

# INSTRUCTIONAL MEMORANDUMS

## To Local Public Agencies



To: Counties and Cities	Date: April 29, 2020
From: Local Systems Bureau	I.M. No. 4.160
Subject: Asbestos Inspection, Removal, and Notification Requirements	

**Contents:** This Instructional Memorandum (I.M.) includes guidelines and procedures to assist a Local Public Agency (LPA) in complying with the various State and Federal asbestos laws and regulations when demolishing a building structure or an entire bridge.

Note: The procedures in this I.M. are required for all LPA projects let through the Iowa Department of Transportation (Iowa DOT) and are designed to comply with the Environmental Protection Agency (EPA) and Iowa Department of Natural Resources (Iowa DNR) laws and regulations. The EPA and Iowa DNR laws and regulations must be followed; regardless of which agency conducts the project letting. Therefore, the Iowa DOT strongly recommends the procedures outlined in this I.M. also be used for projects that are let locally.

### Contacts

To locate a licensed asbestos inspector or contractor, contact the Iowa Division of Labor at 515-281-6175 or visit their [Asbestos Licensees and Permittees](#) web page.

For questions concerning the asbestos laws, regulations, or procedures, contact the Iowa Department of Natural Resources, attn. Mr. Tom Wuehr (515-725-9576 or [tom.wuehr@dnr.iowa.gov](mailto:tom.wuehr@dnr.iowa.gov)).

### Demolition of Bridges

For purposes of this I.M., a bridge is considered to be any structure that includes supports and is erected over a depression or an obstruction, such as water, a highway, or railway. It does not necessarily need to meet the criteria in 23 CFR 650.305, such as having an opening of more than 20 feet. Per the Iowa DNR guidance, culverts do not need to be inspected for asbestos.

### Inspection

The LPA must have a thorough asbestos inspection by a person knowledgeable in asbestos materials, sampling techniques, and familiar with all asbestos regulations. Suspect asbestos containing materials on bridges include, but are not limited to, utility conduits, rocker pads, textured paint, caulk, tar coatings, waterproofing membrane between Portland Cement Concrete (PCC) and HMA overlay, expansion joint material, reclaimed hot mix asphalt (HMA) that may have incorporated reclaimed shingles in the mix, and PCC that may have used asbestos fibers in the mix. If the bridge is constructed entirely of PCC or entirely of wood, it is less likely that the bridge contains asbestos.

A thorough inspection means all suspect asbestos containing materials will be sampled and submitted for laboratory analysis, and all such materials will be handled in accordance with the applicable State and Federal regulations. If a city or county is hiring an inspector, the person must be a licensed asbestos inspector. To locate a list of licensed asbestos inspectors, see "Contacts" above.

As an alternative to collecting samples and submitting them for laboratory analysis, the LPA may presume the material to contain asbestos. However, all such presumed asbestos containing materials would have to be properly removed and disposed of by a licensed asbestos contractor.

### Removal

If asbestos is present, a licensed asbestos contractor will be required to remove it prior to the commencement of demolition, or in some situations, or as part of the construction contract. The only reason asbestos should still be present at the time bridge demolition begins is if it has been incorporated in the bridge and it can't be removed without part of the bridge being removed. Any bridge debris that is contaminated with asbestos must be disposed of in accordance with the regulations. Asbestos removals above regulatory threshold limits and all demolitions require advance notification to the Iowa DNR that includes a \$100 notification fee.

Asbestos removal and demolition activities can be combined on one notification if all pertinent information is known at the time of submittal.

To locate a list of licensed asbestos contractors, see “Contacts” above. The asbestos contractor, along with the Contractor, must complete the [Asbestos Notification of Bridge Demolition and Renovation](#) form.

## Contract Documents

For LPA let projects, if asbestos is still present in the bridge at the time of letting, the language of Article [2401.03](#), A, Notification for Complete Removal of Bridges, in the [Iowa DOT Standard Specifications](#) should be included in the contract documents.

For LPA projects let through the Iowa DOT that involve demolition of an existing bridge, use Bid Item 2401-6745625, Removal of Existing Bridge. Do not use Bid Item 2401-6745650, Removal of Existing Structure, if only a bridge is being demolished. If there are additional structures to be removed, other than the bridge, Bid Item 2401-6745650, Removal of Existing Structures, must also appear on the plans. Additionally, Bid Item 2536-6745045, Removal of Asbestos, shall appear on the plans if asbestos is still present in the bridge at the time of letting.

A plan note should be added to the plans, whether the project is let through the Iowa DOT or LPA, to notify the contractor on the rare occasion that asbestos will still be present at the time bridge demolition begins. This note should notify the contractor whether the LPA will contract with a licensed asbestos contractor and the prime contractor will be required to coordinate with them; or if they will be required to sublet to a licensed asbestos contractor to remove any remaining asbestos during the bridge’s demolition. The costs associated with the latter should be included in Bid Item 2536-6745045, Removal of Asbestos. Additionally, the following note shall be added to the plans:

### Asbestos Removal, Location and Areas

Laboratory Analysis has identified asbestos at this site. Asbestos shall be removed prior to bridge demolition operations. Removal, transport, and disposal shall be in accordance with Section 2536 of the Standard Specifications. Required DNR Information includes:

Year Constructed

Asbestos Location

FHWA Number (Existing Bridge)

Road/Route (City or County)

Driving directions to the bridge

Bridge Size

Number of bridge decks

Asbestos Inspector’s name, phone number, inspector license number and amount of asbestos

Date of asbestos inspection

Analytical method used to check for the presence of asbestos (typically Polarized Light Microscopy – PLM)

Identify year bridge was constructed and specific locations where asbestos is present. For example, asbestos may be present in the grey caulk around the base plates of a walkway railing. If appropriate, indicate the number of base plates and the area affected. Reword the note as necessary to describe particular situations.

## Notification

All bridge demolitions require submission of a [Asbestos Notification of Bridge Demolition and Renovation](#) form to the Iowa DNR, even if no asbestos existed.

The LPA shall partially complete the [Asbestos Notification of Bridge Demolition and Renovation](#) form and send it to the Contractor. Use only this form for notification as it meets the EPA and DNR’s requirements.

The Contractor shall complete the remaining portions of the form and submit it according to Article [2401.03](#), A, Notification for Complete Removal of Bridge, in the Standard Specifications. According to 40 CFR 61.145 “Delivery of the notice by U.S. Postal Service, commercial delivery service, or hand delivery is acceptable.” The Iowa DNR will not yet accept Fax or e-mail because the postmark or delivery notice date is used to meet the Iowa DNR’s notification requirement. The Iowa DNR does have an online notification system found at <http://programs.iowadnr.gov/asbestos/> where an account can be established for the submittal of notifications and payment of fees.

Once the Contractor sends the notification to the Iowa DNR, along with the \$100 notification fee, the Contractor may proceed as planned unless contacted by the Iowa DNR.

Lack of notification will allow the Iowa DNR to assess penalties up to \$10,000 on the LPA, the contractor, or both.

### **Demolition of Building Structures**

If a building structure is to be demolished, the procedures are similar to those described for bridges above. However, there are some important differences, and it is beyond the scope of this I.M. to adequately describe the process for buildings. Therefore, the Iowa DOT strongly recommends the LPA contact a licensed asbestos inspector for additional guidance and assistance. The [Asbestos Notification of Demolition and Renovation form](#) is found on the Iowa DNR website.

The asbestos inspection and removal must be completed prior to demolition. For projects let through the Iowa DOT, this work should ordinarily be completed before the project is submitted for letting.