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| ***Instructions to complete the template for your Hazardous Building Materials Management Program****All grey italic text with borders are instructions to help you prepare the required BEST Practice for your building.*1. *Replace all* [blue text in brackets] *in the document with building specific information.*
2. *Where required, complete the necessary tasks, or engage a third-party consultant to complete the tasks so that you are able to fill the relevant sections of the template with building specific information.*
3. *Delete all grey italic text when you have filled all relevant sections with building specific information.*
4. *Additional Resources[[1]](#footnote-2) can be found here:*
* [*Standard Practice for Comprehensive Building Asbestos Surveys*](https://www.astm.org/Standards/E2356.htm) *(ASTM E2356-14)*
1. *Complete the Checklist below to confirm your Hazardous Building Materials Management Program meets the BEST Practice requirements.*
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| ***Checklist****The Hazardous Building Materials Management Program must include:* [ ]  *Inventory of all building materials known or presumed to contain asbestos, lead, PCBs, silica, and mercury (at a minimum)*[ ]  *Inspection of known or presumed asbestos-containing materials within the past 12 months, where present*[ ]  *Inspection of materials known or presumed to contain lead, mercury, PCBs or other hazardous building materials or equipment within the last three (3) years, where present*[ ]  *Corrective actions identified during the inspections completed*[ ]  *Management protocols for unexpected disturbance of asbestos*[ ]  *Pre-construction assessment of materials and equipment impacted by renovation activities for the presence of hazardous building materials*[ ]  *A proactive plan for the abatement of accessible asbestos-containing materials (including in the areas above acoustic tiles) and PCB-containing equipment and ballasts*[ ]  *Awareness training for building maintenance staff on asbestos safety* [ ]  *Review and updating as changes occur to the location of hazardous materials in the building, at a minimum every three (3) years*[ ]  *Demonstration of implementation is required* |

**HAZARDOUS BUILDING MATERIALS MANAGEMENT PROGRAM**

[Date of most recent review]

[Insert Building Name and / or Address]

[Insert Name of Organization]

[Insert Building Description – number of floors, tenants, parking spaces (underground or surface) and other distinguishing features]

# Introduction and Purpose

The presence and condition of hazardous building materials must be identified and managed for the safety of building occupants.

# Responsibilities

[Insert Name], Property Manager ([Insert Name of Owner / Property Management Organization]) of [Insert Building Name], oversees the implementation of the Hazardous Building Materials Management Program and engage specialists as needed to complete tasks that arise from the surveys / inspections completed.

[Insert Name], [Insert Title or Role of Specialist] from [Insert Name of Specialist Organization] has been engaged to complete the required surveys and inspections at the building.

[Briefly outline the Specialist’s qualifications, training, and experience to show that they have the required competencies.]

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| *Identify a specialist (typically a third-party consultant) to complete the Hazardous Building Materials Management Plan, Survey, and Inspections. The following competencies are required at a minimum (as aligned with the definition of various regional Occupational Health and Safety Acts):** *Adequate qualifications: the person has good working knowledge and understanding of the legislation surrounding hazardous materials (i.e., training certificates or educational background in hygiene, occupational health and safety, environmental engineering, building science or similar);*
* *Suitable training: the person must have training that is appropriate to conducting hazardous building materials inventories and which comply with regional minimum safety training requirements; and*
* *Sufficient experience: the person must have enough experience to safely perform the work without supervision or with only a minimal degree of supervision.*
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## Training

[Insert Name], Property Manager ([Insert Name of Organization]) of [Insert Building Name] also recognizes the importance of delivering awareness training for building maintenance staff on asbestos safety, and safety as it pertains to all hazardous building materials that may be present in the building.

[Briefly outline applicable staff training required / delivered.]

*Discuss with your third-party consultant the type of training that may benefit your property management and building maintenance staff members as it applies to the management of hazardous buildings materials.*

*Check your staff’s current competencies in this area and identify additional training required and when it will need to be completed.*

# Strategy

## Inventory

The following hazardous building materials are present at [Insert Building Name]:

* Asbestos
* Lead
* Polychlorinated Biphenyls (PCBs)
* Silica
* Mercury

Refer to Appendix A for the Hazardous Buildings Materials Survey and Inventory, page [insert Report page number where the hazardous buildings materials present at the building is listed].

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| *Delete what is not applicable.**Prepare an inventory of all building materials known or presumed to contain asbestos, lead, PCBs, silica, and mercury (at a minimum).**Perform a survey for hazardous building materials room by room, or by area. Samples may be required to confirm presence of hazardous building materials. All building owners or tenants must verify sampling requirements with regional specific regulation governing sampling methodology for hazardous building materials.**All building materials should be presumed to contain asbestos and all paint should be presumed to contain lead until analysis is performed at an accredited laboratory. The presence of these substances must be identified prior to any renovation or demolition.* *Building materials containing asbestos must be identified. Local regulations prescribe the type of materials to be sampled, the number of samples of each material to be analyzed and the minimum quantity of asbestos fibres by dry weight for the material to be considered asbestos containing.* *A comprehensive survey must have the following information at a minimum:* * *Type, location, approximate quantity in each area and overall extent of hazardous materials present in the building;*
* *Description of sampling methodology applied and locations where samples were taken;*
* *Findings and recommendations that provide site specific handling, abatement and disposal guidelines;*
* *Appendices that include relevant laboratory testing results of samples taken.*

*The laboratory performing the sample testing should be accredited by one of the following organizations: National Voluntary Laboratory Accreditation Program (NVLAP), American Industrial Hygiene Association (AIHA), the Canadian Association for Laboratory Accreditation (CALA), the Institut de recherche Robert-Sauvé en santé et en sécurité du travail (IRSST), or equivalent.* |

## Inspection

Refer **to Appendix A** where the Hazardous Buildings Materials Survey and Inventory, prepared by [insert name of Specialist and Specialist Organization who completed the Survey and Inventory] is attached, completed on [insert report completion date].

*A third-party consultant must have conducted an inspection of known or presumed asbestos-containing materials within the past 12 months, where present. The condition or state of the asbestos-containing materials (e.g., poor, fair, good) must be reviewed.*

*A third-party consultant must have conducted an inspection of materials known or presumed to contain lead, mercury, PCBs or other hazardous building materials or equipment within the last three (3) years, where present.*

## Corrective Actions

[Briefly outline the corrective actions identified in the Inspection Report, describe your remediation plan and what has already been completed.]

*Include a list of recommended actions to meet regional specific regulatory requirements with respect to maintenance, inspection, training, and abatement.*

*Corrective actions are typically identified by the qualified third-party based on the findings of the survey and inventory. Include those here.*

*You might consider using language like this: “All corrective actions identified here will be completed by xxx”.*

*Complete corrective actions identified during the inspections in a timely manner.*

## Management

[Briefly outline the management protocols in place at your building. Summarize your understanding of the third-party consultant’s guidance and insert the relevant page numbers where this is discussed in their report.]

Refer to **Appendix B** for the Hazardous Buildings Materials Management Plan, dated [insert report date].

*Establish management protocols for unexpected disturbance of asbestos.*

*A third-party consultant must prepare a Management Plan for all hazardous building materials present in the building. This plan should detail how asbestos and other hazardous building materials present in the building are to be managed at the building.*

## Pre-construction

[Describe the steps to be taken to assess and pro-actively manage the hazardous building materials that may be affected if a renovation project is initiated. Summarize your understanding of the third-party consultant’s guidance and insert the relevant page numbers where this is discussed in their report.]

*Conduct a pre-construction assessment of materials and equipment impacted by renovation activities for the presence of hazardous building materials.*

*The Inspection Report should describe how hazardous building materials are to be managed at the building in preparation of a renovation or construction project.*

## Abatement Plan

[Describe how you are planning to safely remove asbestos- or PCB-containing materials and expected timelines for these abatement activities.Summarize your understanding of the third-party consultant’s guidance and insert the relevant page numbers where this is discussed in their report.]

*Plan proactively for the abatement of accessible asbestos-containing materials (including in the areas above acoustic tiles) and PCB-containing equipment and ballasts.*

*The Hazardous Building Materials Management Plan should describe how to safely remove asbestos or PCB-containing materials from your building.*

# Time Period

This program was implemented on [Insert Date] and will be reviewed and updated at least every three (3) years or as changes occur to the location of hazardous materials in the building.

Appendix A: Hazardous Building Materials Survey and Inspection Reports

*Attach the most recent Survey and Inspection Reports completed by the third-party consultant for the building in the last 12 months (for Asbestos) or in the last three years (for Lead, Polychlorinated Biphenyls (PCBs), Silica and Mercury).*

Appendix B: Hazardous Building Materials Management Plan

*Attach Hazardous Building Materials Management Plan completed by the third-party consultant for the building.*

1. *The additional resources presented above are suggestions and not intended as an endorsement by BOMA Canada of any method, process or specific product* [↑](#footnote-ref-2)