

**New York City Department of Education
Division of School Facilities
Standard Operating Procedures
Version 1, June 4, 2001**

The New York City Department of Education (DOE) is committed to providing a safe and healthy work environment for its employees, contractors and subcontractors, as well to the students, teachers, school staff and to all those who utilizes their school buildings. Many of DOE's building maintenance operations involve the disturbance of existing building materials containing asbestos (ACBM) or lead base paint (LBP). The disturbance of these materials without following proper asbestos or lead abatement procedures and in accordance with applicable Federal, State and City rules and regulations, may pose health or physical hazards to employees and to others utilizing the school buildings .

Standard Operating Procedures (SOPs) are being implemented by the DOE in order to ensure its commitment to providing a safe and healthy work environment and compliance with all applicable rules and regulations when ACBM and LBP are disturbed. These SOPs are effective immediately and are designed to avoid any improper removal or disturbance of ACBM and/or LBP. These new procedures are to be followed by any individual who is going to perform any work in a NYC school building that will impact in any way any of the existing building materials.

Therefore, all DOE personnel including custodial staff, skilled trades, DOE contractors, subcontractors and any other individual(s) and/or group(s) **PRIOR TO BEGINNING** any building maintenance work or work that will disturb any building material and/or painted surface shall do the following.

1. Review and fully understand the scope of work of the project/task they have been assigned.
2. Conduct a walkthrough of the project work area(s). Identify and list all building materials and their locations, which will be directly, indirectly or potentially disturbed by or during the project./task work. The materials to be identified and listed shall include all suspect ACBM and painted materials. The identified materials and their locations shall be listed on the provided the provided Building Material Data (BMD) form.
3. Review the **AHERA INSPECTION REPORT AND MANAGEMENT PLAN OF ASBESTOS CONTAINING MATERIALS AND OTHER AVAILABLE RECORDS** to determine if any of the identified materials are ACBM or LBP. List findings on provided BMD form.

The AHERA INSPECTON REPORT AND MANAGEMENT PLAN OF ASBESTOS CONTAINING MATERIALS are located in the General Office or the Principal's office in each school. Instructions of how to us/read the AHERA records are included in each book or can be obtained from the DOE EHS Department telephone number (718) 361- 3808.

4. Contact DOE/DSF EHS department at (718) 361-3808 to obtain information and/or to request additional information regarding identified material when:
 - a) The AHERA and/or other records were not made available for review.
 - b) The identified material(s) is/are not included in the reviewed records
 - c) Require assistance in interpretation of data.
5. **DO NOT PROCEED WITH WORK** and immediately notify your supervisor and DOE/DSF EHS Department (718) 361-3808 when:
 - a) Any of the affected material(s) is/are listed as ACBM or assumed ACBM and/or LBP or assumed LBP in any of the records reviewed.
 - b) The work will disturb painted materials located in areas utilized by Pre-K, K, 1st grade, LYFE Centers Physically Challenged and/or Special Education students, (Targeted areas).
6. If any painted building materials are to be disturbed on any non-targeted areas, general dust procedures must be followed.

ALL WORK DISTURBING ACBM and/or LBP SHALL BE PERFORMED BY ASBESTOS/LEAD CERTIFIED PERSONNEL FOLLOWING PROPER ABATEMENT PROCEDURES IN ACCORDANCE WIITH FEDERAL, NYS AND NYC RULES AND REGULATIONS AND NYCDOE PROCEDURES.

7. **PROCEED** with work, if identified materials are confirmed to be NON-ACBM and NON-LBP, as follows:
 - a) Notify principal and school custodian in writing that work will proceed and coordinate work schedule with them. The attached Work Notification Letter (WNL form) should be utilized for this purpose.
 - b) Maintain a safe, clean and tidy work area that is well defined and clearly demarcated. Secure the work area from unauthorized access. Industry standard safety signs, barricade systems and security systems shall be utilized for that purpose.
 - c) Implement existing dust control procedures (see attached copy)

- d) Utilized tools and work practices that will limit and minimize noise to the extent possible
 - e) Store all construction materials in a designated location (custodian shall designate). No storage of hazardous chemicals or materials on site is permitted unless arrangements are approved prior to beginning work.
 - f) Obtained copies of Material Data Safety Sheets (MSDSs) for all material utilized on the project. All MSDs shall be on site and readily accessible For review upon request. Copies of all MSDs shall be furnished to school custodian.
8. Restrict all work that may be disruptive to after school hours. Such work include.
- a) Any work generating dust, noxious or toxic vapors or fumes that cannot be contained within the work area.
 - b) Any work/activity generating excessive noise.
 - c) Transportation of construction materials and/or contractor waste.
9. Return work areas(s), upon completion of project, back to school in the same or better condition than the area was found prior to the commencement of work and:
- a) Free of all construction materials, tools and debris.
 - b) Free of any visible dust.
 - c) The furniture will be arranged in the same manner in which it was found prior to the commencement of the work.
10. Adhere to all NYCDOE safety and security policy and procedures while on school grounds. At all times.
- a) Enter and Exit school through the main entrance.
 - b) Sign in at the security desk upon arrival.
 - c) Wear photo identification.

- d) In the event you are directed to use another entrance/exit, such entrance/exit shall not be left open and unattended during its use. When not in use, said exit/entrance shall be secured.
- e) Utilize only the facilities, such as bathroom and/or break/lunch area, designated by the school principal for use during the project. **DO NOT USE ANY OF THE STUDENT BATHROOMS.**

11. BMD form must be maintained in the school.

At any time during the project, should you have any question and/or are in doubt STOP WORK immediately and call your supervisor.

12. A HEPA vacuum should be utilized in each school as part of the regular SOP for all work producing dust and particulate debris.

DEFINITIONS

Asbestos-Containing

Building Materials (ACM):	Any building material containing greater than 1% asbestos;
Non-ACM:	Any building material that it is confirmed via laboratory analysis to contain less than 1% asbestos;
Lead Based Paint (LBP)	Any paint, varnish, shellac, or other coating that contains lead equal to or in excess of 1.0 mg/cm ² as measured by an X-ray Fluorescence Analyzer (XRF) or laboratory analysis of 0.5% by weight:
Directly Disturb:	An operation performed on a suspect surface will cause a disturbance. For example, drilling, sanding, etc.
Indirectly Disturb:	Work performed on a non suspect surface that is adjacent to a suspect surface. For example demolition of a non suspect wall adjacent to suspect tiles or window frame.
Potentially Disturb:	During scope development, suspect areas that are anticipated to be disturbed.
AHERA:	Asbestos Hazard Emergency Response Act;
DOE EHS:	Department of Education Environment Health & Safety Unit
Excessive Noise:	Any noise which is not usual for a school Environment and/or setting;
Visible Dust:	Any dust which is visually detectable without the aid of instrument;
SOP's:	Standard Operating Procedures;
BMF Form:	Building Material Data Form;

WNL Form:

Work Notification Letter Form

LYFE CENTER:

Living for the Young Family through Education

HEPA:

High Efficiency Particulate Air Filters

**New York City Department of Education
Dust Control Procedures
Version 1, June 4, 2001**

Purpose: The purpose of these procedures are to ensure that any maintenance, repair or renovation activity that impacts building materials or creates dust is performed in such a way as to **Contain, Minimize** and **Clean up** any and all dust generated by the activity.

Applicability: The following procedures shall be utilized for all maintenance, repair, or renovation projects that could result in the generation of dust and/or debris. These procedures specify requirements for work area preparation, work practices and clean up of dust generating activities. This specifically includes activities impacting building or construction materials.

Exclusions: **Asbestos Containing Building Materials (ACBM)**
These procedures are not applicable to maintenance, repairs or renovations disturbing materials that are known, assumed or suspected of containing asbestos. All ACBM'S are to be treated in accordance with Federal, State, City and NYC D DOE Rules, Regulations and Procedures.

Lead-Based Paint (LBP)

These procedures are not applicable to maintenance, repairs or renovations disturbing paint surfaces that are known, assumed or suspected of being coated with Lead-Based Paint in "Sensitive Work Areas". All maintenance, repairs, or Renovations performed in "Sensitive Work Areas" impacting LBP, shall be performed in accordance with NYC DOE LBP abatement procedures.

"Sensitive Work Areas"- Any area utilized by Pre -K, K, 1st Grade, Pregnant Teens, Physically Challenged and/or Special Education Students.

General: All painted surfaces shall be assumed to contained detectable levels of lead unless determined otherwise by laboratory analysis of paint samples.

All DOE personnel including custodial staff, skilled trades, DOE contractors, etc. disturbing painted surfaces shall Comply with the requirement of the OSHA Lead Standard

29 CFR 1926.62 and Hazard Communication requirements as well as all other applicable standards when performing work at NYC DOE facilities

All waste generated from maintenance, repair or renovation activities shall be disposed of legally and in accordance with applicable Federal, State, and local requirements

All dust projects shall establish regulated work areas based upon project classification. Access to all active work areas shall be restricted to authorized contractors shall be prohibited from entering the work zone. Whenever possible dust generating activities will be performed after school hours.

**Roles of
Project
Supervisors:**

A Project Supervisor (s) shall be designated to ensure compliance with the Dust Control Procedures for all maintenance, repairs or renovation projects. The following list identifies the duties of the Project Supervisor when implementing activities under this program.

- Be familiar with and understand how the Dust Control Program applies to their specific projects and staff.
- Ensure day to day compliance with the Dust Control procedures.
- Assess the potential dust generating activities and properly classify the job based upon the quantity of material being disturbed and the work methods used.
- Periodically inspect work sites to ensure that specified procedures are being followed. Take immediate corrective action as necessary.

**Training
Requirements:**

Supervisor training will inform key individuals of the following:

- The requirements for completing work under the Dust Control Program.
- The need to understand how the Dust Control Program and dust control standards apply to their specific job sites and employees.
- The importance of compliance with the Dust Control Program.

- Incident reporting and notification of DOE Environmental Health and Safety.

Workers shall be trained in the requirements of the Dust Control Program. Training to employees shall be provided in accordance with the following:

- When they arrive at the job site by supervisor
- As a topic during periodic safety meetings

All personnel should be trained in the following:

- Scope and purpose of the Dust Control Program.
- Scope and specific requirements of the current job site.

Project Classification:

All projects shall be classified according to the following:

Large Scale Jobs:	Dust producing activities Disturbing >100 square or linear feet or material
Moderate Scale Jobs:	Dust producing activities disturbing >2 but <100 square feet or linear feet of material.
Small Scale Jobs:	Dust producing activities Disturbing <2 square feet or linear feet of material

All projects shall be classified as one of the three categories above and shall be performed in accordance with the corresponding work plan specified in this document.

Products:

Polyethylene sheeting shall be 6-mils in thickness and shall be of appropriate size to minimize the frequency of joints and seams.

Polyethylene disposal bags shall be 6-mils in thickness. All bags shall be sealed with duct tape or plastic ties Designed for secure closure.

Tape and/or adhesive spray capable of sealing joints and seams of adjacent polyethylene sheets as well as for attachment of polyethylene sheets to finished and unfinished

surfaces. All products must be effective under both wet and dry conditions.

HEPA filtered Exhaust system shall be used during powered dust-generating activities. THE NYC DOE DSF EHS (Environmental Health and Safety) prohibits the use of powered equipment without HEPA exhausts without prior approval.

Vacuum units of suitable size and capacity shall be used for all projects and be equipped with HEPA filtration capable of trapping and retaining 99.97% of all particles 0.3 micrometers in diameter or greater.

Warning signs and/or barrier tape shall be posted at each work area to restrict access by building occupants or unauthorized personnel. Signage must read – “Do Not Enter – Construction Area” or equivalent applicable warning.

General Cleaning Materials and equipment:

- Disposable rags
- String mop and buckets
- Cleaning solution Ledizolv or equivalent – Tri-sodium phosphate (TSP) is prohibited.
- Water mister or spray bottles
- Dust pan and soft broom (dry sweeping prohibited)
- Hand and eye protection (chemical resistant gloves and goggles)
- Ground Fault Circuit Interrupter (GFCI) – Whenever wet methods are used all electrical equipment shall utilize GFCI to avoid shock.

**General
Work Area
Preparation:**

All building occupants will be asked to leave the work area until completion of the operation. Projects performed in common areas shall establish a sufficient perimeter to ensure that occupants are not exposed to dust generated by the activity.

All doors at entrances to the work area shall be closed and/or sealed with polyethylene sheeting (6-mils). If doorways can not be closed and sealed with tape, a single layer of polyethylene sheeting shall be sealed over the

opening with a flap weighed at the bottom to close the opening.

Install barrier dust mats at all worker entrances/exits.

Warning signs and barrier tape shall be posted to restrict access to the work area.

All furniture, fixtures, equipment and personal effects shall be moved a minimum of 5 feet from the work area and covered with polyethylene sheeting secured with duct tape at the edges. All immovable objects shall be covered with polyethylene sheeting and sealed with tape.

Drop cloths of plastic or polyethylene sheeting shall be placed under and adjacent to the surface or component being disturbed to contain dust and debris. Drop cloths shall be of sufficient size to exceed the impact areas by a minimum of 5 feet in every direction or as necessary to protect furniture, fixtures, equipment or personal effects in or near the work area.

**Dust Control
Procedures:**

Wet methods shall be used to control the dispersal of dust and debris. Misting or spray bottles shall be used to wet surfaces, reduce dust, and wet debris. Water or detergents shall not be sprayed or applied at or near electrical sockets switches or outlets.

Dust generating power tools shall be equipped with dust collectors, HEPA filtration and HEPA vacuum collection systems. Power tools without HEPA dust collection shall only be used in conjunction with suitable work area containment's and NYC DOE approval.

All dust, debris, waste or removed components shall be carried or transported from the work area to the disposal site in manner that could disperse dust or debris to any area of the building.

All waste or debris shall be placed in polyethylene disposal bags, or appropriate containers to ensure that dust is not dispersed during transport. Large components or materials must be wrapped in polyethylene sheeting or were cleaned and vacuumed prior to transport from the work area.

**Cleanup
Procedures:**

All dust, debris or waste associated with or generated by the maintenance, repair or renovation activity shall be removed. Final cleanup shall ensure that the area is left cleaner than original conditions found and no trace of the activity is to be left behind.

The cleaning process shall consist of HEPA vacuuming, wet wiping/mopping and a repeated HEPA vacuuming of the entire work area. All surfaces in and around the work area must be free of dust generated during the work.

Cleanup shall begin at the far end of the work area and move towards the entrance vacuuming floors last.

If dust or debris has migrated to areas of the building other than the immediate work area, those areas shall be incorporated into the work area and thoroughly cleaned to ensure all visible dust generated by the activity is eliminated.

**WORK PRACTICES FOR LARGE SCALE JOBS
(IMPACTING >100 SQUARE OR LINEAR FEET OF MATERIAL)**

1. Determined the most effective way of isolating the work area from occupants, students and employees. This may be done using a temporary demising wall, plastic barriers or by sealing off the doors by taping the door closed or temporarily removing the door and placing a sheet of plastic over the doorway, cutting a slit down the middle, and covering the slit with a second layer of plastic to act as a flap.
2. If installing a temporary wall partition from floor to ceiling, perform work after hours and isolate the area from the rest of the building, following established procedures.
3. Post "DO NOT ENTER" signs. Do not let occupants of other unauthorized employees in the area.
4. Cover all air return or exhaust vents in the work area with plastic sheeting and duct tape.
5. Remove all objects from the room or work area to a storage area. Prior to removal, wet-wipe any excessively dirty items with a rag misted with water. Cover large items or immovable objects remaining in the work area with polyethylene sheeting. Seal the rags in a plastic bag for disposal.
6. Cover the floor with a sheet of plastic immediately underneath the work area. Temporarily tape to the floor using duct tape.
7. While performing the work, limit the dust generated by removing the materials in sections, utilizing HEPA filtration or HEPA vacuum collection systems. Bag debris immediately for disposal.
8. Lightly mist with water in a spray bottle or a Hudson type sprayer to control dust.
9. Use ground-fault circuit interrupter (GFCIs) devices in all extension cords power tools, etc.
10. If the work produces dust that can not be limited by removal in sections or misting, and the work area configuration allows, utilize the HEPA air filtration machine with the intake directly across from the dust generating activity. Exhaust the HEPA unit outside of the building.
11. Occasionally mist and wet-wipe the polyethylene sheeting and place rags in zip-lock bags for disposal.

12. As construction debris is generated, either HEPA vacuum, seal in plastic bags or plastic sheeting seal for transport.
13. When the construction task is completed, vacuum and wet-wipe the polyethylene sheeting.
14. Place rags on the polyethylene sheeting and tightly roll from the corners to the middle. Seal the rolled plastic sheeting and wet rags with duct tape.
15. Visually inspect the area for any remaining dust or debris. HEPA vacuum, wet wipe and vacuum a second time to remove all visible dust and debris.
16. Remove the plastic sheeting from all air returns and exhausts. Wet-wipe, roll it up for disposal.
17. Transport debris to the disposal area using the following guidelines:
 - a. Always try to transport debris during the hours of least activity in the building and along the most direct, but least congested route.
 - b. If using a disposal cart or container, ensure the lid is tightly secured and the wheels are clean prior to exiting the work area.
 - c. If any debris is spilled outside of the work area, immediately wet-wipe the debris and seal in a bag.
18. Clean all tools and equipment before removal from the work area.
19. Prior to removing any temporary wall partition from floor to ceiling or polyethylene barriers, a final inspection must be performed by the Responsible Person (e.g. Project Supervisor, Project Manager) or designee to ensure proper cleanup has been completed.

**WORK PRACTICES OR MODERATE SCALE JOBS
(IMPACTING >2 BUT <100 SQUARE OR LINEAR FEET)**

1. Determine the most effective way of isolating the work area from occupants and employees. This may be done using plastic barriers or by sealing off the doors by taping the door closed or temporarily removing the door and placing a sheet of plastic over the doorway, cutting a slit down the middle and covering the slit with a second layer of plastic to act as a flap.
2. Post "DO NOT ENTER" signs. Do not let occupants or other unauthorized employees in the area.
3. Cover the floor with a sheet of plastic immediately underneath the work area. Temporarily tape to the floor using duct tape.
4. Remove all moveable objects from the room or to a designated section of the room. Prior to removal, wet-wipe any excessively dusty items with a rag misted with water. Seal the rags in a bag for disposal.
5. Cover the floor with a sheet of plastic immediately underneath the work area. Temporarily tape to the floor using duct tape.
6. While performing the work, limit the dust generated by removing the materials in sections, utilizing HEPA filtration or vacuum collection systems. Bag debris immediately for disposal.
7. Lightly mist, as necessary, during activities that produce dust with water in a spray bottle or a Hudson type sprayer.
8. Occasionally mist and wet-wipe the polyethylene sheeting and place rags in bags for disposal.
9. Use ground-fault circuit interrupter (GFLIs) devices on all extension cords, power tools, etc.
10. As debris is generated, either HEPA vacuum, seal in plastic bags or plastic sheeting and duct tape for transport to disposal area.
11. When the task is completed, HEPA vacuum and wet-wipe the polyethylene sheeting.
12. Place rags on the polyethylene sheeting and tightly roll from the corners to the middle. Seal the rolled plastic sheeting and wet rags with duct tape.
13. Visually inspect the area for any remaining dust or debris. HEPA vacuum, wet-wipe and vacuum a second time to remove all visible dust and debris.

14. Remove the plastic sheeting from all air returns and exhausts. Wet-wipe, roll it up for disposal.
15. Transport debris to the disposal area using the following guidelines:
 - Always try to transport debris during the hours of least activity in the building and along the most direct, but least congested route.
 - If using a disposal cart or container, ensure the lid is tightly secured and the wheels are clean prior to exiting the work area.
 - If any debris is spilled outside of the work area, immediately wet-wipe the debris and seal in a bag.
16. Clean all tools and equipment before removal from the work area.
17. Prior to removing any temporary wall partition from floor to ceiling or polyethylene barriers, a final inspection must be performed by the Responsible Person (e.g. Project Manger) or designee to ensure proper cleanup has been completed.

**WORK PRACTICES FOR SMALL SCALE JOBS
(<2 SQUARE OR LINEAR FEET)**

1. Remove all furniture, fixtures and belongings from the work area a minimum of 5 feet in all directions.
2. Regulate the work area to restrict access to the immediate work area. Keep all doors closed and do not let building occupants or other unauthorized employees into the area. Post "DO NOT ENTER" signs at all entrances to the work area. In common areas utilize barrier tape to establish the regulated area.
3. Place a drop cloth of polyethylene sheeting immediately underneath the work area extending a minimum of 5 feet in each direction.
4. Temporarily secure the drop cloth to the floor with duct tape.
5. For work on ceilings, cover the floor immediately under the work area with plastic of sufficient size to catch the dust and debris generated by the activity.
6. Cover all air return or exhaust vents if within 5 feet of the work area with plastic sheeting and duct tape.
7. Complete the task, minimize dust production. Lightly mist work area with water in a spray bottle to minimize dust.\
8. When the work is completed, wet-wipe the polyethylene sheeting and, if necessary, other areas close by with a damp rag.
9. Place rags on the polyethylene sheeting and tightly roll from the corners to the middle. Seal the rolled plastic sheeting and wet rags with duct tape and place in disposal bags.
10. Visually inspect the area for any remaining dust and wet-wipe as necessary.
11. If installed, remove the plastic sheeting from all air returns and exhausts. Roll-up for disposal.
12. Transport debris to the outside disposal area using the following guidelines:
 - Always try to transport debris during the hours of least activity in the building and along the most direct, but least congested route.
 - If using a disposal cart or container, ensure the lid is tightly secured and the wheels are clean prior to exiting the work area.

- If any debris is spilled outside of the work area, immediately wet-wipe the debris and seal in a bag.
13. Clean all tools and equipment before removal from the work area,

