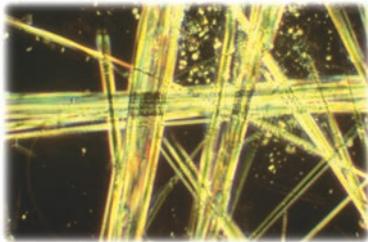


TOTAL ASBESTOS MANAGEMENT



Engineering Client Success

Total Asbestos Management is a full service asbestos management and regulatory compliance program developed by TEC for building managers who do not have the time or the interest in managing asbestos.



OSHA's Asbestos Standard

To protect the thousands of construction workers and maintenance personnel throughout the United States from inadvertent exposure to asbestos, OSHA enacted the Asbestos in Construction Standard in October 1995. OSHA believes that building owners and managers are the parties most likely to possess information regarding the locations of asbestos in their building and communicating this information to employees, tenants and outside contractors.

For all buildings, large and small, constructed prior to 1981, the Standard requires you to:

- *Perform building surveys or Presume suspect materials contain asbestos*
- *Provide notifications to various parties*
- *Post warning signs*
- *Provide building personnel with appropriate asbestos training*

Complying with the Asbestos Standard and maintaining records of all activities is very important. You are required to keep ongoing records documenting compliance with the Asbestos Standard. These records include:

- *Copies of survey reports and test results*
- *Employee training certificates*
- *Copies of notifications*
- *Employee exposure monitoring results*
- *Medical approvals and fit test certificates for respirators*

An OSHA inspector can request all records listed above. Failure to maintain or provide these records can result in fines of up to \$7,000 per violation.

Total Asbestos Management

To assist you in meeting all of these requirements, TEC has developed Total Asbestos Management (TAM), a simple yet comprehensive seven-step regulatory compliance and asbestos management program.

TAM combines all required asbestos management activities to bring your building into compliance with the various asbestos regulations. TAM addresses asbestos management and emergency response issues that constantly confront building managers.

STEP 1 - Building Survey

The first step in bringing your building into compliance is the identification of all asbestos-containing building materials (ACBM) throughout your building or facility. For buildings that have never been surveyed, TEC performs a complete building survey to identify all ACBM present.

For Buildings that have been previously surveyed, TEC reviews the existing survey report and sample results, performs any additional required sampling and prepares an updated survey report.

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STEP 2 - Management Software

TEC enters the information collected during the survey into *ADAM*, our computerized asbestos management software program. *ADAM* provides a database of ACBM information. The program enables TEC to efficiently update your survey reports and notifications.

ADAM generates a complete report of the survey findings which includes:

- *Laboratory test results*
- *Assessment of materials*
- *Descriptions of material locations*
- *Quantities of materials*
- *Removal cost estimates*

The program enables TEC to help you:

- *Update data as material conditions change or materials are removed*
- *Generate new asbestos survey report as required to keep information current*
- *Create a mailing list and prepare employee and tenant notifications*
- *Track critical dates for employee training notifications and O&M activities*

STEP 3 - Asbestos Program Manual

If your building has friable ACBM, TEC will provide an extensive asbestos program manual and recordkeeping system to address all the regulatory requirements for training, worker protection, and written work procedures. If your

building has only non-friable ACBM, TEC prepares a simple notification and awareness program manual.

The manual will contain:

- *Asbestos control procedures*
- *Asbestos rules and responsibilities for building employees*
- *Health and safety procedures to prevent asbestos exposures*
- *Emergency response procedures*
- *Recordkeeping forms*
- *Procedures to document activities on an ongoing basis*

STEP 4 - Notifications

The Asbestos Standard requires building owners to provide proper notification regarding asbestos in their facilities to tenants, building employees and vendors.

Contractors bidding on work are also required to be notified. TAM provides you with notifications for distribution to all required parties.

STEP 5 - Employee Training

Your building engineering and maintenance personnel who work around asbestos or perform asbestos related activities are required by the Asbestos Standard to be provided annual training. TEC will provide two-hour awareness training for employees who work in buildings with asbestos containing materials. For employees who clean up asbestos debris, perform small-scale abatement activities and work on or adjacent to friable ACBM, TEC provides a 16-hour operations and maintenance training course.

STEP 6 - Posting Signs

The Asbestos Standard requires you to post asbestos-warning signs to provide notification to outside contractors and others that work in the building. The purpose of these warning signs is to prevent inadvertent asbestos exposure to workers and building occupants during renovation and maintenance activities. Warning signs must be posted in boiler rooms, mechanical rooms and telephone and electrical closets. Through *ADAM*, TEC can generate signs for you to post in all necessary areas.



STEP 7 - Activity Tracking

Utilizing *ADAM*, TEC tracks your required annual and semi-annual asbestos notifications, management, and training activities. When activities are required, TEC will contact you and perform the work.

Our Proven Capability

TEC has extensive experience in addressing asbestos issues. We provide our clients with a wide variety of asbestos management programs. Please contact Scott Chandler or Jon Balsamo at (248) 588-6200, for additional information on how TAM can help you meet your asbestos management challenges.