

NYSDOH/USEPA
**Asbestos Management Planner Certification
Training Course Schedule**

Presented By:
Environmental Education Associates, Inc.
www.environmentaleducation.com
888 436 8338

DAY 1

Date:

Time Allotment	Topic	Method(s) of Instruction	Instructor(s)
15 Minutes	Registration/Introduction		
45 Minutes	Course Overview: (Lecture) <ul style="list-style-type: none"> 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) <ul style="list-style-type: none"> 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) <ul style="list-style-type: none"> 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) <ul style="list-style-type: none"> 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) <ul style="list-style-type: none"> 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)
	<ul style="list-style-type: none"> 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) <ul style="list-style-type: none"> 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) <ul style="list-style-type: none"> 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) <ul style="list-style-type: none"> • 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) <ul style="list-style-type: none"> • 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) <ul style="list-style-type: none"> • 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) <ul style="list-style-type: none"> • 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		