PROCEDURE

Effective Date: 09/13/2002, Reformatted 04/27/07
Approved By: Director of Facilities Management & Director of Environmental Health and Safety
Authority: RCW Title 49 and Title 70

Cancels: See Also Policy U5950.01

PRO-FM5950.01A PENETRATING BUILDING MATERIALS

BACKGROUND: This procedure is for SMALL SCALE, SHORT DURATION WORK ONLY. Larger scale projects must comply with the WWU Lead Protection Program, including a written Lead Work Plan and/or with current asbestos regulations.

Action by: Action:

FM Employee 1. If a penetration of a building structure is GREATER THAN 1 square foot of surface or if work includes window glazing, completes a FM Pre-work Hazard Form to comply with asbestos regulations.

1a. Takes the completed Pre-work Hazard form to the FM Certified Asbestos Supervisor/Insulator.

FM Certified Asbestos Supervisor/Insulator 1b. Evaluates the project for asbestos impact by reviewing the University’s good faith asbestos survey for the work area.

1c. Specifies personal protective equipment and work methods.

1d. Determines if a certified asbestos worker must perform the work.

1e. Keeps a copy of the Pre-work Hazard form and gives a copy to the employee performing the work.

1f. If the project involves asbestos-containing materials, follows asbestos protocols instead of this procedure.

FM Employee 2. If the area of a building penetration is LESS THAN 1 square foot of surface, reviews the shop’s Hazard Assessment Certification and determines what specified personal protective equipment is to be worn, as required, for protection regarding possible exposure to asbestos and/or lead.
Action by: FM Employee

Action:

3. Assembles the following:
   - Work tools,
   - Materials if wet work:
     - Plastic sheeting,
     - Cleanup rags or towels,
     - Water spray bottle
     - Shave cream can or wetting agent (as needed for type of penetration)
   - Personal protective equipment, as required
   - Plastic bags

Note: If a HEPA vacuum cleaner is used to control dust, contacts the FM Certified Asbestos Supervisor/Insulator or designee as in Step 5.

4. Cuts the penetration or removes glazing to keep dust from forming in one of the following two ways:

4a. Uses a wet method, as follows
   - Lays plastic if near carpet,
   - Puts on personal protective equipment, as required,
   - Wets the surface area, if not penetrating through a cup of shave cream,
   - Cuts the penetration misting with water to knock dust from the air—OR—drilling through a cup of shave cream,
   - Cleans up all exterior dust by wetting and wiping with damp or wet rags or towels,
   - Places debris into a plastic bag and closes, and
   - Washes hands.

   —OR—

4b. Uses a HEPA vacuum cleaner immediately next to the cut to collect dust, places debris into a bag and washes hands when done.
Action by: FM Employee

Action:

5. **Vacuums** debris from the wall cavity only if necessary with a HEPA vacuum cleaner using the following approach:

   5a. **Contacts** the FM Certified Asbestos Supervisor/Insulator or designee for vacuum cleaner location.

   5b. **Obtains** the vacuum and uses it.

   5c. **Returns** the HEPA vacuum as specified by the FM Certified Asbestos Supervisor/Insulator or designee.

6. **Takes** the bag of debris to a dumpster for disposal.