

**WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DESIGN DIRECTIVE**

DD - 313
ASBESTOS INSPECTION REPORTS
October 1, 2006

Attached is the West Virginia Department of Transportation, Division of Highways policy on "Asbestos Inspection Reports."

This Design Directive provides guidance on when an asbestos inspection report is necessary, procedures for obtaining a report, a standard format for the report, a quality control compliance plan for reports and procedures for preparing a contract bid proposal with an asbestos inspection report involved.

Attachment

Determining when an Asbestos Inspection is required:

An Asbestos Inspection is required on any structure, as indicated below, when that structure is to be renovated or demolished. A structure is defined by state law as “A building or part of a building, or a group of buildings on the same premises, or any other type of man-made construction, such as a pipeline, barn, shed, trailer, or appurtenance to a building or man-made structure.”

An Asbestos Inspection will be required when performing demolition or renovation of any of the following:

- Buildings (Residential, Commercial, Industrial or Storage)
- Sheds
- Barns
- Garages
- Trailers
- Bridges (Structures over 20 feet)
- Pipelines (utility)
- Lighted Sign Structures
- Light Structures
- Any Other structure that may contain Asbestos

Obtaining an Inspection:

The Division currently has two resources for obtaining an asbestos inspection report; *Division Inspectors* and *Asbestos Inspection Firms*. A list of Division Inspectors is available from the Technical Section of Engineering Division. The Division Inspectors are to only inspect bridge structures unless otherwise directed by a Deputy State Highway Engineer.

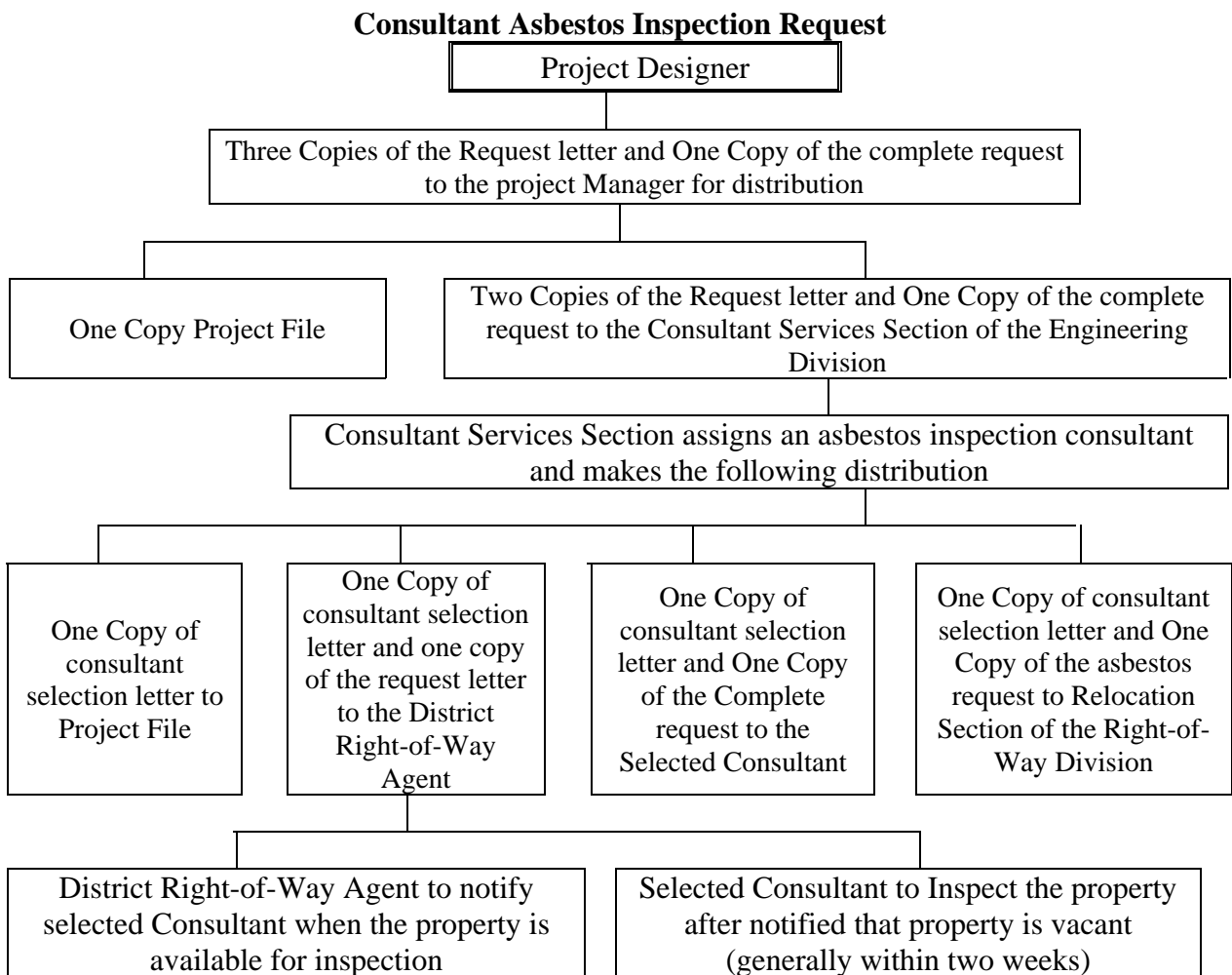
If a Division Inspector is not available; the Designer shall contact the Consultant Services Section of Engineering Division to have an Asbestos Inspection Firm scheduled. The Consultant Services Section Asbestos Coordinator will assign one firm for the entire project. This firm will be responsible for the inspection of all applicable structures within the right of way. The District Right of Way agent working with the project will be given the contact information of the Inspection Firm and will notify the firm as the structure(s) becomes available for inspection. The Inspection Firm will provide monthly statement reports to the Project Manager stating the inspection status of each structure and will coordinate with the District R/W agent for access to the structures.

In order to complete the request the Designer shall provide the Consultant Services Section with the following information for each structure that is to be inspected on or before the RW-3 phase of the design:

- Project Manager (Name and Contact Information)
- State Project number
- Federal R/W number (if applicable)
- Parcel (if applicable)
- Identification Number (as assigned by DD-709)
- Street Address of the Structure
- Short Description of the project purpose {demolition, renovation}
- Half Size Plan sheet showing the structure(s)

The following flow chart shows the distribution of the asbestos request and project information.

Consultant Asbestos Inspection Request Flow Chart:



Asbestos Inspector and Inspection Requirements:

An Asbestos Inspector and the Inspection must comply with Title 64 of the West Virginia Code of State Rules Series 63.

Inspection Report Format:

The Project Manager is responsible for reviewing the inspection report after it is submitted. This section gives a format and suggestions to aid in this review. Asbestos Inspection reports shall be submitted as two separate documents; a *Contract Bidding Report And Complete Inspection Report*.

Contract Bidding Report

The bidding report will be used in the contract proposal when the project is advertised for bid. This report shall be bound in a 3 ring binder and will consist of the following:

1. ***Title page*** - this shall be on company letterhead bearing the project name, state project number, federal right of way number, identification numbers *, and date. Narrative containing description, sampling protocol, and any pertinent information with signature. The Narrative shall state that *'This report is for the solicitation of bids and that a complete inspection report will be provided at the pre-construction meeting'*.
2. ***Master Summary Table***- The table shall be complete with all structures inspected in the report and shall contain the project name, state project number, identification numbers *, parcel number, address, structure description, material description, sample number, classification, location, quantity in square feet, and percent asbestos. (See Example)
3. ***Floor Plan*** - (See Example) One floor plan for each level of each structure in the report and shall show all sample locations for all levels with the appropriate, identification numbers *, parcel number, unique sample number, unique room number, legend and indication of positive or negative sample. Asbestos containing material shall be shown as a colored circle. The floor plan shall be in the order the structures are shown in the Master Summary Table (See Example).
4. ***Plan Sheet*** - (See Example) this shall be an 8.5 x 11 photocopy {not reduced} of the plan sheet showing the structure(s). The plan sheet should show the structure(s) from the report as crosshatched and labeled with the identification number shown in the complete report.

* in the event that the structure does not have a identification number the Project manager shall assign a structure number to the structure to be inspected.

Complete Inspection Report

The complete asbestos inspection report shall comply with the following requirements, in addition to, any state and/or federal guidance.

Section I

- a. Table of Contents
- b. Title page on letterhead bearing the project name, state project number, federal right of way number, identification numbers, and date. Narrative containing description, sampling protocol, and any pertinent information and signature
- c. Summary Table- The table shall be complete with all structures inspected in the report and shall contain the project name, state project number, identification numbers, parcel number, address, structure description, material description, sample number, classification, location, quantity, and percent asbestos. This table does not show all samples taken. Only the positive samples are to be shown.(See Example)

Section II (Each Structure shall have its own section arranged in the order of the structures in the Summary Table)

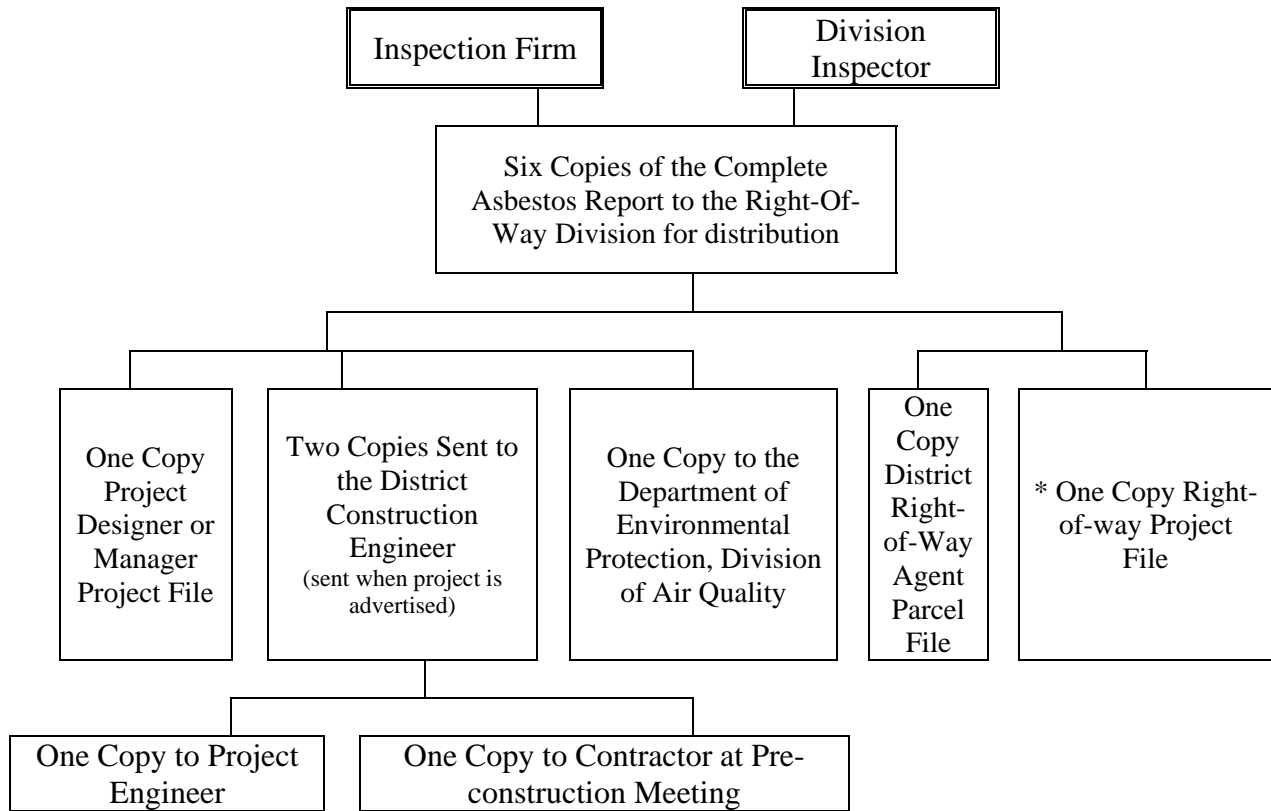
- a. Vicinity Map
- b. Color photos of the structure and site photographs of the sampling areas
- c. Homogeneous area tables
- d. Sample table, this table will show all samples taken with an identifying sample number that corresponds with the chain of custody, floor plan, homogeneous area and laboratory analysis. This table shall have details of the location and quantity in square feet of all materials containing or assumed to contain asbestos.
- e. Floor plan(s) for each level of structure sampled.

Section III (Indexed) All Lab testing and chain of custody numbers shall match sample numbers.

- a. Laboratory Sample Results and chain of custody record.
- b. Analytical Testing (Lab Data)
- c. Asbestos/NESHAP Regulated Asbestos Containing Materials Guidance.
- d. Photocopy of inspector's license and current certification.

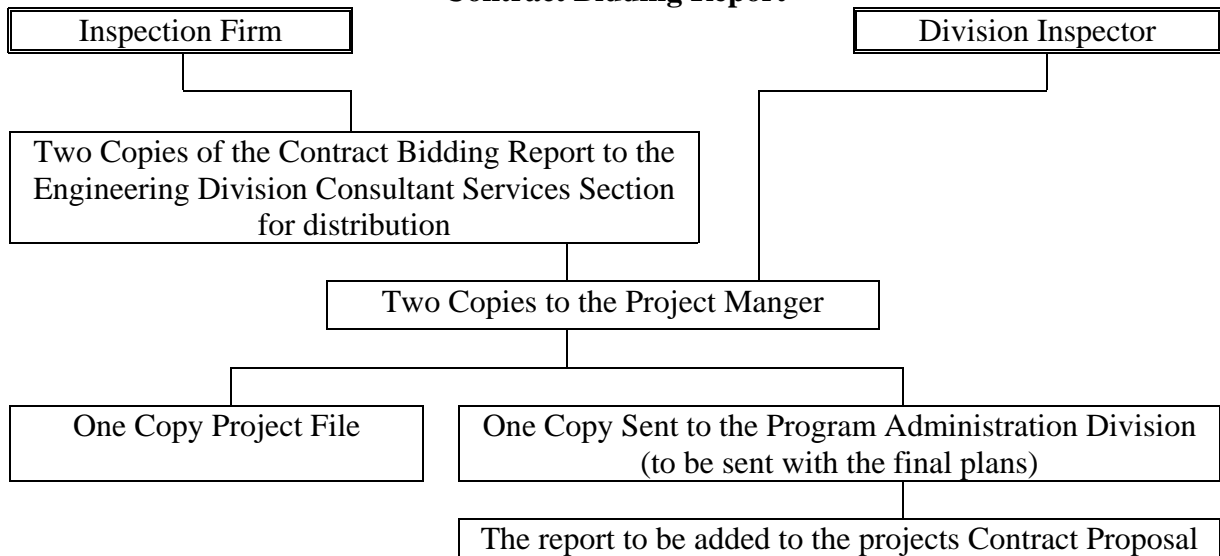
Report Distribution:

Complete Asbestos Report



* To be retained until the Right-of-way project is closed or one year after the structure has been demolished, whichever is greater.

Contract Bidding Report



Inspection Standards Compliance:

As part of the Division's quality control program asbestos reports will be randomly audited. The audit will include, but not be limited to, a clerical review, a structure review and a sampling/testing review.

The clerical review will verify that the report has been prepared using the standard format and is clear and concise. The parcel, structure identification, sample and room numbers must be consistent and should cross-reference from the structure section with photo, sample table, floor plan, chain-of-custody and laboratory testing.

The structure review will be performed shortly after the report is submitted and before the bidding advertisement. This review will be to verify each sample from the report is clearly marked and is consistent with the floor plan. Samples will be taken nearby the marked samples for a laboratory audit. The location map and structure address will be checked for accuracy. The Division auditor will inspect the structure for possible presumed asbestos containing material that has not been sampled.

The sampling testing review will be a check of the certified sampling laboratory with comparative sample testing. Consideration will be given to variances of percent asbestos related to the visual inspection method.

Project # S313-25-15.2
Demo # 212002-001 5/1
112 King Street, 1 Story Brick

Sample Floor Plan

