American University

Hazardous Materials Checklist

Planning and Design Phase

It is important to identify hazardous materials (hazmat) during the early planning and design phase of a renovation or building project. Identifying impacted hazmat proactively is the best way to ensure a project proceeds smoothly, avoiding unexpected costs, budget delays, health and environmental hazards, and regulatory violations. Hazardous materials include asbestos, lead, mercury, PCBs, and radioactive sources.

Please follow the subsequent steps during the planning and design phase of a project when working with hazardous materials:

- ☐ **1.** Determine the presence, location, and quantity of known or presumed hazmat that may be disturbed within the scope of work.
  - ☐ a. Use Archibus database to conduct a historical evaluation of your building site to identify known hazmat.
- ☐ **2.** If hazmat is presumed to be present, engage and schedule an industrial hygienist to conduct materials testing before the building phase of project.
- ☐ **3.** If hazmat is known to be present, plan to work into the timeline and budget of the project engaging a specialist for proper remediation and/or decontamination of materials.
- ☐ **4.** Notify Risk Management and other relevant stakeholders of upcoming projects involving the disturbance and abatement/remediation of hazmat.

*Please note these steps might vary by building age and use.

Building Phase

During the building phase decontamination, abatement, and/or remediation services take place.

Please follow the subsequent steps during this phase:

- ☐ **1.** Work with specialists to safely and properly remove (abate or remediate), decontaminate, neutralize, destroy, and/or dispose of hazardous materials from locations identified in the scope of work.
  - ☐ a. For asbestos containing materials, plan for full remediation of materials within the scope of work as feasible.
  - b. For asbestos containing materials, ensure compliance with federal regulations for asbestos removal demolition, renovation, and notification (40 CFR 61.145) as well as local DOEE permit registration requirements.

*Please note that these steps will vary by hazardous material.

Turnover and Close-Out Phase

Proper recordkeeping of testing, surveying, clearance, and remediation reports is an important tool used for operations and maintenance of buildings, hazard communication, coordinating with contractors, and for future renovation planning.

To ensure proper recordkeeping of hazmat please follow the subsequent steps:

- ☐ **1.** Collect and send to Risk Management all records of surveys, sampling data, and designs with hazmat specifications amassed during the project planning and design phase.
- ☐ **2.** Collect and send to Risk Management all records of notifications, air monitoring results, work reports/logs, site safety plans, decontamination plans, air monitoring results, and waste shipments amassed during the project building phase.
- ☐ **3.** Develop and send to Risk Management annotated floor plans specifying the location and quantities of removed materials in the project.