Introduction

These work practices apply only to University Facilities personnel and activities.

These work practices are to be followed whenever drilling or installing nails/screws or other small penetrating objects through known or assumed asbestos containing joint compound where the wallboard system (wallboard, taping and mud together) is known to contain asbestos.

You are not required to test for asbestos prior to penetrating the wall system if you use these procedures. Testing is still recommended.

This includes activities such as:

- Hanging pictures
- Installing coat hooks
- Installing shelving track
- Earthquake strapping
- Removal of wall fixtures and furnishings
- Attaching modular furniture to walls
- Installing wire mold
- Screwed in door stops
- Patching and painting

These procedures have been reviewed and approved by Mr. W. Robert Newberry, CIH, CHMM, Director of Environmental Safety and Asbestos Program Manager.

If other work tasks such as sanding and/or scraping walls, or specifically cutting along asbestos containing drywall seams are necessary; they must be done by the asbestos contractor.

Administrative Control

No employee will actively disturb asbestos (drilling, cutting) more than 1 ½ hours per day.

For reference, it takes less than 1 minute to drill a hole in drywall, and less than 5 minutes to cut a hole for an outlet or switch into dry wall.

Employees must use the drill or saw on low speed when making a hole.

Requirements

Supervisor

- 16-hour Asbestos O&M Training
- Hands on training in shop

For workers

- 16-hour Asbestos O&M Training
- Hands on training in shop
  - This is a two-person procedure
Work requirements

- Wet, non-aggressive methods
- Prompt clean-up of material
- Supervisor assurance that all workers have appropriate training
- Supervisor verification that current permit is on record, if a permit is required.
- Control area

Equipment

- HEPA Vacuum cartridge type only
- Spray bottle or garden sprayer of amended water
- Sponge(s)
- Plastic waste bag(s)
- Plastic sheeting
- Paper towels/absorbent pads
- Duct tape
- Blue masking (painters) tape
- Encapsulant
- Paint or Kilz
- Taping compound
- Do not enter work area tape

Other tools required to complete task: drill, razor knife, saw, screwdriver, Jab saw etc.
½ face respirator with high efficiency filters during NEA monitoring.

PPE

- Safety Glasses
- Foot Protection
- Disposable Nitrile Gloves

Work practices

Note: When building enclosures, painters tape should be used in all instances where tape will be in contact with finished building materials. Duct tape must not be in contact with finished building materials because of the significant damage that it causes.

Work procedure for drilling

Customers cannot be present in rooms where drilling is done. If room cannot be closed a controlled area will be made with tape and no one can enter.

Air monitoring is optional at the supervisor’s discretion.

1) Gather all required tools at the worksite.
2) Assure all training is up to date, and the Asbestos Program Manager is aware of the project.
3) Place plastic on the floor next to or under work area and secure with duct tape or painters tape.
4) Mark the wall where the penetration is needed.
5) Vaseline/shaving cream method
   a) Put a dollop of Vaseline/shaving cream on the mark where the penetration will be.
   b) Coat the drill bit in Vaseline/shaving cream.
   c) Place drill on the mark.
   d) Drill hole.
6) Set the drill on the plastic on the floor.
7) Wipe paper towels wetted with amended water across the area where the hole was drilled, being careful not to release any dust.
8) Place the paper towels on the plastic.
9) Wet some paper towels and wipe the wall to assure all debris is removed.
10) When all drilling is complete, spray the drill with amended water and wipe with a wet paper towel to assure all dust is removed. Pay special attention to the drill bit.
11) Wrap waste up in plastic sheeting and secure with duct tape, and place in an asbestos plastic bag then goose necked.
12) Put waste in the marked and locked asbestos container located in a specified area. When full notify EHS for removal of contents.

**Work procedure for installing nails/screws**

Customers cannot be present in rooms where nailing is occurring. This also applies to installing drywall anchors.

1. Gather all required tools at the worksite.
2. Assure all training is up to date, and the Asbestos Program Manager is aware of the project.
3. Place plastic sheeting on the floor next to work area and secure with duct tape.
4. Mark the wall where the penetration is needed.
5. Vaseline/shaving cream method
   i) Put a dollop of Vaseline/shaving cream on the mark where the penetration will be.
   ii) Coat the nail in Vaseline/shaving cream.
   iii) Place nail on the mark.
   iv) Hammer nail in place.
6. Set the hammer on the paper towels on the floor.
7. Wet some paper towels and wipe the wall to assure all dust is removed.
8. Wet wipe hammer to assure all dust is removed.
9. Wrap waste up in plastic sheeting and secure with duct tape, or place in an asbestos plastic bag then goose necked.

**Work procedure for removing nails/screws/etc.**

Customers **cannot** be present in rooms where nailing is occurring. This also applies to installing drywall anchors.

11. Gather all required tools at the worksite.

12. Assure all training is up to date, and the Asbestos Program Manager is aware of the project.

13. Place plastic sheeting on the floor next to work area and secure with duct tape.

14. Spray the wall with amended water until thoroughly wet.

15. Gently remove the nail/screw while holding HEPA vacuum on area.

16. Wet some paper towels and wipe the wall to assure all dust is removed.

17. Wet wipe all tools to assure all dust is removed.

18. Wrap the removed nail/screw and wet wipes up in plastic sheeting and secure with duct tape, and place in an asbestos plastic bag.

19. Turn the waste over to ES for placement in the asbestos waste container.

**Work procedure for removal of sections of wallboard**

This procedure applies to removal of 6”x6” sections or smaller.

Customer **cannot** be present in rooms where sections of wallboard are removed. This is a **two-person** work practice.

1. Gather all required tools at the worksite.

2. Ensure all training and work procedure training is up to date and the Asbestos Program Manager is aware of the project.

3. Place plastic sheeting on the floor next to work area and secure with duct tape.

4. Mark the area of wall to be removed.

5. Spray wall surface with amended water.

6. Begin cutting, having another person periodically spray the area where the blade is penetrating while holding the end of the HEPA vacuum to the area being cut.

7. When cutting is complete, spray amended water around penetration.

8. Gently remove the section of wall system as a whole piece.

9. Set removed wall material on plastic, wrap and duct tape or place in an asbestos plastic bag.

10. Spray edges of remaining wall opening with encapsulant.

11. Wet wipe tools to assure all dust is removed.

12. Wrap waste up in plastic sheeting and secure with duct tape, or place in a plastic bag.

**Work procedure for patching penetrations**

Never sand exposed asbestos taping compound. Never conduct any activity which disturbs only the taping compound. When scoring, never cut through all the paint layers.

1. Gather all tools at the worksite.
2. Ensure all training and work procedure training is up to date and the Asbestos Program Manager is aware of the project.
3. Place plastic on the floor next to the work area and secure with duct tape.
4. Ensure all fixtures have been removed from the wall, exposing holes (wire mold, modular furniture, etc. – refer to removal section).
5. Encapsulate affected area with paint or encapsulant.
6. Use hammer to drive any toggle bolt anchor, etc., below surface.
7. Re-encapsulate affected area.
8. Fill hole with patching compound and wet sand area.
9. Let dry and paint.

**Work procedure for patching glue damage or extensive wall damage**

Repairing when sections of wall do not have to be removed.

1. Gather all tools at the worksite.
2. Ensure all training and work procedure training is up to date and the Asbestos Program Manager is aware of the project.
3. Place plastic on the floor next to the work area and secure with duct tape.
4. Encapsulate affected area with paint or encapsulant.
5. If paper is torn but no taping compound is present on paper to be removed, paper can be cut off. Contact Asbestos Program Manager with any questions.
6. If taping compound is present on torn paper, encapsulate area. DO NOT REMOVE PAPER.
7. If paper with taping compound needs to be removed or repairing large holes, refer to “Procedure for Removal of Sections of Wallboard”. Once this is done, “California Patch” or another repair can be done.

**Work procedure for label removal**

1. Gather all required tools at the worksite.
2. Assure all training is up to date, and the Asbestos Program Manager is aware of the project.
3. Place plastic sheeting on the floor next to work area and secure with duct tape.
4. Mist with amended water.
5. Use scraper to remove label, being careful not to penetrate paint layers.
6. If taping compound is damaged, stop work and contact Asbestos Program Manager.

**Procedure for HEPA vacuum cartridge replacement**

1. Gather all HEPA vacuums used for this work.
2. Determine if vacuum/cartridge is full and needs replaced.
3. Contact JBR to come and replace any cartridges for vacuums that are full or near full.
4. Once JBR finishes, return the vacuums to service.
Supervisor checklist

- Current O&M training for all participants
- Review existing test information if available.
- Notify Asbestos Program Manager of project details (date, location, etc.). Email okay.
- Building Permit, if necessary
- Knowledge of work procedure
- HEPA Vacuum
- Spray bottle or garden sprayer of amended water
- Sponge(s)
- Plastic waste bag(s)
- Plastic sheeting
- Paper towels/absorbent pads
- Duct tape
- Blue masking (painters) tape
- Encapsulant
- Paint or Kilz
- Taping compound
- Tyvek suit
- Other tools required to complete task: drill, razor knife, saw, screwdriver, etc.
- Provide Asbestos Program Manager contact number to workers
- Air monitoring (if required)