



Asbestos Report Guidelines

These guidelines were prepared by the New York City Office of The Mayor. Citywide Office of Occupational Safety and Health (COSH) and Department of General Services, Hazardous Materials Unit (HAZMAT), and are to be distributed to environmental consultants and other persons who conduct prelease asbestos inspections for City work sites.

All persons who perform surveys must possess a New York State, Department of Labor, Asbestos Inspector certificate.

It is recommended that persons conducting inspections utilize the guidelines established by the U.S. Environmental Protection Agency, 1985, publication Guidance for Controlling Asbestos Containing Materials in Buildings (Office of Pesticides and Toxic Substances, Doc. No. 560/5-85-024).

Reports shall contain information on these outlined sections:

1. Description and Functional Space usage

Provide a brief description of the building (e.g. multistory, two story).

Include the use of the space inspected and a description with the type of heating, ventilation, and air conditioning system (e.g. ducted supply, perimeter radiator heating).

2. Homogenous Areas of Friable and Nonfriable Suspect ACM

Describe all homogeneous areas and classify by type of material (e.g. surfacing material, miscellaneous material).

Include the location, condition, and estimate amounts of the materials surveyed. Similar materials with different site and color, such as ceiling tile and floor tile, should be categorized separately.

Bulk sampling methods representative of each homogeneous material may be selected or the Simplified Sampling Scheme specified in the EPA 560/5-85-030a may be used. When nonfriable organically bound materials, such as floor tiles, are sampled, the landlord should determine whether PLM and/or TEM analysis would be required to confirm the absence of asbestos. Please note that the landlords must accept liability for inspections conducted on their premises.

3. Summary and Recommendations

Provide a summary of asbestos containing and non-asbestos containing materials as indicated by the laboratory analyses, and suspect material assumed to be ACM but not sampled and indicate the appropriate response actions/recommendations.

4. Samples and Laboratory Results

A summary of laboratory results for each bulk sample should include sample number, location sampled, description of bulk sample, and percentage and type of asbestos present. Laboratory analysis forms should also be submitted.

5. Summary of Suspect Asbestos Containing Material

The Table attached with these guidelines should be completed correctly.

SUMMARY OF SUSPECT ASBESTOS CONTAINING MATERIALS

[illegible]

Material Types:
1 - Thermal
2 - Surfacing
3 - Misc.

Friability:
1 - Non Friable
2 - Non Friable
3 - Friable
4 - Friable
5 - Extremely Friable

Fractureability:

- 1 - Non Friable (excellent condition)
- 2 - Non Friable (medium to fair condition)
- 3 - Friable by Extreme Hand Pressure
- 4 - Friable by Hand Pressure
- 5 - Extremely Friable (fluffy, powdery, fibrous)

Accessibility:
1 - Easily accessible
2 - Limited accessibility
3 - Not accessible

Assessment:

- 1 - Damaged or significantly damaged thermal system insulation ACM
- 2 - Damaged friable surfacing ACM
- 3 - Significantly damaged friable surface ACM
- 4 - Damaged or significantly damaged friable miscellaneous ACM
- 5 - ACBM with potential for damage
- 6 - ACBM with potential for significant damage
- 7 - Any remaining friable ACMB or friable suspect ACBM
- 8 - Non-friable suspect ACBM

Response Actions:

- 1 - O & M Operations and Maintenance requires periodic inspections, no immediate hazard
- 2 - Patch and Repair
- 3 - Removal
 - * Place under O&M Program