**PURPOSE:** The purpose of this program is to establish guidelines and procedures in the operations and maintenance of asbestos containing materials at Ramapo College to protect all employees, contractors, visitors and vendors from potential health hazards of asbestos related diseases. This Program applies to all buildings and structures owned by Ramapo College, to all employees and sub contractors of Ramapo College, to occupants of Ramapo College buildings and to external organizations who may come into contact with or disturb asbestos-containing material in Ramapo College buildings. The Program applies to routine work during which an employee may encounter asbestos as well as work undertaken to repair or remove asbestos-containing material.

The College is a state owned facility and therefore is subject to the NJ Public Employees Occupational Safety and Health (PEOSH) Act. The federal OSHA general industry Asbestos Standard (29 CFR 1910.1001) has been adopted under the New Jersey PEOSH Act.

**RESPONSIBILITY:** The Director of Environmental Health and Safety (EHS) is Gina Mayer-Costa. She is responsible for all facets of this program and has full authority to make necessary decisions to ensure success of the program. The Director of EHS is authorized to amend this program and is authorized to halt any operation on campus where there is danger of serious personal injury.

**WRITTEN PROGRAM:** Ramapo College will review and evaluate this program in accordance with the following:

a. On an annual basis.
b. When changes occur to governing regulatory sources that require revision.
c. When changes occur to related campus procedures that require a revision.
d. When facility operational changes occur that requires a revision.
e. When there is an accident or close-call that relates to this area of safety.
f. Anytime the procedures fail.

Effective implementation of this program requires support from all levels of management. This written program will be communicated to all personnel that are affected by it. It encompasses the total workplace, regardless of the number of workers employed or the number of work shifts. It is designed to establish clear goals and objectives.

Below are the review dates of this plan:

- June 15, 2007
- August 1, 2008
- November 2, 2009
- November 19, 2010
- June 20, 2011
- June 19, 2012
- September 17, 2012
- February 25, 2013
- May 23, 2013
GENERAL: Ramapo College will ensure that all potential sources of asbestos within our facilities are evaluated. This program is intended to address comprehensively the issues of; evaluating and identifying potential sources of asbestos, evaluating the associated potential hazards, communicating information concerning these hazards, and establishing appropriate procedures and protective measures for employees. It is the policy of Ramapo College that employees are not involved in any asbestos repairs, maintenance or removal operations.

Prior to the commencement of construction activities the College project manager or designee shall assure that all potential asbestos containing material is sampled. If during construction activity a suspect material is discovered the area will be cordoned off until sampling has been completed. If the material is determined to be asbestos then the Director of EHS will coordinate its removal with an outside contractor.

All employees shall be protected from exposure to asbestos fibers by isolating and controlling access to all affected areas during asbestos work. All tasks involving the disturbance of asbestos containing material will be conducted by an outside contractor only after appropriate work controls have been identified and implemented. A qualified supervisor shall be available at asbestos controlled work sites during all activities. Proper personal protective equipment, vacuums and hepa filters shall be used and properly maintained. All outside contractors must provide the appropriate certifications and documentation prior to conducting the work.

Ramapo College employees are prohibited from intentionally disturbing asbestos containing materials. Any removal or disturbance of asbestos must be performed by outside certified asbestos abatement contractors. Never do the following to any asbestos-containing materials or suspected materials:

- Drill
- Hammer
- Cut
- Saw
- Break
- Damage
- Move
- Disturb

Floor Tiles
Several campus buildings have floors tiles that contain asbestos. Regular washing, waxing, stripping and buffing of these tiles will not release dangerous levels of asbestos. In order to prevent release of asbestos from these tiles, the following rules apply:

- Never sand floor tiles.
- When stripping floors, use low abrasion pads at speed lower than 300 rpm and use wet methods.
- Burnishing or dry buffing may be done only when the flooring has enough of a finish so that the pad cannot contact the asbestos-containing material.
- Broken and damaged asbestos floor tiles must be removed by asbestos abatement workers.
ASBESTOS INVENTORY:

<table>
<thead>
<tr>
<th>Building/Wing</th>
<th>Floor</th>
<th>Room</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Friable ACM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>2</td>
<td>Various</td>
<td>1’ x’1’ floor tile</td>
</tr>
<tr>
<td>D</td>
<td>2</td>
<td>D 214</td>
<td>1’ x’1’ floor tile</td>
</tr>
<tr>
<td>G</td>
<td>All</td>
<td>Various</td>
<td>1’ x’1’ floor tile and mastic in offices</td>
</tr>
<tr>
<td></td>
<td>All</td>
<td>Various</td>
<td>Black Composite Peg Board</td>
</tr>
<tr>
<td></td>
<td>All</td>
<td>Outside</td>
<td>Window glazing – exterior windows</td>
</tr>
<tr>
<td></td>
<td>All</td>
<td>Various</td>
<td>Fire door insulation</td>
</tr>
<tr>
<td></td>
<td>Roof</td>
<td>Penthouse/G</td>
<td>Black flashing</td>
</tr>
<tr>
<td>Old EMS Trailer</td>
<td>1</td>
<td>Back</td>
<td>1’ x’1’ brown floor tile</td>
</tr>
<tr>
<td>Facilities Garage</td>
<td>Mezzanine</td>
<td>Locksmith shop</td>
<td>1’ x’1’ red floor tile and mastic</td>
</tr>
</tbody>
</table>

Friable ACM

| Cores 1-6 | Basement, 1, 2 | Ceiling Level | Spray-on Fireproofing |

Presumed to be Asbestos Containing Building Material (ACBM):

Certain building materials installed prior to 1981 must be presumed to contain asbestos unless proven to be asbestos-free. This is to prevent over sampling, and to prevent sampling that would trigger unnecessary remedial response such as fire doors or vibration dampers. Sampling these items would damage them, and trigger their replacement. Normally sampling is only performed on these items when they will be disturbed or are already damaged. When there is reasonable belief that assigned work has potential hazards or suspected hazards, the employee shall stop work activities and immediately contact their supervisor. The supervisor will contact the Director of EHS to determine the potential of asbestos present. Should asbestos be determined to be present then the Director of EHS will take the proper procedures to either abate or render safe the area of concern. The employee will be informed when the work is determined to be safe. The employee will then proceed with completion of the assignment.

The following are presumed to be ACBM on campus:

- Floor tile (1”x1”) and mastic in entire Academic Area (A-E, G, H, SC) and Phase 1 Apartments (excluding Hickory and Holly)
- Insulation located in manholes or underground.
- Transite/Cement Board
- Vibration Dampers on all HVAC components
- Fire door core
REPAIR AND MAINTENANCE OF ACM:

a. Reporting suspect ACM: Should an employee or a contractor encounter material which is not identified and is not listed in the Asbestos Inventory and which might reasonably be expected to be asbestos, the person will stop any work which could create airborne asbestos and report the discovery to a supervisor. Where it is determined that friable asbestos-containing material is in a condition that could likely lead to inhalation exposure, the supervisor will immediately limit access to the location and contact the Director of EHS. Where there is reasonable doubt about the composition of a friable material, it will be treated as asbestos until testing demonstrates that asbestos is present at levels below 1%.

b. Authorized personnel: Cleanup and repair of asbestos-containing material will only be carried out by the appropriate clean up procedure by outside contractors who have been properly trained.

c. Hazard notification: All employees, visitors, vendors and contractors will be notified in advance when work involving asbestos is to be carried out in any area of Ramapo College buildings which they occupy.

TRAINING: All Ramapo College housekeepers that have a responsibility for custodial/housekeeping operations will be trained to carry out their work without endangering themselves, their coworkers or other building occupants. In addition, all Facilities trades with the exception of grounds workers will receive awareness training. The training will be repeated annually and must include:

a. health effects of asbestos;

b. locations, signs of damage and deterioration of asbestos-containing materials and presumed asbestos-containing materials;

c. the proper response to fiber release episodes;

d. the types, properties and uses of asbestos.

e. The hazards of asbestos fiber inhalation and ingestion.

f. Types of activities which could release asbestos fibers.

g. The Ramapo College Asbestos Inventory and Asbestos Identification program.

SPILL AND LEAK PROCEDURES: Spills and leaks will be under the supervision of Gina Mayer-Costa. The following apply:

a. Notify co-workers, and evacuate the area.

b. Immediately report incident to your Supervisor who will notify the Director of EHS

c. The Director of EHS will commence clean up procedures with an outside contractor.

EMERGENCY FIRST AID PROCEDURES: In the event of an emergency contact Public Safety at x6666. For emergency medical assistance dial 9-911. Report all work related incidents to the Benefits office.

a. Eye Exposure: Wash immediately with large amounts of water for at least 15 minutes. Lifting the lower and upper lids occasionally, get medical attention as soon as possible.

b. Skin Exposure: Immediately flush with copious amounts of water. Remove any clothing contaminated, and flush exposed skin areas, get medical attention as soon as possible.

c. Swallowing Exposure: If Asbestos has been swallowed and the victim is conscious, call for medical assistance or a doctor immediately.

d. Respiratory Exposure: Get the victim to open, fresh air immediately. Keep the victim warm and at rest. Get medical attention as soon as possible.