



UNITED STATES MARINE CORPS

HEADQUARTERS MARINE CORPS AIR STATION MIRAMAR
PO BOX 452000
SAN DIEGO CA 92145-2000

REPLY REFER TO
StaO 5100.3M
5JA

29 APR 1998

Station Order 5100.3M

From: Commanding Officer, Marine Corps Air Station Miramar
To: Distribution

Subj: ASBESTOS MANAGEMENT PROGRAM

Ref: (a) 29 CFR 1910.1001
(b) 29 CFR 1910.20
(c) 29 CFR 1926.1101
(d) 29 CFR 1910.134
(e) OPNAVINST 5090.1B, Environmental and Natural Resources Program Manual
(f) OPNAVINST 5100.23D, Navy Occupational Safety and Health (NAVOSH) Program
(g) MCAS Miramar Asbestos Survey
(h) MCAS Miramar Asbestos Management Plan
(i) Station Order 11014, Procedures and Regulations for Public Works Services through the Public Works Department
(j) Station Order 11014.2, Building Manager Program

Encl: (1) Semi-Annual Asbestos Condition Inspection Report
(2) Asbestos-Containing Material (ACM) Reinspection Form (Sample)

1. Purpose. To establish responsibilities and administrative procedures associated with an asbestos management program in accordance with references (a) through (j).
2. Scope. Procedures and regulations contained and referenced in this order apply to all personnel who can potentially become exposed during any operation involving materials containing asbestos fibers.
3. Policy
 - a. All renovation and demolition projects potentially involve asbestos and must be reviewed by the Facilities Management Division, Public Works Department (PWD) prior to disturbance of any building materials.
 - b. Military personnel are not permitted to disturb, remove, or in any way work with asbestos-containing materials. Federal and State law mandate that only personnel specifically trained and certified are permitted to work with asbestos.
 - c. No asbestos activities will be performed by personnel without proper training and certification. Public Works Center (PWC) San Diego has certified personnel and/or contractors who can be utilized for asbestos clean-up and removal.

d. Accidental disturbance of asbestos material will be reported immediately to the Asbestos Program Manager, Code 5JD.20. Procedures for minimization of further disturbance and exposure are contained in reference (f).

e. An active inspection program is the cornerstone to a successful asbestos management program. Known asbestos hazards are identified in reference (g), and are accompanied by a management plan in reference (h). Each Building Manager will implement an inspection/management program consistent with the above references. Semi-annual reinspections will be performed by the Building Manager and witnessed by submission of enclosure (1). The Building Manager's inspection results will be documented on a building specific Asbestos Containing Material (ACM) Reinspection form which will accompany the submission of enclosure (1). Replacement copies of references (g) and (h) as well as the building specific ACM Reinspection forms can be obtained from the PWD (Code 5JD.20).

4. Definitions

ACM: Asbestos-Containing Material greater than 1% asbestos by volume.

Asbestos Management Plan: Contains plans and procedures to either abate or maintain all ACM in its current condition. Procedures include housekeeping and methods to minimize disturbance.

Asbestos Survey: Inventory of all building materials that could potentially contain asbestos. The survey contains locations and results of samples collected and results depicting whether or not materials contain asbestos and if they are friable.

Asbestos Workers: Personnel trained and certified by the State of California to remove, enclose, encapsulate, or in any way work with asbestos-containing material. PWC has certified asbestos workers.

Awareness Training: Basic training intended to cover asbestos and its various uses and forms; information on the health effects associated with asbestos exposure; locations of ACM identified throughout each building; recognition of damage, deterioration and delamination of ACM; and methods and techniques to avoid damage or disturbance of ACM to prevent fiber release.

EPA: Environmental Protection Agency.

Friable ACM: ACM which when dry may be crumbled, pulverized, or reduced to powder by hand pressure. The term includes non-friable ACM which becomes damaged to the extent that when it is dry it may be crumbled, pulverized, or reduced to powder by hand pressure.

Homogeneous Area (HA): The official term used in the majority of the regulations associated with asbestos which means the physical areas in a building that the same exact material can be found.

Inspection: Those activities undertaken to specifically determine the presence, location, or condition of friable or non-friable ACM or suspected ACM whether by visual or physical examination or by collecting samples.

NAVOSH: Navy Occupational Safety and Health.

NESHAP: National Emission Standards for Hazardous Air Pollutants 40 CFR Part 61, Final Rule November 20, 1990. EPA regulation governing the demolition of facilities with and without ACM identified, renovation of facilities with ACM identified, waste disposal, and waste disposal sites.

Operations and Maintenance (O&M): Activities designed to prevent fiber release from friable and non-friable ACM. Activities include posting of warning labels, cleaning practices such as wet mopping as opposed to dry sweeping, awareness training, and debris clean-up. Also involves routine periodic surveillance inspections by Building Managers to monitor for any deterioration which may warrant a removal action.

OSHA: Occupational Safety and Health Administration. A federal agency which promulgates and enforces asbestos-related regulations.

Periodic Surveillance Inspection: Part of the O&M Program limited only to visual observations. Includes examination of an area that previously has been identified as containing ACM which is undertaken to identify changes in the physical condition of that ACM.

Repair: Returning damaged ACM to an undamaged condition or to an intact state so as to prevent fiber release.

Response Action: A method, including removal, encapsulation, enclosure, or repair that protects human health and the environment from friable ACM.

5. Background. Asbestos regulations are generally issued by OSHA and the EPA. In general, OSHA regulations protect the worker and EPA regulations protect the environment. This duplicity of regulatory agencies for asbestos requires that asbestos management be divided between two NCAS Miramar departments. The Environment and Safety Department is generally responsible for OSHA and EPA compliance. The Facilities Maintenance Division Director in the Public Works Department acts as the overall Asbestos Program Manager. Facilities data concerning asbestos in buildings is maintained by the Public Works Officer and is available for review.

6. Requirements and Responsibilities:

a. Commanding Officer, Marine Corps Air Station Miramar shall ensure that the provisions of this instruction are followed.

b. Commanding Officers and Officers-in Charge of Component and Tenant Commands, and Department Heads shall:

(1) Assign Building Managers in accordance with reference (j). Ensure Building Managers receive training and perform appropriate asbestos duties.

(2) Allow the time and the forum for Building Managers to conduct training for any individuals involved with housekeeping tasks that could disturb ACM.

(3) Issue no directives or instructions for Self Help remodeling activities without coordination with the Asbestos Program Manager.

(4) Ensure that any maintenance, repair, renovation or other tasks which involve asbestos are coordinated through the Public Works Department.

c. The Environment and Safety Department shall:

(1) Maintain and become familiar with OSHA, NAVOSH, and other governing regulations associated with asbestos exposure to personnel. Specifically OSHA regulation 1926.58 - Asbestos, Tremolite, Anthophyllite, and Actinolite.

(2) Maintain a copy of the Asbestos Management Plan.

(3) Conduct annual general awareness training for Building Managers regarding appropriate housekeeping practices that minimize asbestos disturbance.

(4) Coordinate health related aspects of the Asbestos Management Programs. In addition to the training previously mentioned, coordinate all actions which may involve the assistance of Industrial Hygienists including air sampling and follow-up health monitoring after the potential exposure of employees.

(5) Ensure compliance with references (a) through (d), (f) and (g).

(6) Maintain a file of current regulations and become familiar with EPA, State of California and other governing regulations associated with the release of asbestos fibers into the environment. Specifically, 40 CFR Part 61 - National Emissions Standards.

(7) Assist Facilities Management Division Director in sampling/analysis of suspected ACM.

d. Public Works Officer shall:

- (1) Serve as principal advisor to the Commanding Officer regarding asbestos compliance issues.
- (2) Monitor the asbestos activities of other service providers such as PWC San Diego and Resident Officer in Charge of Construction (ROICC). Coordinate receipt of asbestos documentation for permanent records.
- (3) Train personnel on the Asbestos Management Program.
- (4) Plan and program funding for abatement.
- (5) Schedule, plan, and monitor all construction activities in areas that are known to contain ACM in order to prevent unnecessary damage to the material and exposure to personnel. Prior to construction activities an inspection must be conducted to identify ACM in a building. This shall include, but not be limited to, inspection of the facility's Asbestos Management Plan to identify previously surveyed materials.

e. Facilities Maintenance Division Director shall:

- (1) Serve as the Asbestos Program Manager. Oversee the Asbestos Management Program and ensure all aspects of the program are implemented.
- (2) Maintain the inventory of ACM. Update the inventory as abatement projects are completed and new ACM is discovered.
- (3) Designate personnel within the division to become certified Asbestos Management Planners.
- (4) Oversee training and certification requirements for MCAS Miramar personnel.
- (5) Review all work requests, including Self Help work requests, for potential ACM involvement.
- (6) Maintain documentation regarding the location, quantity, and condition of ACM.
- (7) Collect inspection forms for periodic inspections conducted by Building Managers. Screen forms to identify potential hazards which may require prompt attention.
- (8) Ensure ACM is labelled as required.

StaO 5100.30
5JA

f. Facilities Planning Division Director shall:

(1) Initiate Defense Asbestos Program Management Information System forms for obtaining funding necessary to carry out asbestos abatement projects.

(2) Coordinate design/construction projects related to asbestos abatement. Ensure designs are reviewed by the Ground Safety Officer and an Industrial Hygienist (IH). IH Services are provided through the Naval Hospital.

(3) Coordinate the activities of others relating to demolition and renovation involving ACM, ensuring that proper notification is completed in accordance with NESHAP (40 CFR Part 61).

(4) Report abatement and demolition activities to the Public Works Department Facilities Management Division for the purpose of maintaining an inventory of ACM.

g. Building Managers shall:

(1) Review the Asbestos Survey and Management Plans for applicable buildings.

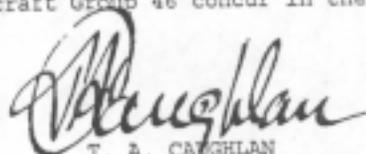
(2) Inform appropriate building occupants of potential asbestos exposure. Provide them with basic training of potential asbestos hazards.

(3) Conduct periodic inspections of identified or suspected ACM. Document conditions and changes in condition of identified or suspected ACM. Return inspection forms, enclosures (1) and (2), to the PWD (Code 5JD.20)

(4) Report changes in ACM which require attention to Public Works Department by submitting a work request.

(5) Immediately notify the Ground Safety Officer and Public Works Officer of ACM disturbances within cognizant building spaces.

7. Concurrence: The Commanding General, 3rd Marine Aircraft Wing and the Commanding Officer, Marine Aircraft Group 46 concur in the provisions of this order.


T. A. CAUGHLAN

Distribution:
List A, Less: 2AA
3AA
4AA

From: _____
To: Facilities Management Division
Subj: SEMI-ANNUAL ASBESTOS CONDITION INSPECTION

Ref: (a) Station Order 5100.30, Asbestos Management Program

Encl: (1) ACM Reinspection Forms

1. By reference (a), I have inspected the following buildings for a change in the condition of existing asbestos. Except where noted, no significant changes resulting in an increase in friability were found. Enclosure (1) contains the corresponding individual reinspection forms.

Building	Date Inspected	Remarks

2. The next scheduled inspection will be in

Month Year

Building Manager Signature

Command

ACM Reinspection Form (SAMPLE)

DATE: _____
 BUILDING: _____
 INSPECTOR: _____

ASBESTOS MATERIALS	STATUS		
	UNCHANGED	CONTACT DAMAGE	WATER DAMAGE
GREY-WHITE FLOOR TILE	YES / NO	YES / NO	YES / NO
PIPE FITTING INSULATION	YES / NO	YES / NO	YES / NO
TANK INSULATION	YES / NO	YES / NO	YES / NO
WHITE 12X12 FLOOR TILE	YES / NO	YES / NO	YES / NO
GREY-BLACK-WHITE FLOOR TILE	YES / NO	YES / NO	YES / NO
BROWN-GREY FLOOR TILE	YES / NO	YES / NO	YES / NO
GREY-BLACK-BROWN-WHITE FLOOR TILE	YES / NO	YES / NO	YES / NO
BLUE 12X12 FLOOR TILE	YES / NO	YES / NO	YES / NO
OLIVE GREEN-BLACK-WHITE FLOOR TILE	YES / NO	YES / NO	YES / NO
WHITE-GREY STRIPE FLOOR TILE	YES / NO	YES / NO	YES / NO
BEIGE-CREAM-BROWN FLOOR TILE & ASSOCIATED MASTIC	YES / NO	YES / NO	YES / NO
OLIVE GREEN 12X12 FLOOR TILE	YES / NO	YES / NO	YES / NO
DRYWALL JOINT COMPOUND	YES / NO	YES / NO	YES / NO
BASEBOARD MASTIC	YES / NO	YES / NO	YES / NO
CREAM-GREY SPOTTED FLOOR TILE & ASSOCIATED MASTIC	YES / NO	YES / NO	YES / NO
GREY-WHITE STRIPED FLOOR TILE	YES / NO	YES / NO	YES / NO
ROOF CORE - LOWER ROOF	YES / NO	YES / NO	YES / NO
ROOF CORE - UPPER ROOF	YES / NO	YES / NO	YES / NO
SILVER MISCELLANEOUS PATCH	YES / NO	YES / NO	YES / NO
SILVER PAINT - LOWER ROOF	YES / NO	YES / NO	YES / NO
SILVER PAINT - EAST ROOF	YES / NO	YES / NO	YES / NO
SILVER PAINT - UPPER ROOF	YES / NO	YES / NO	YES / NO



UNITED STATES MARINE CORPS

HEADQUARTERS MARINE CORPS AIR STATION MIRAMAR
PO BOX 452000
SAN DIEGO CA 92145-2000

StaO 5100.3 Ch 1
G-4

28 DEC 2000

STATION ORDER 5100.3 CH 1

From: Commanding General
To: Distribution List

Subj: ASBESTOS MANAGEMENT PROGRAM

1. Purpose. To direct pen changes to the basic Order.
2. Action
 - a. Throughout the Order change "StaO 5100.30" to read "5100.3."
 - b. On the letter head page, change reference (f) to read "OPNAVINST 5100.23E."
 - c. On the letter head page, delete Encl: (1) and (2).
 - d. Page 2, paragraph 3e, first line, change "inspection" to read "O&M." Same paragraph, second sentence change "Each Building" to read "The Asbestos Program". Same paragraph, third sentence, starting with "Semi-annual", change to read "Periodic surveillance and reinspections to be determined and performed as per Asbestos Program Manager's agenda", and delete everything else to the bottom of the paragraph.
 - e. Page 4, paragraph 6, add new subparagraph b and renumber remaining paragraphs accordingly.

"b. Commanding Officer shall assign in writing an Asbestos Program Manager per reference (f)."
 - f. Page 4, new paragraph 6c(1), add "awareness" after "receive", change "perform appropriate asbestos duties" to read "possess contact numbers to call in case of asbestos related concerns."
 - g. Page 4, delete paragraph 6c(2) and renumber following paragraphs accordingly.
 - h. Page 5, paragraph 6f(f) change "Building Manger" to read "Asbestos Program Manager."

StaO 5100.3 Ch 1

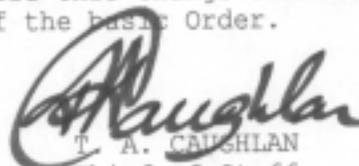
28 DEC 2000

i. Page 6, delete paragraph 6h(3) and renumber the following paragraphs accordingly.

j. Page 6, new paragraph 6h(3) change "changes" to read "disturbances."

k. Remove Enclosures (1) and (2) in their entirety.

3. Filing Instructions. File this Change transmittal directly behind the signature page of the basic Order.



T. A. CAUGHLAN
Chief of Staff

DISTRIBUTION: A