



WORK PLAN CHECK LIST
FOR
MAJOR NON-EMERGENCY PROJECTS
AT
INACTIVE ASBESTOS DISPOSAL SITES

This check list shall be used to ensure that the appropriate Work Plan information is developed and provided per New Hampshire Code of Administrative Rules Env-Sw 2100 Management and Control of Asbestos Disposal Sites Not Operated After July 9, 1981. This Work Plan check list is applicable to Major Non-Emergency Projects (Env-Sw 2106) including all Utility Projects (Env-Sw 2102.13). The purpose of the Work Plan is to establish work practices and engineering controls for excavating, removal, exposing or otherwise disturbing asbestos at an asbestos disposal site in a manner that is protective of worker and public health and safety and prevent impacts to the environment. This check list is to be used in conjunction with all other applicable federal, state and local notification and permitting requirements for completion of all aspects of the work, and must be identified within the Work Plan by the licensed contractor and certified worker who will be completing the work. A copy of this check list shall be included in the Work Plan submitted per Env-Sw 2100.

WORK PLAN SUBMITTAL

The Work Plan and Certification Form shall be submitted to the following agencies:

- A. NH Department of Environmental Services** *(Attach and Submit TWO copies)*

New Hampshire Dept. of Environmental Services
 Waste Management Division
 29 Hazen Drive, P.O. Box 95
 Concord, NH 03302
 Phone: (603) 271-3644
 Fax: (603) 271-2181
 Attn: Manager - Inactive Asbestos Disposal Sites

Note: Electronic submittals can be mailed on CD or E-Mail to the file librarian Mr. Brett Rand for processing. Please contact Brett Rand at (603) 271-7379, Brett.Rand@des.nh.gov, to obtain guidance on electronic submittal requirements. For ADS related questions please contact the ADS Manager at (603) 271-2891.

- B. Local Health Officer** *(Submit ONE copy of the signed Work Plan and Certification Form)*

Disclaimer: The information contained in this guidance document is current as of July 20, 2005. Statutory, regulatory or policy changes that may occur after this date may cause part or all of this information to be invalid. The guidance document is not intended to cover all conditions which must be identified in the Work Plan and the Department does not assume any liability for the misuse of this guidance document. If there are any questions concerning the current status of this information please contact Department personnel at (603) 271-2891.

CERTIFICATION FORM

This form must be signed and attached to the Work Plan.

Qualified Person

I, _____, am the qualified person in charge of this project per Env-Sw 2102.11. I hereby certify that, to the best of my knowledge, the attached Work Plan meets all applicable local, state, and federal requirements, including but not limited to Env-Sw 2100 and the applicable requirements listed in Env-Sw 2101.01(b). I further certify that two copies of the Work Plan are being filed with the N.H. Department of Environmental Services for approval and that a third copy is being filed with the local health officer. No work shall occur prior to approval of the plan.

Signed, under penalties of RSA 641:3, _____; _____
Name Date

Owner

I, _____, am the owner of the property where this work will be conducted and I hereby certify acceptance of the attached Work Plan.

Signed, under penalties of RSA 641:3, _____; _____
Name Date

Responsible Party

If the person initiating this project is not the property owner, also have that person sign the following statement:

I, _____, do not own the property where this work will be conducted, but am responsible for initiating and undertaking the work. I hereby certify acceptance of the attached Work Plan.

Signed, under penalties of RSA 641:3, _____; _____
Name Date

THE WORK PLAN MUST INCLUDE A COMPLETE WRITTEN DESCRIPTION OF THE FOLLOWING. INCOMPLETE SUBMITTALS WILL BE RETURNED.

1. PROJECT LOCATION *(A street/site location map must be provided)*

Facility Name: _____
Street Location/Address: _____
Town/City: _____

2. RESPONSIBLE PARTY

Name: _____
Mailing Address: _____
State: _____, Zip Code: _____
Telephone #: _____
Fax #: _____
Email Address: _____

3. PROPERTY OWNER *(If different than Responsible Party)*

Name: _____
Mailing Address: _____
State: _____, Zip Code: _____
Telephone #: _____
Fax #: _____
Email Address: _____

4. LICENSED CONTRACTOR AND QUALIFIED PERSON

If the project does not require a Licensed Asbestos Disposal Site Contractor or a Certified Asbestos Disposal Site Worker state the reason and cite the statute or rule allowing the exemption.

Rule Citation: _____;
Reason: _____

A. Licensed Asbestos Disposal Site Contractor

Licensed Contractor Name: _____
Env-A 1811 License #: _____; Expiration Date: _____

Mailing Address: _____
State: _____, Zip Code: _____

Telephone #: _____
Fax #: _____
Email Address: _____

B. Certified Asbestos Disposal Site Worker

Certified Person's Name: _____
Env-A 1812 Certificate #: _____; Expiration Date: _____

Mailing Address: _____
State: _____, Zip Code: _____

Telephone #: _____
Fax #: _____
Email Address: _____

5. PROJECT SCHEDULE

Date of Commencement: _____
Anticipated Date of Completion: _____
Attached Detailed Schedule (If warranted): Yes ____, No ____

6. GENERAL DESCRIPTION OF WORK

Please note that a scaled plan of the site, stamped by a registered professional engineer in New Hampshire must be submitted when required pursuant to RSA 310-A. The plan shall show the proposed conditions of the site following completion of the work, including cross-sections as appropriate to show details about the depth and type of cover materials used.

A. Maps, Sketches & Plans (Provide copies of the following)

- Site location map;
- Site sketch showing the asbestos disposal area and area of proposed work, including the information detailed in Env-Sw 2105.06(j);
- Cross-section of existing cover material and area of proposed disturbance; and,
- Records of previous work completed.

B. Purpose For Work (Describe reason for undertaking the work)

C. Estimated quantity of asbestos containing material anticipated to be disturbed (based on proposed work or previous investigations)

Linear Feet: _____; or, Square Feet: _____; or, Cubic Feet: _____.

D. Type of asbestos anticipated to be disturbed

Friable Non-friable Both

E. Description of asbestos waste anticipated to be disturbed

- Baghouse Waste Plate/Sheet Scrap Pellets
- Spheres Full Sheets Rolled Sheets
- Other (specify): _____

F. Tools and Equipment

F.1. Check all that will be used:

- Hand tools
 Mechanical/Heavy Equipment (i.e., backhoe, dumb truck, etc.)
 Other (specify): _____

F.2. The following tools/methods of disturbance are strictly prohibited:

- High speed, abrasive saws High pressure water
 Explosives Compressed air Dry sweeping

7. HEALTH AND SAFETY, WORK PRACTICES AND ENGINEERING CONTROLS

The Generic and Project Specific Work Plans prepared and submitted in compliance with Env-Sw 2106.04 & Env-Sw 2106.05 shall detail the following as they relate to each site specific job requirement and Site Specific Health and Safety Plans per NIOSH and OSHA requirements. State of the art work practices shall be employed to prevent asbestos fiber emissions. Before commencing any disturbance of asbestos at the site, the qualified person in charge of the project will prepare the site to ensure that the work is completed per the Work Plan and is protective of human health at all times.

A. The site sketch shall show the following

A.1 Site Preparation:

- Establishing access control and site security;
 Setup work zones and decontamination facilities pursuant to Env-Sw 2105.09;
 Setup of emissions monitoring equipment;
 Setup of emissions control equipment;
 Eliminating physical hazards from the work area;
 Staging all equipment, materials and supplies needed to complete the work in accordance with the requirements of Env-Sw 2100, including but not limited to:
- Decontamination equipment and supplies;
 - Replacement cover materials, both permanent and temporary;
 - Water supply and wetting agents;
 - Waste disposal receptacles in conformance with Env-Sw 901; and,
- Spreading and anchoring ground tarps, as appropriate, to protect clean surfaces;

A.2 Work Zones:

- A.2.1 Exclusion Zone (Work Area):** This includes all areas at the project site where asbestos is or will be exposed, plus a buffer area that extends an appropriate distance beyond the limits of the exposed asbestos. The boundaries of the zone will be delineated in a manner that will allow persons to readily recognize that the area is restricted. Methods of delineation shall include:

- hazard tape fencing signs traffic cones
 Other (specify): _____

All persons and equipment entering the Exclusion Zone will do so at controlled entrance points. In addition, all persons entering the Exclusion Zone will be equipped with the appropriate level of PPE. Smoking, drinking, and eating are strictly

prohibited in the Exclusion Zone. All persons and equipment exiting the Exclusion Zone will do so at controlled exit points and will undergo decontamination as specified in the Health and Safety Plan.

A.2.2 Contamination Reduction Zone (Decontamination Area): This is the transition area between the contaminated area and the clean area. It is designed to reduce the probability that the clean zone will become contaminated as a result of this project. All decontamination procedures will take place in this zone, within an area called the Contamination Reduction Corridor located upwind of the area of disturbance. The Contamination Reduction Corridor begins at the hot line and ends at the boundary of the Clean Zone. Two Contamination Reduction Corridors shall be established: a) one for decontamination of workers; and, b) one for decontamination of equipment.

A.2.3 Support Zone (Clean Area): This is the area outside the above noted zones, where there is no asbestos contamination or disturbance. No person or equipment will enter the Clean Zone after having been in a contaminated zone, unless the person or equipment is decontaminated as specified in the Work Plan.

B. Personal Protective Equipment

All persons entering any of the work zones will be equipped with and trained on the use of the appropriate level of Personal Protective Equipment (PPE). The qualified person in charge of this project has determined, based on the worker protection requirements for asbestos workers as established by OSHA in of 29 CFR 1910 and 29 CFR 1926 and project specific factors that the appropriate level of PPE for this project is:

- Level C (With *Modifications listed below)
- Level D (With *Modifications Listed below)
- No PPE will be provided (*Specify why*)
- Level A or B (If Level A or B, the Work Plan shall detail why this level of protection is necessary, and provide an evaluation of alternative engineering controls to reduce the level of PPE necessary to complete the work.)
- *Modifications to Level ___ Protection: _____

C. Air Monitoring

The Work Plan shall provide a detailed written description of the proposed Air Monitoring program, which shall comply with OSHA 29 CFR 1926.1101(f) and New Hampshire Code of Administrative Rules Env-A 1808.

C.1 At a minimum the Air Monitoring program shall include:

C.1.1 Personnel Air Monitoring; and,

C.1.2 Area Air Monitoring, to include:

- Background (upwind direction); and,
- Downgradient (downwind direction)

D. Access Control & Site Security

The Health and Safety Plan shall provide a written description of how site access & security will be established, monitored and maintained for the entire duration (24-hours a day) of the project, including a description of the surrounding public and environmental receptors, and the measures that will be employed to control worker and unauthorized public access.

D.1 The site sketch shall show the following:

D.1.1. Physical and Visual Controls: *(At a minimum, the following shall be used)*

- | | | |
|----------------------------------|--|---|
| <input type="checkbox"/> fencing | <input type="checkbox"/> hazard tape | <input type="checkbox"/> site security officer |
| <input type="checkbox"/> signage | <input type="checkbox"/> traffic cones | <input type="checkbox"/> other (specify:) _____ |

D.1.2. Site Security: *(Identify the Qualified Person or health and safety officer that will provide site security)*

- Name: _____; Agency: _____
- Day Time Phone Number: _____
- Site Phone Number: _____

E. Decontamination

- Provide a detailed written description of all decontamination procedures and the handling and disposal of all wastes generated during the decontamination process.
- Show all personnel and equipment decontamination area(s) on the site sketch.
- Provide diagrams to show how the decontamination area will be set up and appropriate decontamination procedures.

E.1 Equipment Decontamination:

Equipment exiting the Work Area will be decontaminated by thoroughly spraying all surfaces with water and/or water mixed with a surfactant. Care will be taken to ensure that the spray does not cause asbestos to become airborne or runoff to leave the site. The following control method(s) will be used:

- The wash water will be collected in leak proof containers and either filtered in accordance with Env-Sw 2105.14(c) before being discharged to the ground or shipped to an off-site disposal facility permitted to receive the waste water; or
- The wash water will be drained directly onto a specially constructed decontamination pad, typically consisting of 1 ½ inch crushed stone and located on the edge of the asbestos disposal area. Upon completion of the project, the pad will be covered or removed in accordance with Env-Sw 2100;
- The wash water will be drained directly into the open asbestos disposal area and the area will be backfilled/covered in accordance with Env-Sw 2100;
- Other (describe): _____

E.2 Personnel Decontamination:

All persons exiting the Work Area will move through the Decontamination Area to be decontaminated by means of the following procedure, before entering the Clean Area:

- Walk through shuffle pit to remove any gross contaminants;
- Scrub down outer boots in decontamination solution and wash off boots in rinse solution;
- Remove boots
- Remove disposable coveralls and boot covers and place in approved waste receptacle;
- Remove respirator and place spent cartridges in approved waste receptacle;
- Remove disposable gloves and second disposable coverall, if used, and place in approved waste receptacle for disposal per Env-Sw 901;
- When required, provide showers prior to removing respirator.

F. General Excavation Methods

- The excavation, removal, exposure, or other disturbance of asbestos waste at the site will occur in a manner that prevents the release of asbestos fibers to the environment. To prevent asbestos fibers from becoming airborne, all asbestos material will be wetted thoroughly prior to disturbance, by spraying with water or water mixed with a surfactant. Care will be taken to cause the water to soak in and not run-off to any area outside the area of disturbance. All work will be conducted under a “no visible emission” restriction.
- Ground tarps will be placed around the area of disturbance, as appropriate to protect the ground surface from residual contamination. Upon completion of the work, the ground tarps will be removed and disposed as an asbestos contaminated material.
- All asbestos and asbestos contaminated materials removed from the site will be managed in accordance with Env-Sw 901. This includes sealing the waste in a leak tight, labeled container and transporting it, with the appropriate US-DOT shipping records, to a permitted disposal facility.
- All disturbed asbestos that is not removed from the site will be buried at the site in a location that already contains asbestos, as shown on the Site sketch.
- All disturbed asbestos being temporarily stored at the site prior to off-site removal, will be properly containerized and labeled in accordance with Env-Sw 901 and stored in a secure location at the site, as shown on the attached site sketch. The type of container will be:
 - Dumpster lined with 20 mil polyethylene or its functional equivalent
 - Drum
 - Bags consisting of 6 mil polyethylene or a functional equivalent
 - Other (specify): _____

Upon completion, cover materials (measuring at least 6 inches in depth) will be placed over all areas of disturbance in conformance with Env-Sw 2104.03, as follows. (Check all that apply and show on the attached site sketch that depicts the proposed condition of the area of disturbance following completion of the work):

- Geotextile plus no less than 6 inches of topsoil with vegetation;
- 18 inches (min.) of well draining sand and sandy gravel, plus 6 inches of topsoil with vegetation;
- 6 inches of well-draining sand and sandy gravel, or more as needed to sustain site land-use, with asphalt or reinforced concrete
- A geotextile (optional) will be placed over the asbestos prior to covering with soil materials. Geotextiles shall allow for the uninhibited transmission of moisture;
- Other (specify): _____

G. Disposal Facility (*Identify disposal site*)

- Four Hills Landfill, Nashua
- Turnkey Landfill, Rochester
- Other (specify): _____
- N/A: no asbestos is being removed from this site

8. REPORTING AND RECORDKEEPING

The Work Plan shall identify all reporting and facility recordkeeping requirements. All asbestos disturbances at asbestos disposal sites shall be documented and maintained by the owner as specified in Env-Sw 2104.08(c) and Env-Sw 2105.16 and by the licensed contractor as specified in Env-Sw 2105.17.

9. PERMITS

Identify local, state, and federal permits and approvals required to implement the proposed work and provide a copy of the approval with this check list. Please check all that apply.

- Permit from DES Water Division to dredge, fill, or significantly alter the terrain per the requirements of RSA 485-A:17 and Env-Wq 1500.
Date issued: ____/____/____. Permit #: _____
- Permit from the DES Wetlands Bureau to dredge and fill in or adjacent to surface waters of the state, per the requirements of RSA 482-A and Env-Wt 100-800.
Date issued: ____/____/____. Permit #: _____
- Permit for driveway access onto any Class I or Class III highway or state maintained portion of a Class II highway, from the NH Department of Transportation per the requirements of RSA 236:13.
Date issued: ____/____/____. Permit #: _____
- Local zoning approval or zoning variance.
Date obtained: ____/____/____
- Local building permit and/or site plan approval.
Date obtained: ____/____/____
- Other(s) (specify): _____