



# Asbestos Operations and Maintenance (O&M) Plan Template for Child Care Facilities

The North Carolina Department of Health and Human Services (NC DHHS) and RTI International developed this Operations and Maintenance (O&M) Plan template for child care facilities participating in the Clean Classrooms for Carolina Kids™ Program.

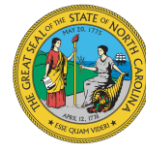
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## Acronyms and Abbreviations

ACM	asbestos-containing materials
EPA	U.S. Environmental Protection Agency
HHCU	North Carolina Health Hazards Control Unit
HVAC	heating, ventilation, and air conditioning
NC DHHS	North Carolina Department of Health and Human Services
O&M	operations and maintenance
rpm	revolutions per minute



## Disclaimer

Child care facilities can use this template to create their own Operations and Maintenance (O&M) Plan. The North Carolina Department of Health and Human Services (NC DHHS) and RTI International are not liable (responsible by law) for the information in this plan or for making sure that the facility follows it. More resources may be needed for creating an O&M Plan and are included at the end of this document.

Facilities can also visit the North Carolina Health Hazards Control Unit (HHCU) website (<https://schs.dph.ncdhhs.gov/asbestos/accredited.cfm>) to find an asbestos management planner to provide facility-specific recommendations, as needed.

## Introduction

### What Is an O&M Plan?

An O&M Plan is a set of steps and guidelines for training, notifications, monitoring, safe work practices, and preventing fiber releases that can help facilities maintain asbestos-containing materials (ACM) in good condition. The main purpose of the plan is to minimize exposure to asbestos fibers that can cause negative health effects. The O&M Plan applies to all people who are inside a building, including staff, children, visitors, as well as any contractors hired by the facility.

### Limitations

Child care facilities can use this template to create their own O&M Plan. Additional planning may be required to safely manage all ACM in place. The facility is responsible for following all applicable state and federal regulations related to asbestos.

## Training

### Awareness Training

1. All maintenance, custodial, and other staff who may come in contact with ACM during their normal job duties should complete at least 2 hours of asbestos awareness training each year. The topics can include the following:
  - a. Background information about asbestos.
  - b. Health effects from asbestos.
  - c. Location and condition of ACM.
  - d. Response to asbestos releases.
  - e. Selecting the competent person.
  - f. Contacting the competent person.
2. There are several training courses about asbestos awareness that are online. These courses provide certificates of completion. Some links to example videos include:
  - a. Atlantic Training: <https://www.atlantictraining.com/course/asbestos-awareness-training-course>.



- b. Vector Solutions: <https://www.vectorsolutions.com/course-details/asbestos-awareness/749dce9a-9583-e811-a985-02ec32550f44/>.
- c. HAZWOPER OSHA Training LLC: <https://hazwoper-osha.com/online-courses/asbestos-awareness-training>.

### Special O&M Training

1. All maintenance or custodial staff who handle general maintenance and repair that disturb small amounts of ACM must complete the asbestos awareness training. The staff must also complete 14 hours of additional training on topics, such as the following:
  - a. Federal, state, and local asbestos rules.
  - b. Correct practices to be used when performing asbestos-related work.
  - c. Correct methods to be used when handling ACM.
  - d. Respiratory protection and other health and safety measures.
  - e. Hands-on training.
2. For more information, see the U.S. Environmental Protection Agency's (EPA's) web page: <https://www.epa.gov/asbestos/asbestos-training>.

## Notifications

### Actions for Competent People

1. The facility should select a competent person who will be responsible for making sure the O&M Plan is followed. When selected, the person should:
  - a. Inform the people in the facility about where the ACM are found and what condition the ACM are in.
  - b. Stress the importance of not disturbing or damaging the ACM to make sure the ACM remains in good condition.
  - c. Inform the people in the facility that asbestos is only a health risk when the ACM are in poor condition or disturbed and fibers are released.

## Monitoring

### Periodic Visual Inspections (Using Your Eyes to Perform Checks)

1. A visual inspection of the facility should be conducted every 6 months. The aims of the checks are to:
  - a. Determine the condition of all ACM, and
  - b. Identify areas that may have become damaged or that may have become worse since the last inspection.
2. If, during the check, it is found that the ACM have been damaged or their condition has become worse, then contact an asbestos management planner or designer for help with how to respond.
  - a. The list of asbestos professionals who are accredited (approved because they have met specific training requirements) is on HHCU's website: <https://schs.dph.ncdhhs.gov/asbestos/accredited.cfm>.
3. ACM that are in good condition and left undistributed are not considered a health hazard.



4. All records should be kept at the facility, including the inspection report, the O&M Plan, and any changes in the condition of the ACM that have been noted.

## Safe Work Practices

### Worker Protection

1. Staff should not disturb any amount of ACM. Also, staff should not take part in asbestos abatement activities unless the staff are in full compliance with North Carolina's rules and requirements.
  - a. The list of asbestos professionals who are accredited (approved because they have met specific standards) is on HHCU's website:  
<https://schs.dph.ncdhhs.gov/asbestos/accredited.cfm>.

### Activities to Avoid

1. Activities that will disturb the ACM should be avoided. Some activities are as follows:
  - a. Sanding, sawing, or grinding.
  - b. Drilling holes.
  - c. Hanging pictures or signs.

### Floor Tile Maintenance

1. The following methods should be used to properly care for asbestos-containing flooring materials:
  - a. Do not sand asbestos-containing flooring materials.
  - b. Use only low-abrasion buffing pads.
  - c. Operate buffers only at speeds lower than 300 revolutions per minute (rpm).
  - d. Use wet methods.
  - e. If asbestos-containing flooring material has plenty of finish, brushing or dry buffing is allowed.

## Fiber Releases

### Responding to Asbestos Releases

1. If the ACM are accidentally disturbed, then the following procedure should be used:
  - a. Restrict access to the area.
  - b. Notify people who are inside the building.
  - c. Post signs to prevent anyone from accidentally entering the area.
  - d. Shut down heating, ventilation, and air conditioning (HVAC) units or vents, as needed.
  - e. Contact asbestos professionals who are accredited (approved because they have met specific standards) for clean-up. A list of these professionals is on HHCU's website: <https://schs.dph.ncdhhs.gov/asbestos/accredited.cfm>.
  - f. If there are any more questions or concerns, contact an industrial hygiene consultant at HHCU using the contact information in the next section.



## Support

### More Resources

1. EPA's guide on how to develop and maintain an O&M Plan to address asbestos in a building: <https://www.epa.gov/asbestos/how-develop-and-maintain-building-asbestos-operations-and-maintenance-om-program>.
2. EPA's website with general information about asbestos and how to control it: <https://www.epa.gov/asbestos>.

### Health Hazards Control Unit

1. For questions, call HHCU at 1-919-707-5950.
2. For more information about HHCU and how to manage asbestos hazards, visit the North Carolina Department of Health and Human Services' web page: <https://epi.dph.ncdhhs.gov/asbestos/ahmp.html>.

### Clean Classrooms for Carolina Kids

1. For questions or more information about the Contact the Clean Classrooms for Carolina Kids program, call 1-855-997-2864 or contact the program through its website: <https://www.cleanwaterforuskids.org/en/carolina/contact/>.