



Memorandum

Environmental, Health and Safety Guidelines and Administrative Controls for Management of Asbestos and Lead Containing Materials (ACM, LCM) at DAS Owned, Managed or Leased Properties

The following are guidelines to help clarify property management or landlord responsibilities for managing potential asbestos and lead containing materials within buildings under their control:

1. Property Management, maintenance and custodial staff in DAS owned or managed facilities must receive annual asbestos and lead awareness training. It is recommended that property management, maintenance and janitorial staff at leased properties also receive awareness training. Training should include:
 - Regulatory requirements such as proper techniques for cleaning ACM flooring,
 - Identification of ACM and LCM including presumed ACM (see note 2 below) and presumed LCM and/or where the information is located.
 - Instructions to staff to be careful to not disturb either lead or asbestos containing materials in the performance of their typical duties
 - Any specific tasks that should not be performed because of potential disturbance to these materials (i.e. not to remove ceiling tiles, no dry sweeping, no nailing or otherwise disturbing ACM etc.).
 - National Emission Standard for Hazardous Air Pollutants (NESHAPS) Demolition and Renovation requirements.
 - **Actions to take in the event of a release or potential release (see note 4 below).**
2. A written work order system must be in place at all DAS owned or managed properties to review all tasks to be performed, whether by in-house or contracted staff, prior to accomplishment and to specify precautions necessary to prevent disturbance of ACM and LCM. Copies of these records should be maintained on file. It is recommended that a similar work order system or other effective oversight be adapted at leased facilities.
3. Prior to demolition involving “the wrecking or taking out of any load-supporting structural member of a facility together with any related handling operation” or the intentional burning of any facility”, an asbestos survey must be performed and NESHAPS notification form filled out and sent to DPH. An electronic version of the form is available on the CT DPH website but one is also attached to this document. NOTE that this is an EPA regulatory requirement for all institutional, commercial, public, industrial, or residential structure, installation or building, excluding residential buildings having four or fewer dwelling units. (See note 2 below for additional information.)



4. A survey must be performed and suspect materials sampled for asbestos prior to renovation activities. Renovation means altering a facility or one or more facility components in any way. The same notification form must be filled out and submitted to DPH if the renovation activities will disturb asbestos containing materials in amounts greater than or equal to: 260 linear feet on pipes, 160 square feet on other facility components or, 35 cubic feet of "off facility" components within the area of disturbance or adjacent storage areas. NOTE that this is also required by law for all institutional, commercial, public, industrial, or residential structure, installation or building, excluding residential buildings having four or fewer dwelling units. (See note 2 below for additional information.)
5. Hazard communication regarding the presence of ACM, LCM or PACM and PLCM must be exchanged with all contractors performing work at the facility if their work may disturb the materials either intentionally or accidentally.
6. Deteriorated condition of ACMs and LCMs should be reported to DAS Facilities Management asbestos coordinator at DAS owned or managed properties. At leased facilities, the landlord should ensure the condition of ACM or PACM is evaluated periodically and implement abatement when necessary.
7. Occupants should be notified of any site specific procedures and/ prohibited activities to prevent disturbance to ACM (or PACM) such as not to nail or affix objects, not to lift ceiling tiles etc.

Note 1. At no time shall property management staff perform any tasks that would disturb or involve the clean-up ACM or LCM. Only licensed lead/asbestos contractors shall perform work that involves disturbance or clean-up of these materials.

Note 2. Sampling of building components and materials that may be disturbed during renovation or demolition activities is necessary unless Safety Data Sheet (SDS) information or other specifications are available that identify make up or ingredients. A list of building materials known to have contained asbestos is attached that can be used in performing the pre-renovation and demolition surveys. All sampling should be performed by a licensed asbestos inspector.

Note 3. Employers and building owners (including our property management staff as DAS agents) are required to treat installed thermal system insulation and sprayed on and troweled-on surfacing materials as ACM in buildings constructed on or before 1980. These materials are designated "presumed ACM or PACM". Asphalt and vinyl flooring material installed on or before 1980 also must be treated as asbestos containing. These materials must be treated as ACM unless analytical data has determined otherwise.

Note 4. In the event of a fiber release or potential fiber release episode defined as the falling, dislodging or disturbance of friable ACM or PACM:

1. Immediately evacuate and restrict entry into the area and post signs and seal access to the area with duct tape (if feasible) to prevent entry by persons other than those necessary and qualified to perform cleanup.



2. Shut off or temporarily modify HVAC to prevent the distribution of asbestos fibers to other parts of the building.
3. Contact 'Asbestos Coordinator' if the property is DAS owned or operated, give location and description of emergency and the procedures taken to this point. If the property is a leased building, an appropriately licensed asbestos consultant and abatement contractor should be contacted immediately.
4. The 'Asbestos Coordinator' will evaluate the site, type, and amount of ACM to be handled. He or She will then immediately contact Statewide Services to obtain services of a licensed Asbestos Project Designer to design the proper response action as well as a licensed Asbestos Abatement Contractor to carry out the response action.

Current Telephone Numbers for DAS Owned and Operated buildings:

Brian Dillon; Director of Facility Planning & Services; 450 Columbus Boulevard, Hartford, CT
(860) 713-6403

If not available, contact DAS, Division of Construction Services (DCS) Statewide Services Mike Sanders (860) 713-5702

If not available, contact environmental consultant TRC Eric Plimpton 860 298-6280 or other consultant on DAS contract # [03PSX0375](#) or abatement contractor on das contract # [03PSX0374](#).

Follow up with Statewide Services (860-713- 5709 and /or DAS Procurement 860-713- 5783 at earliest convenience).



Examples of Building Materials that Have Been Known to Contain Asbestos:

Cement Pipes
Laboratory Hoods/Table Tops
Elevator Brake Shoes
Cement Wallboard
Laboratory Gloves
HVAC Duct Insulation
Cement Siding
Fire Blankets
Boiler Insulation
Asphalt Floor Tile
Fire Curtains
Breaching Insulation
Vinyl Floor Tile
Elevator Equipment Panels
Ductwork
Flexible Fabric Connections
Vinyl Sheet Flooring
Caulking/Putties
Cooling Towers
Flooring Backing Adhesives
Pipe Insulation (corrugated air-cell, block, etc.)
Construction Mastics (floor tile, carpet, ceiling tile, etc.)
Wallboard Heating and Electrical Ducts
Acoustical Plaster Joint Compounds
Vinyl Wall Coverings
Decorative Plaster Spackling Compounds
Gaskets
Textured Paints/Coatings
Roofing Shingles
Roofing Felt
Ceiling Tiles and Lay-in Panels
Base Flashing
Thermal Paper Products
Spray-Applied Insulation
Fire Doors
Electrical Cloth
Blown-in Insulation
Electrical Panel Partitions
Fireproofing Materials
Taping Compounds (thermal)
Packing Materials (for wall/floor penetrations)
Electric Wiring Insulation
Chalkboards



STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC HEALTH
DEMOLITION NOTIFICATION FORM

FOR STATE USE ONLY	
Postmark Date	_____
Check #	_____
Transmittal No.	_____
Amount Paid	_____
Record No.	_____

This form is to be completed and postmarked or hand delivered to the Connecticut Department of Public Health at least ten (10) days prior to the start of demolition as required by the Regulations of Connecticut State Agencies (RCSA), Section 19a-332a-3. Each demolition notification must be accompanied by a fee of FIFTY (\$50) dollars. A check in that amount made payable to "Treasurer, State of Connecticut" must be submitted with the notification form. In case of emergency notifications, this form is to be completed and postmarked or hand delivered within one (1) working day following the start of demolition. A copy of the written order requiring demolition prepared by a state or local building official shall accompany each emergency demolition notification. Faxed originals are not acceptable. Revisions to the original notification form may be faxed. Further instructions are found on back of this form.

1. TYPE OF NOTIFICATION:
 A. NEW B. EMERGENCY C. REVISED ITEMS REVISED: _____

2. FACILITY OWNER:
 NAME: _____
 ADDRESS: _____
 CITY: _____ STATE: _____
 ZIP: _____ PHONE NO.: _____

3. LOCATION OF FACILITY TO BE DEMOLISHED:
 NAME: _____
 ADDRESS: _____
 CITY: _____ STATE: _____
 ZIP: _____ PHONE NO.: _____

HAS AN ASBESTOS INSPECTION BEEN CONDUCTED? YES NO

4. INSPECTION INFORMATION: NAME OF INSPECTOR: _____
 LICENSE #: _____ DATE OF INSPECTION: _____
 INSPECTOR ADDRESS: _____ CITY: _____
 STATE: _____ ZIP: _____ PHONE NO.: _____

(Inspection information applicable to facilities subject to the asbestos NESHAP, 40 C.F.R., Part 61)

In accordance with Section 61.145 of the U.S. Environmental Protection Agency's National Emission Standards for Hazardous Air Pollutants (NESHAPs) regulation, the owner or operator of a facility shall, prior to the commencement of renovation or demolition, inspect the affected portions of the facility for asbestos, including Category I and Category II nonfriable asbestos.



Phone: (860) 509-7367/ Fax (860) 509-7378
 Telephone Device for the Deaf: (860) 509- 7191
 410 Capitol Avenue, MS# 51 AIR
 P.O. Box 340308
 Hartford, CT 06134-0308
 Affirmative Action / An Equal Opportunity Employer



DEPARTMENT OF ADMINISTRATIVE SERVICES
Bureau of Properties and Facilities Management
 Division of Facilities Planning and Technical Services
 450 Columbus Boulevard, Suite 1403, Hartford, CT 06103

Demolition Notification Form

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5(A)	DEMOLITION START DATE:	5(B)	DEMOLITION COMPLETION DATE:
6. USE OF FACILITY:			
A. SCHOOL (K-12)		B. PUBLIC BUILDING	
C. MANUFACTURING		D. OFFICE	
E. COLLEGE		F. COMMERCIAL	
G. CHURCH/SYNAGOGUE		H. RESIDENTIAL, # OF DWELLINGS	
I. OTHER			
<i>(I. SPECIFY)</i>			
7. BUILDING DATA:			
SQUARE FEET:	# OF FLOORS:	AGE:	
8. DEMOLITION CONTRACTOR:			
NAME:		CONTACT PERSON:	
ADDRESS:			
CITY:		STATE:	
ZIP:		PHONE NO.:	
9. DEMOLITION DISPOSAL FACILITY:			
NAME:			
ADDRESS:			
CITY:		STATE:	
ZIP:		PHONE NO.:	
10. DEMOLITION WASTE HAULER:			
NAME:			
ADDRESS:			
CITY:		STATE:	
ZIP:		PHONE NO.:	
11. PERSON COMPLETING THIS FORM:			
NAME:			
ADDRESS:			
CITY:		STATE:	
ZIP:		PHONE NO.:	
SIGNATURE		DATE:	

The submission of the Notification of Demolition Form is not required provided that an Asbestos Abatement Notification Form was previously submitted to the Department of Public Health involving abatement related to the demolition of the facility. In that case, the Asbestos Abatement Notification Form submitted to the agency satisfied the notification requirement for demolition of the facility. In all cases of demolition, one and only one form (Notification of Demolition Form or Asbestos Abatement Notification Form, as applicable) shall be sufficient to satisfy the Department of Public Health notification requirements detailed in Section 19a-332a-3 of the RCSA.

demo_notification09 Revision 10/01/2009