



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
DEPARTMENT WIDE
FACILITY/SPANISH MANUAL

REVISION DATE
12/9/24

PAGE NUMBER
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NUMBER
DOC 890.095

POLICY

TITLE
ASBESTOS PROGRAM

REVIEW/REVISION HISTORY:

Effective: 10/28/08
 Revised: 11/22/10
 Revised: 5/18/15
 Revised: 6/13/16
 Revised: 1/8/20
 Revised: 12/9/24

SUMMARY OF REVISION/REVIEW:

Major changes to include updates requirements and responsibilities. Read carefully!


APPROVED:

Signature on file

CHERYL STRANGE, Secretary
 Department of Corrections

11/5/24

 Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [WAC 296-62](#); [WAC 296-65](#); [WAC 296-155-012](#); [WAC 296-802](#); [Facility Contract Safety Plans Development Guide](#)

POLICY:

- I. The Department has established an Asbestos Program to provide protection for employees, contract staff, and individuals under the Department’s jurisdiction from the risks associated with exposure to asbestos.
- II. The Asbestos Program will be implemented to reduce exposure to or below the Permissible Exposure Limit by means of engineering and work practice controls per WAC 296-62-07713(1), and using Personal Protective Equipment and respiratory protection where required.
 - A. When a material is suspected as an Asbestos Containing Material (ACM), it will be treated as Presumed Asbestos Containing Material (PACM) until it can be tested and proven otherwise by a certified Asbestos Hazard Emergency Response Act (AHERA) Building Inspector.

DIRECTIVE:

- I. Responsibilities
 - A. In facilities where there is known or suspected ACM, the Appointing Authority will designate an Asbestos Program Coordinator (APC) to manage and monitor the facility Asbestos Program using [Setting up an Asbestos Operations and Maintenance \(O&M\) Program](#).
 - B. The APC will be certified as an AHERA Building Inspector and ensure:
 1. Only certified AHERA Building Inspectors conduct sampling per WAC 296-62-07721.
 2. DOC 16-364 Pre-Maintenance Work Asbestos Assessment Tool is completed prior to work in buildings to avoid possible asbestos exposure.
 3. The condition of any known or discovered asbestos materials is evaluated by a certified AHERA Building Inspector to establish asbestos work class and containment protocols.
 4. Compliance with recordkeeping requirements per WAC 296-62-07727.
 5. Proper signage is posted per WAC 296-62-07721.


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6. Required testing and sampling is conducted by a certified asbestos contractor performing asbestos work.
7. Periodic review and updating of the facility Asbestos Program, as necessary.

II. General Requirements

- A. When the potential exists for asbestos to be contacted, disturbed, or removed, the APC will ensure a good faith inspection is conducted by an AHERA Building Inspector before the project starts to determine the presence of any known or suspected asbestos. All required testing of air and samples will be documented.
 1. A Facility Project Safety Plan will be completed per the Facility Contract Safety Plans Development Guide.
 2. Contact with the Safety Unit and Capital Planning & Development will be initiated for:
 - a. Projects involving asbestos removal
 - b. Renovation where exposure to airborne asbestos may result, and
 - c. Maintenance and repairs where asbestos is present.
 3. In Field Offices, coordination will be made through the Leased Facilities Planning and Operations Manager for Capital Planning & Development to determine who is responsible for sampling and asbestos abatement compliance.
 4. Work that exceeds 3 square or 3 linear feet which may impact or disturb ACM or PACM, will be completed by a certified asbestos contractor.
- B. If suspected ACM is encountered during a project, work will stop immediately, and the APC will ensure an AHERA Building Inspector samples and tests the suspected ACM. If it is determined that the suspected material is ACM, an asbestos certified contractor will be brought in to complete the work.
 1. The APC will evaluate and determine the extent of any potential exposure.
 2. Emergency asbestos releases will be treated per Washington State Labor and Industries (L&I) requirements for notification and containment.
 3. Additional notification to the local Clean Air Authority may be required as determined by the APC.

III. Suspected Exposure

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A. Employees, contract staff, or individuals that have a suspected one-time exposure to PACM will immediately notify their supervisor, who will ensure DOC 03-133 Accident/Injury Report is completed.

1. Employees/contract staff are encouraged to follow up with their primary healthcare provider.
2. Health Services will follow up with individuals.

IV. Training

A. APCs must complete the initial 24 hour AHERA Building Inspector certification training and the 4 hour refresher training annually.

If the Appointing Authority or APC determines the need for more advanced training due to the scope of work, the APC may apply for Asbestos Supervisor Certification following the procedure established by L&I using form [F413-078-000 Asbestos Supervisor Affidavit of Experience](#).

B. Workers in facilities where ACM or PACM exists will be provided training consistent with WAC 296-62-07722. All training will be documented.

1. Workers in buildings containing ACM or PACM but who's work does not impact ACM will be provided Department-approved local Asbestos Awareness training.
2. Maintenance and custodial/janitorial workers involved in non-project Class IV asbestos work where they may "contact but not disturb" ACM or PACM, will be provided the 2 hour Asbestos Class IV Awareness training annually.

V. Recordkeeping

A. The APC will ensure the following documentation is maintained locally and provided to Capital Planning & Development:

1. Site records and plans identifying all known and suspected ACMs.
2. Completed encapsulation and/or abatement project records.
3. Certifications of all buildings/sites that have been cleared of all asbestos.
4. If the facility provides fleet repair, records on the number of clutches and pairs of brakes that are inspected, disassembled, or repaired per week and the facility's compliance with WAC 296-62-07745.

DEFINITIONS:



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Word/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

None

DOC FORMS:

- DOC 03-133 Accident/Injury Report
- DOC 16-364 Pre-Maintenance Work Asbestos Assessment Tool