



STATE OF WISCONSIN  
DEPARTMENT OF ADMINISTRATION

Tony Evers, Governor  
Kathy Blumenfeld, Secretary  
Naomi De Mers, Division Administrator

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**To:** Agency Facility Managers  
Agency Maintenance Supervisors  
DFD Project Managers  
DFD Construction Coordinators and Construction Representatives

**From:** Brett Jungen and Aaron Stroud, Hazardous Materials Abatement Managers,  
Division of Facilities Development

**Subject:** Guidelines for Asbestos Affected by Building Renovation and Demolition

Division of Facilities Development (DFD) has prepared these guidelines to assist facility managers and DFD project managers in planning abatement of asbestos-containing building materials in buildings prior to renovation or demolition that would disturb those materials. The DOA and DNR maintain a Memorandum of Agreement (MOA) which identifies mutual responsibilities for the agencies to maintain compliance with the DNR asbestos regulations.

**Statewide Asbestos/Lead Program** Asbestos Containing Materials (ACM) and Lead-based Paints (LBP) were commonly used in building construction until the late 1970s. Since many of the state buildings were constructed during that time, DFD has implemented a statewide program to identify and manage ACM that may be disturbed during building renovation or demolition. Capital budget recommendations include funding for statewide ACM inspections to include state buildings where it is anticipated that renovation will affect ACM. Current information regarding the asbestos and lead program can be found from the DOA home screen by clicking **Doing Business, Construction, Documents and Master Specs**, then **Master Specifications/Design Guidelines**, then **02 Existing Conditions** or by following the link below:

[https://doa.wi.gov/Pages/DoingBusiness/MasterSpec\\_Div2.aspx](https://doa.wi.gov/Pages/DoingBusiness/MasterSpec_Div2.aspx)

Specific information regarding lead-based paint can be found at this location titled **Guidelines for Lead (Pb) Bearing Surfaces in State Buildings**.

**Regulations Pertaining to Asbestos** include the following: **1)** OSHA 29 CFR 1926.1101 (incorporated by reference into the Wisconsin Department of Safety and Professional Services code SPS 332) covering worker exposure, work practices for construction and requirements for asbestos inspections in public and commercial buildings prior to renovation or demolition **2)** DNR Ch NR 447, Wis. Adm. Code covers air emissions, work practices and disposal. A 10-working day notification prior to disturbance of asbestos is required by the DNR **3)** DHS 159 covers certification for asbestos job classifications of supervisor, worker, exterior worker, exterior supervisor, inspector, management planner and designer. DHS 159 was revised effective May 1, 2009 to include company certification and to require a one or two-day notification rather than the previous 10-calendar day notification prior abatement of non-friable or small quantities of asbestos.

## **DFD Strategy**

1. For Capital Budget Projects including Major Remodeling Projects (over \$600,000), a building inspection shall be completed to identify the presence or absence of ACM prior to submittal of the project for release of planning funds. The ACM inspection information shall be made available to the A/E at the start of the project and shall be addressed in the design report and subsequent drafts of the project documents. Small project funding will be used to fund the required inspections to be completed prior to release of planning funds. Inspections completed after release of planning funds will be funded by project funds. For Small Projects (under \$600,000), inspections may be completed during the design phase and prior to bidding. The DFD project managers are responsible for coordination with the A/E. Many of the agencies have data regarding asbestos in their facilities obtained from previously completed inspections.
2. As part of the statewide ACM inspection program, DFD recommends that any inspection conducted at a building should include the entire building. This is the most cost-effective approach to assembling data about the buildings.
3. Due to the cost impact of abatement on project budgets, DFD recommends abatement of only ACM which will be disturbed by planned renovation work.
4. All friable ACM and Category II non-friable ACM must be removed from a building prior to demolition of the building. Generally, Category I non-friable ACM, in good condition, does not need to be removed prior to demolition if the materials are kept wet during demolition, the debris will not be recycled, subjected to sanding, cutting, grinding or abrading (such as excessive compaction for waste reduction) and the waste is disposed of properly at a DNR approved construction and demolition landfill. It is necessary to complete asbestos abatement work prior to renovation/demolition of buildings.

## **DFD Resources/Responsibility**

1. DFD is responsible for oversight of the ACM abatement program, providing assistance to the agency, management of abatement work, and compliance with regulations on DFD projects.
2. The following guidelines for supervision of asbestos abatement on DFD projects, including the following documents are available on the DFD web page:
  - Asbestos Project Information Transmittal Form
  - Pre-abatement Meeting Format for Statewide Abatement Contract
  - Asbestos Abatement Inspection Form and Definitions
  - List of Statewide Asbestos Abatement Contractors
3. DFD maintains an annual contract with abatement contractors for asbestos abatement.
4. DFD maintains a master specification for asbestos abatement on the DFD website.
5. In support of the statewide asbestos program, many DFD personnel have received training and certification as asbestos project designers, supervisors and inspectors.
6. The DFD contact person for ACM abatement issues is Brett Jungen, Phone 608-267-7993, E-Mail [brett.jungen@wisconsin.gov](mailto:brett.jungen@wisconsin.gov) or Aaron Stroud, Phone 608-266-1412, E-Mail [aaron.stroud@wisconsin.gov](mailto:aaron.stroud@wisconsin.gov).

## **Agency Responsibility**

1. The agency shall comply to the extent possible with the spirit and provisions of the Memorandum of Agreement with the DNR for delegated ACM abatement projects or for small abatement activities handled by the agency. Where applicable, the agency shall comply with the OSHA standards adopted by the Wisconsin Department of Safety and Professional Services code SPS 332.
2. The agencies are responsible for conducting building inspections and maintaining records regarding existing ACM in their facilities and records regarding abatement actions taken. The Wisconsin Asbestos and Lead-based paint Management System (WALMS) will assist in fulfilling this responsibility. The agency will identify the need and the schedule for an inspection and submit a request to DFD. DFD will then implement the inspection. Priority for inspections will be given to buildings or other facilities being impacted by capital budget remodel or renovation projects. Inspection of other facilities may be performed if justified.
3. The agency is responsible for incorporating ACM abatement into projects to achieve compliance.

4. The agency is responsible for coordination and scheduling of occupancy of the building during construction. The agency shall supply notices to users and visitors to the building identifying restricted areas during construction.
5. DFD recommends that each agency have personnel appropriately trained to identify and maintain asbestos-containing materials.

### **Chronology of a DFD Asbestos Abatement Project**

The following is a typical chronology of an asbestos abatement project managed by DFD:

1. The agency submits a project request for a building renovation or demolition including a budget estimate for asbestos abatement. This may be through a building commission request or a DFD small project request.
2. DFD reviews the project to identify ACM that will be disturbed by the project and to determine if the project is large enough to require a separate design and bid for asbestos abatement. DFD may conduct additional sampling to better quantify ACM. Asbestos abatement projects costing less than \$150,000 can be assigned directly to one of the statewide asbestos abatement contractors. The statewide contract is bid based on hourly rates.
3. During the construction phase, the asbestos abatement work is coordinated by the DFD construction field representative.