

Work Type Definition and Submittal Requirements
19.4 Asbestos Containing Waste Material Management Oversight

Work Type Definition

Page 1-4 details the work type definition. In order to become *pre-qualified* for this work type, please see the “Work Type Submittal Requirements” on pages 5-6.

I. Description

A. Work conducted under this work type is to provide oversight of the Consultant performing abatement and disposal of asbestos containing waste materials (ACWM) to ensure compliance with all applicable federal and state regulations. Under this provision the disturbance or removal of the asbestos containing material (ACM) will be managed as regulated asbestos containing waste material.

II. Standards and Specifications

Standards and specifications required for a project under this work type may include the following:

- A. All work must comply with applicable federal, state regulations, and MnDOT’s scope of work.
- B. The Consultant acting as the Authorized Agent of the Minnesota Department of Transportation, will make application for, sign, and secure any and all permits, shipping papers, etc.. The Consultant will be responsible for all permit fees associated with the work performed.

III. Consultant Restrictions

MnDOT will not consider responses from, and will not select as a prime consultant or subconsultant under this program, any Consultant to whom one or more of the following applies:

- A. Consultant has been determined to have one or more willful violations of applicable Occupational Safety and Health laws or rules in the past three years from the date the application is receive

IV. Provided By MnDOT

Information to be supplied by MnDOT for a project may include the following:

- B. Area to be excavated.
- C. Some further investigation to more clearly identify area of excavation.
- D. Removal consultants for the project.
- E. Timeline of work to be performed.
- F. Scope of project.

Work Type Definition and Submittal Requirements

19.4 Asbestos Containing Waste Material Management Oversight

V. Provided by Consultant

Scope of work and deliverables to be supplied by the Consultant for a project may include the following:

Asbestos Containing Waste Materials (ACWM) General

- A. The Consultant will schedule all oversight activities with MnDOT's Project Manager and the ACWM abatement (removal) consultant.
- B. MnDOT's Project Manager must approve modifications, additions, or deletions to all requirements in writing.
- C. The Consultant will prepare and submit for review the Emission Control Plan (ECP) to MnDOT's Project Manager at least 2 days prior to onsite work.
- D. The Consultant's personnel holding a valid Minnesota Department of Health (MDH) Certified Asbestos Site Supervisor certification will perform asbestos abatement oversight.
- E. The Consultant's oversight supervisor will ensure that all work must comply with applicable federal and state regulations.
- F. If directed by MnDOT's Project Manager, the Consultant will provide air monitoring services.
- G. The Consultant will stake the limits of excavation at the locations of the ACWM for removal and GPS coordinates.
- H. The Consultant will ensure the asbestos abatement consultant shall file a project Health and Safety Plan with MnDOT's Project Engineer at the Preconstruction Conference.
- I. The Consultant will ensure the asbestos abatement consultant has performed a utility check prior to any on-site work.
- J. The Consultant will ensure, when excavating soil contaminated with asbestos containing material, the entire soil volume shall be treated as asbestos containing material. **NO HAND SEPARATING OF ASBESTOS CONTAINING MATERIAL IS ALLOWED IN THE ACWM-IMPACTED AREA** unless approved by MnDOT's Project Manager.
- K. The Consultant will ensure that no staging of excavated ACWM takes place on-site. All ACWM shall be directly loaded from the excavation for transport to the landfill for disposal. If a situation arises where this cannot be done, a written plan must be submitted to MnDOT's Project Manager for approval.
- L. The Consultant will ensure all personnel performing ACWM abatement work have valid asbestos worker MDH hard cards and shall document proof of training (MDH Asbestos Hard Card) for each individual performing ACWM abatement activities at the site. The Consultant shall ensure all Consultant personnel performing ACWM abatement work carry their MDH Asbestos Hard Cards at all times when actively performing abatement work on site.
- M. The Consultant will ensure that the ACWM abatement consultant properly completes the MDH/Minnesota Pollution Control Agency (MPCA) asbestos abatement notification form. The Consultant shall obtain a copy of the completed form from the ACWM abatement consultant at the same time it is sent to the

Work Type Definition and Submittal Requirements

19.4 Asbestos Containing Waste Material Management Oversight

Regulatory Agencies. The ACWM abatement consultant shall provide proof to MnDOT's Oversight Consultant that the MDH and MPCA have received notification of the asbestos abatement (either by facsimile receipt or certified mail) before commencing the ACWM abatement.

- N. The Consultant will complete and sign applicable documentation on behalf of MnDOT. This documentation includes; temporary notification of regulated waste activity forms, shipping papers, and local permits. The Consultant will determine if local permitting is required.
- O. The Consultant shall conduct a final visual inspection of the completed work area to confirm complete abatement of ACWM. If complete abatement of ACWM cannot be achieved, the Consultant shall contact MnDOT's Project Manager. MnDOT's Project Manager shall make the determination if any ACWM can remain in-place.
- P. Consultant shall ensure excavation area is backfilled with clean fill unless MnDOT's Project Manager instructs that it is not required.

Disposal

- A. The Consultant shall ensure all ACWM is hauled to a MPCA-permitted Municipal Solid Waste (MSW) landfill or a MPCA-permitted Industrial Landfill facility for disposal or a MnDOT approved landfill. **ACWM WILL NOT BE DISPOSED AT A DEMOLITION LANDFILL.** Contact the MnDOT's Project Manager for MnDOT approved landfills.
- B. For nonemergency work the Consultant shall obtain a completed landfill waste profile form(s) from the ACWM removal consultant, a minimum of 5 working days prior to beginning excavation.
- C. The Consultant shall ensure all ACWM removed will be shipped directly from the project site to the landfill. There shall be no co-mingling of ACWM from this Project with waste from other sites outside the Project prior to hauling to the landfill.

Documentation

- A. The Consultant will obtain clear legible copies of the shipping papers, landfill receipts, work plan, daily sign-in, and MDH hard cards from the abatement Consultant within 10 days the waste is shipped from the Project site.
- B. The Consultant's oversight supervisor must maintain a daily field log, which will be provided to MnDOT's Project Manager for inclusion into the final report. At minimum the field log will contain but not be limited to the following information:
 - Ensure the abatement notification(s) to the MPCA/MDH are timely, complete, accurate and legible
 - Dates and times the abatement consultant worked
 - Amounts and types of asbestos removed
 - Hours spent on removal activities
 - Daily logs
 - Laboratory results and Chain-of-Custody forms
 - Other information that is pertinent to the project

Work Type Definition and Submittal Requirements

19.4 Asbestos Containing Waste Material Management Oversight

- Other related work as required by MnDOT Project Manager
- C. The final report shall include, but not be limited to:
- ECP will be a separate document.
 - Picture on the front page with title, S.P. #, etc.
 - Table of contents.
 - Signed, dated, and MDH site supervisor certification number by the oversight consultant and abatement consultant.
 - Copy of individual MDH certifications and hard cards.
 - Copy of CHMM certificate.
 - Consultant MDH Asbestos Abatement License.
 - Summary of actions which include:
 - Background
 - Owners
 - Location
 - Quantities
 - Types of materials (all)
 - Method of removal
 - Spraying – if no water, then temperatures should be taken (min. 3 times/work day)
 - If temps were taken (at site, not airport)
 - Backfill
 - Field Verification of Removal (i.e., visual or other)
 - Shipping papers, hard cards, etc.
 - Consultant will provide a draft paper copy of the report for review by MnDOT's Project Manager within 6 weeks of work completed, or as approved by MnDOT's Project Manager.
 - Consultant will submit 2 bound copies of the report(s) to MnDOT's Project Manager within two weeks of receiving comments from MnDOT's Project Manager, or as approved by MnDOT's Project Manager. An electronic copy of the report will be bound into each copy of the report.

Work Type Definition and Submittal Requirements
19.4 Asbestos Containing Waste Material Management Oversight

Work Type Submittal Requirements

A consultant firm becomes pre-qualified based on the qualifications of the personnel that are employed by the firm.

Minimum Number of Staff:	<ul style="list-style-type: none"> • At least two MDH Certified Asbestos Inspectors with 3 years’ work experience. • At least two MDH Certified Asbestos Site Supervisors with 3 years’ work experience. • Asbestos air monitoring person.
Professional Certification/Licensure:	Company must provide clear legible copies of all licenses and certificates.
Consultant Restrictions	See above on page 1 Section III of the Work Type definition.
Submit the following in the order listed:	
I. Relevant Project Experience Form (Form PQ1)	<p>A. Complete Parts 1, 1A, 2 and 3 of Form PQ1</p> <ul style="list-style-type: none"> • Part 1: Fill out general information and names of personnel, include; name, certifications and licenses, and position held. • Part 1A: For each person list project, an explanation of work duties, and who worked for. Must show a minimum of 3 years of experience. • Part 2: Project Examples listed must correlate to those described below in “Project Example Requirements.” • Part 3: <ul style="list-style-type: none"> ○ List any violations received in the last three years as described in Consultant Restrictions section above (Page 1 Section III of the Work Type definition) ○ List all locations and addresses of the company and the work functions of each location.
II. Project Example Requirements	<p>A. Provide 3 examples of past work performing ACWM removal oversight work from within the past 5 years.</p> <p>B. Work examples must be for a project with a minimum of 500 cubic yards removed.</p> <p>C. Work examples must demonstrate: ACWM removal with and removal report showing proper documentation for waste removed.</p> <p>D. The report must be legible, meet legal requirements, and meet requirements listed in the above Work Type Definition.</p>

Work Type Definition and Submittal Requirements

19.4 Asbestos Containing Waste Material Management Oversight

III. Proof of Professional Certification/Licensure	A. For each person provide clear legible copies of licenses and certificates.
<p style="text-align: center;">*Work Type Submittal Instructions:</p> <p>Create a CD or flash drive that includes the following individual files or folders in this order:</p> <ul style="list-style-type: none">I. Relevant Project Experience Form (Form PQ1)II. Project Example Requirements (this should be a folder that includes individual files clearly named according to Part 2 of the PQ1)III. Proof of Professional Certification/Licensure <p style="text-align: center;">Each file should be saved in the format identified above. Submit 5 copies of the CD or flash drive.</p>	