

**UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM**

SECTION: General Administrative

NUMBER: 01.C.16

AREA: Environmental Health and Life Safety

SUBJECT: Asbestos-Containing Material

1. PURPOSE

This document establishes the authority for Asbestos-Containing Material (ACM) management in University of Houston System buildings, and defines responsibilities for the handling of ACM during spill cleanup, operations and maintenance, encapsulation, renovation, demolition or removal operations.

This document applies to all University of Houston System facilities where existing ACM is handled during spill cleanup, operations and maintenance, encapsulation, renovation, demolition or removal operations. This document applies to all University of Houston System components and groups including staff, faculty, students, visitors, lessees and contractors.

2. POLICY

The University of Houston System is committed to maintaining a safe working environment that is free of hazardous conditions for all faculty, staff and students. To this end, the university must ensure the proper management of ACM. Responsibility for the adherence to this document rests with any campus group directly or indirectly disturbing ACM. Details are available on the applicable component university's Environmental Health and Life Safety web site.

3. ACM BACKGROUND

The University of Houston System has multiple buildings that contain ACM, which is typical based on the size and age of the specific structure on campus. ACM can be found in floor tiles, ceiling tiles and pipe insulation. Prior to knowledge of the health risks of ACM, asbestos was commonly used in building construction prior to the 1980s due to its fire retardant properties. In recent years, the university has been systematically abating asbestos during construction projects.

4. GUIDELINES

4.1. ACM Regulation

The [Texas Department of State Health Services \(DSHS\)](#) is the state agency that regulates ACM in public and commercial buildings. These regulations are very

comprehensive and can be found in the Texas Administrative Code (TAC) Title 25, Sections 295.31-295.73. Texas DSHS is involved in the licensure of all persons working on an asbestos abatement project, the procedures for conducting any abatement activity, and record-keeping requirements.

4.2. Responsibilities and Requirements

4.2.1. Building owners bear the responsibility under DSHS regulations for the identification of ACM in their respective buildings and must take measures to prevent ACM from becoming friable (airborne) within the occupied portions of their buildings. The DSHS regulations remain in effect for a building until the building is completely abated, regardless of any building ownership changes.

4.2.2. All persons involved in any ACM activities (i.e., identification, sampling, building renovation and maintenance, preparation of abatement scope of work, etc.) must meet licensing requirements in accordance with DSHS regulations.

5. REVIEW AND RESPONSIBILITY

Responsible Party: Senior Associate Vice Chancellor for Finance

Review: Every three years on or before June 1

6. APPROVAL

Approved: Jim McShan
Senior Vice Chancellor for Administration and Finance

Renu Khator
Chancellor

Date: May 15, 2018

7. REFERENCES

[Title 25, Texas Administrative Code \(TAC\), Chapter 295, Occupational Health](#)

[Title 40, Code of Federal Regulations \(CFR\), Part 61, Subpart M, National Emission Standard for Asbestos](#)

[Title 40, CFR, Part 763, Subpart G, Asbestos Worker Protection](#)

[Title 40, CFR, Part 763, Subpart E, Asbestos-Containing Materials in Schools](#)

[Title 29, CFR, Part 1926, Subpart Z, Section 1101, Asbestos](#)

[Title 29, CFR, Part 1910, Subpart I, Section 134, Respiratory Protection](#)

REVISION LOG

Revision Number	Approval Date	Description of Changes
1	05/29/2012	Initial version (Original document was MAPP 06.03.01)
2	07/28/2015	Changed area of responsibility from Risk Management to Environmental Health and Life Safety. Removed Asbestos Awareness Training in Section 2. Added information on asbestos information availability on each university component's Environmental Health and Life Safety web site
3	05/15/2018	Updated titles and hyperlinks as applicable. No additional changes were made by the Subject Matter Experts (SMEs)