time of any inspection to answer questions, provide access, and provide building plans, specifications, copies of previous surveillance/inspections and specifications for abatement projects.
4. To know the location of all asbestos and assumed asbestos building materials.
5. To contact the facility manager and/or Office of Property and Construction Services about any disturbance of asbestos-containing materials.
6. To follow state regulations when any amount of asbestos is removed, repaired, or encapsulated, or when a building is demolished or remodeled by assisting the Facility Manager and other parish staff with abatement activities.
7. Together with the Facility Manager, to keep required records accurately and carefully. Send updated information to the Office of Property and Construction Services in a timely manner.
8. To notify any outside vendors, e.g., telephone installers, repairmen, etc., of the location of any known ACBMs.
9. To contact the Facility Manager and/or Office of Property and Construction Services whenever any asbestos-related questions arise during the work at your parish.

TRAINING INFORMATION

Under Washington State Department of Labor and Industries regulations, maintenance and custodial work in buildings containing asbestos-containing materials requires any employee involved with ‘hands-on’ maintenance activities to have “Asbestos Awareness” training. This training is required within 60 days of hire and a “refresher training course” is required annually. Your current training certificate is to be kept on file with the Office of Property and Construction Services and in your “Employee Personal File.”

The Office of Property and Construction Services, in conjunction with the Human Resources Department, offers an annual Fall Safety Training class. This training satisfies both the Department of Labor and Industries and the Environmental Protection Agency AHERA (applicable to schools) training requirements.

Contact the Office of Property and Construction Services at: **(206) 382-4851** or toll-free at: **1 (800) 809-4923** for more information.

BLOOD-BORNE PATHOGENS

In addition to the Asbestos training, training is required in order to safely contain and dispose of blood-borne pathogens. This training is required immediately upon hire and an annual refresher course is required. A training DVD that contains information on common blood-borne pathogens and how to use proper procedures and basic personal protective equipment when cleaning up bodily fluids is available from the Office of Property and Construction Services. This DVD satisfies both initial and refresher training requirements.

STAFF INFORMATION UPDATE

The Archdiocesan Office of Property and Construction Services requires that this form be completed and turned in when any change occurs. This will provide an up-to-date database of Archdiocesan Facility Managers, Janitors, Custodians, and Maintenance staff. Please send this to: The Office of Property and Construction Services; Archdiocese of Seattle; 710 9th Ave. Seattle, Washington 98104.

(please print)

Name _____

Job Title _____

Parish _____ City _____

Circle one answer:

Has the Facilities Maintenance Staff Member completed the required "Safety Training"?

Yes No

Has the Facilities Maintenance Staff Member completed the required "Asbestos Awareness Training"?

Yes No

Has the Facilities Maintenance Staff Member completed the "Annual Asbestos Refresher Training"?

Yes No

Does the current Archdiocesan employee understand the responsibilities and duties as set forth by the Archdiocese? Yes No

Please sign below acknowledging responsibilities and duties as member of Facilities Maintenance Staff:

Signature

Date

ASBESTOS AWARENESS WORKSHEET

May 2010
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NEWLY HIRED EMPLOYEES

Part One - Personal Information

Name _____

School of Employment/City _____ Date of Hire _____

Position or Job Title _____

Part Two - Instructions for Completion of Awareness Training

1. Read the Asbestos Information Packet.
2. Watch the Introduction and Asbestos General Awareness DVD.
3. Complete the following:

Is there asbestos in your Parish buildings other than the boiler room? (Circle one)
Yes No

Will you disturb any ACBMs in the performance of your work? (Circle one)
Yes No

Will you personally remove any ACBMs from your facility? (Circle one)
Yes No

If ACBMs are damaged, who do you contact? _____

Do you have a current asbestos certification of any type at the present time? (Circle one)
Yes No
If yes, explain _____

Part Three – Questions

If you have any questions about this worksheet, the DVD, or asbestos, please contact Annie Roy at (206) 382-4851, toll-free at 1-(800) 809-4923, or email: annier@seattlearch.org
Or you can also contact Ed Foster at (206) 382-2064, or email: edf@seattlearch.org

PLEASE RETURN THIS WORKSHEET AND DVD TO:

Annie Roy, Office of Property and Construction Services, Archdiocese of Seattle,
710 Ninth Ave., Seattle, WA 98104

Trainee Signature

Date

Pastor, Facility Manager, or Principal Signature

Date

Asbestos Hazard Emergency Response Act (AHERA)

In 1988, the Asbestos Hazard Emergency Response Act (AHERA) became mandatory in all public and private schools in the United States.

The law requires that all schools manage all asbestos-containing building materials (ACBM) in their schools by maintaining, removing, encapsulating or otherwise encasing these materials in such a manner that no asbestos fibers will become airborne.

All maintenance and custodial personnel of the Catholic Archdiocese of Seattle must receive at least two hours of training within sixty (60) days of being hired, which:

- Explains the law.
- Explains the adverse health effects of asbestos exposure.
- Shows the employee where asbestos may be present in the school.
- Shows the employee how to recognize damage to any asbestos located in the school.
- Teaches the employee how to avoid damaging any asbestos.
- Teaches the employee how to isolate damaged asbestos.
- Explains how to report damaged asbestos.

A two-hour training video is available and can be utilized to satisfy this AHERA requirement. After viewing the video, the AHERA Designated Person must show the employee the AHERA Management Plan and the location of all asbestos located in the building. Each employee will be required to sign a form stating that they have received this training. The form must be returned to the Office of Property and Construction Services within thirty (30) days of the training.

All employees and students and their guardians must be notified annually of the status of all asbestos-containing building material (ACBM) in any school-owned building. This public document must always be available for review at the School Office or the Office of Property and Construction Services located at 710 9th Ave., Seattle WA. All AHERA reports are public documents that must be made available to any person upon request.

Except for school buildings certified as “Asbestos-Free,” each building must be re-inspected every three years. The Three Year Re-Inspection Report is available in the AHERA records located at the School Office or at the Office or the Office of Property and Construction Services.

The Department of Labor and Industries in Washington State has worker protection rules that mandate asbestos mitigation working conditions.

EPA’s National Emissions Standard for Hazardous Air Pollutants (NESHAPS) regulates the release of asbestos particulates into the air along with regulations by the clean air agency for your region.

The Washington Department of Ecology (DOE) regulates the disposal of asbestos-containing products.