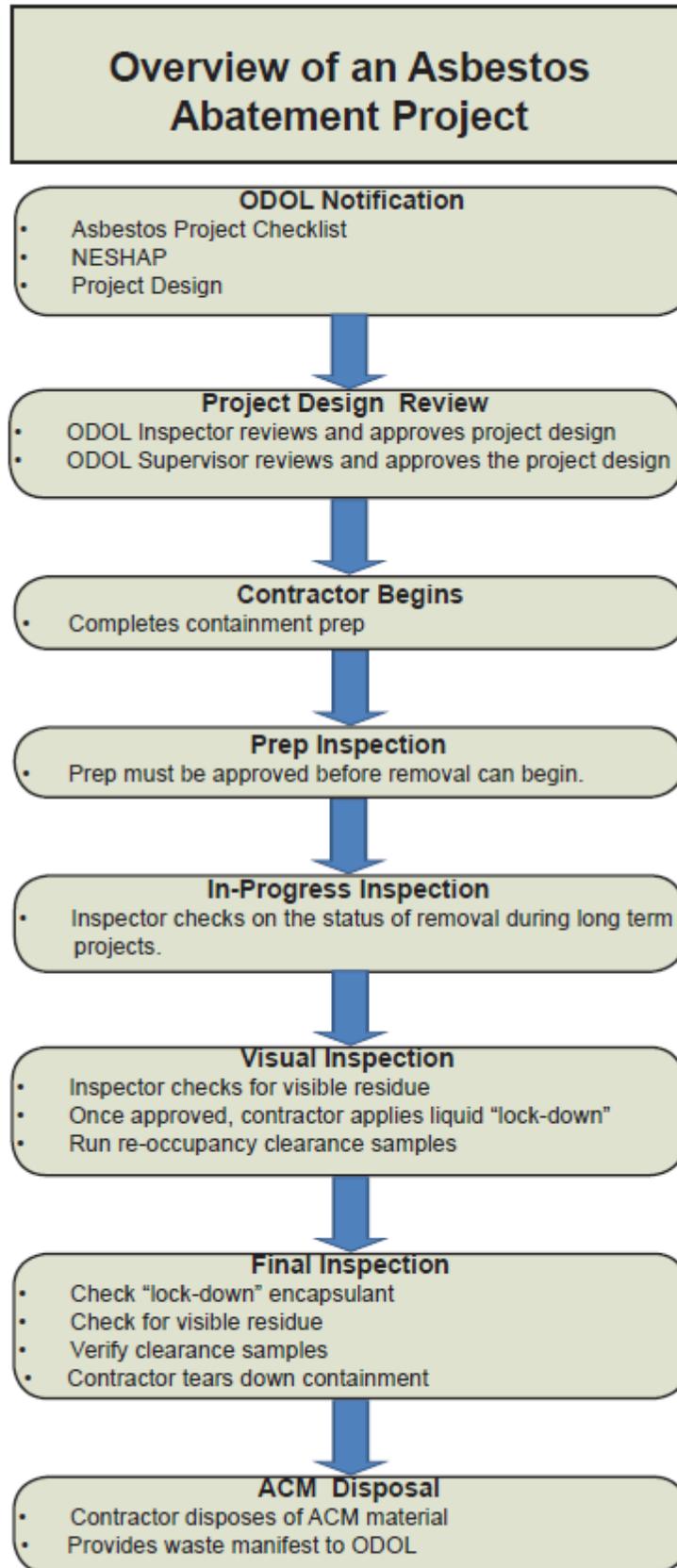


ASBESTOS DIVISION
STANDARD OPERATING PROCEDURES



OKLAHOMA DEPARTMENT OF LABOR



PURPOSE

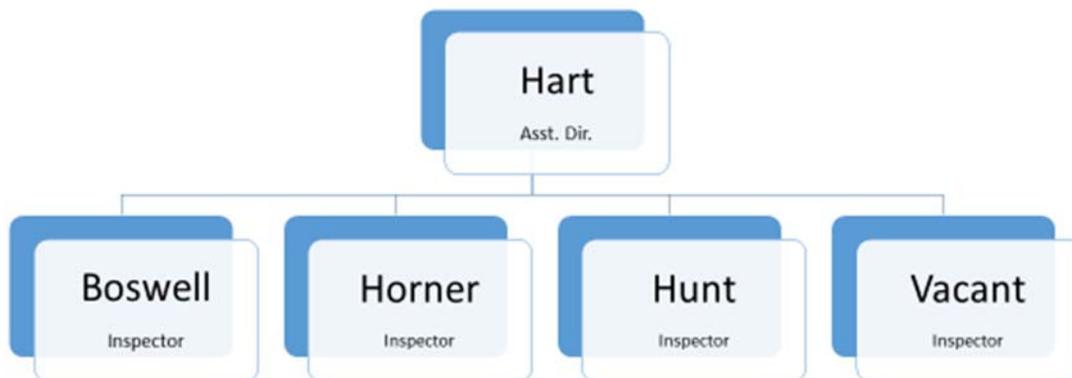
The Asbestos unit is responsible for ensuring asbestos abatement projects are accomplished safely and in accordance with the law; provides guidance, consultation, and enforcement to ensure compliance with the Oklahoma Asbestos Control Act. This division also administers and Environmental Protection Agency (EPA) grant program to manage asbestos hazards in schools.

AGENCY JURISDICTION

ODOL has certain legal responsibilities regarding the regulation and oversight of the abatement of friable asbestos in the workplace within the State of Oklahoma, as set forth in the Oklahoma Asbestos Control Act, 40 O.S. §§450-457 and the Abatement of Friable Asbestos materials Rules, Oklahoma Administrative Code (OAC) 380-50. These responsibilities include, but are not limited to ensuring workers' safety and the proper containment of airborne, visible emissions from asbestos abatement containment areas.

ORGANIZATIONAL STRUCTURE

Asbestos Division – Organization Chart



ROLES AND RESPONSIBILITIES

Assistant Director – Asbestos

- Supervise Asbestos Inspectors
- Schedules and distributes work assignments

- Performs asbestos and OAP inspections on an as needed basis
- Provides technical support to inspectors and contractors
- Evaluate training programs
- Responsible for asbestos licenses (review, approval or denial)
- Reviews Project Designs
- Approval or denial of variances

Asbestos Inspector(s)

- Performs asbestos inspections
- Performs OAP inspections
- Performs AHERA audits
- Reviews asbestos Project Designs for compliance with Oklahoma asbestos law and rules
- Inspect public buildings for the presence of friable asbestos material
- Recommend appropriate abatement measures for friable asbestos materials in public buildings
- Conduct leased building inspections for OMES
- Enforce the provisions of the Oklahoma Asbestos Control Act and rules
- Investigate complaints

CONTRACTOR NOTIFICATION

1. A notification is require ten (10) days prior to performing abatement in accordance with the Oklahoma Asbestos rules 380:50-9-1(a)(2). This includes large scale, short duration, and O&M.
2. Notification must be in writing on the prescribed form.
3. Emergency notification must be made within twenty-four (24) hours after the start of abatement.

ABATEMENT INSPECTIONS

Upon arrival at the jobsite, inspectors are to introduce himself or herself to the project supervisor. Official state identification are to be available while conducting business.

A minimum of 3 inspections will be conducted on each abatement project (Title 40 § 452(C)).

Prep Inspection

1. Ensure that the project design has been submitted and approved prior to conducting the prep inspection.
2. Gather necessary equipment and ppe needed for the inspection prior to arrival on the jobsite.
3. Prep inspections are scheduled in advance by the contractor.

4. Ensure that the job prep has been completed in accordance with regulations and the approved project design.
5. Inspectors may take photos and include as part of case file documentation.
6. Complete the inspection prep form at the time of the inspection.
7. Deficiencies and recommended actions shall be discussed with the supervisor at the site.
8. The prep inspection form is utilized to document deficiencies, approvals, and other significant communications with the site representatives.
9. A copy of the signed form will be left with the supervisor at the time of inspection.
10. Inspector will provide site supervisor with documentation of prep approval authorizing the project to proceed to the next phase of abatement.

In-Progress Inspection

1. Gather necessary equipment and ppe needed for the inspection prior to arrival on the jobsite.
2. Advanced notice is never provided on an in-progress inspection.
3. Inspectors don proper personal protective equipment and enter the containment during the actual abatement of acm.
4. Inspectors ensure material is
 - a. adequately wet,
 - b. workers are wearing the required personal protection equipment,
 - c. air monitoring pumps are working,
 - d. material is being bagged for disposal throughout the abatement,
 - e. no breaches in containment,
 - f. electrical has not been returned to service
 - g. negative air machines are operating properly
 - h. other requirements.

Visual Inspection

1. Contractor calls for a visual inspection once the acm is removed and the area is clean.
2. Inspector is required to don proper personal protective equipment prior to entering the containment.
3. Upon entrance into the containment the inspector verifies that the acm has been removed, cleaned and disposed of properly.
4. If the containment is not properly cleaned of all acm, the inspector fails the inspection.
5. A visual inspection form describing what needs to be cleaned is left with the site supervisor.
6. Once the site has been re-cleaned, the contractor will call for a re-inspection.

7. Until the contractor passes the visual inspection, the contractor is unable to proceed to the next phase of the abatement process.

Final Inspection

1. Contractor calls for a final inspection after the containment area is locked down with a surfactant and clearance samples have been completed and are at satisfactory levels.
2. Contractors remove poly containment leaving only the critical barriers and decon units in place.
3. Inspectors verify the validity of the air samples and look for visible acm debris.
4. Final inspection form is completed indicating pass/fail and a copy left with the site supervisor.

Complaint Investigation

1. Complaints are investigated within 24 hours upon receipt.
2. Complaints are assigned to an inspector for follow-up and investigation.
3. Contact is made with the appropriate person on the affected site. ODOL credentials are available for review.
4. Visual verification is made of the jobsite to either confirm or negate the allegation.
5. Confirmation of an allegation will result in isolation of the area and guidance on how to proceed is provided to the appropriate person.
6. A consultation/investigation form is left with the appropriate person documenting the outcome of the investigation.

CONSULTATION

1. Inspectors frequently provide guidance and recommendations to contractors prior the start of an asbestos abatement project.
2. Information is documented on the consultation/investigation form and a copy is provided to the contractor representative.

CEASE AND DESIST

1. Cease and desist order may be issued when a violation exists that creates an imminent threat to the health or safety of the abatement workers, or to public health or order on the project or facility.
2. Inspectors are to remove workers or public from hazard immediately upon observance of an imminent danger.
3. Inspector shall contact ODOL Director and Legal Counsel to convey concerns prior to issuing Cease and Desist order.
4. Inspector shall issue order and ensure proper notification of those effected.
5. Cease and desist order will be removed upon elimination of the violation/hazard.