

GENERAL SERVICES ADMINISTRATION  
Washington, DC 20405

PBS 1000.1A  
April 11, 2022

GSA ORDER

SUBJECT: Asbestos Management

1. Purpose. The purpose of this Order is to identify the minimum Public Buildings Service (PBS) requirements necessary to comply with Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA) and applicable State and local asbestos regulations for Federally owned facilities under the jurisdiction, custody and control of the U.S. General Services Administration (GSA), including facilities operating under a GSA delegation of authority. This Order also applies to facilities leased by GSA in accordance with the lease provisions regarding asbestos.

2. Authority.

- a. 41 C.F.R. § 102-80 establishes real property policy asbestos requirements for PBS and other Federal agencies.
- b. OSHA 29 C.F.R. § 1910.1001 establishes asbestos requirements for general industry.
- c. OSHA 29 C.F.R. § 1926.1101 establishes asbestos requirements for the construction industry.
- d. EPA 40 C.F.R. Part 61 Subpart M, the National Emission Standards for Hazardous Air Pollutants, establishes requirements for asbestos demolition and disposal.
- e. EPA 40 C.F.R. Part 763, Asbestos Hazard Emergency Response Abatement Reauthorization Act establishes asbestos training requirements (Model Accreditation Plan) for inspectors and management planners performing work in Federal facilities.
- f. EPA 40 C.F.R. Part 302.4, Comprehensive Environmental Response, Compensation, and Liability Act establishes reporting requirements for asbestos released into the environment.

3. Background. Asbestos is a naturally occurring mineral used in a large assortment of commercial and industrial products due to its good insulating and tensile strength properties. Microscopic fibers from broken or deteriorated asbestos products can lead to disease or cancer when inhaled. Federal (referenced OSHA and EPA standards), state and local regulations exist to limit human exposure and environmental contamination of asbestos-containing materials in Federal and commercial facilities through strict asbestos management, demolition, and disposal requirements.

4. Cancellation. PBS 1000.1, dated March 25, 2015, is hereby canceled by this Order.

5. Scope and Applicability. This Order is intended to meet the applicable OSHA and EPA asbestos standards for all Federally owned facilities under the jurisdiction, custody and control of GSA, including facilities operating under a GSA delegation of authority. The Order also applies to GSA leased facilities as leases awarded by GSA must include contractual requirements for asbestos certification and related information.

6. Definitions.

- a. Asbestos. A group of naturally occurring, fibrous, silicate minerals used in a broad number of manufactured and applied commercial products. Chrysotile, amosite, and crocidolite are the most common asbestos types found in products.
- b. Asbestos Awareness Training. A course of no more than 2 hours in length, designed to impart general health, safety and environmental information about asbestos to individuals who may work on asbestos or may come in contact with asbestos during performance of their job duties. A GSA asbestos awareness training course is available to PBS employees through the On-line University.
- c. Asbestos Bulk Sample. A small, usually thumbnail-sized, portion of a suspect asbestos-containing building material that is collected for laboratory analysis to determine asbestos content.
- d. Asbestos-Containing Material (ACM). Also called asbestos-containing building material, any material that contains 1% or more of asbestos content as determined through laboratory bulk testing.
- e. Asbestos Inspection. The process of physically walking through a facility and gathering asbestos bulk samples for the purpose of preparing an asbestos inspection report and accompanying inventory. An inventory identifies the locations, quantities and condition of all asbestos in the facility. Asbestos inspection and inventory information is used to create an asbestos management plan and assist in performing pre-alteration assessments for construction projects and maintenance activities.

- f. Periodic Surveillance. The process of physically walking through a facility with either the most current asbestos inspection inventory list or most recent periodic surveillance report and visibly noting any changes in asbestos condition or quantities. The periodic surveillance is performed annually, often by an asbestos-trained facility operations and maintenance (O&M) employee or similarly trained consultant. Unlike an asbestos inspection, the periodic surveillance typically does not include bulk asbestos sampling and analysis, nor is it intended to result in a comprehensive inventory of all regulated asbestos in the facility.
- g. Pre-alteration Assessment. The process of determining whether planned renovation or construction projects may impact asbestos in building materials or equipment associated with the project. The purpose of a pre-alteration assessment is to identify asbestos that may be disturbed so that it can be accounted for in the project scope and thereby avoid an accidental release of asbestos that could put occupants at risk or result in environmental contamination. When a pre-alteration assessment is expected to include bulk sample collection, it must be performed by an EPA-accredited asbestos inspector or project designer.
- h. Response Actions. An EPA term for the options used to prevent the release of friable ACM, in order to protect human health and the environment:
- Removal
  - Repair
  - Encapsulation
  - Enclosure
  - Dismantling
  - Operations and Maintenance
- i. Regulated Asbestos. Refers to any material containing more than 1% asbestos through bulk laboratory analysis, as defined by the EPA and OSHA. Also refers to materials containing any concentration of asbestos that has become airborne and poses an exposure risk, as defined by OSHA.

## 7. Policy.

- a. Regulated asbestos in all Federally owned facilities under the jurisdiction, custody and control of GSA, including facilities operating under a GSA delegation of authority shall be managed in place unless the age and condition of the asbestos constitutes a risk to occupants that cannot be mitigated through ongoing management of the asbestos. Asbestos that cannot be managed in place shall be subject to a response action to mitigate the ongoing risk.

- b. All Federally owned facilities under the jurisdiction, custody and control of GSA, including facilities operating under a GSA delegation of authority, constructed before 1998 shall be initially inspected for regulated asbestos, and every 5 years thereafter, unless a previous inspection or reinspection indicates no asbestos or suspect asbestos is present.
  - c. Periodic surveillance shall be performed at least annually in all Federally owned facilities under the jurisdiction, custody and control of GSA, including facilities operating under a GSA delegation of authority, that contain regulated asbestos.
  - d. An asbestos pre-alteration assessment shall be performed in all Federally owned facilities under the jurisdiction, custody and control of GSA and facilities operating under a GSA delegation of authority, prior to any construction work which will likely disturb asbestos or suspect asbestos through demolition, dismantling or renovation activities.
  - e. All asbestos inspections and construction project designs involving regulated asbestos in GSA-controlled Federally owned facilities and facilities operating under a GSA delegation of authority, shall be performed by an EPA-accredited asbestos inspector or an EPA-accredited project designer..
  - f. All occupants and contractors in Federally owned facilities under the jurisdiction, custody and control of GSA, including facilities operating under a GSA delegation of authority which contain asbestos, shall be notified annually of the presence of asbestos by the office responsible for management of the facility.
  - g. All PBS employees who work on asbestos or may come in contact with asbestos during their routine job duties, must complete an asbestos awareness training course one time. New employees should complete the course as soon as feasible.
  - h. All new leases awarded by GSA shall include contractual requirements for asbestos certification and associated documentation.
8. Recordkeeping. For all Federally owned facilities under the jurisdiction, custody and control of GSA that contain asbestos, the asbestos module of the PBS IRIS FMA IT application is the official repository for:
- a. asbestos inspection and re-inspection results
  - b. asbestos periodic surveillance results
  - c. accounts of asbestos activities involving:
    - occupant communications,
    - pre-alteration assessments,

- response action projects,
- project and periodic monitoring log,
- O&M activities, and
- Updates to the management and O&M plan

The PBS Kahua IT application is the official asbestos repository of record for:

- a. asbestos information furnished by the lessor or Offeror for all GSA leased facilities, and
- b. detailed asbestos abatement project documents, including but not limited to design and construction submittals and drawings, for all Federally owned facilities under the jurisdiction, custody and control of GSA

For Federal facilities operating under a GSA delegation of authority, all asbestos records produced by the delegated agency shall be maintained by the agency and made available to GSA upon request.

9. Program Audit. The PBS Financial Operations Division, with support from the PBS Office of Facilities Management, conducts regular reviews of asbestos inspections and asbestos projects as required by a Federal accounting standard for asbestos. Annual inspection information is examined for accuracy in both asbestos quantities and cost estimates. Construction project information is examined for accurate asbestos cost accounting. The reviews support overall environmental liabilities, which make up a portion of the annual agency financial report.

10. Responsibilities.

- a. PBS Office of Facilities Management (OFM). Central Office PBS OFM is responsible for:
  - (1) Issuance of this policy and all subsequent updates,
  - (2) Providing national guidance and training in support of this policy,
  - (3) Reviewing asbestos awareness training completion status for PBS employees designated to receive the required training,
  - (4) Maintaining the IRIS FMA asbestos module IT recordkeeping system,
  - (5) Supporting the PBS Financial Operations Division in the asbestos financial liability auditing process,
  - (6) Supporting regional environmental, health, safety and fire protection (EHSF) offices in asbestos program management activities.

b. PBS Office of Design and Construction. Central Office PBS Office of Design and Construction is responsible for:

- (1) Ensuring that updates to the P100 Facility Standards for the Public Buildings Service incorporates the most current, applicable asbestos requirements.

c. PBS Office of Leasing. Central Office PBS Office of Leasing is responsible for:

- (1) Ensuring that updates to the standard, national lease contracting language incorporates the most current, applicable asbestos requirements for leases.

d. PBS Regional Design and Construction Division. Regional Design and Construction Divisions are responsible for ensuring:

- (1) A pre-alteration assessment is performed for every project managed by the Division that may disturb known or suspected asbestos materials,
- (2) Every project with asbestos impact, as determined by the pre-alteration assessment, includes a scope for asbestos response and third-party oversight, developed by an EPA-accredited project designer,
- (3) Training has been completed for employees identified to receive the one time asbestos awareness course,
- (4) The summary information for every asbestos project response action is recorded in the IRIS FMA asbestos module IT system,
- (5) Asbestos project documents are maintained in the Kahua IT system.

e. PBS Regional Leasing Specialists / Lease Contracting Officers (LS/LCO). Regional LS/LCOs are responsible for ensuring:

- (1) For new, replacing, succeeding and superseding leases, the Offeror has completed the asbestos representation on GSA Form 1364
- (2) If an Offeror indicates the presence of asbestos, the Offeror also provides a current asbestos-related management plan or O&M plan, along with a current asbestos re-inspection report, in accordance with the Request for Lease Proposal requirements,
- (3) Any re-inspection report and management or O&M plan received from the Offeror is forwarded to the regional EHSF for review,

- (4) Any asbestos documentation received from an Offeror is maintained in the Kahua.

f. PBS Regional EHSF Program Office. The PBS Regional EHSF program office is responsible for:

- (1) Overseeing compliance with the asbestos management program and this policy throughout the region,
- (2) With support from the PBS regional facility management, service center, and design and construction divisions, identifying regional employees required to complete the one time asbestos awareness training course,
- (3) Ensuring asbestos inspections and periodic surveillance are conducted for all regional Federal facilities containing regulated asbestos,
- (4) Providing technical asbestos program support to regional facility managers, project managers and lease administration managers, as needed,
- (5) Ensuring regional asbestos program information is recorded and maintained within the IRIS FMA asbestos module IT system,
- (6) Reviewing asbestos reports and documentation for accuracy and completeness and providing recommendations to responsible offices as needed.

g. PBS Regional Facility Management and Service Center (FM/SC) Divisions. For each Federally owned facilities under the jurisdiction, custody and control of GSA, the PBS Regional FM/SC Divisions are responsible for ensuring:

- (1) A pre-alteration assessment is performed for every project managed by the Divisions that may disturb known or suspected asbestos materials,
- (2) Training has been completed for employees identified to receive the one time asbestos awareness course,
- (3) Every project with asbestos impact, as determined by the pre-alteration assessment, includes a scope for asbestos response and third-party oversight, developed by an EPA-accredited project designer,
- (4) Annual asbestos periodic surveillance is completed for each facility that contains regulated asbestos,
- (5) Only trained individuals perform asbestos O&M work,
- (6) Summary asbestos information is recorded in the IRIS FMA asbestos module IT system for all: communication events, O&M work, construction

projects managed by the Divisions, routine air monitoring events, and management plan or O&M plan events,

- (7) Periodic surveillance results are recorded in the IRIS FMA asbestos module IT system with support, as needed, from the regional EHSF Office,
  - (8) Any asbestos accident or release in a facility is promptly reported to the regional EHSF Office.
11. Revision. The following are changes from PBS 1000.1:
- a. Changed all references of GSA-controlled facilities to facilities under the jurisdiction, custody, or control of GSA.
  - b. Inserted references to OSHA, state and local regulations where applicable.
  - c. Added a Program Audit section.
  - d. Added definitions and policy sections.
  - e. Removed the Table of Contents section.
12. Signature.

/S/  
NINA M. ALBERT  
Commissioner  
Public Buildings Service

[Appendix A: PBS Desk Guide for Asbestos Management](#)