Work Order Process: UP & Emergency Response

Procedures for Potential TACM/ACM Disturbance

February 2022

For HVAC, EL, LB, PL, SF, MS, PT, and other trades

1. EMPLOYEE: Assess Emergency and/or Urgent Priority Work Order
   - Isolate source without impacting suspect building materials
     o For example: Insulation, plaster, ceiling tile, or other potential ACM/TACM/Lead materials
     o If needed, isolate further up line
   - Identify impacted spaces
   - If known ACM/TACM is disturbed block off area—DO NOT ENTER

2. EMPLOYEE: Assess Damage & Initiate Clean Up Efforts
   - Was suspect ACM/TACM building material or lead paint impacted?
   - Will clean-up effort or restoration impact suspect ACM/TACM/Lead materials?

   Building Material Impact?
   - NO
     Proceed with Work
     Contact 3rd party if needed.
     Notify Zone/Duty Supervisor
   - YES
     EMPLOYEE: Identify Building Color Code
     - Refer to Maximo or Color Coded Cheat Sheet
     GREEN
     YELLO/RED

3. EMPLOYEE or Zone Manager/Supervisor: Request Expedited Asbestos/Lead Sample from FMCS Project Group (Ron/Jenn)
   - Same day results if at lab by 11am
   - Next day results if after 11am
   - FMCS Project Group to notify EHS, follow up as needed until resolved
   - If urgent issue, assume ACM/TACM/Lead and engage approved ACM contractor (skip to step 6)
EHS: Provide TACM/ACM Results

TACM/ACM/LEAD?

NO

HAZMAT Type

YES

TACM

ACM / Lead

Zone Manager/Supervisor:
Initiate TACM Work
Order (In House)

Zone Manager/Supervisor:
Initiate ACM/Lead Work
Order for Contractor
Abatement

TACM In House Work:
- Less than 1% ACM (TACM)
- Work area less than 160sqft
- Verify JHA/Work Procedures exists for type of work requested.
- If yes to all above, create WO for In House. If no to any of above, engage TACM/ACM/Lead contractor.

ACM/Lead Contractor Work:
- Anything greater than 1% ACM
- Term service contractors
- Refer to detailed ACM/Lead Checklist
- Consult with EHS for revised scope

ZONE MGR/SUPERVISOR:
- Obtain required work documentation
- Submit to EHS at safety@andrew.cmu.edu

EHS: Documents Abatement and Updates Records