



HARVARD UNIVERSITY



ASBESTOS CONTRACTOR MANUAL



1.0 Working at Harvard University

- 1.1 Harvard University has a duty to its students, faculty, employees and neighbors to provide a safe environment and workplace. Because a Contractor's work on University premises can potentially affect the safety of Harvard students, faculty, employees, neighbors and property, the University is committed to hiring Contractors who take the safety of our students, faculty, employees, neighbors and property as seriously as we do. We are providing the following asbestos contractor manual to remind you of some of your specific responsibilities in this regard. The information provided within this handbook is advisory in nature and is not intended to represent or replace the Contractor's safety or environmental procedures or requirements.*
- 1.2 We expect that our Contractor will train, supervise, and direct their employees to be mindful, when performing work on Harvard's premises, of the safety of Harvard's students, faculty, employees, neighbors and property. This manual does not address, and is not intended to abrogate or assume responsibility for, the Contractor's duty to its employees. Nor does this manual provide an exhaustive outline of laws, ordinances or regulations governing environmental, health and safety compliance. Rather, it is provided solely to communicate the availability of hazard information for University properties and to outline Harvard's environmental, health, and safety procedures.*

2.0 Notification Procedures

- 2.1 The Contractor shall submit an *Asbestos Notification Form: ANF-001* to the Commonwealth of Massachusetts, Asbestos Program, P.O. Box 120087, Boston, MA 02112-0087, at least 10 working days prior to the commencement of abatement activities. The Contractor shall forward a copy of the completed notification to the University Project Manager and mail or fax a copy to Harvard Environmental Health & Safety's (EH&S) Cambridge location (see contact information, page 4).
- 2.2 EH&S shall be notified of all requests to the DEP for emergency waivers from the ten day notification requirement. The University's Project Manager must authorize all waivers. The Contractor shall notify EH&S in writing of the details of the request. The notification shall include the Harvard Project Manager's name, building, and location within the building, material to be abated and reason for the waiver.
- 2.3 The Contractor shall submit certificates of required insurance to the University's Project Manager evidencing that the required coverages are in effect prior to the commencement of any asbestos abatement work. Copies of the certificates must be sent to the Harvard University Insurance Office. Each certificate shall name Harvard as an additional insured and provide for at least 10 days notice to Harvard prior to any cancellation of the coverage. Information on required insurance can be obtained from the University Project Manager responsible for your project.

3.0 Standard and Accepted Work Practices

- 3.1 The Contractor shall comply with all applicable regulations, including but not limited to:

29 CFR 1910.134, .145, .1001, .1101 & .1200 and 29 CFR 1926 – Occupational Safety and Health Administration
40 CFR 61 & 763 – Environmental Protection Agency
40 CFR 240-299 – Solid Wastes, Title 40, Subchapter 1
310 CMR 7.15 - Air Quality Regulations
453 CMR 6.00 – Department of Labor and Industries
310 CMR 18.000 & 19.000 – Solid Waste Management Regulations



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Environmental Health & Safety *Asbestos Management Program*

105 CMR 440.353 – Department of Public Health

49 CFR 171-172 – Hazardous Materials Authorization Transportation Act

Abatement activities conducted in Boston - City of Boston Health & Hospitals Ordinance

Abatement activities conducted in Cambridge - City of Cambridge Board of Health Ordinance

- 3.2 The contractor shall utilize all means possible to prevent asbestos fibers from migrating out of the work area(s). This shall include at minimum, sealing all penetrations to the work area and utilizing two layers of six-millimeter **fire retardant** polyethylene sheeting. A negative air pressure of **0.02** inches of water shall be maintained in the work area throughout the duration of the project unless a more stringent standard is recommended by either an Industrial Hygiene Consultant or the Harvard Department of Environmental Health and Safety. The negative pressure shall be continuously monitored using a manometer. Any breach in containment or loss of negative air pressure shall be immediately reported to the University Project Manager and the Harvard Department of Environmental Health and Safety.
- 3.3 The Contractor shall post the appropriate signs at all approaches to the work area. The signs shall contain the following text:

DANGER
ASBESTOS
CANCER AND LUNG DISEASE HAZARD
AUTHORIZED PERSONNEL ONLY
RESPIRATORY PROTECTION AND PROTECTIVE CLOTHING ARE REQUIRED

- 3.4 Any areas where abatement activities are occurring shall be restricted to authorized personnel. Authorized personnel shall include only Massachusetts certified asbestos workers, supervisors, project monitors, and emergency response personnel.
- 3.5 The Contractor shall properly wrap/bag all waste from the asbestos abatement process (e.g., removed asbestos containing material, dust from HEPA filters, etc.) within the asbestos work area. Wrapped/bagged waste shall be stored in secure, closed containers (e.g., drums, roll-off containers) and labeled with the following text:

DANGER
CONTAINS ASBESTOS FIBERS
AVOID CREATING DUST
CANCER AND LUNG DISEASE HAZARD
AVOID BREATHING DUST

- 3.6 To protect the building components and its occupants from exposure to potentially harmful volatile organic compounds (VOC), only low-VOC and low-odor products shall be utilized for floor tile and mastic abatement.
- 3.7 The Contractor shall provide to the Project Manager and project monitor on site Material Safety Data Sheets (MSDSs) for all chemicals used including mastic removers.

4.0 Industrial Hygiene Consultants

All asbestos consultation services including final air sampling and visual clearance, asbestos inspections, bulk sampling and project design must be contracted directly by Harvard University. In addition, contractors are not permitted to utilize Harvard's Consultant for conducting personal exposure monitoring for their employees or any other items. However, Contractor personnel might be requested to wear personal sampling equipment by Harvard's Consultant as a means to identify asbestos fiber concentrations in the regulated workspace.

5.0 Waste Management



HARVARD UNIVERSITY
Environmental Health & Safety
Asbestos Management Program

- 5.1 The management of asbestos-containing waste is regulated by the U.S. EPA, U.S. DOT and the Massachusetts DEP. These regulations specify packaging, labeling, storage, transport, and disposal and documentation requirements for asbestos-containing waste.
- 5.2 An integral part of asbestos waste management is the documentation of waste handling and final disposal on a shipping document called an **Asbestos Waste Shipment Record (AWSR)**. This record is a legally required document, which identifies the generator, transporter(s), storage location(s) and disposal site for any asbestos waste material. The issuance of an Asbestos Waste Shipment Record initiates a documented tracking system to ensure that asbestos waste is transported and disposed of properly and within specified regulatory time limits. This record serves as the legal documentation of an asbestos waste management system.
- 5.3.1 The Contractor shall arrange for the use of the University's Asbestos Waste Shipment Record (Appendix A) for disposal of all asbestos waste. The waste shipment record can be obtained from either of the EH&S offices (Section 7).
- 5.3.2 Log the AWSR out of the logbook at the EH&S reception desk of each office listed below.
- 5.3.3 Take only those AWSR's that you are going to use, since you will need to account for each one that you log out. Note that the AWSR's are pre-numbered.
- 5.3.4 Ensure that the AWSR is completed accurately and legibly and is signed by a University authorized individual (e.g. project manager, building manager, consultant etc.) at the time of shipment from the University facility. Instructions for completion of the AWSR are on the back of the form.
- 5.3.5 Ensure that Copy III of the AWSR is returned promptly (within 7 days of shipment) to EH&S, so that EH&S may track the shipment within the regulatory timeframe.
- 5.3.6 Ensure that Copy I is returned to EH&S within 30 days of shipment from Harvard University. EH&S must be notified in writing of any asbestos-containing waste that is removed from the University and is brought to a temporary storage location. The written notice shall include the address of the temporary storage location, what type of container the waste is being stored in and anticipated transport date to the landfill. Contractors are expected to strictly comply with EPA NESHAP40 CFR 6 timeframes for shipment of waste and waste shipment record transmittal to Harvard University.
- 5.4 Asbestos waste shall be **disposed of at a Harvard Listed Disposal Site** (Table 1).

6.0 Regulatory Inspection

- 6.1 The on-site presence of any regulatory inspector shall be immediately reported to the University Project Manager and the Department of Environmental Health & Safety. The Contractor's supervisor and a representative from Environmental Health & Safety shall accompany the inspector at all times while they are on-site.

7.0 Environmental Health & Safety Office Locations

Cambridge/Allston Campus
175 North Harvard Street
Boston, MA 02134
617-495-2060

Harvard Longwood Campus
HIM Building- Basement B84
4 Black Fan Circle
Boston MA
617-432-1720



HARVARD UNIVERSITY
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Asbestos Management Program



Approved Asbestos Landfills

Table 1

Waste Management of Maine
Consolidated Waste Service, Inc.
P. O. Box 629
Airport Road
Norridgewock, Maine 04401
(207) 634-2714

Meadowfill Landfill
Route 2, Box 68
Bridgeport, West Virginia 26330
(304) 842-2784

Minerva Landfill
9000 Minerva Road
Waynesburg, OH 44688
(330) 866-3435

Southern Alleghenies Disposal Service, Inc.
USA Waste Services Co.
P. D. #3, Box 310
Holsopple, PA 15935
(814) 479-2537 (Ph)
(814) 479-2708 (Fax)

Waste Management of New Hampshire, Inc.
Turnkey Landfill Division
90 Rochester Neck Road
Rochester, NH 03867
(603) 332-2386



APPENDIX A



HARVARD UNIVERSITY
Environmental Health & Safety
Asbestos Management Program

BOSTON TAG & LABEL, INC. (781) 893-9980

PLEASE PRESS FIRMLY - USE INK

HARVARD UNIVERSITY
ASBESTOS WASTE SHIPMENT RECORD

RECORD # **6521**

GENERATOR	BUILDING NAME:		JOB # / NAME:		
	BUILDING ADDRESS:				
	No.	Street	City	State	Zip
	PROJECT MGR/CONTACT:				
	Name		Tel. No.		
	PROJECT MGR/CONTACT ADDRESS:				
	No.	Street	City	State	Zip
	REMOVAL CONTRACTOR:				
	Name		Tel. No.		
	REMOVAL CONTRACTOR ADDRESS:				
No.	Street	City	State	Zip	
QUANTITY (cu. yds.)		CONTAINER TYPE		NO. OF CONTAINERS	
U.S. EPA - REGION 1 AIR MANAGEMENT JFK BUILDING BOSTON, MA 02203 (617) 565-3836		I HEREBY CERTIFY THAT THE CONTENTS OF THIS SHIPMENT ARE FULLY AND ACCURATELY DESCRIBED ABOVE AND ARE CLASSIFIED, PACKAGED AND LABELLED PROPERLY FOR TRANSPORT IN ACCORDANCE WITH APPLICABLE GOVERNMENT AND UNIVERSITY REGULATIONS.			
UNIVERSITY AUTHORIZED SIGNATURE:		Print Name	Signature	Date (month/day/year)	
RQ, ASBESTOS, 9, NA2212, PG III					
TRANSPORTER(S)	TRANSPORTER 1:				
	Name		Tel. No.		
	ADDRESS:				
	No.	Street	City	State	Zip
	VEHICLE TYPE:		LICENSE PLATE:		
	Make/Description		State	No.	
	SIGNATURE:		DATE OF TRANSPORT:		
	TEMPORARY STORAGE LOCATION:				
	Name				
	ADDRESS:				
No.	Street	City	State	Zip	
OPERATOR:					
No.	Street	City	State	Zip	
SIGNATURE:		DATE OF RECEIPT:			
TRANSPORTER 2:					
Name		Tel. No.			
ADDRESS:					
No.	Street	City	State	Zip	
VEHICLE TYPE:		LICENSE PLATE:			
Make/Description		State	No.		
SIGNATURE:		DATE OF TRANSPORT:			
DISPOSAL SITE	COMPANY:				
	Name		Tel. No.		
	ADDRESS:				
	No.	Street	City	State	Zip
	OPERATOR:				
No.	Street	City	State	Zip	
DISCREPANCY (IF ANY):					
I HEREBY CERTIFY THE RECEIPT OF ASBESTOS MATERIALS DESCRIBED BY THIS SHIPMENT RECORD, EXCEPT AS NOTED ABOVE:					
Print Name		Signature	Date of Receipt (month/day/year)		

Shipment Record Distribution:

Copy I: To be completed by disposal site and returned to Harvard University, Environmental Health & Safety, 46 Oxford Street, Cambridge, MA 02138 within 30 days.

Copy II: Disposal site file copy

Copy III: To be returned to Harvard University, Environmental Health & Safety, 46 Oxford Street, Cambridge, MA 02138 within 7 days.

COPY I