

TECHNICAL BULLETIN

DATE: November 29, 2012

TO: C. Butland
N. Dennison
D. Eureka
D. Gandee
G. Gandee
T. Harrison

N. Hatfield
C. Howard
T. Jasinski
J. Kline
J. Lear

D. Olive
T. Price
T. Purny
J. Schultz
M. Wodkowski

SUBJECT: Tech Staff Training (November 30, 2012)

The following agenda has been prepared for Tech Staff Training scheduled for Friday, November 30, 2012, at 10:30 a.m. (we plan to complete tech & office staff meetings by 4 p.m.); please be prepared to discuss issues related to the following topics:

ABATEMENT PROJECTS:

1. Review of **Contractor's Liability Insurance Certificates**; see attached checklist.
2. **Work Area Daily Inspection Forms**; what information should be included on page 2?
3. **Field copy of IACMs** should be on Site with RPR during abatement work. Which Ohio EPA offices are requiring digital copies of these reports?
4. If **mastic is being removed using abrasive pads**, EPA must be notified.
5. **Waste Shipment and Contractor's Air Sampling Records**. Make collection of these documents a weekly meeting topic? We need to do a better job of collecting these forms in a timely fashion. What are the requirements for receiving waste shipment records? What happens at 35 days? What happens at 45 days? When does this time start? We need to discuss this issue during pre-bid meetings.
6. For **abatement projects where floor tile will be removed** by an abatement contractor, current G&A policy is to discuss the issues regarding Ohio EPA regulations (specifically the definition of friable materials) and enter the following under Clarification portion of Pre-Bid Meeting Memorandum:

For purposes of meeting Ohio EPA Asbestos Emission Control Program Rules, Contractor awarded Work of this Project shall assume that all asbestos-containing floor tiles will be removed in a friable state. Therefore, notifications filed with Ohio EPA shall include the entire quantity of floor tile to be removed as material that will become friable during stripping activities.

The reason for this clarification is to ensure that no Bidder has an unfair advantage. At completion of abatement work, PMs should ask that Contractors revise their notifications to identify only that portion of their work that actually became friable (based on Ohio EPA's definition); we would then deduct this cost savings (\$3 per 50 sf increment) from their Contract so Ohio EPA only receives those fees for which they are entitled under the regulations.

7. Contractors should be reminded that, with exception of built-up roofing materials, they are required to **dispose of all asbestos-containing and asbestos-contaminated materials as RACM** on our projects.
8. **Exterior Waste Load-Out Structures** for use with materials containing less than or equal to 1% asbestos. In lieu of using a design professional, Contractors may design this structure per American Wood Council; see enclosed table. Plywood ceilings are not required. Dumpster cargo liners are permitted. We need to discuss this issue during pre-bid meetings.
9. Refer to **attached cost summary sheets for various services that our labs provide**. We need to make an effort to minimize our lab and associated shipping costs whenever possible (e.g., ship PCM samples with PLM samples when we have enough samples to qualify for free shipping). Note that when shipping air samples and bulk samples at the same time, they must be separately sealed within the container or the labs may not accept them.
10. Ohio School Facilities Commission (OSFC) now exists under Ohio Facilities Construction Commission (OFCC); therefore, OSFC projects will now be administered under the **OFCC front end documents** (note that some CMs have been approved to ignore this requirement on existing contracts). We will be editing the Pre-Bid Meeting Agendas for OFCC projects. Major changes include:
 - a. Environmental data is now supposed to be included in the documents; to satisfy this requirement, reports will be made available via Dropbox.
 - b. Use of unit prices and allowances must have written approval of OFCC.
 - c. Conformed sets (revision of project manual to include addenda information) must be created after completing the Bid Phase; we have not yet established a protocol for this work.
 - d. Short form advertisement may now be used on all projects. Advertisement requirements for schools do not change (2 weeks + 8 days).
 - e. There are now two supplemental sections (one for Instructions to Bidders and one for General Conditions). These documents must be approved by OFCC on every project.
 - f. A/E is now responsible for preparing change orders; we are not sure who prepares Contracts.

The Pre-Bid Meeting Memorandum will be updated to include this new information.

11. **Clearance Test Record** has been revised; the requirement for two signatures has been removed. We have also updated the Asbestos Worker Qualification Form (WQF) to add Contracting Authority (due to new OFCC documents). Additionally, the WQFs have been converted to Spanish and will be available for use in field soon.
12. **Electronic copies of proposed Contract Documents** will now be made available to plan rooms only. Prior to making them available to the plan rooms, the following protocol needs to be completed: scan document into pdf format (office staff); print document from the scanned pdf (office staff); and review the printed copy page by page to the original specifications (PM). We need to discuss this issue during pre-bid meetings.
13. How should one handle the situation **where structural clay tile or brick masonry is laid on its side** allowing hard plaster to be pushed within the cores (see slide)? Additional cost? How does one tell if the material within the masonry is mortar or plaster?
14. Inclusion of **additional hazardous materials** (lamps & ballasts, mercury-containing devices, Freon, and batteries) in scope of work for demolition and/or renovation work.
15. **Interior demolition for investigative purposes** (Search & Destroy) to now include wall mounted items?

16. **Lead Awareness Training**; refer to attached lead/cadmium advisory. Topics to discuss include: review of lead standard (where to get a copy); identifications of operations that could lead to an exposure; hand and face washing facilities; engineering controls; etc.

G&A's WEB SITE:

1. Review **web site links**.
2. Review **employee page**. Passwords are: 6375c and L103.
3. Items we are currently considering for **Phase 2 of our web site**. Are there any other ideas for future improvements?

INSPECTIONS FOR HAZARDOUS MATERIALS:

1. **Modular classrooms**. If they are being moved, it is considered demolition under U.S. EPA.
2. Misc. Issues:
 - a. **Roof sampling protocol**: methods for procuring built-up roofs and flashing samples (hatchet; coring tool, etc.); marking the sample locations on roof; size of samples; split sampling; number of samples; which lab should be used, etc.
 - b. **Hard plaster coring tool** is being made.
 - c. Review of **miscellaneous materials** (wiring, wall base, decorative cement board, etc.)
3. During Six-Month Surveillances and Three-Year Reinspections, Inspector should be prepared to handle **small minor repairs to ACM** if such work can be completed without disturbing ACM; please track these hours as we may invoice the client for this additional work. Additionally, if there is a **suspect material that you feel should be sampled** (e.g., extensively damaged), sample said material while in field but do not have sample(s) analyzed without reviewing with TP.
4. It has been reported that U.S. EPA plans to perform several **AHERA audits** in Ohio over the next couple of years. Those that have been conducted to date have been reported to be very strict.
5. We need to be conducting more **negative exposure assessments during our IACMs**. Plan is in place to handle this on abatement projects where the asbestos content is already known.
6. **Mold awareness**; watch video from www.iaqtv.com.

MISCELLANEOUS ISSUES:

1. **Equipment Issues**. Lumex, FAMs, respirators, pumps.
2. **Staff training issues**.
3. **Contractor Round Table**. Who should be invited?

END OF BULLETIN