Work Type Definition

Page 1-6 details the work type definition. In order to become *pre-qualified* for this work type, please see the "Work Type Submittal Requirements" on pages 7-8.

I. Description

A. Work conducted under this work type includes the asbestos and regulated material assessment and removal oversight.

B. The site will be assessed for subsurface sewage treatment systems (SSTS), also known as septic systems, well systems, cisterns and other similar underground disposal structures. The consultant will also subcontract out the work to remove septic systems and well sealing.

C. Work may include mold remediation on MnDOT-owned buildings.

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 Regulated Material Management Program, "Building & Bridge Demolition/Relocation" web site (available at: http://www.dot.state.mn.us/environment/buildingbridge/index.html) when handling and disposing of asbestos containing materials and disposal and/or recycling other regulated materials.

B. Definition of Regulated Waste: A Regulated Waste is any waste that cannot be considered demolition debris as defined in Minnesota Rules Chapter 7035.0300 Subp.30, or any waste that cannot remain on site because it would be considered a pollutant or contaminant as defined in U.S. Code Title 42 Chapter 103 Subchapter 1 Section 9601 (33) and Minnesota Statute 115B.02, subd.13.

C. The term Regulated Waste covers products that, once they become wastes, are regulated, and include, but are not limited to, the following items:

   a. Chlorofluorocarbons (CFC's) – from heat pumps, central air conditioners, etc.
   b. Polychlorinated Biphenyls (PCB's) – from caulk, light ballasts, electronic relays, etc.
   c. Mercury – from fluorescent lighting, electrical switches, thermostats, etc.
   d. Lead – from loose paint, gaskets, circuit boards, piping, batteries, etc.
   e. Treated Wood, including subsurface pilings (creosote, pentachlorophenol, CCA, etc.).
   f. Other household hazardous wastes on the premises - e.g. waste paints, pesticides, solvents, etc., abandoned by the previous owner.

g. Abandonment of subsurface structures such as wells and sewage treatment systems (SSTS).
h. Contents of flammable waste traps, sedimentation traps, holding tanks and cisterns.
i. Other solid wastes, such as appliances (white goods), electronics, and garbage/trash.
j. Mold remediation.

D. The Consultant acting as the Authorized Agent of the Minnesota Department of Transportation, will make application for, sign, and secure any and all permits required under Minnesota State Building Code 1300.0120 PERMITS, Subpart 1, prior to the initiation of any regulated waste removal, asbestos abatement and/or peeling lead paint stabilization. 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 application is received.

IV. Provided By MnDOT

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

A. Sketch or, if applicable, as-built drawings, of the buildings to be assessed.
B. As-Built plans of the Bridge to be assessed.
C. Assessment report of removal oversight.
D. Removal consultant for the project.
E. Timeline of work to be performed.
F. Scope of project.

V. Provided by Consultant

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

Asbestos and Regulated Waste Assessment

A. The Consultant will schedule all assessments with MnDOT's Project Coordinator.
B. MnDOT's Project Manager must approve modifications, additions or deletions to MnDOT's requirements in writing.

C. The Consultant will perform all asbestos assessments using inspectors that hold certifications for performing asbestos assessments as required by the Minnesota Department of Health.
D. All asbestos and regulated waste assessments and reports must be reviewed and certified for their accuracy by a Certified Hazardous Materials Manager employed by the Consultant.
E. The Consultant will generate an assessment report for each bridge or parcel inspected. All assessment reports will be prepared in accordance the sample report at: http://www.dot.state.mn.us/environment/buildingbridge/assessmentreport.html
F. The Consultant will generate a spreadsheet summarizing all multiple bridge or multiple parcel projects.
G. Unless otherwise directed by MnDOT's Project Manager, all structures must be inspected by the Consultant and included in the assessment report.
H. All assessment activities must follow applicable sections of the MnDOT's Regulated Material Management Program, "Building & Bridge Demolition/Relocation" (available at: http://www.dot.state.mn.us/environment/buildingbridge/index.html).
I. The Consultant will conduct a walk-through of the parcel(s) and all structures and immediately provide written notification (preferably email) to MnDOT's Project Manager and Coordinator of any of the following findings: aboveground storage tanks (including residential heating oil tanks less than 300-gallon capacity), underground storage tanks, flammable waste traps, liquid storage pits, cisterns, or evidence of contaminated soil or buried waste materials.
J. The Consultant will photograph all samples collected for analysis and sampling locations. The photos will be included in the assessment report.
K. In addition to applicable federal and state regulations, the following guidelines will be used when sampling each homogeneous material:
    - For Surfacing Material
        - Less than 1000 Sq. Ft. – Minimum 3 samples
        - 1000 Sq. Ft. to 5000 Sq. Ft. – Minimum 5 samples
        - Over 5000 Sq. Ft. – Minimum 7 samples
    - For Thermal System Insulation (TSI)
        - Minimum 3 samples
        - Patches less than 6 Sq. Ft. or 6 Lineal Feet – Minimum 1 sample
    - Miscellaneous Material – Minimum 1 sample
    - Vermiculite – Minimum 9 samples
L. The Consultant will not conduct composite sampling of joint compounds and wallboard systems. These materials must be sampled separately and maintained as separate homogeneous materials.
M. The Consultant will complete and submit Civil Chain-of-Custody forms with all samples.

N. All asbestos samples must be analyzed by a laboratory with one or all of the following active accreditations or successful participation in one of the following programs:
    - Accredited by the National Institute of Standard & Technology Voluntary Accreditation Program (NIST)
    - Accredited by the National Voluntary Laboratory Accreditation Program (NVLAP)
    - Successfully Participate in the asbestos bulk analysis program of the American Industrial Hygiene Association (AIHA)

O. All regulated waste samples must be analyzed by a laboratory that is accredited by:
    - The Minnesota Department of Health if the laboratory is located within the State of Minnesota.
    - The Wisconsin Department of Natural Resources if the laboratory is located within the State of Wisconsin.

P. Laboratory accreditation or successful participation described in section P must be submitted with each assessment report.

Q. MnDOT will provide bridge plans, building sketches and other relevant building information on all of the bridges and/or parcels covered by this contract.

R. For buildings or bridges constructed prior to 1980, the Consultant will test all homogeneous caulk on the structure for Polychlorinated biphenyls (PCBs).

S. For bridges, the Consultant will determine if paint systems are lead or non-lead and if damaged.

T. Unless otherwise directed by MnDOT's Project Manager, all above ground storage tanks and underground storage tanks must be inspected for presence and contents by Consultant and included in the assessment report.

U. If asbestos laboratory analysis indicates a detect up to 1%, the laboratory must do a point count for each sample. In addition, 1 out of every 20 samples has a side-by-side sample taken and analyzed separately, either by the same or a different lab.

Regulated Waste Removal, Asbestos Abatement and Mold Remediation Oversight

A. The Consultant will take direction regarding oversight of the abatement consultant from MnDOT's Project Manager.

B. The Consultant will schedule all oversight activities with MnDOT's Project Coordinator and with the regulated waste consultant and the asbestos abatement consultant.

C. MnDOT's Project Manager must approve modifications, additions, or deletions to all contract requirements in writing.

D. Only Consultant personnel that hold a current Minnesota Department of Health (MDH) Certified Asbestos Site Supervisor certification will be allowed to perform asbestos abatement oversight.

E. The Consultant's oversight supervisor will ensure that the Asbestos Abatement consultant complies with the duties as described in applicable federal and state

regulations and MnDOT's Regulated Material Management Program, "Building & Bridge Demolition/Relocation". Any deviations observed by the Consultant will be immediately reported to MnDOT's Project Manager.

F. The Consultant will ensure that the Abatement consultant will notify the MPCA if 160 sq. ft., 260 linear ft., or 35 sq. ft. is exceeded for all ACM found on the project. The Consultant will obtain clear, legible copies of the 10-day notifications from the asbestos abatement consultant at the same time the notification is sent to the regulators.

G. The guidelines below will be followed if vermiculite was observed during the assessment or if it is discovered during the abatement process:

- If any of the tests of the vermiculite containing material in any one structure detect any asbestos over 0%, the vermiculite containing material must be treated as regulated asbestos containing material.
- If all of the tests of the vermiculite containing material in any one structure indicate 0% asbestos or none detected, then all of the vermiculite containing material within the structure can be left in-place and managed with the rest of the building at demolition.

H. The Consultant will ensure that the Abatement Consultant utilizes an encapsulation method to manage peeling lead paint, unless MnDOT's Project Manager provides specific written direction to use another method or if the temperature is below 40 degrees.

I. The Consultant will provide in-house air monitoring services. This service cannot be contracted out.

J. The Consultant will ensure all waste is shipped directly from the project site to a MnDOT approved landfill or other MnDOT approved end site facility. Off-site, temporary storage and/or co-mingling with waste materials not generated by the project will not be permitted, unless approved in writing by MnDOT's Project Manager.

K. The Consultant will ensure that all shipping documents and disposal records are complete, accurate, legible, and that the documents are received from the Abatement Consultant within 10 days of the waste being transported from the project site.

L. The Consultant's oversight supervisor must maintain a daily field log, which will be provided to MnDOT's Project Manager for inclusion in the project removal asbestos abatement reports and regulated waste removal reports. At minimum the field log will contain but not be limited to the following information:

- Provide reference if the abatement notification(s) to the Minnesota Pollution Control Agency (MPCA)/MDH was timely, complete, accurate and legible
- Dates the abatement consultant worked
- Amounts and types of asbestos removed
- Hours spent on removal activities
- Other information that is pertinent to the project
- Description of other related work as required by MnDOT Project Manager

M. The Consultant's oversight supervisor must ensure that the Asbestos Abatement and Regulated Waste Removal Consultants provide all of the necessary paperwork to

complete an asbestos abatement, regulated waste, and peeling lead paint stabilization for the asbestos abatement report and regulated waste removal report. The Consultant will, within 20 days of the abatement/removal of each parcel, provide MnDOT Project Manager with copies of the asbestos abatement report and regulated waste report that documents the completion of the asbestos abatement, regulated waste removal, and peeling lead paint stabilization.
The report templates can be found the bottom of the page at:
http://www.dot.state.mn.us/environment/buildingbridge/removal.html

- The asbestos abatement report and regulated waste removal report must be consistent with the applicable portions of the Asbestos and Regulated Waste Assessment Report, containing an inventory of the wastes removed and copies of disposal manifests, recycling certificates and disposal tipping receipts for all the regulated wastes recycled or disposed of.
- The asbestos abatement report must also include: daily sign in and sign out logs, asbestos project plan, on-site air monitoring results, clear legible copies of MDH hard cards, and negative air pressure measurements. The report will also include documentation of the peeling lead pain encapsulation, including the product used.

N. When applicable, the Consultant will subcontract removal of subsurface sewage treatment systems (SSTS), well systems, cisterns and other similar underground disposal structures, unless otherwise directed by MnDOT's Project Manager. The Consultant will close and remove the SSTS and seal wells in accordance to state and federal regulation. Original well sealing documents must be submitted to the Project Coordinator within 20 days of well sealing.

O. The Consultant will prepare separate asbestos abatement reports and regulated material removal reports for each parcel or bridge.

P. The Consultant will complete and sign paperwork on behalf of the MnDOT. This paperwork includes; notification of regulated waste activity form (open and close), shipping papers, waste profile forms, and city permits. The Consultant will determine if city permitting is required.

Q. The Consultant will ensure that the Regulated Waste Removal consultant will remove all above ground storage tanks below or equal to 500 gallon storage capacity. The Regulated Waste Removal consultant will sub the entire removal to a MnDOT approved Storage Tank Removal contractor. Effort will be taken to prevent spillage on site.

R. Contractor will ensure that the well sealing and subsurface sewage treatment system (STSS) documentation is obtained and put into final report (including the disposition of the tanks). Contractor will ensure documentation of disposition of any other subsurface structures (such as drain fields or cisterns) contents are included in the final report.

S. When applicable, mold remediation will include the following:

a. Contractor will ensure that spore counts are taken before and after mold remediation for final report.
b. Contractor will be on site to visually observe the mold abatement and ensure an adequate job performed.
c. Prior to teardown of the containment system, the Contractor will collect total spore air samples within the containment to ensure the airborne spore levels are not elevated prior to re-occupancy.
d. If airborne spore levels within the containment are excessive, then further cleaning may be required followed by a second set of samples.
e. Surface swab samples will also be collected off select building materials impacted by the mold contamination that are to remain in place (i.e., concrete walls, wood studs/joist, etc.).
    i. Minimal levels of mold spores present, less than 25 colonies - surface considered clean – no additional remediation is required.
    ii. Moderate to high levels of mold spores present, 26 to 50 colonies – re-clean affected area.
    iii. High levels of mold spores present, greater than 50 colonies – re-clean affected area if non-porous; remove affected area if porous.

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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:	• At least one Certified Hazardous Materials Manager (CHMM) • 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 2 Section III of the Work Type Definition.
Submit the following in the order listed:	
I. Relevant Project Experience Form (Form PQ1)	A. Complete Parts 1, 1A, 2 and 3 of Form PQ1 • **Part 1:** Fill out general information and names of personnel, include; name, certifications and licenses, and position held. • **Part 1A**: Required personnel must provide satisfactory information to demonstrate a minimum of three years' experience. Details of each project listed for experience must include the name of agency/entity for which work was performed. • **Part 2:** Project Examples listed must correlate to those described below in "Project Example Requirements." • **Part 3:** o List any violations received in the last three years as described in Consultant Restrictions section above (Page 2 Section III of the Work Type Definition) o List all locations and addresses of the company and the work functions of each location.

Work Type Definition and Submittal Requirements

19.1 Asbestos and Regulated Material Assessment and Removal Oversight

II. Project Example Requirements	A. Provide 3 examples of past work performing structure assessments and oversight from within the past 5 years. B. Work examples must include a structure report showing assessment for asbestos, PCB caulk, lead, mercury, etc. and a structure removal report showing disposal documentation for waste removed. C. Work examples must demonstrate ability to meet requirements listed in the above Work Type Definition.
III. Proof of Professional Certification/Licensure	A. For each person provide clear legible copies of licenses and certificates.

***Work Type Submittal Instructions:**

Create a CD or flash drive that includes the following individual files or folders in this order:

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

Each file should be saved in the format identified above.
Submit 5 copies of the CD or flash drive.