

UNIVERSITY OF RHODE ISLAND  
DEPARTMENT OF SAFETY & RISK MANAGEMENT

STANDARD OPERATING PROCEDURE

SUBJECT: Asbestos Removal

Number: 99-5-11

**POLICY:** This policy delineates the procedure that will be followed on all projects dealing with either removal or encapsulation of asbestos.

**APPLICABILITY:** This policy applies to all contractors working under either a Blanket Order or a Purchase Order and all University employees authorized to remove or encapsulate asbestos. Additionally, this policy applies to all renovation, construction, demolition, and roofing projects on existing University buildings that might involve asbestos removal.

**PURPOSE:** To provide the proper information and operational steps to ensure that all individuals are informed of the operation to ensure compliance with the applicable laws and to ensure proper monitoring of materials and air quality.

**PROCEDURE:**

**ROUTING OF PROJECT WHERE ASBESTOS IS OR MAY BE PRESENT:** The Department of Safety and Risk Management is to be advised of the project.

**ASSESSMENT:** The Department of Safety & Risk Management will assess the project for hazardous materials and determine the presence of asbestos. This process may involve the input of the Project Manager and/or Consultant. The cost of this assessment will be assigned to the project budget account or Safety & Risk Management' s budget as appropriate.

**ABATEMENT PLAN:** If the project is to be bid, then the present Blanket vendor at the request of the Department of Safety & Risk Management will complete an Asbestos Abatement Plan. This cost will be assigned to the project budget account for reimbursement to the Safety & Risk Management account.

The Abatement Plan is not to be a part of the bid specification for the project.

The Abatement Plan will be delivered to the Department of Safety & Risk Management for signature and delivery to the Rhode Island Department of Health for approval.

An A12T for the Plan will be prepared by the Project Manager and be assigned to the project budget account. The Department of Safety & Risk Management will forward an A12T with the Plan to the Rhode Island Department of Health.

An approval letter from the Rhode Island Department of Health will come to the Department of Safety & Risk Management at which time the approved plan will be released to the Project Manager.

**PROJECT:** The Project Manager will obtain all permits. The Project Manager will set up a pre-abatement meeting with building staff. This meeting will include the Contractor or designee, Abatement Consultant or designee, and S&RM' s Coordinator of Industrial Hygiene/Fire Safety or designee. This pre-abatement meeting will be held one (1) week prior to the start of any work, the purpose of which is to describe what will take place, when the project will start, and in the event of any problems or perceived problems, the designation of the appropriate contact person.

The Contractor and/or Project Manager will make notifications to the Fire Department and Police.

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**PROJECT CLOSE-OUT:** All air tests and clearance tests will be held under the supervision and direction of the Department of Safety & Risk Management' s Coordinator of Industrial Hygiene/Fire Safety, to whom all reports will directly be sent. Accordingly, test results will be appropriately posted.

Final payment approval of abatement shall be contingent on the receipt of completed disposal manifests. The Department of Safety & Risk Management will process manifests and mail same to the Rhode Island Department of Health.