

OSHA 2 HOUR ASBESTOS AWARENESS OUTLINE
REVISED MARCH 2009

- I. What is asbestos
 - A. Types of Asbestos?
 - B. Asbestos fibers
 - C. Asbestos condition
- II. Where is asbestos found
 - A. Potential Asbestos Materials
 - B. Asbestos Survey Information and Location
 - C. Procedure for Confirming Asbestos Content
 - 1. Review Survey Results
 - 2. Sampling according to AHERA
 - D. Signs and Labels
- III. Health Effects of Asbestos
 - A. Routes of Entry
 - B. Smoking and Asbestos
 - C. Diseases associated with Asbestos
 - 1. Lung and other cancers
 - 2. Mesothelioma
 - 3. Asbestosis
 - 4. Lung Cancer and Others
- IV. Work Practices
 - A. Abatement activities and requirements
- V. Regulations
 - A. OSHA Regulations
 - 1. MIOSHA Regulations (MDCIS)
 - B. EPA Regulations
 - 1. NESHAPs (MDEQ)
 - 2. AHERA for Schools (MDCIS)
- VI. NSP Requirements
 - A. Survey Requirements
 - B. Costs

NSP / CDBG LEAD CONTRACTOR REVIEW CHECKLIST (To be reviewed and completed annually)

CONTRACTOR NAME: _____

CONTRACTOR ADDRESS: _____

DATE: _____

Abatement Contractor Training / Certification

- | | | | | |
|---|-----|---|----|---|
| ? | Yes | ? | No | Is the contractor listed as a licensed lead abatement contractor with the state (www.michigan.gov/leadsafe)? |
| ? | Yes | ? | No | Does the contractor carry workman's compensation insurance? Provide copy. |
| ? | Yes | ? | No | Does the contractor carry lead specific liability insurance? Provide copy. |
| ? | Yes | ? | No | Does the contractor carry pollution liability insurance? Provide copy. |
| ? | Yes | ? | No | Does the contractor employ certified abatement workers and supervisors? Provide copies of certification cards for each. |

Names of Certified Supervisors

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Names of Certified Workers

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

NOTE: Contractor may only be awarded the same number of concurrent projects as the number of supervisors that they employ.

- | | | | | |
|---|------------|---|-----------|---|
| ? | Yes | ? | No | Does the contractor also employ non-certified personnel? |
| ? | Yes | ? | No | Contractor guarantee statement that no non-certified personnel will be allowed on lead abatement projects signed and dated? |
| ? | Yes | ? | No | Does the contractor have any citations and/or settlements against them for lead related activities? |
| ? | Yes | ? | No | Has the contractor had warrantee / issues on other projects with this community? |
| ? | Yes | ? | No | Has the community conducted an on-site review of this contractor? |
| ? | Yes | ? | No | If so, did they pass inspection |
| ? | Yes | ? | No | Contractor approved for awards |

If not state deficiencies: _____

Reviewed by: _____ Dated _____

NSP / CDBG SPECIFICATION PREPARATION CHECKLIST

PROPERTY ADDRESS: _____

Rehab Specifications PRE Risk Assessment

- | | | | | |
|---|-----|---|----|---|
| ? | Yes | ? | No | Is Housing Rehab Inspection Referral filled out completely? |
| ? | Yes | ? | No | Was a complete inspection performed on this property? |
| ? | Yes | ? | No | Is inspection report filled out completely |
| ? | Yes | ? | No | Were photos taken to identify general condition of property? |
| ? | Yes | ? | No | Is the Mechanical Inspection Report completed by Building Safety? |
| ? | Yes | ? | No | Are Environmental Review and Historic Significance Sheet filled completely? |

Zoning Information/Environmental Review/Historic Significance

- | | | | | |
|---|-----|---|----|---|
| ? | Yes | ? | No | Does existing and proposed use conform to current zoning of property? |
| ? | Yes | ? | No | Are there limits to amount of rehabilitation allowed because of non-conformity? |
| ? | Yes | ? | No | Have zoning variances been granted to this property? Are there conditions attached to the granted variance? |
| ? | Yes | ? | No | Does the lot size conform to zoning of property? |
| ? | Yes | ? | No | Do setbacks of structure(s) conform to zoning requirements? |
| ? | Yes | ? | No | Is there adequate hard surfaced parking to meet zoning requirements? |
| ? | Yes | ? | No | Is the property in the flood plain? |
| ? | Yes | ? | No | Are there any other non-conforming or noted concerns on environmental clearance? |
| ? | Yes | ? | No | Have specifications been prepared accounting for all zoning issues? |
| ? | Yes | ? | No | Is property in Reconnaissance Survey area? |
| ? | Yes | ? | No | Is the property in a Historic Neighborhood? |
| ? | Yes | ? | No | Has the property been identified as Historically Significant by SHPO? |
| ? | Yes | ? | No | Have specifications been prepared accounting for historic significance? |
| ? | Yes | ? | No | Is the property located within a designated Neighborhood Enterprise Zone? |

Housing Code/Building Code/Trade Codes

- | | | | | |
|---|-----|---|----|--|
| ? | Yes | ? | No | Is there trash on site or within structures on property? |
| ? | Yes | ? | No | Are there junk cars or other unlicensed or non-operating vehicles on site? |
| ? | Yes | ? | No | Are vehicles parked in front yard of property? |
| ? | Yes | ? | No | Are there sleeping areas in non-conforming (basement, egress, ceiling heights) areas of the house? |
| ? | Yes | ? | No | Is house kept in a sanitary condition? |
| ? | Yes | ? | No | Are there any other housing code violations? |
| ? | Yes | ? | No | Has a letter been prepared for the owner concerning these violations? |

- ? Yes ? No Have specifications been prepared accounting for all housing code violations?
- ? Yes ? No Have all code violations for existing structures been identified?
- ? Yes ? No Have all safety concerns for occupants been identified?
- ? Yes ? No Have specifications been prepared accounting for all building and trades code violations?
- ? Yes ? No Have specifications been prepared to include repair of all deteriorated paint in and on all structures on the property?

Specification Preparation and Assembly

- ? Yes ? No Have specifications been prepared within the guidelines as specified by the Rehab Agent on the referral?
- ? Yes ? No Have specifications been prepared and assembled to provide the most efficient use of dollars designated for the project by the Rehab Agent?
- ? Yes ? No Have specifications been prepared accounting for all zoning, historic, code and program guidelines and requirements?
- ? **Yes** ? **No** **Can all code violations and safety issues be corrected with allocated dollars for this project?**
- ? Yes ? No Have the most severe code violations and safety concerns been addressed?
- ? Yes ? No Has a code letter been prepared for remaining issues?
- ? Yes ? No Have alternate forms of financing or assistance been discussed with Rehab Agent?
- ? Yes ? No Have alternative types of construction/repairs been considered?
- ? Yes ? No Have all programs and combination of programs been discussed with the Rehab Agent?
- ? Yes ? No Have alterations been thoroughly explained in specification location or appropriate plans been approved?
- ? Yes ? No Have specifications been proof-read?
- ? Yes ? No Is Transmittal completely filled out?
- ? Yes ? No Year of Construction_____ Child Under age Six?_____
- ? Yes ? No Will a combination Risk Assessment/Paint Inspection be ordered on this property?

 Rehab Construction Specialist/Date

Comments: _____

Final Specifications POST Risk Assessment

Lead Paint Considerations

- ? Yes ? No Was lead based paint identified at this address?
- ? Yes ? No Are you planning to perform Lead Abatement at this address?
- ? Yes ? No Are you planning to perform Interim Controls at this address?
- ? Yes ? No Is repair or replacement of all building components identified as a lead paint hazard planned in the specifications prior to lead remediation?
- ? Yes ? No Are all rotted, missing and broken building components identified as lead paint hazards being repaired or replaced prior to remediation?
- ? Yes ? No Have **potential** lead hazards been identified in the specifications if rehabilitation will disturb them?
- ? Yes ? No Are Lead Notice and Certification of Compliance included in the specification package?

Asbestos Considerations

- ? Yes ? No Do potential asbestos containing materials exist at this address?
- ? Yes ? No Will any renovation work disturb any potential ACM? (If no, skip to specificatio preparation below)
- ? Yes ? No Has a full asbestos survey been conducted?
- ? Yes ? No Alternately, have any potential ACM to be disturbed been tested? (If not, these materials must be assumed to be asbestos and handled as such)
- ? Yes ? No Is the rehab specialist assuming certain materials to contain asbestos and req them to be removed as such? If yes which materials?
1. _____
 2. _____
 3. _____
 4. _____
 5. _____
 6. _____
- ? Yes ? No Is a licensed asbestos contractor required for asbestos removal on this project
- ? Yes ? No Do the specifications detail what ACM or assumed ACM will need to be removed this project?
- ? Yes ? No Are Asbestos Notice and Certification of Compliance included in the specification package?

Specification Prep and Assembly

- | | | | | |
|---|-----|---|----|--|
| ? | Yes | ? | No | Were Code related items removed from the original specifications? |
| ? | Yes | ? | No | Have all identified lead hazards and required potential hazards (from risk assessment report) been added to the original scope of work and addressed in the specification package? |
| ? | Yes | ? | No | Are Lead Notice and Certification of Compliance included in the specification package? |
| ? | Yes | ? | No | Has any required asbestos removal been added to the original scope of work and addressed in the specifications? |
| ? | Yes | ? | No | Are Asbestos Notice and Certification of Compliance included in the specification package? |
| ? | Yes | ? | No | Has a new code letter been prepared and attached? |
| ? | Yes | ? | No | Is Historic Notice Included in specification package? |
| ? | Yes | ? | No | Have specifications been proof-read? |
| ? | Yes | ? | No | Is transmittal completely filled out? |
| ? | Yes | ? | No | Have specifications, bidding and construction procedures been explained to owner? |

Rehab Construction Specialist/ Date

Comments: _____

NSP / CDBG Rehab Specialist File Checklist

The following documents are required to be kept in the Rehab/Lead Safe Lansing file folders

- ? **Referral with all attachments:** It is your responsibility to follow up with the Finance Agent to get SHPO and Zoning/Environmental Review information if it is not attached when referral is received.
- ? **Flow Sheet:** Use this as a project tracking tool throughout the project.
- ? **Inspection Form:** Fill out all information on the front of the inspection form at the time of inspection.
- ? **Specification Preparation Checklist:** Fill out PRE Risk Assessment portion, **for Housing Rehab only.**
- ? **Rehab Specifications with Transmittal and Internal Estimate:** These are required on all rehabilitation projects.
- ? **Risk Assessment / Combination Order Form**
- ? **Risk Assessment / Combination Survey and all attachments/addendums**
- ? **Owner Signed Statement that Risk Assessment / Combination was received.**
- ? **Asbestos Sampling Order Form**
- ? **Asbestos Sampling Report and / or Assumption Results Statement**
- ? **Owner Signed Statement that asbestos sampling or assumption results was received.**
- ? **Specification Preparation Checklist:** Fill out the POST Risk Assessment portion
- ? **Accountability Worksheet (Buddy List)** filled out by buddy at buddy inspection.
- ? **Bid Specifications with Transmittal and Internal Estimate:** For each set of contracts bid.
- ? **Addendums, Pre and Post,** with copies that include your estimate for work specified in the addendum attached to the Internal Estimate.
- ? **Proceed to Work Notice(s)**

Required Lead Documentation

- ? * **Notification to State :** For all lead abatement projects
- ? * **Occupant Protection Plan:** Required on **all** jobs where lead-based paint is being remediated, regardless of the method. Both interim control and abatement projects
- ? **Notice of Lead Hazard Reduction Activity and Ongoing Maintenance Plan:** Required for **ALL** lead remediation projects, signed by the owner.
- ? **Clearance test reports:** Intermediate and final clearance reports.
- ? * **Final Abatement Report** (Prepared by contractor) for all abatement projects
- ? **Owner signed statement that each clearance report was received.**

Required Asbestos Documentation

- ? * **Renovation Notification Form to State :** (When required)
- ? **Copy of Asbestos Sampling Results or Assumed Asbestos Materials Sheet**
- ? * **Copy of Contractor Asbestos Abatement License**
- ? * **Copy of Disposal Receipts** for all removed asbestos containing materials
- ? **Asbestos Air Clearance test reports**
- ? **Owner signed statement that each final asbestos report was received.**

Required General Documentation

- ? **Rehab/Contractor/Owner Follow-up Sheet:** Document each visit to the jobsite post-inspection, including all visits to the job during construction. You **must** log at least one visit during lead and asbestos remediation work to determine that the contractor is following the regulations.
- ? **Inspection Forms:** Both partial and final inspection forms for General and all trades work performed at that address.
- ? **Change Orders and Change Order Log:** Encased in a page protector, originals in finance file, copies in rehab file.
- ? **Copy of Memo requesting each payment:** Must list clearly any required but missing documentation and/or inspections not yet performed pertaining to the payment, and also must include date that missing documentation/inspections were received.

- **These items to be provided by selected contractor prior to issuing final payment**

Upon Final Payment request, the rehab file shall be forwarded to the Lead Rehab Specialist for review.