1. **Purpose and Requirements**
To ensure proper response to the disturbance of Asbestos Containing Material (ACM) or Presumed Asbestos Containing Material (PACM).

2. **Scope**
This procedure applies to the Ithaca Campus and remote facilities.

3. **Responsibilities**

   3.1 Environmental Health and Safety
   3.1.1 Establish and maintain the asbestos incidental disturbance Standard Operating Procedure
   3.1.2 Respond to employee and student asbestos concerns
   3.1.3 Establish secure area by installing barrier tape, signage to close area/space from being accessible.
   3.1.4 Contact EMCS for status of damaged material.
   3.1.5 Conduct investigation of incidental disturbance to identify cause and actions to prevent future occurrence.
   3.1.6 Log incidental disturbances including root cause and corrective actions

   3.2 Zone/Facility Manager/Coordinator
   3.2.1 Understand how to access on-line asbestos inventory information for their building
   3.2.2 Contact the asbestos coordinator when informed of ACM or PACM disturbance
   3.2.3 Ensuring ACM or PACM disturbances are properly secured to prevent further disturbance of ACM/PACM and further contamination.

   3.3 Energy Management and Control System (EMCS)
   3.3.1 Responsible for contacting on-shift mechanic and relaying known asbestos information during emergency situations such as water pipe failure
   3.3.2 Responsible for contacting on-call Asbestos Coordinator when directed during emergency situations

   3.4 Asbestos Coordinator
   3.4.1 Maintain up-to-date records of material testing and provide additional asbestos inventory information when possible incidental disturbance has occurred
   3.4.2 Responsible for contacting and scheduling the Asbestos contractor to abate incidental disturbance
   3.4.3 Ensuring notification to NY State Department of Labor of incidental disturbance as required by Code Rule 56.

   3.5 Employee
   3.5.1 Do not attempt to clean up the ACM or PACM
   3.5.2 Immediately vacate the room and restrict access to the room using signage and barrier/caution tape
   3.5.3 Report the incidental asbestos disturbance to Customer Service, supervisor, and/or facility coordinator during normal working hours
   3.5.4 Outside normal working hours contact EMCS @ 255-5322 and state that you have an asbestos
4. Definitions

4.1 Incidental disturbance - the unintentional disturbance of asbestos containing material (ACM) or presumed asbestos containing material (PACM).

4.2 Asbestos Containing Material (ACM) – Any material containing greater than one percent (1%) of asbestos.

4.3 Presumed Asbestos Containing Material (PACM) – All thermal system insulations and surfacing material found in buildings constructed no later than 1980. PACM is considered to be ACM unless proven otherwise by appropriate bulk sampling and laboratory analyses.
5.0 Emergency Disturbance (Normal Working Hours)

Utility Failure (e.g., pipe leak)

Contact Zone and Facility Coordinator

Zone Coordinator contact mechanic

Zone Manager review on-line asbestos information

Does disturbed material contain asbestos?

No

Mechanic mitigates emergency and initiate repair and cleanup process

Yes or Unknown

Mechanic mitigates emergency without disturbing material

Yes

Mechanic initiates Repair and Cleanup Process

No

Data Exists

Asbestos Coordinator schedule abatement contractor to abate disturbed material

Material ACM

Asbestos coordinator schedule abatement contractor to abate disturbed material

No

Mechanic initiates Repair and Cleanup Process
6.0 Emergency Disturbance (Off Hours)

Utility Failure (e.g. pipe leak)

Contact EMCS

EMCS Contact on-shift mechanic of emergency and provide ceiling material status

Does disturbed material contain asbestos

On-shift mechanic mitigates emergency and initiate repair and cleanup process

On-shift mechanic mitigates emergency without disturbing material

EMCS contact on-call Asbestos Coordinator

Data Exists

Material ACM

Asbestos Coordinator schedule abatement contractor to abate disturbed material

On-Shift Mechanic Initiate Repair and Cleanup Process

Asbestos Coordinator Schedule Abatement Contractor to abate disturbed material

Yes or Unknown
7.0 Incidental Disturbance EHS/FM-Administration Response

Asbestos Coordinator Notified of Incidental Disturbance

Notify EHS

Conduct Site Review

Scope Change Required

Yes

Notify Asbestos Coordinator

Revise Abatement Scope

Maintain asbestos records associated with abatement

No

Conduct Root Cause Investigation

Log findings and Corrective Actions

Share Results with FM-Admin

Initiated 3rd party asbestos abatement response

Notify State per Code Rule 46

FM Administration Action

EHS Action

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