NYSDOH/USEPA
Asbestos Management Planner Certification
Training Course Schedule

Presented By:
Environmental Education Associates, Inc.
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DAY 1 **Date:**

Time Allotment	Topic	Method(s) of Instruction	Instructor(s)
15 Minutes	**Registration/Introduction**		
45 Minutes	**Course Overview: (Lecture)** • The Role of the management planner; • Operations and maintenance programs; • Setting work priorities; • Protection of building occupants	Manual Section 15	
45 Minutes	**Evaluation/Interpretation of Survey Results: (Lecture)** • Review of federal and/or state requirements for inspection and management plans; • Summarized field data and laboratory results; • Comparison between inspector's data sheet with laboratory results and site survey	Manual Section 28	
15 Minutes	**Break**		
90 Minutes	**Hazard Assessment: (Lecture)** • Amplification of the difference between physical assessment and hazard assessment; • The role of the management planner in hazard assessment; • Explanation of significant damage, damage, potential for damage and potential for significant damage; • Use of descriptive code (or decision tree) for assessment of ACM; • Assessment of friable ACM; • Significance of accessibility, vibration sources, use of adjoining space, air plenums and other factors to hazard assessment	Manual Section 29	
60 Minutes	**Lunch**		
45 Minutes	**Legal Implications:(Lecture)** • Liability; • Insurance issues specific to management planners; • Liabilities associated with interim control measures, in-house maintenance, repair and removal; • Use of results from previously conducted inspections	Manual Section 14, PowerPoint Presentation	
60 Minutes	**Evaluation and Selection of Control Options: (Lecture)** • Overview of encapsulation, enclosure, removal and operations and maintenance program; • Advantages and disadvantages of each method; • Response actions described via a decision tree or other appropriate method; • Work practices for each response action;	Manual Section 29, PowerPoint Presentation	

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DAY 1 (Cont.) **Date:**

Time Allotment	Topic	Method(s) of Instruction	Instructor(s)
	• Staging and prioritizing of work in both vacant and occupied buildings; • The need for containment barriers and decontamination in response actions		
15 Minutes	**Break**		
45 Minutes	**Role of Other Professionals: (Lecture)** • Use of industrial hygienists, engineers and architects in developing technical specifications for response actions; • Any requirements that may exist for architect sign-off to plans; • Team approach to design of high-quality job specifications	Manual Section 30	
45 Minutes	**Developing an Operations and Maintenance Program: (Lecture)** • Purpose of the program; • Discussion of applicable EPA guidance documents; • What actions should be taken by custodial staff; • Proper cleaning procedures; • Steam cleaning and HEPA vacuuming; • Reducing disturbance of ACM; • Scheduling O&M for off-hours; • Rescheduling or cancelling renovation in areas with ACM; • Boiler room maintenance; • ACM disposal; • In-house procedures for ACM bridging and penetrating encapsulants; • Considerations involving: pipe fittings, metal sleeves, polyvinyl chloride (PVC), canvas, wet wrap, muslin with straps, fiber mesh cloth, mineral wool and insulating cement; • Discussion of employee protection programs and staff training; • Periodic surveillance; • Recordkeeping; • Occupant/guardian notification; • Case study in developing an O&M program (program development, implementation and problems experienced)	Manual Section 31, Handouts: Mock Asbestos Inspection Report and July 1990 EPA Publication: “Managing Asbestos In Place” (EPA Green Book)	

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DAY 2 **Date:**

Time Allotment	Topic	Method(s) of Instruction	Instructor(s)
75 Minutes	**Developing an Operations and Maintenance Program: (Lecture) Cont.**	Manual Section 31	
30 Minutes	**Regulatory Review: (Lecture)** • OSHA (29 CFR 1926.1101) • EPA (AHERA, NESHAP) • New York State (12 NYCRR Part 56)	Manual Section 4, Handouts: Referenced Regulations	
15 Minutes	**Break**		
30 Minutes	**Regulatory Review: (Lecture) Cont.**	Manual Section 4	
45 Minutes	**Recordkeeping for the Management Planner: (Lecture)** • Use of inspector's field data sheet along with laboratory results; • Ongoing recordkeeping as a means to track asbestos disturbance; • Procedures for recordkeeping	Manual Section 32	
15 Minutes	**Assembling and Submitting the Management Plan: (Lecture)** • EPA plan requirements; • The management plan as a planning tool	Manual Section 33	
60 Minutes	**Lunch**		
45 Minutes	**Assembling and Submitting the Management Plan: (Lecture) Cont.**	Manual Section 33	
60 Minutes	**Financing Response Actions: (Lecture)** • Economic analysis and cost estimates; • Development of cost estimates; • Present costs of abatement vs. future operations and maintenance costs; • Asbestos School Hazard Abatement Act grants and loans, and New York State grant program	Manual Section 34	
15 Minutes	**Break**		
30 Minutes	**Course Review**	Handout: Asbestos Review Questions, Student Q&A	
60 Minutes	**Course Exam**		