

**New Jersey Department of Health
Consumer, Environmental and Occupational Health Service
Environmental and Occupational Health Assessment Program
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GUIDE TO COMPLETING ASBESTOS MANAGEMENT PLAN FORMS

The following information guide is intended to provide step-by-step instructions needed to successfully complete a management plan utilizing the New Jersey Department of Health's standardized format.

For the purposes of this Management Plan Guide, the following definitions shall apply:

Accessible- When referring to ACM, means that the material is subject to disturbance by building occupants, or custodial/maintenance personnel in the course of normal activities.

Asbestos Program Manager- Any person designated by the Responsible Governing Authority to direct and oversee asbestos related activities and ensure compliance with current law and regulation.

Building Assessed- Specific building assessed.

Example 1:	<u>Public School</u>	
	Name of Responsible Governing Authority:	Minnisink School District
	Name of Facility:	Roosevelt High School
	Building Assessed:	MAIN GYM
Example 2:	<u>Parochial School</u>	
	Name of Responsible Governing Authority:	Paterson Diocese
	Name of Facility:	ST. JOSEPH'S HIGH SCHOOL
	Building Assessed:	Main Gym
Example 3:	<u>State School</u>	
	Name of Responsible Governing Authority:	N. J. STATE DEPARTMENT OF EDUCATION
	Name of Facility:	Marie H. Katzenbach School
	Building Assessed:	Dormitory 1

Current Law - Pending the approval of New Jersey Asbestos Hazard Management Act, current law shall refer to the Asbestos Hazard Emergency Response Act of 1986, (Public Law 99-519).

Damage - Any deterioration or physical injury such that the internal structure (cohesion) is inadequate, or which has delaminated such that its bond to the substrate (adhesion) is inadequate, or which for any other reason lacks fiber cohesion or adhesion qualities.

Facility - School name. (See Examples under "Building Assessed")

Friable - material which when dry may be crumbled, pulverized or reduced to powder by hand pressure. This includes previously non-friable material that is damaged to the extent that when dry may be crumbled, pulverized, or reduced to powder by hand pressure.

Functional space - room, group of rooms or homogeneous area (including crawl spaces or the space between a drop ceiling and floor or roof deck above) such as classrooms, a cafeteria, gymnasium or hallways, which have been designated by the management planner.

Homogeneous Material Identification number - a specific number assigned by the assessor/management planner for each type of ACBM or suspected ACBM assumed to be ACM.

Miscellaneous material - interior building material on structural components, structural members or fixtures, such as floor and ceiling tiles, and does not include surfacing material or thermal system insulation. Other materials such as, work gloves and clothing, automotive brake and clutch assemblies, asbestos fire blankets and curtains, and asbestos-containing items used in laboratory activities may also be considered by the assessor.

Non-Friable - material that when dry may not be crumbled, pulverized or reduced to powder by hand pressure.

Potential for damage - circumstances in which **1)** friable ACBM is in an area regularly used by building occupants (including maintenance personnel) in the course of their normal activities; **2)** there are indications that there is a reasonable likelihood that the material or its covering will become damaged.

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Potential for significant damage - circumstances in which **1)** friable ACBM is in an area regularly used by building occupants (including maintenance personnel) in the course of their normal activities. **2)** there is a reasonable likelihood that the material or its covering will become significantly damaged. **3)** material is subject to major or continuing disturbance due to factors including but not limited to accessibility or under certain circumstances, vibration or air erosion.

Responsible Governing Authority - any person(s) acting on behalf of or with the knowledge or ratification of any school district or special services district. (See Examples under "Building Assessed")

Significantly damaged - material in a functional space where the damage is extensive and severe. EPA recommendation: for surfacing material, damage distributed across 1/10 of a functional space or localized over 1/4 of a functional space represents significant damage.

Surfacing material - any material in a building that is sprayed on, trowelled on, or otherwise applied to surfaces such as acoustical plaster on ceilings, fireproofing materials on structural members, or other materials on surfaces for acoustical, fireproofing or other purposes.

Thermal system insulation - any material in a building that is applied to pipes, fittings, valves, boilers, breeching, tanks, ducts, or other interior structural components to prevent heat loss or gain or water condensation or for other purposes.

V.A.T. - Vinyl asbestos tiles.

Individualized Instructions Pertaining to Forms A through Q

Read all instructions/definitions carefully and in their entirety prior to completing the Asbestos Management Plan forms. These forms were designed with the intent of meeting the needs of a diverse selection of buildings. Because each building is unique, these standardized forms must be versatile in order to serve as a useful tool in the development of a management plan. With this understanding, you must realize that each inspected/assessed building will require varying amounts of forms A through Q. BE SURE TO MAKE SUFFICIENT COPIES OF ALL FORMS BEFORE BEGINNING with the inspection/assessment and management plan efforts that you will be undertaking.

The information requested on these Asbestos Management Plan forms is, for the most part, self-explanatory. However, explanations have been provided for those sections which may require further clarification.

Form A - Inspection Cover Sheet

Form A is intended to supply general information about a building which is necessary for the development and tracking of a management plan. Fill out all applicable sections.

In order to complete the information requested regarding the "Responsible Governing Authority," "Facility," and "Building Assessed," refer to the appropriate definitions for clarification. In the event that the facility is comprised of only one (1) building, then the "Facility" and "Building Assessed" will be the same. However, if one management plan is being developed for an entire facility (encompassing more than one building), then the individual buildings should be listed under "Building Assessed." If additional space is required to list these buildings, record the information on Form I and place this addendum directly following Form A.

Be sure to include all information regarding any structural additions to the original building. Include all years of additional building construction, a description and location of each area added, and the corresponding dates of these additions. If one or more of these areas contain ACM, the corresponding date(s) must also be indicated in the space provided on the Room/Functional Space Inspections Forms (Form B). It is additionally important to record the date, location, and description of any renovations within a building. This might include renovation or replacement of the heating system or applications of surfacing materials or fireproofing insulation. Names of all inspector(s) / assessor(s) should be recorded with signatures in the allocated spaces.

Form B - Room/Functional Space Inspection Form

A compilation of these forms will provide a description of the assessment of all ACBM and suspected ACBM assumed to be ACM in a building as required to be in a management plan by current law and regulation.

A separate form must be completed for each specific type of ACBM or suspected ACBM assumed to be ACM for each room/functional space. For example, if a room/functional space contains 2 types of thermal system insulation, 1 type of surfacing material, and 1 miscellaneous material (requiring 4 unique homogeneous identification numbers), then 4 separate forms must be completed for that particular room/functional space. Homogeneous I.D. numbers are assigned to each specific homogeneous material identified as ACBM or suspected ACBM assumed to be ACM within a building. These homogeneous I.D. numbers will also prove helpful when identifying homogeneous materials on a floor plan, blueprint, or diagram.

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After identifying the type of material as thermal, surfacing, or miscellaneous by checking the appropriate box, the material should then be described. Be sure to include such factors as color, texture, thickness, and method of application (if applicable - i.e. blown on, trowelled on, sprayed on). The total square or linear footage of each material in a particular room should be recorded as well as the amount of insulating material present (pipe wrap, etc.) as a percentage of the surface (structural or thermal) to which it is applied. For example, if there is 200 linear feet of various pipe runs in a room with 50 linear feet covered by air cell insulation, it should be noted that there is 50 linear feet of that particular homogeneous material in a room and it covers 25% of the area (50/200). For friable materials, the damage assessment section shall be completed in the allocated space. The amount of each specific type of damage should be noted. Important information such as causes and severity of damage should be recorded in the comment section. If further elaboration is needed, there is an additional comment section at the bottom of this form. Form I may also supplement room/functional space inspection forms as needed for additional comments. The Extent of Damage section refers to the distribution of total damage over the insulated area. Note whether the damage is localized or distributed by checking the appropriate box. If the damage is both localized and distributed check both boxes and explain in the space provided. For purposes of this inspection form, dust/debris applies to any piece of ACBM or powder or dust that can be identified by color, texture, or fiber content as originating from the homogeneous material being assessed. Accessibility rating is determined according to the following criteria:

- (1) minor - generally not accessible
- (2) not significant - accessible only for operations and maintenance
- (3) significant - subject to major disturbance due to the ease of accessibility of building occupants.

The potential for disturbance can be directly related to accessibility or other factors such as proposed renovations, vibrations, air erosion, etc. Any potential for disturbance should be noted and explained in the space provided.

Form C - Management Plan Cover Sheet

This form summarizes general information gathered during the inspection/assessment and also accreditation information of person(s) responsible for the development and implementation of a management plan. Fill out all applicable sections regarding accreditation. If further space is needed to acknowledge accredited person(s), attach a supplement (Form I may be used). For all person(s) noted on this page or in supplemental pages, be sure to include copies of the proper accreditation documents (see bottom of form for clarification).

Form D - Asbestos Management Plan-Room/Functional Space Response Action Form

A compilation of these forms will make up the actual content of a management plan. These forms will summarize the inspection/assessment results, take into consideration other factors (i.e. economics, timing) and at this point the management planner will assign each known or assumed asbestos-containing material a response action.

Only one type of material (pertaining to a unique I.D. #) per room/functional space should be completed per section. There is space to report two homogeneous materials on each room/functional space response action form. Use as many sheets as necessary to complete the appropriate number of sections needed for each particular room/functional space. For example, if room "A" has 3 types of thermal system insulation and 2 types of surfacing material, then 3 (D) forms must be filled out for that particular room, utilizing a total of 5 sections. Form D is only to be used for one room/functional space at a time. If there are unused sections of the form, leave them blank and record the next room/functional space results on its own unique form(s).

The response action portion of this form shall include the response action, the corresponding date of implementation, and the amount of material affected. Each material requires a response action, whether the action be specific abatement procedures or operations and maintenance activities. For non-friable materials, the response action assigned must at least be "operations and maintenance activities." Discuss any reasons for the chosen response action, if not obvious from the recorded data, in the comment section. For example, if there are 2 response actions for 1 type of material, an explanation may be that vertical risers are accessible and damaged and therefore require removal. However, there may be horizontal pipe runs located near the ceiling area which are not damaged nor accessible and require only an operations and maintenance program. This type of relevant information should be included in the comment section. If further elaboration is needed, utilize form (I) and incorporate this form directly after each room/functional space response action form as needed.

Form E - Boiler Room Response Actions

Form E pertains specifically to boiler room areas/materials. Sections of this form should be filled out and completed in the same manner as was instructed for form (D), with each section pertaining to only one homogeneous material type.

Form F - Homogeneous Material Identification

A compilation of these forms will provide a summary of all homogeneous materials within the building assessed. For each homogeneous material, there must be a corresponding identification number and an indication in the space provided as to whether the material was sampled or assumed to be ACM. A description of the material and a complete list of all locations within the building must follow. If further space is needed for denoting material locations, continue to the next column, utilizing the same homogeneous identification number.

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The section at the bottom of the page is intended to supply an overall assessment for each homogeneous material within the building. "Total Footage" refers to the amount of that particular material within the entire building. The "Total Footage of Damage" refers only to the amount of damage for that particular homogeneous material. The "percent damage of total" is a comprehensive damage assessment relative to the total amount of homogeneous material. "Damage Severity" pertains to the total amount of damaged material and should be categorized as follows:

1. Major - greater than or equal to 160 square feet or 260 linear feet.
2. Severe - greater than 25 square feet or 10 linear feet, but less than 160 square feet or 260 linear feet.
3. Minor - less than or equal to 25 square feet or 10 linear feet.
4. Occasional - damage which occurs at irregular or infrequent intervals.

Form G - Laboratory Identification

Form G is a listing of laboratories utilized for sample analysis in the development of this management plan. Each laboratory number should correspond to only one laboratory. The section for "New Jersey Department of Health Certification Number" is to be used only for inspections/management plans developed after promulgation of the Standards for Asbestos Hazard Management, N.J.A.C. 8:58.

Form H - Summary of Laboratory Samples

Form H is intended to provide a summary of pertinent laboratory sample analysis information compiled during the formulation of the management plan. All columns must be completed in their entirety. Refer to the codes at the bottom of the pages as necessary to complete this form G. The laboratory number located down the left side of Form G must correspond to the laboratory ID number on Form H. As indicated on Form H, a copy of chain of custody forms and laboratory analysis forms must be submitted for each sample.

Form I - Comments/Operations & Maintenance Activities/Periodic Surveillance

This is a multi-purpose form intended to provide additional information relevant to the inspection/management plan. Form I may be used for additional comments, as a supplement to the cover pages, for operations and maintenance activities, or for periodic surveillance. Use as many pages as needed to supply accurate and complete data. Place Form I directly following the form to which it is associated. If for some reason Form I is used to record general information which does not correspond to any particular room/functional space or to any particular form, it should be placed at the end of the management plan.

Required Information Items

The following forms are all required information items to be included as part of the management plan. Fill out all important, relevant information regarding each category, using as many pages as necessary to record the data.

- Form J - A description of the chain of command
- Form K - A plan for reinspection
- Form L - A plan for operations and maintenance activities
- Form M - A plan to inform
- Form N - An evaluation of resources

Form O - Previous/Current Asbestos Abatement Log

This form should be completed in detail and added to the management plan as it becomes necessary to update records. Include the following information for any previous/current abatement work:

1. The date(s) of the abatement
2. A description of the work performed
3. The location(s) of the work performed
4. The name, address, telephone number and NJ license number of the Asbestos Removal Contractor
5. The name, address, telephone number and NJ license number of the Asbestos Safety Control Monitoring Firm
6. The results of final air samples taken
7. Copies of certificates of completion for all work performed
8. If ACM is removed, the name and location of the Storage or Disposal site for ACM
9. An indication as to whether the work performed was routine abatement or the result of an emergency situation

Form P - Major/Minor Fiber Release Episode Log

This form should be completed in detail and added to the management plan as it becomes necessary to update records. Include the following information for any major/minor fiber release episode:

1. Date of episode
2. Location of episode
3. Method of repair
4. Preventive measures or response action taken

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5. The name, address, telephone number and affiliation of each person performing the work (include NJ license number for Asbestos Removal Contractor and/or Asbestos Safety Control Monitoring Firm, if a permit is required)
6. If ACBM is removed, the name and location of the Storage or Disposal Site for ACM

Form Q - Statement of Ensurances

Form Q is to be completed, with signature, by the Asbestos Program Manager designated by the Responsible Governing Authority and submitted as part of the management plan. This form outlines the responsibilities of the Asbestos Program Manager and assures compliance on the part of the Responsible Governing Authority with all current applicable regulations regarding the management plan and its implementation.