

SECTION: 5.5

SUBJECT: Building Renovation, Demolition and Asbestos

AUTHORITY: Florida Statutes, Chapter 255, F. S.; Florida Administrative Code Chapter 38I-40

Policy:

No building materials that are part of a structure owned by the Commission will be altered until an asbestos survey has been completed; the report reviewed and written approval to continue is received from the Director of the Finance and Budget Office. If the survey results prove asbestos to be contained in the building materials to be altered, no changes will be made until an operations and maintenance plan has been completed or the identified asbestos has been removed in accordance with all state and federal laws and regulations. If an emergency causes a need to make structural changes or take demolition actions, prior to the receipt of an asbestos survey, a written request must be submitted by the Building Asbestos Contact Person (BACP) to the Executive Director for an exception to this policy.

The Executive Director will designate the Building Asbestos Contact Person (BACP). This employee will be the BACP for all buildings in his/her respective region. In accordance with Florida Administrative Code 38I-40(2), F.A.C. "The Building Asbestos Contact Person and all personnel and supervisors, who are required to perform abatement work, shall be trained in the dangers inherent in asbestos exposure, proper work procedures, and personal protective measures used when working with asbestos. The state agency owning or responsible for the buildings shall ensure that those individuals who do asbestos abatement work receive a minimum of three days of approved initial training and those individuals who supervise asbestos abatement work receive a minimum of four days of approved initial training. The BACP will be responsible for adherence to federal and state laws and regulations regarding asbestos for his/her region. The BACP shall confirm that emergency removal of regulated asbestos demolition activities are in compliance with applicable federal, state and local laws and regulation. Asbestos regulatory authorities shall be notified of emergency situations as early as possible but, not later than the next working day.

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General Guidelines:

5.5.1 Definitions

- A. Asbestos** - The asbestiform varieties of chrysotile, crocidolite, amosite, anthophyllite, tremolite and actinolite but does not include bituminous resinous roofing products.
- B. Building Asbestos Contact Person (BACP)** - A person who manages and coordinates asbestos related activities required by Sections 255.551-255.565, Florida Statutes, for a specific state-owned building or buildings. This person shall be capable of identifying existing and potential asbestos hazards in the building and have the authority to take timely corrective action. The BACP for the agency is the Section Leader of Office Operations, Finance and Budget Office.

5.5.2 Asbestos Survey

Asbestos surveys will be conducted by a Florida licensed asbestos consultant. The consultant will be obtained through proper purchase procedures for services. The BACP will provide to the asbestos consultant information regarding any asbestos material referenced in the building plans, machine schematics, plumbing materials and heating and cooling records. The BACP will confirm that the Regional Asbestos Program Manager has received prior notice of all pre-bid conferences, walk-through, conferences and survey activities.

5.5.3 Maintaining Asbestos Containing Material

Changes to building materials should be delayed until the building's asbestos survey has been completed and the report reviewed. If asbestos is identified in a building and not removed, the BACP will coordinate the creation of an operations and maintenance plan for the building with a contracted asbestos consultant. This contract will begin within 30 days of identification of the asbestos containing material. The operations and maintenance plan will be submitted to the Section Leader of Office Operations, Finance and Budget Office. They will submit the plan to the appropriate Regional Asbestos Program Manager. The operations and maintenance plan will be designed in accordance to guidelines provided by the Florida Department of Labor and Employment Security. Any asbestos containing material in a building will be maintained in accordance to this plan. The Section Leader of Office Operations, Finance and Budget Office, will produce the operations and maintenance plan.

5.5.4 Structural Changes Before Asbestos Survey

If structural changes are necessary before a building's asbestos survey is complete and the survey report is received, a request for an exception to this policy will be submitted to the Executive Director through the Director of the Finance and Budget Office. The request will detail the reasons for the proposed changes and a list of all known building materials at the site. The Executive Director will specify whether a survey is required before the structural change is initiated. If specified, the BACP will order an asbestos survey for the area to be

affected by the structural change or demolition. The Section Leader of Office Operations, Finance and Budget Office will assist with contracting for asbestos surveys.

5.5.5 Structural Change or Demolition Approval

If no asbestos is found during the survey process in the building material to be altered during the structural change, the Director of the Finance and Budget Office will provide a written notice to the BACP to approve the construction or demolition. If asbestos is found during the survey, the Director of the Finance and Budget Office will determine whether the asbestos will be removed or maintained in accordance with an operations and maintenance plan. No asbestos containing material will be removed or the building demolished until the Department of Environmental Protection, the Regional Asbestos Program Manager, the local asbestos authorities and the Department of Environmental Protection local air program authorities have been notified and provided the required documentation.

5.5.6 Asbestos Abatement

Asbestos removal will be conducted by a Florida licensed asbestos abatement contractor. The supervision of the consultant will be the responsibility of the BACP. The supervision of the contractor will be the responsibility of the asbestos consultant. No asbestos containing material will be removed until the Department of Environmental Protection, the Regional Asbestos Program Manager and the local county authority have been notified and provided the required documentation. All surveys, removal, and operations and maintenance plans will be coordinated through the Section Leader of Office Operations, Finance and Budget Office.

History: Est. 07/01/00; Rev. 10/06/2003

APPROVED:

Victor J. Heller
Executive Director or Designee

October 6, 2003
Date