**Section 855.170 Project Manager Responsibilities, Air Sampling Professional Responsibilities and Laboratory Services**

a) Project Manager

1) The project manager shall be licensed by the Department in accordance with Section 855.100. For asbestos abatement projects in schools, the project manager shall be the building owner's designated representative, and shall be responsible for carrying out the following activities:

A) Assist in the evaluation of bids and the selection of a contractor.

B) Ensure that all project activities are conducted in accordance with the requirements of the Asbestos Abatement Act and this Part and contract document.

C) Be on-site whenever project activities are taking place.

D) Reject defective barriers and decontamination enclosure systems.

E) Meet with the contractor daily to review work progress, discuss problems and adjust procedures as appropriate.

F) Report on abatement activities to the building owner and/or school board.

G) Request, review and maintain contractor submission according to Sections 855.350 and 855.450.

H) Enter the abatement project at least once every two hours to observe ongoing removal of asbestos-containing material.

2) For every decontamination enclosure system, there shall be one project manager.

3) The project manager shall have the authority to stop any job activities not performed in accordance with contract specifications and any provisions of this Part. The building owner and Department shall be notified verbally by the project manager within 24 hours after a work stoppage. A written report shall be submitted to the building owner with a description of the activity, reason for stoppage and possible means for correcting the problem.

4) The project manager shall keep a daily log of onsite observations concerning the contractor's compliance with activities required under this Part. This log shall be legible and made available upon request at all times to the school board or building owner, the architect/engineer, contractor, and appropriate local, State and federal agencies.

5) For each asbestos abatement project, the project manager shall prepare a comprehensive final report. The report shall be submitted to the school board or building owner, the contractor, and the Department within 60 working days following completion of final clearance air monitoring. The report shall contain the following items submitted in the following order, with each item labeled:

A) Project Manager's Report Form provided by the Department.

B) Items submitted by the contractor under Section 855.350(a).

C) For clearance air samples, the location of the sample, date of sample, start and end times of sampling, sampling air flow rate, volume of air sampled, name and address of laboratory performing the analysis, and name and signature of the analyst.

i) When final air clearance monitoring samples are analyzed by a laboratory using transmission electron microscopy (TEM), a copy of the National Voluntary Laboratory Accreditation Program (NVLAP) certificate for airborne asbestos fibers analysis for the laboratory.

ii) When final air clearance air monitoring samples are analyzed by Phase Contrast Microscopy (PCM) in a laboratory, a copy of Proficiency Analytical Testing (PAT) Program year-to-date performance report for the laboratory. The year-to-date performance report should be for the testing round completed closest to the completion of the project, but prior to the completion of the project.

iii) When final air clearance air monitoring samples are analyzed by an analyst outside of a laboratory, a copy of the report of performance testing under the (Asbestos Analyst Report) AAR Program for the analyst for the testing round completed prior to the completion of the project, but not after the completion of the project.

D) Names, license numbers and current training certificates for asbestos abatement workers who conducted the abatement.

E) Name, address, and license number of asbestos abatement contractor.

F) Names, addresses, license numbers, and initial and current training certificates for the project designer, project manager, and contractor's supervisor(s), and signature of the project manager.

G) Name, signature, and license number of each air sampling professional.

H) Log of negative pressure measurements taken by the contractor for contained areas. The readable tape from the monometer shall serve as the log.

I) Variance requests submitted to the Department, and the Department's responses to those requests.

J) Locations, times and results of background, personal, and area air samples taken prior to and during the project.

K) A detailed description, diagram or blueprint indicating the location of ACBM abated, locations of barriers, and locations of decontamination enclosures.

L) A detailed description of the project, including description of abatement methods employed, reasons for the project and for selection of the abatement methods, description of types and amounts of ACBM abated, and start and completion dates of the project.

M) Daily log of observations made by the project manager, including description of project activities, documentation of smoke testing of barriers by the contractor, documentation of post-abatement visual inspection of each work area, and description of procedure used during clearance air sampling.

N) Items submitted by the contractor under Section 855.350(c) and (d).

O) For cleaning performed in accordance with Section 350.400(f)(1)(A), (D) and (E), the names of persons performing the cleaning, the date and locations of the cleaning, and the methods used.

6) For each asbestos abatement project, the project manager shall submit a completed Project Manager's Report Form provided by the Department within ten working days following completion of clearance air monitoring. A copy shall be inserted as the first page in the project manager's report.

7) If more than one project manager serves on a project, other than as specified below, the person who oversees the completion of the project shall be responsible for the project report and for submission of the Project Manager's Report Form to the Department. For projects with multiple work areas, each overseen by a different project manager, each project manager shall be responsible for the report and the Project Manager's Report Form for the part of the project in the work area for which he or she was responsible. However, one comprehensive report for the entire project is acceptable.

b) Air Sampling Professional (ASP)

1) The air sampling professional shall be licensed by the Department in accordance with Section 855.100. The air sampling professional shall conduct or supervise all air sampling for the school board. All projects greater than 160 square feet or 260 linear feet shall be analyzed by Transmission Electron Microscopy (TEM). All other samples may be analyzed by Phase Contrast Microscopy (PCM).

2) Area sampling shall be conducted using collection media and procedures in accordance with NIOSH method 7400. The following schedule shall be utilized for air sampling during the project in addition to any OSHA compliance monitoring required to be conducted by the contractor:

A) Background air samples shall be collected and analyzed prior to the start of project activities in order to determine background airborne fiber concentrations. Samples shall be taken both inside and outside of the work area to establish existing levels.

B) The following schedule of samples shall be required on a daily basis once abatement activities begin. The size of the abatement activity will have impact on the number of samples necessary to monitor the contractor's activities. The following are required minimums:

i) Two area samples inside the work area;

ii) One personal sample inside the work area;

iii) Two area samples outside the work area in uncontaminated areas of the building, including one at the entrance to the worker decontamination enclosure; and

iv) One area sample at each discharge from negative pressure ventilation equipment to the outside of the building.

C) Air monitoring results shall be documented and retained on-site.

c) Analyst Services

1) When final clearance air monitoring samples are anlyzed by a laboratory using TEM, the laboratory shall be accredited by the NIOSH National Voluntary Laboratory Accreditation Program (NVLAP) for airbone asbestos fiber analysis.

2) When final clearance air monitoring samples are analyzed by PCM in a laboratory, the laboratory shall be considered proficient in asbestos analysis by the American Industrial Hygiene Association (AIHA) Proficiency Analytical Testing (PAT) Program for PCM.

3) When final air clearance air monitoring samples are analyzed by an analyst outside of a laboratory, the analyst analyzing the samples shall be considered proficient (board approved) by the American Industrial Hygiene Association's (AIHA) Asbestos Analyst Registry (AAR) Program.

4) The period of time permitted between the collection of daily air samples and the availability of results shall be less than 24 hours for samples collected during abatement activities. Timetables for results of clearance air samples shall be established by the school board or building owner.

d) Project Manager/Air Sampling Professional Duties Combined

 The project manager and air sampling professional shall be two separate individuals for each contained area. Duties may only be combined for abatement project activities when the contained area is less than or equal to 10,000 square feet or less than or equal to 1,500 linear feet of pipe insulation in one contained area and decontamination enclosure system.