Public Works and Government Services Canada

Travaux publics et Services gouvernementaux Canada

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

Travaux publics et Services gouvernementaux Canada
Place Bonaventure, portail Sud-Est
800, rue de La Gauchetière Ouest
7 ième étage
Montréal
Québec
H5A 1L6
FAX pour soumissions: (514) 496-3822

Request For a Standing Offer
Demande d'offre à commandes

Departmental Individual Standing Offer (DISO)

Offre à commandes individuelle du département(OCID)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

Comments - Commentaires

Title - Sujet
OCIM décontamination bâtiment

Solicitation No. - N° de l'invitation	**Date**
EF928-141646/A	2014-02-27
Client Reference No. - N° de référence du client	**GETS Ref. No. - N° de réf. de SEAG**
EF928-14-1646	PW-$MTC-775-12628
File No. - N° de dossier	**CCC No./N° CCC - FMS No./N° VME**
MTC-3-36311 (775)	

Solicitation Closes - L'invitation prend fin
at - à 02:00 PM
on - le 2014-03-18

Time Zone
Fuseau horaire
Heure Normale du l'Est HNE

Delivery Required - Livraison exigée
.

Address Enquiries to: - Adresser toutes questions à:	**Buyer Id - Id de l'acheteur**
Aguilera, Maria Pia	mtc775
Telephone No. - N° de téléphone	**FAX No. - N° de FAX**
(514)496-3573 ( )	(514)496-3822

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:
MINISTERE DES TRAVAUX PUBLICS ET SERVICES GOUVERNEMENTAUX CANADA
800 RUE DE LA GAUCHETIERE O.
PL.BONAVENTURE,PORTAIL S-E,BUR.7300
MONTREAL
Québec
H5A 1L6
Canada

Security - Sécurité
This request for a Standing Offer does not include provisions for security.
Cette Demande d´offre à commandes ne comprend pas des dispositions en matière de sécurité.

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur

Telephone No. - N° de téléphone
Facsimile No. - N° de télécopieur

Name and title of person authorized to sign on behalf of Vendor/Firm (type or print)
Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)

Signature **Date**

Issuing Office - Bureau de distribution
Travaux publics et Services gouvernementaux Canada
Place Bonaventure, portail Sud-Est
800, rue de La Gauchetière Ouest
7 ième étage
Montréal
Québec
H5A 1L6

Canada

REQUEST FOR STANDING OFFER (RFSO)

IMPORTANT NOTICE TO OFFERORS

LIMITATION OF LIABILITY

PWGSC is limiting the Contractor's first party liability for work in Low Rise, High Rise and Heritage Buildings. See changes to GC1.6 "Indemnification by the Contractor" of R2810D in the Supplementary Conditions.

INSURANCE TERMS

The Insurance Terms have been amended. Refer to the Supplementary Conditions.

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SPECIAL INSTRUCTIONS TO OFFERER'S (SI)

SI01 INTRODUCTION

1. Public Works and Government Services Canada (PWGSC) is inviting Offerors to submit proposals for Standing Offers to provide specialized construction services to eliminate (removal and disposal) hazardous construction materials containing primarly asbestos, mould, lead or bird dejection as well as for insulation, demolition and/or deconstruction. The selected offerors shall provide a range of services as identified in the Statement of Work section of this document.

2. It is PWGSC's intention to authorize up to three (3) Standing Offers, each for a period of (1) year from the date of issue with the possibility of four (4) optional years**.** The total dollar value of all Standing Offers is estimated to be $10,000,000.00 (Taxes extra). Offerors should note that there is no guarantee that the full or any amount of the Standing Offers will be called-up; PWGSC will issue call-ups only when the specific services to be provided under the Standing Offer are needed. Please refer to Section SOP04, CALL-UP PROCEDURE.

SI02 CODE OF CONDUCT AND CERTIFICATIONS - RELATED DOCUMENTATION

By submitting an offer, the Offeror certifies that he and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Offer of the General Instructions. The related documentation therein required will assist Canada in confirming that the certifications are true.

SI03 ENQUIRIES DURING THE SOLICITATION PERIOD

1. Enquiries regarding this offer must be submitted in writing to the Contracting Officer named on the Request for Standing Offer (RFSO). Enquiries should be received no later than five (5) calendar days prior to the date set or solicitation closing to allow sufficient time to provide a response. Enquiries received after that time may not result in an answer being provided.

2. To ensure consistency and quality of the information provided to Offerors the Contracting Officer shall examine the content of the enquiry and shall decide whether or not to issue an amendment.

3. All enquiries and other communications related to this offer sent throughout the solicitation period are to be directed ONLY to the Contracting Officer named on the RFSO - Page 1. Failure to comply with this requirement may result in the offer being declared non-responsive**.**

SI04 CONTRACTING AUTHORITY / DEPARTMENTAL REPRESENTATIVE

1. The Contracting Authority for this Request for Standing Offer is:

MARIA PIA AGUILERA
Supply officer
Public works and Government services Canada
Supply and Compensation Directorate
800 de la Gauchetière Ouest
Montréal, QC.
H5A 1L6

Telephone: (514) 496-3573
Facsimile: (514) 496-3822
E-mail address: mariapia.aguilera@tpsgc-pwgsc.gc.ca

The Contracting Authority is responsible for the establishment of the Standing Offer, its administration, and any contractual issues relating to individual call-ups.

2. A Departmental Representative will be identified at time of each individual Call-Up. The Departmental Representative will be responsible for all matters concerning the technical content of the work under the Call-Up.

SI05 QUANTITY

The amount of work and estimated expenditure specified in the RFSO are only an approximation of requirements given in good faith. The making of an offer by the Offeror shall not constitute an agreement by Canada. Canada may make one or several call-ups against a standing offer.

SI06 PWGSC OBLIGATION

A RFSO does not commit PWGSC to authorize the utilization of a standing offer or to pay any cost incurred in the submission of offers, or cost incurred in making necessary studies for the preparation thereof, or to procure or contract for any services. PWGSC reserves the right to reject or authorize for utilization any offer in whole or in part, with or without further discussion or negotiation. Canada reserves the right to cancel or amend the RFSO at any time.

SI08 REVISION OF OFFER

An offer may be revised by letter or facsimile in accordance with “General Instructions to Offerors“. The facsimile number for receipt of revisions is (514)496-3822.

SI09 OFFER VALIDITY PERIOD

1. The offer cannot be withdrawn for the period of (90) days following the RFSO closing date.

2. Canada reserves the right to seek an extension to the offer validity period. Upon notification in writing from Canada, Offerors shall have the option to either accept or reject the proposed extension.

3. If the extension referred to in paragraph 2 of SI09 is accepted, in writing, by all those who submitted offers, then Canada shall continue immediately with the evaluation of the offers and its approvals processes.

4. If the extension referred to in paragraph 2. of SI09 is not accepted in writing by all those who submitted offers then Canada shall, at its sole discretion, either

    a. continue to evaluate the offers of those who have accepted the proposed extension and seek the necessary approvals;
    or
    b. cancel the invitation to tender.

5. The provisions expressed herein do not in any manner limit Canada’s rights in law or under GI09 “General Instructions to Offerors“.

SI10 SECURITY RELATED REQUIREMENTs

Contractor/Offer personnel MAY NOT ENTER sites where (PROTECTED/CLASSIFIED) information or assets are kept, without an escort provided by the department or agency for which the work is being performed.

SI11 WEB SITES

The connection to some of the Web sites in the solicitation documents is established by the use of hyperlinks. The following is a list of the addresses of the Web sites:

Buy and Sell https://www.achatsetventes-buyandsell.gc.ca

Canadian economic sanctions http://www.international.gc.ca/sanctions/index.aspx?lang=eng

Contractor Performance Evaluation Report (Form PWGSC-TPSGC 2913)
http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/2913.pdf

Standard Acquisition Clauses and Conditions (SACC) Manual
https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R

PWGSC, Industrial Security Services Http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html

PWGSC, Code of Conduct and Certifications
http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html

PWGSC Consent to a Criminal Record Verification (PWGSC-TPSGC 229)
Http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/229.pdf

GENERAL INSTRUCTIONS TO OFFERORS (GI)

GI01 CODE OF CONDUCT AND CERTIFICATIONS - OFFER

1. Offerors must comply with the Code of Conduct for Procurement In addition to the Code of Conduct for Procurement, offerors must a) respond to Requests for Standing Offers (RFSO) in an honest, fair and comprehensive manner, b) accurately reflect their capacity to satisfy the requirements stipulated in the RFSOs, Standing Offers and resulting contracts, c) submit offers and enter into contracts only if they will fulfill all obligations of the Contract.

2. Offerors further understand that, to ensure fairness, openness and transparency in the procurement process, the commission of certain acts or offences will render them ineligible to be issued a Standing Offer and awarded a contract. Canada will declare non-responsive any offer in respect of which the information herein requested is missing or inaccurate, or in respect of which the information contained in the certifications specified hereinafter is found to be untrue, in any respect, by Canada. If it is determined, after issuance of a Standing Offer, that the Offeror made a false declaration, Canada will have the right to set aside the Standing Offer and to terminate for default any resulting contracts. The Offeror will be required to diligently maintain up-to-date the information herein requested. The Offeror and any of the Offeror's affiliates will also be required to remain free and clear of any acts or convictions specified herein during the period of any Standing Offer arising from this RFSO and any call-ups made against the Standing Offer.

3. For the purpose of this section, everyone, including but not limited to organizations, bodies corporate, societies, companies, firms, partnerships, associations of persons, parent companies and subsidiaries, whether partly or wholly-owned, as well as individuals and directors, are Offeror's affiliates if:
   a. directly or indirectly either one controls or has the power to control the other, or
   b. third party has the power to control both.

   Indicia of control, include, but are not limited to, interlocking management or ownership, identity of interests among family members, shared facilities and equipment, common use of employees, or a business entity created following the acts or convictions specified in this section which has the same or similar management, ownership, or principal employees, as the case may be.

4. Offerors who are incorporated, including those submitting offers as a joint venture, must provide with their offer or promptly thereafter a complete list of names of all individuals who are currently directors of the Offeror. Offerors submitting offers as sole proprietorship, including those submitting offers as a joint venture, must provide with their offer or promptly thereafter the name of the owner. Offerors submitting offers as societies, firms, or partnerships do not need to provide lists of names. If the required names have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply will render the offer non-responsive. Providing the required names is a mandatory requirement for a Standing Offer to be issued.

   Canada may, at any time, request that an Offeror provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) for any or all individuals aforementioned within the time specified. Failure to provide such Consent Forms within the time period provided will result in the offer being declared non-responsive.

5. The Offeror must diligently maintain an up-to-date list of names by informing Canada in writing of any change occurring during the validity period of the offer as well as during the period of any Standing Offer arising from this RFSO and any call-ups made against the Standing Offer. The Offeror must also, when so requested, provide Canada with the corresponding Consent Forms.

6. By submitting an offer, the Offeror certifies that it is aware, and that its affiliates are aware, that Canada may request additional information, certifications, consent forms and other evidentiary elements proving identity or eligibility. Canada may also verify the information provided by the Offeror, including the information relating to the acts or convictions specified herein, through independent research, use of any government resources or by contacting third parties.

7. By submitting an offer, the Offeror certifies that neither the Offeror nor any of the Offeror's affiliates have directly or indirectly, paid or agreed to pay, and will not, directly or indirectly, pay a contingency fee to any individual for the solicitation, negotiation or obtaining of the Standing Offer and any call-ups made against the Standing Offer if the payment of the fee would require the individual to file a return under section 5 of the Lobbying Act.

8. By submitting an offer, the Offeror certifies that no one convicted under any of the provisions under a) or b) are to receive any benefit under a Standing Offer arising from this RFSO and any call-ups made against the Standing Offer. In addition, the Offeror certifies that except for those offences where a criminal pardon or a record suspension has been obtained or capacities restored by the Governor in Council, neither the Offeror nor any of the Offeror's affiliates has ever been convicted of an offence under any of the following provisions:

   Paragraph

   a. 80(1)(d) (False entry, certificate or return), subsection 80(2) (Fraud against Her Majesty) or section 154.01 (Fraud against Her Majesty) of the Financial Administration Act, or
   b. section 121 (Frauds on the government and Contractor subscribing to election fund), section 124 (Selling or Purchasing Office), section 380 (Fraud) for fraud committed against Her Majesty or section 418 (Selling defective stores to Her Majesty) of the Criminal Code of Canada, or
   c. section 462.31 (Laundering proceeds of crime) or sections 467.11 to 467.13 (Participation in activities of criminal organization) of the Criminal Code of Canada, or
   d. section 45 (Conspiracies, agreements or arrangements between competitors), 46 (Foreign directives) 47 (Bid rigging), 49 (Agreements or arrangements of federal financial institutions), 52 (False or misleading representation), 53 (Deceptive notice of winning a prize) under the Competition Act or,
   e. section 239 (False or deceptive statements) of the Income Tax Act, or
   f. section 327 (False or deceptive statements) of the Excise Tax Act, or
   g. section 3 (Bribing a foreign public official) of the Corruption of Foreign Public Officials Act, or
   h. section 5 (Trafficking in substance), section 6 (Importing and exporting), or section 7 (Production of substance) of the Controlled Drugs and Substance Act.

9. In circumstances where a criminal pardon or a record suspension has been obtained, or capacities have been restored by the Governor in Council, the Offeror must provide with its offer or promptly thereafter a copy of confirming documentation from an official source. If such documentation has not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a

time frame within which to provide the information. Failure to comply will render the offer non-responsive

10. Offerors understand that Canada may contract outside of the present solicitation process with a supplier who has been convicted of an offense enumerated under c) to h) of the paragraph hereinabove, or who is affiliated with someone who has been convicted of an offense enumerated under c) to h) of the paragraph hereinabove, when required to do so by law or legal proceedings, or when Canada considers it necessary to the public nterest for reasons which include, but are not limited to:

    Only one person is capable of performing the contract;

    - Emergency;
    - National security;
    - Health and safety;
    - Economic harm.
    -

    Canada reserves the right to impose additional conditions or measures to ensure the integrity of the procurement process.

GI02 COMPLETION OF OFFER

1. The offer shall be

    a. Submitted in accordance with the instructions contained in the RFSO;
    b. correctly completed in all respects;
    c. signed by a duly authorized representative of the Offeror; and
    d. accompanied by any other document or documents specified elsewhere in the RFSO where it is stipulated that said documents are to accompany the offer.

2. Any alteration to the pre-printed or pre-typed sections of the Price Proposal Form, or any condition or qualification placed upon the offer shall be cause for disqualification. Alterations, corrections, changes or erasures made to statements or figures entered on the Price Proposal Form by the Offeror shall be initialled by the person or persons signing the offer. Alterations, corrections, changes or erasures that are not initialled shall be deemed void and without effect.

3. Unless otherwise noted elsewhere in the RFSO, facsimile copies of offers are not acceptable.

GI03 IDENTITY OR LEGAL CAPACITY OF THE OFFEROR

In order to confirm the authority of the person or persons signing the offer or to establish the legal capacity under which the Offeror proposes to enter into Contract, any Offeror who carries on business in other than its own personal name shall, if requested by Canada, provide satisfactory proof of

a. such signing authority; and
b. the legal capacity under which it carries on business;

prior to contract award. Proof of signing authority may be in the form of a certified copy of a resolution naming the signatory(ies) that is (are) authorized to sign this offer on behalf of the corporation or partnership. Proof of legal capacity may be in the form of a copy of the articles of incorporation or the registration of the business name of a sole proprietor or partnership.

GI04 APPLICABLE TAXES

“Applicable Taxes” means the Goods and Services Tax (GST), the Harmonized Sales Tax (HST), and any provincial tax, by law, payable by Canada such as, the Quebec Sales Tax (QST) as of April 1, 2013.

GI05 CAPITAL DEVELOPMENT AND REDEVELOPMENT CHARGES

Building permits fees (if applicable) will be applied to call-ups. The Offeror shall not include any monies in the offer amount for special municipal development, redevelopment or other fees or charges which a municipal authority may seek as a prerequisite to the issuance of building permits.

GI06 LISTING OF SUBCONTRACTORS AND SUPPLIERS

Notwithstanding any list of Subcontractors that the Offeror may be required to submit as part of the offer, the Offeror shall, within forty-eight (48) hours of receipt of a notice to do so, submit all information requested in the said notice including the names of Subcontractors and Suppliers for the part or parts of the Work listed. Failure to do so shall result in the disqualification of its offer.

GI07 SUBMISSION OF OFFER

1. Canada requests that offerors provide their offer in separately bound sections as follows:
   Price proposal form (1) hard copy

2. Canada requests that Offerors follow the format instructions described below in the preparation of their offer.
   a. use 216 mm x 279 mm (8.5 x 11 inch) paper;
   b. use a numbering system that corresponds to that of the Request for Standing Offers;

3. The offer envelope shall be addressed and submitted to the office designated on the Front Page "Request for Standing Offer" for the receipt of the offers. The offer must be received on or before the date and time set for solicitation closing. Prior to submitting the offer, the Offeror shall ensure that the following information is clearly printed or typed on the face of the offer envelope:
   a. Solicitation Number
   b. Name of Offeror;
   c. Return address; and
   d. Closing Date and Time.

4. The Price Proposal Form, and any required associated document(s), shall be enclosed and sealed in an envelope with the following information clearly printed or typed on the face of the envelope:
   a. PRICE PROPOSAL FORM;
   b. Solicitation Number; and
   c. Name of Offeror.

5. The offer shall be in Canadian currency. Exchange rate fluctuation protection is not offered. Any request for exchange rate fluctuation protection shall not be considered.

6. Timely and correct delivery of offers is the sole responsibility of the Offeror.

GI08 REVISION OF OFFER

1. 1An offer submitted in accordance with these instructions may be revised by letter or facsimile provided the revision is received at the office designated for the receipt of offers, on or before the date and time set for the closing of the solicitation. The letter or facsimile shall on the Offeror's letterhead or bear a signature that identifies the Offeror.

2. A revision to an offer that includes unit prices must clearly identify the change(s) in the unit price(s) and the specific item(s) to which each change applies.

GI09 REJECTION OF OFFER

1. Canada may accept any offer, whether it is the lowest or not, or may reject any or all offers.

2. Without limiting the generality of paragraph 1.of GI09, Canada may reject an offer if any of the following circumstances is present:
    a. the Offeror's bidding privileges are suspended or are in the process of being suspended;
    b. The Offeror’s bidding privileges of any employee or subcontractor included as part of the offer are suspended or are in the process of being suspended, which suspension or pending suspension would render that employee or subcontractor ineligible to make an offer on the Work, or the portion of the Work the employee or subcontractor is to perform;
    c. the Offeror is bankrupt, or where for whatever reason, its activities are rendered inoperable for an extended period;
    d. evidence, satisfactory to Canada, of fraud, bribery, fraudulent misrepresentation or failure to comply with any law protecting individuals against any manner of discrimination, has been received with respect to the Offeror, any of its employees or any subcontractor included as part of its offer;
    e. evidence satisfactory to Canada that based on past conduct or behavior, the Offeror, a sub-contractor or a person who is to perform the Work is unsuitable or has conducted himself/herself improperly;
    f. with respect to current or prior transactions with Canada
        i. Canada has exercised, or intends to exercise, the contractual remedy of taking the work out of the contractor's hands with respect to a contract with the Offeror, any of its employees or any subcontractor included as part of its offer; or
        ii. Canada determines that the Offeror's performance on other contracts is sufficiently poor to jeopardize the successful completion of the requirement being offered on.

3. In assessing the Offeror's performance on other contracts pursuant to subparagraph 2.f.i & ii. GI09, Canada may consider, but not be limited to, such matters as:
    a. the quality of workmanship in performing the Work;

b. the timeliness of completion of the Work;
c. the overall management of the Work and its effect on the level of effort demanded of the department and its representative; and
d. the completeness and effectiveness of the Contractor's safety program during the performance of the Work.

4. Without limiting the generality of paragraphs 1, 2. and 3. of GI09, Canada may reject any offer based on an unfavourable assessment of the
   a. adequacy of the offer price to permit the work to be carried out and, in the case of an offer providing prices per unit, whether each such price reasonably reflects the cost of performing the part of the work to which that price applies;
   b. Offeror's ability to provide the necessary management structure, skilled personnel, experience and equipment to perform competently the work under the Contract; and
   c. Offeror's performance on other contracts.

5. When Canada intends to reject an offer pursuant to a provision of paragraphs 1. 2.3.or 4. of GI09, other than subparagraph 2.a. of GI09, the Contracting Authority will inform the Offeror and provide the Offeror ten (10) days within which to make representations, before making a final decision on the offer rejection.

6. Canada may waive informalities and minor irregularities in offers received if Canada determines that the variation of the offer from the exact requirements set out in the Offer Documents can be corrected or waived without being prejudicial to other offerrors

GI10 OFFER COSTS

No payment will be made for costs incurred in the preparation and submission of an offer in response to the offer solicitation. Costs associated with preparing and submitting an offer, as well as any costs incurred by the Offeror associated with the evaluation of the offer, are the sole responsibility of the Offeror.

GI11 PROCUREMENT BUSINESS NUMBER

Offerors are required to have a Procurement Business Number (PBN) before contract award. Offerors may register for a PBN in the Supplier Registration Information system on the https://www.achatsetventes-buyandsell.gc.ca Website.

GI12 COMPLIANCE WITH APPLICABLE LAWS

1. By submission of an offer, the Offeror certifies that the Offeror has the legal capacity to enter into a contract and is in possession of all valid licences, permits, registrations, certificates, declarations, filings, or other authorizations necessary to comply with all federal, provincial and municipal laws and regulations applicable to the submission of the offer and entry into any ensuing call-up for the performance of the work.

2. For the purpose of validating the certification in paragraph 1. of GI12, a Offeror shall, if requested, provide a copy of every valid licence, permit, registration, certificate, declaration, filing or other authorization listed in the request, and shall provide such documentation within the time limit(s) set out in the request.

3. Failure to comply with the requirements of paragraph 2.of GI12 shall result in disqualification of the offer.

GI13 APPROVAL OF ALTERNATIVE MATERIALS

When materials are specified by trade names or trademarks, or by manufacturers' or suppliers' names, the offer shall be based on use of the named materials. During the solicitation period, alternative materials may be considered provided full technical data is received in writing by the Contracting Officer at least ten (10) calendar days prior to the solicitation closing date. If the alternative materials are approved for the purposes of the offer, an addendum to the offer documents shall be issued.

GI14 PERFORMANCE EVALUATION

1. Offerors shall take note that the performance of the Offeror during and upon completion of the work shall be evaluated by Canada. The evaluation shall be based on the quality of workmanship; timeliness of completion of the work; project management, contract management and management of health and safety. Should the Contractor's performance be considered unsatisfactory, the Contractor's bidding privileges on future work may be suspended indefinitely.

2. The form PWGSC-TPSGC 2913, SELECT - Contractor Performance Evaluation Report Form, is used to record the performance.

GI15 CONFLICT OF INTEREST - UNFAIR ADVANTAGE

1. In order to protect the integrity of the procurement process, offerors are advised that Canada may reject an offer in the following circumstances:

    a. if the Offeror, any of its subcontractors, any of their respective employees or former employees was involved in any manner in the preparation of the offer solicitation or in any situation of conflict of interest or appearance of conflict of interest;

    b. if the Offeror, any of its subcontractors, any of their respective employees or former employees had access to information related to the offer solicitation that was not available to other offerors and that would, in Canada's opinion, give or appear to give the Offeror an unfair advantage.

2. The experience acquired by a offeror who is providing or has provided the goods and services described in the offer solicitation (or similar goods or services) will not, in itself, be considered by Canada as conferring an unfair advantage or creating a conflict of interest. This offeror remains however subject to the criteria established above.

3.Where Canada intends to reject an offer under this section, the Contracting Authority will inform the Offeror and provide the Offeror an opportunity to make representations before making a final decision. Offerors who are in doubt about a particular situation should contact the Contracting Authority before offer closing. By submitting an offer, the Offeror represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Offeror acknowledges that it is within Canada's sole discretion to determine whether a conflict of interest, unfair advantage or an appearance of conflict of interest or unfair advantage exists.

STANDING OFFER PARTICULARS

SOP01 GENERAL

1. The Offeror acknowledges that a standing offer is not a contract and that the issuance of a Standing Offer and Call-up Authority does not oblige or commit Canada to procure or contract for any services listed in the Standing Offer.

2. The Offeror offers to provide and deliver to Canada the services described in the Standing Offer, in accordance with the pricing set out in the Request for Standing Offer if, and when the Contracting Authority may request such services, in accordance with the conditions listed at subsection 3 below.

3. The Offeror understands and agrees that:
    a. a call-up against the Standing Offer will form a contract only for those services which have been called-up, provided that such call-up is made in accordance with the provisions of the Standing Offer;
    b. Canada's liability is limited to that which arises from call-ups against the Standing Offer made within the period specified in the Standing Offer;
    c. Canada has the right to procure the services specified in the Standing Offer by means of any other contract, standing offer or contracting method;
    d. the Standing Offer cannot be assigned or transferred in whole or in part;
    e. the Standing Offer may be set aside by Canada at any time.

SOP02 PERIOD OF THE STANDING OFFER

The period for placing call-ups against the Standing Offer shall be for one (1) year commencing from the start date identified on the Standing Offer.

SOP03 EXTENSION OF STANDING OFFER

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for ***four (4) additional one (1) year periods***, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

SOP04 CALL-UP LIMITATION

Each call-up against the Standing Offer will have a maximum limitation of expenditure of *(must not exceed the amount of the call-up)* (Applicable Taxes extra).

SOP05 CALL-UP PROCEDURE

1. Services will be called-up as follows:

a. The Departmental Representative will establish the scope of services to be performed. For each individual Call-Up, offerors will be considered using a computerized distribution system. This system will track all all-ups assigned to each offeror and will maintain a running total of the dollar value of business distributed. The system will contain for each offeror an ideal business distribution percentage which has been established as follows; 40% of the business for the top ranked offeror, 30% for the 2nd ranked offeror and 30% for the 3rd ranked offeror. In the event fewer than (3) offerors are successful, the undistributed % of business will be redistributed amongst the offerors being recommended using the following formula:

$$\text{Revised Distributions \%} = \frac{\text{pre-established \%}}{\text{100 less the non distributed \%}} \times 100$$

The Offeror who is furthest under their respective ideal business distribution percentage in relation to the other offerors will be selected for the next call-up.

b. For each individual call-up the Offeror will be provided the scope of work and will submit an offer to the Departmental Representative in accordance with the unit rates established under the Standing Offer. The Contractor's offer shall include all of the work as specified including; mobilizing, sub-trades, materials, labour, tools, administration fees and supervision including building permits as per local regulations.

2. The Offeror will be authorized in writing by the Contracting Authority to proceed with the work by issuance of a Call-up against the Standing Offer using form 2829.

3. Any proposed changes to the scope of work are to be discussed with the Departmental Representative but any resulting changes can only be authorized by an amendment issued by the Contracting Authority.

SOP06 STANDING OFFER RESPONSIBLES

Standing Offer Contracting Authority is:

Name : _____

Title : _____

Department:_____

Division : _____

Telephone : ____- ____- _____

e-mail : _____

The Contracting Authority is responsible for the establishment and administration of the Standing Offer and it's revision if needed. The Contracting Authority he is responsible for all contractual related questions regarding call-ups.

Standing Offer Technical Authority is:

The Technical Authority represents the Department or Organisation for which the works are executed within a call-up. The Technical Authority is responsible for all technical related questions regarding call-ups.

Name : _____

Title : _____

Department:_____

Division : _____

Telephone : ____- ____- _____

e-mail : _____

The selected contractor for the standing offer is:

Name : _____

Contact : _____

Address:_____

Telephone : ____- ____- _____

e-mail : _____

SC01 SECURITY REQUIREMENTS, DOCUMENT SAFEGUARDING LOCATION

Contractor/Offer personnel MAY NOT ENTER sites where (PROTECTED/CLASSIFIED) information or assets are kept, without an escort provided by the department or agency for which the work is being performed.

SC02 LIMITATION OF LIABILITY

GC1.6 of R2810D is deleted and replaced with the following:

GC1.6 Indemnification by the Contractor

1. The Contractor shall indemnify and save Canada harmless from and against all claims, demands, losses, costs, damages, actions, suits, or proceedings whether in respect to losses suffered by Canada or in respect of claims by any third party, brought or prosecuted and in any manner based upon, arising out of, related to, occasioned by, or attributable to the activities of the Contractor in performing the Work, provided such claims are caused by the negligent or deliberate acts or omissions of the Contractor, or those for whom it is responsible at law.

2. The Contractor's obligation to indemnify Canada for losses related to first party liability shall be limited to:
    a. In respect to each loss for which insurance is to be provided pursuant to the insurance requirements of the Contract, the Commercial General Liability insurance limit for one occurrence, as referred to in the in the insurance requirements of the Contract .
    b. In respect to losses for which insurance is not required to be provided in accordance with the insurance requirements of the Contract the greater of the Contract Amount or $5,000,000, but in no event shall the sum be greater than $20,000,000.

    The limitation of this obligation shall be exclusive of interest and all legal costs and shall not apply to any infringement of intellectual property rights or any breach of warranty obligations.

3. The Contractor's obligation to indemnify Canada for losses related to third party liability shall have no limitation and shall include the complete costs of defending any legal action by a third party. If requested by Canada, the Contractor shall defend Canada against any third party claims.

4. The Contractor shall pay all royalties and patent fees required for the performance of the Contract and, at the Contractor's expense, shall defend all claims, actions or proceedings against Canada charging or claiming that the Work or any part thereof provided or furnished by the Contractor to Canada infringes any patent, industrial design, copyright trademark, trade secret or other proprietary right enforceable in Canada.

5. Notice in writing of a claim shall be given within a reasonable time after the facts, upon which such claim is based, became known.

SC03 INSURANCE TERMS

1. Insurance Contracts
    a. The Contractor must, at the Contractor's expense, obtain and maintain insurance contracts in accordance with the requirements of the Certificate of Insurance. Coverage must be placed with an Insurer licensed to carry out business in Canada.

b. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract. The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

2. Period of Insurance
   a. The policies required in the Certificate of Insurance must be in force from the date of contract award and be maintained throughout the duration of the Contract.
   b. The Contractor must be responsible to provide and maintain coverage for Products/Completed Operations hazards on its Commercial General Liability insurance policy, for a period of six (6) years beyond the date of the Certificate of Substantial Performance

3. Proof of Insurance
   a. Before commencement of the Work, and no later than thirty (30) days after acceptance of its bid, the Contractor must deposit with Canada a Certificate of Insurance on the form attached herein.
   b. Upon request by Canada, the Contractor must provide originals or certified true copies of all contracts of insurance maintained by the Contractor pursuant to the Certificate of Insurance.

4. Insurance Proceeds
   In the event of a claim, the Contractor must, without delay, do such things and execute such documents as are necessary to effect payment of the proceeds.

5. Deductible
   The payment of monies up to the deductible amount made in satisfaction of a claim must be borne by the Contractor.

SC04 LABOUR

Clause R2830D subsection GC3.8 has been modified as follows;

1. Title has been changed from “Labour and Fair Wages” to “Labour”.

2. Delete subsection 1.

3. Following subsections must be renumbered accordingly.

CALL-UPS CLAUSES OR RESULTING CONTRACT DOCUMENTS (CD)

For contracts with a value less than 100 000.00$

1. The following are the call-up's contract documents:
   a. The call up against the Standing Offer, including any annexes
   b. General Conditions and clauses

GC1	General Provisions	R2810D	(2013-04-25);
GC2	Administration of the Contract	R2820D	(2012-07-16);
GC3	Execution and Control of the Work	R2830D	(2010-01-11);
GC4	Protective Measures	R2840D	(2008-05-12);
GC5	Terms of Payment	R2550D	(2010-01-11);
GC6	Delays and Changes in the Work	R2860D	(2013-04-25);
GC7	Default, Suspension or Termination of Contract	R2870D	(2008-05-12);
GC8	Dispute Resolution	R2884D	(2008-05-12);
GC10	Insurance	R2900D	(2008-05-12);
	Allowable Costs for Contract Changes Under GC6.4.1	R2950D	(2007-05-25);
	Supplementary Conditions		

   c Any amendment or variation of the contract documents that is made in accordance with the General Conditions.

2 The documents identified by title, number and date above are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site: https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual

3 The language of the contract documents is the language of the Price Proposal Form submitted.

For contracts with a value of 100 000.00$ and more

1. The following are the call-up's contract documents:
   a. The call up against the Standing Offer, including any annexes
   b. General Conditions and clauses

GC1	General Provisions	R2810D	(2013-04-25);
GC2	Administration of the Contract	R2820D	(2012-07-16);
GC3	Execution and Control of the Work	R2830D	(2010-01-11);
GC4	Protective Measures	R2840D	(2008-05-12);
GC5	Terms of Payment	R2850D	(2010-01-11);
GC6	Delays and Changes in the Work	R2860D	(2013-04-25);
GC7	Default, Suspension or Termination of Contract	R2870D	(2008-05-12);
GC8	Dispute Resolution	R2880D	(2012-07-16);
GC9	Contract Security	R2890D	(2012-07-16);
GC10	Insurance	R2900D	(2008-05-12);
	Supplementary Conditions		
	Allowable Costs for Contract Changes Under GC6.4.1	R2950D	(2007-05-25);

   c Any amendment or variation of the contract documents that is made in accordance with the General Conditions.

2 The documents identified by title, number and date above are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site: https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual

3 The language of the contract documents is the language of the Price Proposal Form submitted.

3. Period of the Contract

The Work must be completed in accordance with the call-up against the Standing Offer.

4. Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract ***must not exceed the amount of the call-up***. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

4.3 **SACC Manual Clauses**

C0705C(2010-01-11), Discretionary Audit
C0711C(2008-05-12), Time Verification
H1000C (2008-05-12) Single payment

5. Invoicing Instructions

Instructions for Payment Requests

1. The Contractor must submit progressive ayment requests in accordance with 2550D/R2850D of the general conditions using form 1792 request for progress payment. Requests for payments must not be submitted until all work identified in these are completed.

Each claim must be supported by:

(a) a copy of time sheets to support the time claimed;
(b) a copy of the release document and any other documents as specified in the Contract;
(c) a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
(d) a copy of the monthly progress report.

2. Payment Requests must be distributed as follows:

(a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

6. Insurance Requirements

The Contractor must comply with the insurance requirements specified in GC10 (R2900D). Insurance

Refer to Conditions of insurance CS03

ENDIX 1 - COMPLETE LIST OF EACH INDIVIDUALS WHO ARE CURRENTLY DIRECTORS OF THE OFFEROR

NOTE TO OFFERORS
WRITE DIRECTOR'S SURNAMES AND GIVEN NAMES

APPENDIX 3- SCOPE OF WORK

A1. INTRODUCTION

Public Works and Government Services Canada (PWGSC) receives an increasing amount of mandates to execute different corrective work on hazardous construction in federal buildings.
Be it in a context of demolition, deconstrcution and/or renovation, PWGSC is frequently called upon to remove and dispose different hazardous construction materials containing asbestos, mould, lead or bird dejection. Also, but less frequently, other materials such as formaldehyde, mercury, etc. can be treated.
PWGSC Environmental Services (ES) is thus inviting contractors offering specialized services in these fields to submit proposals for standing offers.

A.2 DESCRIPTION OF WORKS AND SERVICES

The required services are intended for PWGSC's project managers. The specialized construction services in the fields of the elimination (removal and disposal) of hazardous construction materials and also demolition/deconstruction will enable PWGSC to carry out work with a qualified and appropriate contractor.
Currently, it's impossible to predict the work volume and also very difficult to predict the breakdown by type of service, however PWGSC experience demonstrates that 75 % of the work will be done with material containing asbestos.

A2.1 Required works and services

Unless otherwise specified in the call-ups, the Standing Offer will relate to the following services:

- Provision of tools, equipment, material, labour, and secure work processes required to undertake and complete the work requested in the call-ups and this, in accordance with the regulatory requirements and good work practices.
- A Scope of Work or Specifications and Plans will be provided for each call-up by PWGSC's project manager. These documents will specify the nature and the extent of work to be performed.

A2.2 Types of works and services to be carried out

As mentioned in the preceding section, the nature and the extent of work will be defined at the time of the call-up requests. However, it will be the Contractor's responsibility to propose, and get approval for, a secure work process in connection with the identified risks.

Hazardous construction material work likely to be carried out in various federal buildings, may include but is not limited to:

- contaminated sites and surface cleaning ;
- repairing and removal of hazardous materials ;
- storage and disposal of hazardous construction materials.

Demolition and/or deconstruction work likely to be carried out in various federal building, may include but is not limited to:

- mandatory work after elimination of hazardous construction materials ;
- demolition or deconstruction work requiring the separationa nd management of construction material with the intent of reusing, recycling or eliminating it ;
- with PWGSC authorization, related or secondary work associated to the demolition work (ex : built temporary support structure, patching holes on roof left by demolition, etc.)

Secure work procedures proposed and used by the contractor to carry out work of elimination of hazardous construction material shall be executed in accordance with laws, regulations and or norms currently enforced.

Asbestos

- Departmental Policy DP-057 Asbestos Management (Internal document, See appendix)
- Quebec Construction Safety Code (S-2.1, r.6)
http://www2.publicationsduquebec.gouv.qc.ca/dynamicSearch/telecharge.php?type=2&file=%2F%2FS_2_1%2FS2_1R6.htm

Mould

- CCA 82 - Mould Guidelines for the Canadian Construction Industry
Http://www.cca-acc.com/members/documents/cca82/cca82.pdf

Lead

- Specific clauses - Health and Safety at work - Work including a low exposure to lead, PWGSC 2005 (Internal document, See appendix)
- Specific clauses - Health and Safety at work - Work including a medium and hi exposure to lead, PWGSC 2005 (Internal document, See appendix)
- L'exposition au Plomb, CSST 2004
http://www.csst.qc.ca/NR/rdonlyres/582B7D30-4751-4E54-A058-8917CF11A76D/2963/dc_200_16161_1.pdf
- HUD Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing, U.S. Department of Housing and Urban Development 2007
Http://www.hud.gov/offices/lead/lbp/hudguidelines/index.cfm

Bird dejection

- Specific clauses - Health and Safety at work - Protection measure for bird dejection cleaning, PWGSC 2005 (Internal document, See appendix)

Confined spaces

- Specific clauses - Health and Safety at work - Confined spaces specials conditions, PWGSC 2005 (Internal document, See appendix)

Concerning the demolition and/or deconstruction work, the Contractor must respect Specifications and Plans. If required by the specifications, the Contractor will have to produce and submit a reduction plan for deconstruction material in order to meet different performance requirements at the time of deconstruction. Finaly, if required by PWGSC, Contractor must submit demolition plan signed off by an engineer.

It is **mandatory** that the bidder has these specialized RBQ licenses pertaining to the work being done. If a part of the work is being subcontracted to another contractor, the name of the company and proof of appropriate licenses must be submitted.

The work will have to be executed by qualified workers in possession of competence cards. Insuring all workers meet competency requirements is the responsibility of the Bidder.

PWGSC will assume and provide air quality monitoring services, therefore, that **part is not included in this invitation.**

Finally, some of the work can be executed in **a confined space** and for this reason PWGSC asks the contractor to present a confined spaces and first aid training certificate before each mandate. The same requirement exists for the production of a training certificate related to **asbestos and mould protection**.

It must be noted that medical certification can be required in specific case (ex : certification for use of adduction air mask, blood lead concentration, etc.).

A2.3 Execution of work

Throughout the duration of the work, the Bidder agrees to undertake all responsibilities normally assigned to the Principal Contractor under the terms of the Occupational Health and Safety Act, and to act as supervisor of the building site.

A2.4 Documents to be submitted for call-ups

The following documents are to be submitted to PWGSC'S project manager for each call-up:

- A “Budget” type cost estimate* based on hourly rates proposed and a work schedule;
- List of the Contractor's employees with their respective training certificate and in some case, security clearance for each employee upon request by the client;
- Secure work processes and prevention programmes adapted to the scope of work;
- Specific training proof other than asbestos and mould;
- If required, a copy of the Notice of Opening from the CSST;
- Proof of disposal of asbestos waste at an authorized site;
- If required, reduction plan for the deconstruction material;
- If required, demoilition plan signed off by an engineer;
- **Any other document specified by PWGSC.**

** PWGSC reserves the right to ask for a lump some proposal for specific project*

A3. FEDERAL BUILDING UNDER REVIEW

All federal properties in the province of Quebec.

A3.1 Boundaries

The two regions will be separated on the basis of Quebec's administrative regions.

*Please note that all territories covered by the James Bay and Northern Quebec Agreement are excluded from this standing offer.

East region includes the following regions :

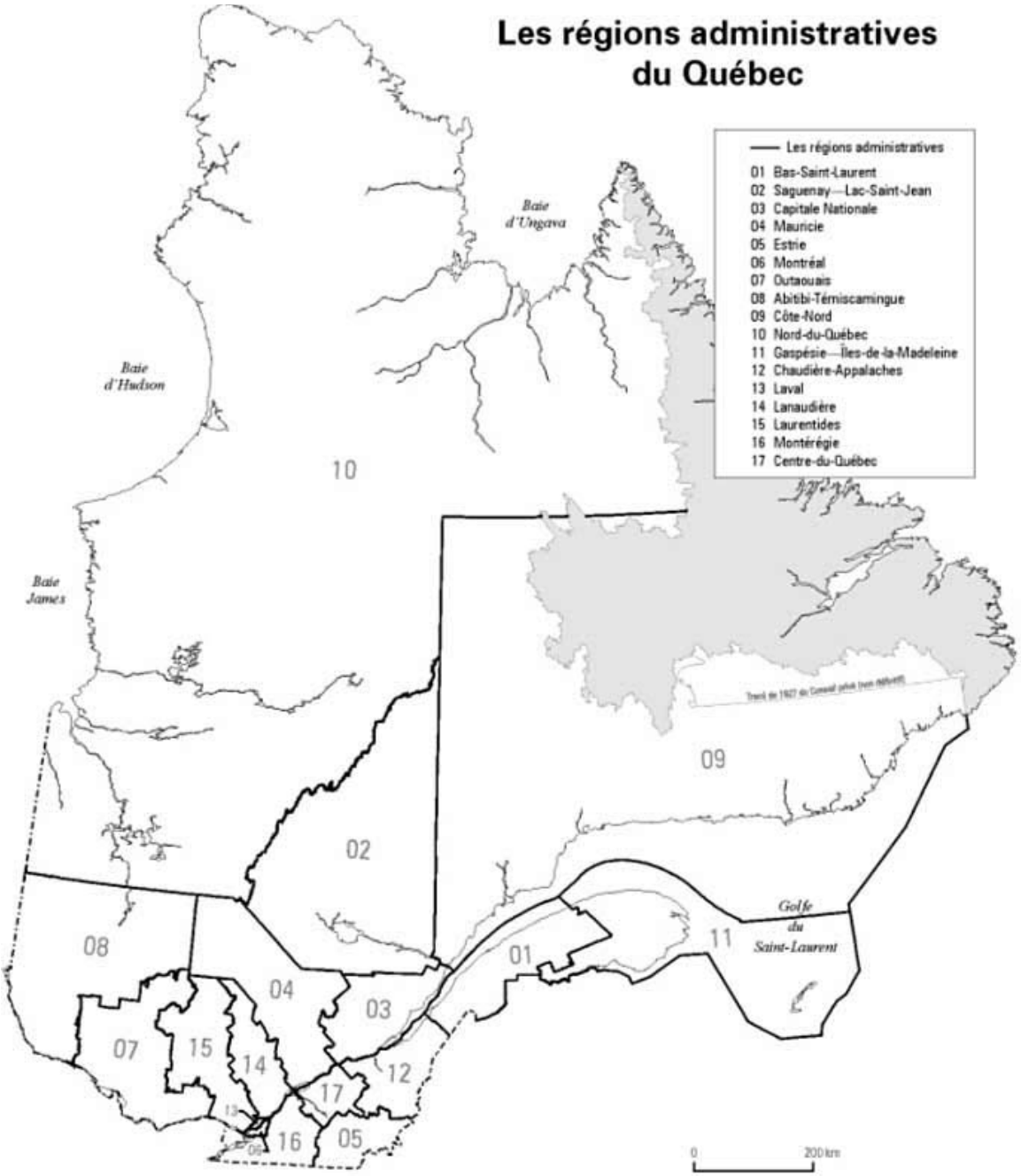
01 Bas Saint-Laurent
02 Saguenay Lac Saint-Jean
03 Capitale Nationale
09 Côte-Nord

10 Nord du Québec
11 Gaspésie - îles-de-la-Madeleine
12 Chaudière appalaches

West region includes the following regions :

04 Mauricie
05 Estrie
06 Montréal
07 Outaouais
08 Abitibi-Témiscamingue
13 Laval
14 Lanaudière
15 Laurentides
16 Montérégie
17 Centre-du-Québec

For your information, on the next page you will find the map of the province of Quebec with the different administrative regions.


Les régions administratives du Québec
Les régions administratives
01 Bas-Saint-Laurent
02 Saguenay—Lac-Saint-Jean
03 Capitale Nationale
04 Mauricie
05 Estrie
06 Montréal
07 Outaouais
08 Abitibi-Témiscamingue
09 Côte-Nord
10 Nord-du-Québec
11 Gaspésie—Îles-de-la-Madeleine
12 Chaudière-Appalaches
13 Laval
14 Lanaudière
15 Laurentides
16 Montérégie
17 Centre-du-Québec
Baie d'Ungava
Baie d'Hudson
Baie James
Golfe du Saint-Laurent
0
200 km

APPENDIX 3 - TECHNICAL OFFER

1. Evaluation Procedures

(a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.

(b) An evaluation team composed of representatives of Canada will evaluate the offers.

1.1. Technical Evaluation

1.1.1 Mandatory Technical Criteria

It is recommended that the Bidder addresses the following criteria in sufficient details in the proposal, and in the order in which they are listed below.

Only those proposals having met the conditions of this criterion will be considered for the continuation of the evaluation.

- Contractor's description

  (Information required in your proposal)

  - A description of the work and services that you offer
  - An organizational chart

- Specialized RBQ licenses

  (Information required in your proposal)

  - A **copy of the various specialized licenses issued by the RBQ** to your company demonstrating the right to perform all the work specified in this document (Decontamination / Deconstruction / Demolition / Insulation).

- Contractor's experience

  (Information required in your proposal)

  - Five (5) projects successfully completed within the last three (3) years which show that your business has worked in each of the specialties required * (6), namely:

    - Work involving materials containing asbestos
    - Work involving materialscontaminated with mold
    - Work involving materials containing lead
    - Work involving materials contaminated with bird droppings
    - Demolition / deconstruction
    - Insulation work

For each project submitted, the following information must be provided:

- project location and date;
- client (name and phone number to reache the client) ;
- cost of the project;
- project description;
- services* realized in the project.

** You are allowed to combine different services, as certaining coverage of all the six (6) services).*

- Employees training

(Information required in your proposal)

- A list of the people dedicated to the completion of the work with a copy of the **training certificates for asbestos and mould.**

After granting the Stander Offer, if required by a project, you will have to provide proof that employees have been informed of the exposure to risk and secure work processes to handle hazardous construction material such as lead, bird dejection and others.

2. Basis of Selection

2.1 Technical Criteria Only

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

APPENDIX 5 - PRICE PROPOSAL FORM

B1. Elimination of hazardous contruction material Work

With regards to the present evaluation, only the shaded fields must be filled out (please disregard the numbers written in the column "Fictitious hours & amounts"). These parameters were established in order to ensure a uniform evaluation. The hourly rates and the percentage of profit on materials registered in the table and submitted by the Bidder will be considered as the reference rates and percentage at the time of the call-ups.

The hourly rates and the percentage of profit on materials registered in the table and submitted by the Bidder will be considered as the reference rates and percentage at the time of the call-ups.

PWGSC admit that there are differences with the processes and individual safety equipment for each type of hazardous material to treat, but it is not significative to determine hourly rate. So only one hourly rate will be used instead if it's work on asbestos, mould, lead or bird dejection.

Description	Hourly Rate ($/H)	Fictitious hours & amount	Total Price
Labour	***Normal Hours***		
Foreman		1000 H	
Regular staff		5000 H	
Materials/Equipment			
Profit markup (%)*		$100,000.00	
		Bid Total	**$**

** The present pourcentage (%) is only for profit markup* on materials/equipment.

Description	Hourly Rate ($/H)	Fictitious hours & amount	Total Price
Labour	***Outside of normal hours***		
Foreman		10 H	
Regular staff		50 H	
		Bid Total	**$**

Lodging and traveling expenses incurred under PWGSC authority will be refunded in accordance with Treasury Board's policies on traveling. It must be noted that transportation expenses can only be charged for one vehicle with the starting point always at Place Bonaventure in Montreal (West region) and Gare maritime Champlain in Quebec (East region) or from the Contractor's local office which ever is closer to the project site.

If site visit is required for call up, traveling expenses must be assumed by Contractor.

B2. Demolition/Deconstruction Work

With regards to the present evaluation, only the shaded fields must be filled out (please disregard the numbers written in the column "Fictitious hours & amounts"). These parameters were established in order to ensure a uniform evaluation. The hourly rates and the percentage of profit on materials registered in the table and submitted by the Bidder will be considered as the reference rates and percentage at the time of the call-ups.

The hourly rates and the percentage of profit on materials registered in the table and submitted by the Bidder will be considered as the reference rates and percentage at the time of the call-ups.

Description	**Hourly Rate ($/H)**	**Fictitious hours & amount**	**Total Price**
Labour	***Normal Hours***		
Foreman		1000 H	
Regular staff		5000 H	
Materials/Equipment/ Transport/Treatment			
Profit markup (%)*		$50,000.00	
		Bid Total	**$**

** The present pourcentage (%) is only for profit markup on materials/equipment/transport/treatment.*

Description	**Hourly Rate ($/H)**	**Fictitious hours & amount**	**Total Price**
Labour	***Outside of Normal Hours***		
Foreman		10 H	
Regular staff		50 H	
		Bid Total	**$**

Lodging and traveling expenses incurred under PWGSC authority will be refunded in accordance with Treasury Board's policies on traveling. It must be noted that transportation expenses can only be charged for one vehicle with the starting point always at Place Bonaventure in Montreal (West region) and Gare maritime Champlain in Quebec (East region) or from the Contractor’s local office which ever is closer to the project site.

If site visit a required for call up, traveling expense must be assumed by Contractor.

B3. Insulation work

For the purposes of this evaluation, only complete the shaded area and do not take into account the time, distance and fictitious amounts. These parameters were established to perform a uniform evaluation. All hourly rates and the percentage of profit on record in the table and materials submitted by the Applicant will become the reference rate and the percentage in subsequent commands.

Description	Hourly Rate ($/H)	Fictitious hours & amount	Total Price
Labour	***Normal Hours***		
Insulator		1000 H	
Regular staff		5000 H	
Materials/Equipment/ Transport/Treatment			
Profit markup (%)*		$50,000.00	
		Bid Total	**$**

** The present pourcentage (%) is only for profit markup on materials/equipment/transport/treatment.*

Description	Hourly Rate ($/H)	Fictitious hours & amount	Total Price
Labour	***Outside of Normal Hours***		
Insulator		10 H	
Regular staff		50 H	
		Bid Total	**$**

The maximum accommodation costs and travel expenses incurred by the Contractor with the approval of PWGSC will be reimbursed in accordance with the Treasury Board Directive on travel. The calculation for travel expenses may be charged to a single vehicle carrying the team and that, taking into account that the starting point of the vehicle should be for the region of western Quebec located at the Place Bonaventure (H5A 1L6) in Montreal; and the region of eastern Quebec starting point is located at new federal building in Quebec City (1550 Avenue. Estimauville, G1J 5E9) or the Contractor's office located nearest the project .

Please note that a site visit may be required prior to the issuance of a call-up. Travel expenses will in that case be covered by the contractor.

APPENDIX 5 - RELATED DOCUMENTS

*- Please be advised that the document named **"Fientes**" is only available in french -*

APPENDIX 6 - CERTIFICATE OF INSURANCE FORM

(See PDF document attached)

Mesures de protection lors du nettoyage des fientes d'oiseaux

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Note : Les recommandations et mesures de précaution pour le nettoyage des fientes d'oiseaux décrites à cette annexe sont tirées en grande partie du mémoire de fin d'études de Malo Blanchard de l'École Nationale de la Santé Publique (2001) pour la formation des Ingénieurs du génie sanitaire intitulé : les risques sanitaires reliés aux déjections de pigeon en milieu de travail au Québec – mesures de prévention.

Puisque le nettoyage des fientes d'oiseaux présente certains risques pour les travailleurs et l'environnement, les diverses recommandations et mesures de précaution énoncées ci-dessous doivent être suivies.

1.0 Humidification et élimination des fientes

Afin d'éviter au maximum la mise en suspension des poussières susceptibles de contenir des agents infectieux, l'Entrepreneur devra, à l'aide d'un pulvérisateur, humidifier les déjections sèches afin de former un « agglomérat » compact dans lequel les poussières seront emprisonnées et ne pourront plus être mises en suspension.

À noter qu'il est interdit d'utiliser l'eau sous haute pression à cette étape pour nettoyer les fientes. L'eau sous pression, tel que décrit sur les notes au plan, ne pourra être utilisée tant que toutes les déjections n'auront pas été ramassées.

Une fois les fientes humidifiées, l'Entrepreneur devra les ramasser à l'aide d'une pelle et les évacuer dans des sacs en plastique double épaisseur et ultra résistant ou dans des conteneurs étanches, scellés et clairement identifiés. Ces derniers doivent être évacués avec précaution pour éviter toute perforation durant le transport. Les déjections doivent être considérées comme du matériel infecté et entrer dans la filière de traitement de déchets adéquate. Lors de la disposition de ces rebuts, l'Entrepreneur devra se conformer aux exigences de la Loi sur la qualité de l'environnement et de toutes les autres réglementations provinciales ou fédérales applicables. Avant de commencer les travaux, la quantité de déchets à traiter doit être approximativement évaluée (la masse volumique des fientes est de l'ordre de 700 kg par m^3). Des contacts doivent être pris avec les sites d'enfouissement où d'incinération de déchets afin de mettre au point les dispositions de traitement des matériaux à éliminer.

2.0 Désinfection du site

Après l'élimination des déjections, l'Entrepreneur devra procéder à une désinfection des surfaces du site afin de se prémunir de toute infection ultérieure. Pour ce faire, une solution d'hypochlorite de sodium (eau de javel) 1 % (10 000 ppm (mg/L)) présente les propriétés requises. L'hypochlorite de sodium 1 % correspond à une dilution par 5 de l'eau de javel commerciale 5 % (1 dose d'eau de javel pour 4 doses d'eau). Le temps de contact du désinfectant doit être de 30 minutes afin que son action soit optimale sur tous les microorganismes.

Un lavage à l'eau après l'évacuation des fientes peut être envisagé avant la désinfection, afin d'éliminer les quelques résidus de matière organique éventuellement restants et ainsi prévenir la neutralisation du désinfectant. Un lavage à l'eau sous-pression est également requis après la désinfection afin de s'assurer la compatibilité des produits de réparation de béton et éviter toute réaction avec le désinfectant.

Le désinfectant pourra être épandu grâce à un pulvérisateur sur l'ensemble des surfaces préalablement nettoyées. Pour les travaux extérieurs, lors de fortes chaleurs ou de grand vent (évaporation plus rapide du chlore), l'Entrepreneur devra vaporiser le désinfectant plusieurs fois à quelques minutes d'intervalle et ce, afin de s'assurer que le temps de contact de 30 minutes est bien effectif. Avant de poursuivre les travaux , les secteurs désinfectés devront être approuvés par l'Ingénieur de TPSGC.

3.0 Mesures de protection individuelle des travailleurs

3.1 Protection respiratoire

Comme les agents infectieux potentiellement présents dans les fientes d'oiseaux sont transmissibles à l'homme par voie aérienne et que la solution d'hypochlorite de sodium utilisée comme désinfectant libère dans l'air ambiant du chlore, reconnu pour ses propriétés agressives et irritantes pour les muqueuses, l'utilisation d'un appareil de protection respiratoire est obligatoire compte tenu du risque d'altération de la santé par inhalation de ces deux types de polluants.

Le choix du type de protection respiratoire doit se faire en fonction des niveaux d'expositions aux déjections, c'est-à-dire entre autres de l'activité de l'individu, du milieu de travail, mais aussi de la quantité de fientes présentes et de la durée d'exposition. Indépendamment du modèle choisi, l'appareil doit être minimalement un masque avec cartouches filtrantes à haute efficacité (HEPA ou N100), répondre aux normes canadiennes et être certifié NIOSH (National Institue for Occupational Safety and Health) et être utilisé par un personnel ayant reçu une formation préalable sur la bonne manipulation des masques.

En plus de cette protection respiratoire visant à se prémunir des agents infectieux, une protection contre les vapeurs chimiques est indispensable chaque fois qu'il y aura emploi d'eau de javel. Un filtre antigaz adapté (blanc avec une bande jaune pour le chlore) sera alors rajouté au masque ou au demi-masque en plus du filtre à particules. Des combinaisons jetables ainsi que des surchaussures devront être portées par tous les travailleurs afin d'éviter la contamination par des agents pathogènes des vêtements de ces derniers. Les ouvriers doivent également porter des gants afin d'éviter toute coupure et contamination de plaies cutanées.

Après le travail en milieu contaminé, les travailleurs doivent, avant de retirer l'appareil de protection respiratoire enlever la tenue jetable, les gants et surchaussures, les placer dans un sac en plastique résistant qui sera évacué avec les déjections vers un site d'enfouissement ou un incinérateur en respectant toutes les exigences relatives à la disposition de ces rebuts.

3.2 **Mesures d'hygiènes personnelles**

Des lavabos avec des serviettes jetables doivent être mis à la dispositions des travailleurs. Les travailleurs devront au minimum se laver les mains et le visage à chaque fois qu'ils quittent la zone contaminée. Les installations sanitaires doivent être situées à l'extérieur de la zone contaminée.

4.0 Utilisation d'aspirateur

Là où l'humidification est rendue impossible en raison des spécificités du site (dégâts d'eau), l'utilisation d'aspirateurs industriels puissants possédant un filtre haute efficacité adapté au ramassage de fines poussières contaminées peut être une bonne alternative. Les aspirateurs doivent être impérativement équipés de filtres HEPA (High-efficiency Particulate Air-Filters) ayant une efficacité de collection de 99,97%. L'utilisation de camions avec système aspirant et cuve intégrés est également permit.

- Fin de l’annexe -

Work involving a low exposure to lead

Adequate measures

The Contractor shall be aware of all hazards associated with exposure to lead. The Contractor agrees to take all necessary measures to protect the health of its workers and the public. The following rules are the minimum and in no way diminish the requirements set out in current statutes and regulations. If, after the workers have undergone blood tests or the air has been analysed, it is determined that the measures taken are not sufficient, the Contractor shall stop the work and, at its own expense, modify the work procedure, provide other protective equipment or take any other measures needed to ensure that the health of the workers and the public is not compromised.

The Contractor shall use work methods that make it possible to contain and control contaminated residue. Decontamination shall be done using a wet process unless that process is impossible or gives rise to other hazards. Depending on the processes used, it may be necessary to keep the work area under negative pressure in order to prevent contaminated dust or mist from escaping.

Training

Before authorizing them to enter the contaminated area, the Contractor shall train all its workers and any subcontractor's workers so that they are able to do their work safely. This training shall include, but is not limited to:

- hazards of lead exposure;
- ways lead can enter the body;
- detailed description of work methods;
- preventive measures;
- essential sanitation measures;
- the right of workers under the *Act respecting occupational health and safety* and the *Canada Labour Code* to refuse any work that could compromise their safety and health.

Respiratory protection

Without limiting the other regulatory requirements applicable to respiratory protection, every person who is in a decontamination area shall wear a mask with a HEPA (high-efficiency particulate air) filter. At the time of hiring, the Contractor shall conduct the necessary tests to ensure that all workers are able to properly wear the required respiratory protection. Workers who have a beard or whose face is a shape that does not allow the mask to fit perfectly shall not be permitted to enter the contaminated area.

Work clothes

The Contractor shall provide the workers with disposable coveralls with a hood and rubber safety boots. The workers shall remove and dispose of their coveralls and remove their boots every time they leave the contaminated work area, whether they are leaving to eat, take a break or simply go to the bathroom. A supply of clean coveralls shall be available outside the contaminated area. Soiled coveralls shall be treated as contaminated materials.

Washroom facilities

Wash basins (or equivalent) with disposable towels shall be made available to the workers. The workers shall wash their hands and face every time they leave the contaminated area.

Rest and/or dinning room

The Contractor must clean (by wet process) the floors and the tables of the rest and/or dinning room in order to limit the possibility of contamination per ingestion or inhalation.

Equipment provided to the Engineer

The Contractor shall provide at no charge to the Engineer or persons designated by the Engineer protective equipment (coveralls, boots, masks and other equipment as required depending on the procedure), access, and the facilities needed to safely perform normal monitoring and inspection duties.

- End of section Work involving a low exposure to lead -

Work involving an medium or high exposure to lead

Adequate measures

The Contractor shall be aware of all hazards associated with exposure to lead. The Contractor agrees to take all necessary measures to protect the health of its workers and the public. The following rules are the minimum and in no way diminish the requirements set out in current statutes and regulations. If, after the workers have undergone blood tests or the air has been analysed, it is determined that the measures taken are not sufficient, the Contractor shall stop the work and, at its own expense, modify the work procedure, provide other protective equipment or take any other measures needed to ensure that the health of the workers and the public is not compromised.

The Contractor shall use work methods that make it possible to contain and control contaminated residue. Decontamination shall be done using a wet process unless that process is impossible or gives rise to other hazards. Depending on the processes used, it may be necessary to keep the work area under negative pressure in order to prevent contaminated dust or mist from escaping.

Training

Before authorizing them to enter the contaminated area, the Contractor shall train all its workers and any subcontractor's workers so that they are able to do their work safely. This training shall include, but is not limited to:

- hazards of lead exposure;
- ways lead can enter the body;
- detailed description of work methods;
- preventive measures;
- essential sanitation measures;
- the right of workers under the *Act respecting occupational health and safety* and the *Canada Labour Code* to refuse any work that could compromise their safety and health.

Respiratory protection

Without limiting the other regulatory requirements applicable to respiratory protection, every person who is in a decontamination area shall wear a mask with a HEPA (high-efficiency particulate air) filter. At the time of hiring, the Contractor shall conduct the necessary tests to ensure that all workers are able to properly wear the required respiratory protection. Workers who have a beard or whose face is a shape that does not allow the mask to fit perfectly shall not be permitted to enter the contaminated area.

Environmental monitoring

The Departmental Representative will retain the services of a private laboratory to check lead levels at least once a day in every area occupied by workers at some time during the day (including washroom facilities and break rooms) and outside the building, halfway between the building and the living quarters. Testing shall be done while activities are under way in those areas. The tests consist in taking ambient air samples in work areas and outside the building and dust samples in break rooms and cloakrooms. The Departmental Representative will send the results to the Contractor who must keep them recorded in a log book. The log book or a copy thereof shall be accessible to all workers. The Contractor shall take the necessary measures to maintain an airborne lead concentration of less than 0.05 mg/m3 in areas deemed not to be contaminated.

Medical surveillance

The contractor must give a filled copy of the « *Rapport de conformité médicale : Aptitude à travailler en présence de contamination au plomb* » form for each employee. The virgin copies of the form are available via the Engineer.

The Contractor shall contact public health departments and, if necessary, authorized private clinics and laboratories so that the following requirements can be met:

- Before the beginning of work, all workers shall undergo a medical blood-lead measurement (time zero).
- Blood-lead testing of all workers shall be repeated every two (2) weeks after decontamination work begins, and workers whose blood-level is more than 30 µg/dl shall be removed from the contaminated area. Workers whose blood-lead level is more than 40 µg/dl shall be removed from the work site.
- The test results shall be forwarded to the Engineer within 14 calendar days. Please ensure that the laboratory is capable of providing the results within the required period.
- Workers removed from the site shall not be permitted to return until their blood-lead level has returned to less than 15 µg/dL. Pregnant women shall not be permitted to enter the site at any time while the work is being done.

If one or more workers undergo a second blood-lead test and the results are higher than the first test, the Contractor shall review its work methods, protective measures and prevention program monitoring measures. The Contractor shall forward to the Engineer a written list of the measures it plans to take to further reduce exposure levels.

Work clothes

The Contractor shall provide the workers with disposable coveralls with a hood and rubber safety boots. The workers shall remove and dispose of their coveralls and remove their boots every time they leave the contaminated work area, whether they are leaving to eat, take a break or simply go to the bathroom. A supply of clean coveralls shall be

available outside the contaminated area. Soiled coveralls shall be treated as contaminated materials.

Washroom facilities

Wash basins (or equivalent) with disposable towels shall be made available to the workers. The workers shall wash their hands and face every time they leave the contaminated area.

Equipment provided to the engineer

The Contractor shall provide at no charge to the Engineer or persons designated by the Engineer protective equipment (coveralls, boots, masks and other equipment as required depending on the procedure), access, and the facilities needed to safely perform normal monitoring and inspection duties.

- End of section Work involving an medium or high exposure to lead -

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada
Canada

Print version

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DP 057
1997-12-03
ASBESTOS MANAGEMENT

Table of Contents

1. BACKGROUND

1. Public Works and Government Services Canada shall comply with all federal, provincial, territorial and municipal regulations, statutes and requirements with regard to asbestos containing materials (ACM) in government owned or leased buildings and facilities.

2. This departmental policy and code of practice are established in response to the requirement for a comprehensive approach to departmental asbestos management. This will ensure that the responsibilities of the department, as building owner, tenant, landlord and employer, with respect to safety and health issues and environmental control issues, are fully addressed.

3. This departmental policy and code of practice specify the role and responsibilities of the Regional Asbestos Coordinator and provide standard methods and procedures to address the following:

    1. identification, assessment and inventory of ACM in buildings and facilities;

    2. notification to employees, client departments and contractors regarding the presence of friable asbestos;

    3. reassessment of friable ACM on an annual basis;

4. maintenance of departmental information regarding ACM;

5. training modules for PWGSC personnel, based on the responsibilities and duties to be undertaken in relation to asbestos management;

6. identification, classification, monitoring, inspection and control of asbestos-related work undertaken by departmental personnel or contractors.

2. POLICY

Public Works and Government Services Canada shall ensure the control of asbestos containing materials (ACM). The responsibilities of the department, as building owner, tenant, landlord and employer, with respect to safety and health issues and environmental control issues, shall be fully addressed and in accordance with the *Canada Labour Code, Part II*, the *Canada Occupational Safety and Health Regulations, Part X - Hazardous Substances*, and applicable provincial and territorial occupational health and safety and environmental protection legislation.

3. SCOPE

This departmental policy and code of practice apply to all managers, supervisors and employees where the duties required to be undertaken involve the removal, repair or maintenance of ACM. This departmental policy and code of practice apply to any building or facility in which friable material, that may contain asbestos, has been used, and all repairs, alterations or maintenance of any building or facility where ACM may exist.

4. DEFINITIONS

See Annex A.

5. ROLES AND RESPONSIBILITIES

See Annex B.

6. GUIDELINES

1. **Implementation**

The Director, Corporate Environment, Safety and Health shall provide the framework for departmental asbestos management through the provision of approved departmental training modules to meet requirements, and the issue of standard methods and procedures. Training requirements shall be reviewed on an annual basis.

The Regional Asbestos Coordinator shall implement the departmental methods and standards within the region and shall ensure that initial surveys for asbestos are conducted, inventories are developed and properly maintained, and that training requirements for departmental employees are identified and that the training is provided.

2. **Monitoring**

The Director, Corporate Environment, Safety and Health shall monitor asbestos management to ensure that requirements are met, and that procedures are established and implemented as required throughout the department.

The Regional Asbestos Coordinator and the Regional Manager responsible for Safety and Health shall review the progress of asbestos surveys and training, and the overall implementation of asbestos management and subsequent safety and health issues, on a quarterly basis.

Training requirements, notifications, records, procedures and other safety and health issues related to asbestos management shall be reviewed on a quarterly basis by the network of Workplace Safety and Health Committees and Representatives.

Issues related to asbestos management that cannot be resolved at the workplace level shall be reported to the Regional Safety and Health Committee. Issues that cannot be resolved at the regional level shall be reported to the National Safety and Health Committee.

7. PROCEDURES

Annex C - Code of Practice.

8. COMPLIANCE

Compliance with this departmental policy is mandatory and in accordance with all existing safety and health legislation. The refusal of an employee at any level to comply with this departmental policy or with the provisions of the prescribed codes, standards, regulations, and/or departmental policies will be considered as misconduct.

9. REFERENCES

Acts and Regulations:

- Canada Labour Code, Part II:
  - *Part II of the Canada Occupational Safety and Health Regulations, (COSH), Building Safety*,
  - *Part X of the Canada Occupational Safety and Health Regulations, (COSH), Hazardous Substances*,
  - *Part XIV of the Canada Occupational Safety and Health Regulations, (COSH), Materials Handling*.

Treasury Board Publications:

- *Occupational Health Evaluation Standard*;
- *Procedures for occupational exposure to asbestos*;
- Canadian National Master Specifications, Sections 13280, 13281 and 13282.

PWGSC Publications:

- *DP 007 - Health and Safety Policy*;
- *DP 017 - Personal Protective Equipment for Employees*;
- *DP 018 - Hazardous Occurrence Investigating, Reporting and Recording*.

Other Publications:

- Provincial and Territorial Occupational Health and Safety Legislation;
- Provincial and Territorial Environmental Protection Legislation.

10. INQUIRIES

Departmental:

Director
Corporate Environment, Safety and Health

Regional:

Regional Managers responsible for Safety and Health

Original Signed by
R.A. Quail

R. A. Quail
Deputy Minister and
Deputy Receiver General for Canada

Annex A - Definitions

Asbestos Containing Material (ACM) (Matériau contenant de l'amiante (MCA)) means any material found to contain asbestos that is at or above the limit defined by provincial standards, as determined by the standard Polarized Light Microscopy (PLM) method for the analysis of bulk samples.

Department (ministère) means Public Works and Government Services Canada (PWGSC).

Employee (employé) means a person employed by the department.

Employer (employeur) means a supervisor who is responsible for the work of one or more employees at the workplace.

Friable asbestos product (produit friable à base d'amiante) means ACM, that when dry, can be crumbled, pulverized or powdered by hand pressure. This definition also includes dust or debris arising from non-friable materials that are, or will become, crumbled, pulverized or powdered, i.e., asbestos containing plaster disturbed by demolition. Friable asbestos-suspect products include: Sprayed asbestos products, (fireproofing, thermal insulation, acoustic insulation or decorative products), applied in 1974 or earlier; Acoustic or texture plaster applied in 1983 or earlier; Mechanical insulation installed in 1983 or earlier, (jacketed or not); Compressed mineral fibre ceiling tiles installed in 1983 or earlier.

Hazardous occurrence (situation dangereuse) means an event occurring at a PWGSC managed building or worksite, or through the course of an employee's work that results in, or has the potential to result in, a fatality, injury, property damage or an escapement of a hazardous material. For the purpose of investigating, recording and reporting of hazardous occurrences, the following are included under this term: Critical Incidents; Disabling Injuries; Non-Disabling Injuries; Minor Injuries; Minor Occurrences and Near-Misses.

Manager in charge of worksite (gestionnaire responsable du lieu de travail) means the person to whom the supervisor reports directly.

Person in charge (personne responsable) means a qualified person, appointed by management, to ensure the safe and proper conduct of an operation, or the work of employees.

Personal protective equipment (équipement de protection individuelle) means any clothing, equipment or device worn or used by a person to protect that person from injury or illness.

Qualified person (personne qualifiée) means, with respect to a specified duty, an individual who, because of knowledge, training and experience, is qualified to safely and properly perform the duty.

Region or Regional, (région ou régional) when utilized in Safety and Health Departmental Policies and Codes of Practice, refers to all Regions and includes the National Capital Area.

Senior employer representative (représentant supérieur de l'employeur) means the individual with the delegated authority to make and carry out decisions of an operational nature, on behalf of the department, for the workplace.

Supervisor (superviseur) means the person at the workplace to whom the employee(s) report(s) directly.

Workplace (lieu de travail) means any place where an employee is engaged in work for the department.

Annex B - Roles and Responsibilities

1. **Branch/Agency Heads** are accountable for the implementation of this departmental policy within their areas of responsibility. This accountability is further referenced in *DP 007, Annex A - Accountability Framework for the Health and Safety Function*.

   In addition, Regional Directors General are responsible for appointing a qualified person as the Regional Asbestos Coordinator.

2. **Senior Employer Representatives** are responsible for ensuring that all workplaces within their area of responsibility implement the requirements of this departmental policy and code of practice.

3. The **Director, Corporate Environment, Safety and Health** is responsible for:

   1. monitoring the departmental program to ensure that requirements for asbestos management are met, and that procedures are established and implemented as required throughout the department;

   2. approving training modules prior to implementation, and ensuring that an annual review of training requirements is undertaken;

   3. liaising, on behalf of the department, with regulatory bodies, central agencies, and provincial bodies on matters related to asbestos management.

4. The **ADM, Human Resources Branch**, is responsible for ensuring that the appropriate procedures are implemented so that Asbestos-Related Work Records are maintained on employee files for a period of thirty (30) years.

5. The **Regional Asbestos Coordinator** is responsible for:

   1. implementing the requirements for departmental asbestos management within the region;

   2. arranging for initial asbestos surveys and the reassessments of buildings and facilities;

   3. preparing standard notification letters regarding the existence of friable asbestos, for issue by Property, Facility or Project Managers;

   4. maintaining a data base of survey and reassessment information relating to the existence of ACM;

   5. issuing copies of asbestos inventory and assessment reports and updates to Property and Facility Managers;

   6. classifying asbestos-related project work on behalf of Project Managers, and arranging for the

preparation of specifications when required;

7. ensuring that Property and Facility Managers are aware of the requirements of asbestos management, and ensuring that standard procedures are implemented for asbestos work, required training is provided, current information relating to ACM is available and records are properly maintained;

8. coordinating training requirements for departmental employees and maintaining records of training;

9. maintaining all records relating to asbestos management within the region and asbestos work undertaken in the region, i.e., asbestos inventory and assessment reports, training records, notification letters and work records;

10. reviewing all work requirements that have been classified as Type 3, and undertaking the direction of the work when required;

11. assisting in the identification of circumstances where an employee is, or may be, exposed to airborne asbestos during work not subject to the precautions required by the Asbestos Management Code of Practice and ensuring that any required hazard assessments are undertaken;

12. ensuring that the Regional Manager responsible for Safety and Health has been notified in situations where an employee has been exposed to a hazardous occurrence where an investigation may be required;

13. reviewing asbestos-related work requirements, at random, to ensure that work has been properly classified, and that all required specifications have been addressed;

14. reviewing, on a quarterly basis, the progress of asbestos surveys and training, and implementation of asbestos management, and safety and health issues with the Regional Manager responsible for Safety and Health.

6. **Property Managers, Facility Managers and Project Managers** shall implement this departmental policy and code of practice as required, based on the nature of their function and the duties for which they are responsible, by:

    1. ensuring that the requirements for departmental asbestos management are fully implemented within their area of responsibility;

    2. reviewing all maintenance work requirements against survey information to determine the possibility of friable asbestos being disturbed, and classifying the work based on the approved criteria;

    3. notifying, in writing, Workplace Safety and Health Committees and Representatives, (tenant departments and PWGSC), and employees and contractors of the existence of friable ACM, and providing updates on conditions as modifications or changes are made;

    4. maintaining asbestos inventory, assessment and reassessment reports and ensuring that a copy of this information is maintained in a location that is accessible to maintenance staff and contractors;

    5. obtaining the approval of the Regional Asbestos Coordinator prior to arranging for the removal or repair of damaged or deteriorated friable ACM;

6. submitting all Type 3 work requirements to the Regional Asbestos Coordinator for review prior to arranging for the work to be undertaken;

7. consulting the Regional Asbestos Coordinator, when necessary, to determine the impact of a specific project with regards to ACM;

8. maintaining a stock of required equipment for work classified as Type 1 and Type 2;

9. identifying and providing a suitable storage area for waste resulting from asbestos work, and arranging for periodic waste removal.

7. **Managers in Charge of Worksites and Supervisors** shall implement this departmental policy and code of practice as required by the nature of the tasks for which they are responsible, by:

    1. ensuring that employees have been provided with the required training to undertake the work;

    2. ensuring that the appropriate personal protective equipment, tools and clothing required for the work are provided;

    3. ensuring that testing, maintenance and storage routines are established and implemented for all personal protective equipment and tools;

    4. identifying a qualified person to undertake the duties of the "Person in Charge";

    5. ensuring that an Asbestos-Related Work Record Form (PWGSC-TPSGC 55) is completed for each period of work, and that a copy of this record is submitted to Human Resources Branch to be placed on employee files, and a copy is submitted to the Regional Asbestos Coordinator;

    6. ensuring that all employees required to perform work classified as Type 2 or Type 3 undertake health evaluations as per the requirements of *DP 059 - Health Evaluations - Safety and Health, PWGSC*;

    7. notifying the Asbestos Coordinator of any hazardous occurrence that has taken place or when their has been a requirement to undertake emergency asbestos-related work for a particular situation.

8. The **Person in Charge** is responsible for:

    1. ensuring that workers on site have been provided with the required training for the work to be undertaken;

    2. ensuring that all required equipment is on site before commencement of the work;

    3. ensuring that the appropriate personal protective equipment, tools and clothing required for the work are worn and/or utilized;

    4. ensuring that the appropriate procedures for the work are implemented and that all workers are aware of, and comply with, established procedures;

    5. ensuring that all procedures for inspection and air monitoring are implemented based on the classification of the work and the specified requirements;

    6. immediately informing the Manager in Charge of the Worksite or the Supervisor of a hazardous occurrence involving asbestos-related work.

9. **Regional Managers responsible for Safety and Health** are responsible for:

    1. monitoring worksites periodically to ensure that standard procedures are implemented for asbestos work, required training is provided, current information relating to ACM is available and records are properly maintained;

    2. investigating specific workplace complaints concerning asbestos and asbestos-related work and taking appropriate action;

    3. providing assistance and advising the Asbestos Coordinator of specific safety and health issues and requirements related to asbestos management;

    4. reviewing, on a quarterly basis, with the Regional Asbestos Coordinator the implementation of asbestos management and safety and health issues.

10. **Workplace Safety and Health Committees and Representatives** are responsible for:

    1. participating in hazard investigations to determine the risks and hazards associated with asbestos-related work requirements;

    2. monitoring workplaces to ensure that the requirements for asbestos-related work have been addressed, i.e., training has been provided; personal protective equipment is provided and properly utilized; records are maintained and procedures are implemented;

    3. reporting immediately, specific workplace complaints related to asbestos management, to the Regional Manager responsible for Safety and Health;

    4. undertaking a review of training requirements for asbestos-related work on an annual basis.

11. **Employees** are responsible for:

    1. applying the appropriate practices, procedures and equipment for the type of asbestos-related work;

    2. wearing and/or utilizing and maintaining the required personal protective equipment, clothing and tools;

    3. reporting immediately, to the Person in Charge, the Manager in Charge of the Worksite, or the Supervisor, all known or suspected conditions or activities that are in violation of approved practices and procedures and that may cause a hazardous occurrence.

Annex C - Code of Practice

1. **Asbestos Surveys, Assessments and Inventories**

    To ensure that a complete inventory of ACM that includes friable ACM and the principal types of non-friable ACM is developed, it is necessary to undertake a thorough survey of all government-owned or leased facilities. Once ACMs are identified through surveys and assessments of the materials are made, inventories shall then be established and maintained.

    Leasing Space and Friable Asbestos

When space is considered for lease in a building that was constructed before 1983, PWGSC shall request and obtain from the lessor, an asbestos survey that identifies all friable asbestos materials located within the structure.

This survey shall be signed by and conducted under the direction of a qualified person, competent in asbestos control, i.e., a Professional Engineer, a Certified Industrial Hygienist, or a Registered Occupational Hygienist.

If friable asbestos is present the following rules shall be applied in considering the space:

1. the department shall not lease space when there is friable asbestos material located directly within the space to be occupied;

2. the department may lease space when friable asbestos is present elsewhere in the building, provided that there is an asbestos management program in place that meets the basic requirements of the department, as described herein by the departmental policy and code of practice for asbestos management.

Asbestos Surveys

The Regional Asbestos Coordinator shall undertake the planning and coordination of all asbestos surveys. A detailed survey of each location within the region shall be undertaken initially, in order to determine the presence of ACM, including all friable asbestos materials, applications of floor finishes and asbestos reinforced cement products, i.e., asbestos cement sheeting and piping. This survey shall be conducted on a floor-by-floor and room-by-room basis.

The Regional Asbestos Coordinator shall ensure that all surveys are conducted under the direction of a qualified person competent in asbestos control, i.e., Professional Engineer, Certified Industrial Hygienist, or Registered Occupational Hygienist.

The Regional Asbestos Coordinator shall ensure that each survey is signed off by the qualified person who directed the survey.

Assessment of Asbestos Materials

ACM that is identified during the survey shall be assessed, and recommendations regarding the action to be taken shall be determined as per the specifications provided in *Appendix 1 - Evaluation of Asbestos Containing Materials (ACM) and Recommendations for Control*.

Appendix 1 provides specific criteria for the assessment of materials based on condition and accessibility, and provides an Action Matrix, which is utilized in determining the recommended action to control ACM based on the particular circumstances. Detailed information regarding the requirements to properly undertake each action are also provided.

NOTE: Analysis of materials to determine asbestos content shall be performed by Health Canada, or by private laboratories accredited by the National Voluntary Laboratory Accreditation Program (NVLAP) of the U.S. National Institute of Science and Technology (NIST), in the use of the Polarized Light Microscopy method. The analysis of bulk samples shall be performed to the detection limits as indicated in Appendix 1 - Detection Limit of Bulk Analysis.

Asbestos Inventories

Once surveys have been completed and assessment of materials has been made, the Asbestos Coordinator shall ensure that this inventory information is entered into the PWGSC Asbestos Management Database. The Asbestos Coordinator shall update this information as changes are made

at the various locations, or where new information identifies the existence of ACM not previously identified.

The Asbestos Coordinator shall ensure that Completed Asbestos Inventory, Assessment Reports and Reassessment Reports are forwarded to the respective Property or Facility Manager, and that current copies of these documents are made available at a location in each building or facility that is accessible to maintenance staff, contractors and workplace safety and health committee members and representatives.

NOTE: Property and Facility Managers shall notify the Regional Asbestos Coordinator prior to arranging for, or undertaking, removal or repair of damaged or deteriorated friable asbestos materials identified by the Asbestos Inventory and Assessment.

2. **Notification of Friable Asbestos**

The Regional Asbestos Coordinator shall provide written notice to Property and Facility Managers concerning the presence of friable ACM, as per the findings of surveys and assessments.

For those locations where a survey and assessment are pending, and the presence of friable ACM is known, the Regional Asbestos Coordinator shall provide interim written notice to the Property or Facility Manager.

Upon receipt of Asbestos Inventory and Assessment reports, the Regional Asbestos Coordinator shall provide updated written notification to Property and Facility Managers.

Property and Facility Managers shall ensure that written notice is provided to the following groups:

- Workplace Safety and Health Committees and Representatives;
- Maintenance Employees;
- Contractors, Inspectors. (Those who may enter parts of the building or facility where friable ACM may be present, i.e., telecommunications firms, boiler maintenance contractors, inspectors, etc.) See *Appendix 2 - Contractor Notification and Acknowledgement*.

Copies of all notices issued to Property and Facility Managers shall be maintained by the Regional Asbestos Coordinator.

3. **Reassessment of Friable Asbestos**

The Regional Asbestos Coordinator shall arrange for an annual reassessment of all friable ACM present in exposed locations.

Copies of reassessment reports shall be distributed to Property and Facility Managers. Property and Facility Managers shall provide updated information to the following groups:

- Workplace Safety and Health Committees and Representatives;
- Maintenance Employees;
- Contractors, Inspectors. (Those who may enter parts of the building or facility where friable ACM may be present, i.e., telecommunications firms, boiler maintenance contractors, etc.) See *Appendix 2 - Contractor Notification and Acknowledgement*.

Property and Facility Managers shall notify the Regional Asbestos Coordinator prior to arranging for, or undertaking, removal or repair of damaged or deteriorated friable ACM.

4. **Training**

Training shall be provided to PWGSC personnel, as required, based on their roles and responsibilities related to asbestos management. Training shall be delivered in modules in order to target specific requirements and related duties, and to avoid duplication.

The duration of training and mode of delivery shall be determined by the Director, Corporate Environment, Safety and Health, in consultation with the National Safety and Health Committee.

The Regional Asbestos Coordinator and the Human Resources Branch, shall maintain records of training.

Training requirements shall be reviewed annually by the network of Workplace Safety and Health Committees and Representatives.

Asbestos Management Training

Asbestos management training shall be provided to the Regional Asbestos Coordinators, Property and Facility Managers, and Project Managers. This training will include an introduction to the asbestos inventory and assessment reports, health hazards of asbestos exposure, regulations, the Asbestos Management Code of Practice, classification of asbestos work, asbestos project control, and emergency procedures.

Asbestos Procedures Training

Training shall be provided to maintenance workers who will perform Type 1 or Type 2 work. The training will include an introduction to the asbestos inventory and assessment reports, health hazards of asbestos exposure, regulations, the Asbestos Management Code of Practice, Type 1 and Type 2 work practices, and disposal procedures. Upon completion of the training, workers shall sign a form acknowledging the training received. See Appendix 3 - *Certificate of Training for Asbestos-Related Work*.

Respirator Training

Respirator training shall be provided to all those who will perform Type 2 work, and to employees who will perform Type 1 work and request a respirator. The training will cover limitations of use, fitting, and maintenance of respirators. Persons provided with a respirator will be fit-tested with the assigned respirator, using the CSA irritant smoke method. See Appendix 6 - *Respirator Fitting, Inspection, Cleaning and Disinfecting* for procedures and related information regarding respirators.

NOTE: Employees who will utilize a respirator shall be required to undertake a medical evaluation as per the requirements of *DP 059 - Health Evaluations - Safety and Health, PWGSC*.

Asbestos Awareness Training

Training shall be provided to all maintenance and operations personnel who may work near asbestos materials.

This training shall also be required for those who supervise workers or contractors who may work near asbestos materials.

The module will introduce the asbestos inventory and assessment reports, health hazards of asbestos exposure, the Asbestos Management Code of Practice, and emergency procedures.

This training shall also be made available to Workplace Safety and Health Committee Members and Representatives.

5. **Identification, Classification and Control of Asbestos-Related Work**

Maintenance Work

Property and Facility Managers, or their designates, are responsible to review all maintenance work for the possibility of the disturbance of ACM when required work is undertaken.

When there are friable or non-friable ACMs in the area, and this material will be disturbed by the work, then the work shall be determined as asbestos-related work and classified as Type 1, Type 2, or Type 3. Appropriate procedures shall be implemented based on the classification of the work. See Appendix 5 - *Classification of Asbestos-Related Work*, and Appendix 6 - *Work Procedures*.

If there are friable or non-friable ACMs in the area of maintenance, that will be disturbed by the intended work, the Property or Facility Manager or designate shall classify the work as Type 1, Type 2, or Type 3. Work determined to be a Type 3 classification shall be forwarded to the Asbestos Coordinator for review.

The Regional Asbestos Coordinator shall review all work that is classified as Type 3 asbestos work. The Regional Asbestos Coordinator shall determine, based on the requirements and specific circumstances of the work, the degree of his/her personal involvement in the direction of the work.

NOTE: If there are friable ACMs in the area of maintenance, and it has been determined that these materials will not likely be disturbed by the maintenance work, the Property or Facility Manager shall inform maintenance staff and/or the contractor of the presence of friable ACMs prior to the commencement of work.

On completion of any maintenance work which involves asbestos removal or repair, a report will be provided to the Regional Asbestos Coordinator which indicates the asbestos-related work that has been completed. See Appendix 4 - Asbestos-Related Work Record. The Regional Asbestos Coordinator will then update the information in the inventory as required, and ensure that this information is distributed as required.

NOTE:

- Property and Facility Managers shall maintain a stock of the approved equipment required for Type 1 and Type 2 asbestos work, where PWGSC staff perform asbestos work.
- When asbestos work is performed by PWGSC staff, asbestos debris shall be packaged in double-bagged containers or other suitable containers, by those completing the project. These containers shall be held at a pre-determined, secure location in the building.
- The Property or Facility Manager shall arrange for periodic collection of asbestos waste containers from this location.

Renovation and Construction Work

Project Managers shall consult the Regional Asbestos Coordinator prior to undertaking renovation or construction work. The Regional Asbestos Coordinator shall review the asbestos survey reports for the possible impact on asbestos materials, prior to all renovation and construction work.

Prior to commencement of projects that include the demolition of plaster installed prior to December 1983, testing of the plaster for asbestos shall be undertaken, unless previous comprehensive testing in the building has shown this plaster to be free of asbestos. Records of plaster test results shall be maintained by the Asbestos Coordinator and the Property or Facility Manager along with the asbestos surveys of the building.

The Regional Asbestos Coordinator, on behalf of the Project Manager, shall classify the work as Type

1, Type 2, or Type 3.

In Ontario, the Project Manager, through the Regional Asbestos Coordinator, shall obtain a Designated Substance Report (a prescribed listing of asbestos, lead, silica, and other hazardous materials) prior to tendering the work.

The Regional Asbestos Coordinator, on behalf of the Project Manager, shall arrange for specifications to be prepared for asbestos work, following the National Master Specification. Alterations to specifications, in order to accommodate specific provincial requirements, shall be determined when required.

Services related to the design and preparation of specifications shall be performed by Consultants or Engineers with the appropriate training, experience and insurance for asbestos-related work. Insurance shall specifically include professional liability with pollution coverage.

When there are friable asbestos materials in the renovation area, and the Regional Asbestos Coordinator has determined that these materials are not likely to be disturbed by the work, the maintenance staff or the contractor must be notified of the presence of friable asbestos materials. The contractor shall be required to sign the Contractor Notification and Acknowledgement Form prior to commencement of the work. See Appendix 2 - *Contractor Notification and Acknowledgement*.

At the completion of any project work which alters the amount or condition of friable ACM, a report will be provided to the Regional Asbestos Coordinator which indicates the work that has been completed. See Appendix 4 - *Asbestos-Related Work Record*. The Regional Asbestos Coordinator will then update information in the inventory, and ensure that this information is distributed as required.

6. **Asbestos Work Records and Medical Surveillance**

Managers in Charge of Worksites and Supervisors shall ensure that an Asbestos-Related Work Record is completed for employees performing Type 2 or Type 3 work, or entering a Type 2 or Type 3 work area. A work record shall be completed for each period of work.

Managers in Charge of Worksites and Supervisors shall ensure that a copy of each work record is forwarded to Human Resources Branch and to the Regional Asbestos Coordinator. See Appendix 4, for a sample of the Asbestos-Related Work Record.

Human Resources Branch shall maintain Asbestos-Related Work Reports on employee files for a period of thirty (30) years. Asbestos-Related Work Reports shall be maintained by the Office of the Regional Asbestos Coordinator for a period of thirty (30) years.

All PWGSC employees who will perform Type 2 or Type 3 work shall undertake a medical evaluation as per the requirements of *DP 059 - Health Evaluations - Safety and Health, PWGSC*.

7. **Asbestos Work Procedures**

Type 1, Type 2, and Glove Bag Procedures

Standard procedures for performing Type 1, Type 2, and Glove Bag asbestos work are provided in Appendix 6 - *Work Procedures*.

Type 3 Procedures

Type 3 procedures are not included in the standard procedures provided in Appendix 6 - *Work Procedures*.

Procedures for Type 3 work are developed for the particular work to be undertaken, and the specific circumstances and worksite. These procedures shall be developed in compliance with the National Master Specification, Section 13282, Asbestos Abatement (maximum precautions).

Emergency Procedures

Procedures for asbestos work, required on an emergency basis, as an immediate response to floods, pipe breaks, ceiling collapses, or other emergencies that affect asbestos materials, are provided in Appendix 6 - *Work Procedures*. These procedures shall be implemented to protect those undertaking the work, and to protect all others from, or limit exposure to, airborne asbestos.

Emergency procedures, indicated in Appendix 6 - *Work Procedures*, shall be followed as closely as possible, in the event of an emergency situation.

Emergency Plans

An Emergency Plan that corresponds with the emergency procedures for the specific site shall be developed and implemented, to ensure that safety and health requirements are addressed in the event of emergency situations that require work shut-down and evacuation.

8. **Asbestos Work Inspection and Air Monitoring**

Type 1 and Type 2 Work

Type 1 and Type 2 work shall be subject to the standard maintenance or project inspection requirements for non-asbestos work. Asbestos-specific air monitoring or inspection is not mandatory.

Type 3 Work

The Regional Asbestos Coordinator, on behalf of the Project Manager, may arrange for the inspection and air monitoring during Type 3 asbestos projects. These services shall be provided by consultants or engineers with the appropriate training, experience and insurance for asbestos-related work.

When Type 3 work is to be undertaken in an occupied building, or in a building in use, daily inspection and air monitoring shall be required. If the building is not occupied, inspection shall be at critical stages of the work, unless provincial standards require daily inspection, as necessary in Quebec and British Columbia.

All Type 3 removal projects shall be subject to final clearance air testing. The clearance criteria shall be a maximum fibre concentration of 0.01 fibre/ml of air, as determined by the standard Phase Contrast Microscope (PCM) method.

9. **Air Monitoring and Bulk Analysis**

Air Monitoring for Hazard Assessment

When the Regional Asbestos Coordinator is requested to, and has determined the requirement for, air monitoring under normal conditions of building use (i.e., away from asbestos work), the measurements shall be made by the Transmission Electron Microscopy (TEM) analytical method.

NOTE: Air monitoring shall not be used as the primary method for the assessment of hazard from asbestos materials.

Air Monitoring During Asbestos Work

The Regional Asbestos Coordinator shall arrange for air monitoring during Type 3 work, as required, to confirm the safety of work practices and the effectiveness of work area isolation. These measurements shall be made by the Phase Contrast Microscope (PCM) method recognized by Human Resources Development Canada (HRDC) - Labour Programs and provincial occupational health and safety authorities.

PCM measurements shall be made by National Institute of Occupational Safety and Health (NIOSH) method 7400, except work in British Columbia and Quebec, where provincial analytical methods are in place.

Analysis of PCM samples shall be performed by Health Canada or individuals or organizations successfully participating in a recognized external quality control program.

Bulk Sample Collection and Analysis

Procedures for collection and labeling of bulk samples for asbestos analysis are detailed in Appendix 6 - *Work Procedures*.

Analysis of materials to determine asbestos content shall be performed by Health Canada or by private laboratories accredited by the National Voluntary Laboratory Accreditation Program (NVLAP) of the U.S. National Institute of Science and Technology (NIST). The laboratories shall report to the limits of detection as indicated in Appendix 1 - *Detection Limit of Bulk Analysis*.

Maintenance of Records

The Regional Asbestos Coordinator shall maintain copies of all reports and records relating to testing, sampling and analysis undertaken for buildings and facilities within the region.

10. **Hazard Investigation**

When an employee is or may be exposed to airborne asbestos as a result of direct disturbance of asbestos materials during maintenance, renovation or construction work not subject to the appropriate precautions required by the Asbestos Code of Practice, or by similar inadvertent direct contact not subject to the appropriate precautions, the Regional Asbestos Coordinator shall appoint a qualified person to conduct a hazard assessment. This assessment must consider the potential hazard, and must conclude as to whether the hazardous material could be present.

The Regional Asbestos Coordinator shall notify, in writing, the Workplace Safety and Health Committee or Representatives of this assessment.

The assessment shall determine the potential hazard, and must conclude as to whether the hazardous material could be present as an airborne hazard, at a level of at least 50% of the exposure limit. When it has been determined that the hazardous material could be present at a level of at least 50% of the exposure limit, a control plan must be instituted.

Control Plans for Asbestos

When an assessment has determined that asbestos could be present as an airborne hazard, at a level of at least 50% of the exposure limit, a control plan must be established and implemented to address the following requirements:

- a record of where asbestos materials are located;
- written procedures for control;
- medical surveillance, when applicable;
- training of employees.

The control plan must be reviewed at least once per year, or as new information is received that changes the requirements of the plan.

Annex C - Appendix 1 - Evaluation of Asbestos Containing Materials (ACM) and Recommendations for Control

1. **Assessment of Condition**

Spray Applied Fireproofing, Insulation and Texture Finishes

In evaluating the condition of ACM spray applied as fireproofing, thermal insulation or texture, decorative or acoustic finishes, the following criteria apply:

GOOD Surface of material shows no significant signs of damage, deterioration or delamination. Up to one percent visible damage to surface is allowed within range of GOOD. Evaluation of sprayed fireproofing requires the surveyor to be familiar with the irregular surface texture typical of sprayed asbestos products. GOOD condition includes unencapsulated or unpainted fireproofing or texture finishes, where no delamination or damage is observed, and encapsulated fireproofing or texture finishes where the encapsulation has been applied after the damage or fallout occurred.

POOR Sprayed materials show signs of damage, delamination or deterioration. More than one percent damage to surface of ACM spray.

In observation areas, where damage exists in isolated locations, both GOOD and POOR condition may be reported. The extent or percentage of each condition will be recorded on the survey or reassessment form.

NOTE: FAIR condition is not utilized or considered as a valid criterion in the evaluation of sprayed fireproofing, sprayed insulation, or texture coat finishes.

The evaluation of ACM spray applied as fireproofing, non-mechanical thermal insulation, or texture, decorative or acoustic finishes which are present above ceilings, may be limited by the number of observations made, and by building components such as ducts or full height walls that obstruct the above ceiling observations. Persons entering the ceiling area are advised to be watchful for ACM DEBRIS prior to accessing or working above ceilings in areas of buildings with ACM, regardless of the reported condition.

Mechanical Insulation

In evaluating the condition of mechanical insulation (on boilers, breeching, ductwork, piping, tanks, equipment etc.) the following criteria are used:

GOOD Insulation is completely covered in jacketing and exhibits no evidence of damage or deterioration. No insulation is exposed. Includes conditions where the jacketing has minor surface damage (i.e., scuffs or stains), but the jacketing is not penetrated.

FAIR Minor penetration damage to jacketed insulation (cuts, tears, nicks, deterioration or delamination) or undamaged insulation that has never been jacketed. Insulation is exposed but not showing surface disintegration. The extent of missing insulation ranges should be minor to none.

POOR Original insulation jacket is missing, damaged, deteriorated or delaminated. Insulation is exposed and significant areas have been dislodged. Damage cannot be readily repaired.

The evaluation of mechanical insulation may be limited by the number of observations made and building components such as ducts or full height walls that obstruct observations. In these circumstances, it is not possible to observe each foot of mechanical insulation from all angles.

Non-Friable and Potentially Friable Materials

Non-friable materials generally have little potential to release airborne fibres, even when damaged by mechanical breakage. However, some non-friable materials, i.e., exterior asbestos cement products, may have deteriorated so that the binder no longer effectively contains the asbestos fibres. In such cases of significantly deteriorated non-friable material, the material will be treated as a friable product.

2. **Evaluation of Accessibility**

The accessibility of building materials known or suspected of being ACM is rated according to the following criteria:

ACCESS (A) Areas of the building within reach (from floor level) of all building users. Includes areas such as gymnasiums, workshops, and storage areas where activities of the building users may result in disturbance of ACM not normally within reach from floor level.

ACCESS (B) Frequently entered maintenance areas within reach of maintenance staff, without the need for a ladder. Includes: frequently entered pipe chases, tunnels and service areas or areas within reach from a fixed ladder or catwalk, i.e., tops of equipment, mezzanines.

ACCESS (C) EXPOSED Areas of the building above 8'0" where use of a ladder is required to reach the ACM. Only refers to ACM materials that are exposed to view, from the floor or ladder, without removing or opening other building components such as ceiling tiles, or service access doors or hatches. Does not include infrequently accessed service areas of the building.

ACCESS (C) CONCEALED Areas of the building which require the removal of a building component, including lay-in ceilings and access panels into solid ceiling systems. Includes rarely entered crawl spaces, attic spaces, etc. Observations are limited to the extent visible from the access points.

ACCESS (D) Areas of the building behind inaccessible solid ceiling systems, walls, or mechanical equipment, etc., where demolition of the ceiling, wall or equipment, etc., is required to reach the ACM. Evaluation of condition and extent of ACM is limited or impossible, depending on the surveyor's ability to visually examine the materials in Access D.

3. **ACM Debris**

Debris from Friable ACM

The presence of fallen ACM is noted separately from the presumed friable ACM source (sprayed fireproofing, thermal insulation, texture, decorative or acoustic finishes or mechanical insulation) and is referred to as DEBRIS.

Debris from Damaged Non-Friable ACM

The presence of fallen ACM, from damaged non-friable ACM, is reported separately from the non-friable ACM source. Only fallen non-friable ACM, that has become friable, is reported as DEBRIS.

The identification of the exact location or presence of DEBRIS on the top of ceiling tiles is limited by the number of observations made and the presence of building components such as ducts or full height walls that obstruct observations. Workers are advised to be watchful for the presence of DEBRIS prior to accessing, or working in proximity to, mechanical insulation or above ceiling areas of buildings with ACM, regardless of the reported presence or absence of DEBRIS.

4. **Action Matrix and Action Descriptions**

The Asbestos Management Program requires the following responses:

- Immediate clean-up of DEBRIS that is likely to be disturbed;
- The removal, repair or enclosure of friable ACM in POOR or FAIR condition where continued deterioration will result in DEBRIS that is likely to be disturbed.

The following factors shall be considered in making site-specific recommendations for compliance with the regulation, and for the practical implementation of asbestos management:

1. ACM in POOR condition is not routinely repairable.

   If an abatement action is necessary, removal is the recommended action (enclosure is a viable option in unusual circumstances).

2. Mechanical insulation in FAIR condition will be repaired or removed based on the following general recommendations, applied on a case by case basis.

   Repair ACM mechanical insulation found in FAIR condition in ACCESS (B) or ACCESS (C) EXPOSED areas.

   Remove ACM mechanical insulation found in FAIR condition in ACCESS (B) and ACCESS (C) EXPOSED areas, where future damage to the ACM is likely to occur.

3. ACM in GOOD condition present in ACCESS (A) can be managed by surveillance, as long as it is not disturbed by future renovation, maintenance or demolition. Proactive removal of the ACM in ACCESS (A) will be considered where damage is possible by ongoing occupant activity (accidental or intentional).

4. Non-friable or manufactured products are considered in the action matrix as follows:

   - Non-friable and manufactured products reported in POOR condition, or friable DEBRIS resulting from the deterioration of non-friable ACM, are treated as friable materials and the appropriate Action, depending on accessibility, is determined from the Action Matrix for friable ACM.
   - For non-friable or manufactured products reported in GOOD condition, Action 7 (surveillance) is recommended regardless of Accessibility.

5. Remove all ACM from a particular area where small quantities of asbestos are present and removal will negate the need for the use of the Asbestos Management Program in that area.

   The Action Matrix provided below establishes the recommended asbestos control action. The ACTIONS are described in full following the matrix.

ACTION MATRIX TABLE

ACCESS	FRIABLE ACM CONDITION			DEBRIS
	GOOD	FAIR	POOR	
(A)	ACTION 5/7[1]	ACTION 5/6[2]	ACTION 3	ACTION 1
(B)	ACTION 7	ACTION 6/5[3]	ACTION 3	ACTION 1
(C) exposed	ACTION 7	ACTION 6	ACTION 4	ACTION 2
(C) concealed	ACTION 7	ACTION 7	ACTION 4	ACTION 2
(D)	ACTION 7	ACTION 7	ACTION 7	ACTION 7

[1]If material in **ACCESS (A)/GOOD** condition is not removed **ACTION 7** is required.
[2]If material in **ACCESS (A)/FAIR** condition is not removed **ACTION 6** is required.
[3]Remove **ACM** in **ACCESS (B)/FAIR** condition if **ACM** is likely to be disturbed.

ACTION 1 **Immediate Clean-up of Debris That is Likely to be Disturbed**

Restrict access that is likely to cause a disturbance of the ACM DEBRIS and clean up ACM DEBRIS immediately. Utilize correct asbestos procedures. This action is required for compliance with regulatory requirements. The surveyor should immediately notify the Regional Asbestos Coordinator of this condition.

ACTION 2 **Entry Into Areas With ACM Debris - Type 2 Precautions**

At locations where ACM DEBRIS can be isolated in lieu of removal or cleaned up, use appropriate means to limit entry to the area. Restrict access to the area to persons utilizing Type 2 asbestos-work precautions. The precautions will be required until the ACM DEBRIS has been cleaned up, and the source of the DEBRIS has been stabilized or removed.

ACTION 3 **ACM Removal Required for Compliance**

Remove ACM for compliance with regulatory requirements. Utilize asbestos procedures appropriate to the scope of the removal work.

ACTION 4 **Access into Areas Where ACM is Present and Likely to be Disturbed by Access - Type 2 Precautions**

Use Type 2 asbestos precautions when entry or access into an area is likely to disturb the ACM. ACTION 4 must be used until the ACM is removed (Use ACTION 1 or 2 if DEBRIS is present).

ACTION 5 **Proactive ACM Removal**

Remove ACM in lieu of repair, or at locations where the presence of asbestos in GOOD condition is not desirable.

ACTION 6 **ACM Repair**

Repair ACM found in FAIR condition, and not likely to be damaged again or disturbed by normal use of the area or room. Upon completion of the repair work, treat ACM as

material in GOOD condition and implement ACTION 7. If ACM is likely to be damaged or disturbed, during normal use of the area or room, implement ACTION 5.

ACTION 7 Routine Surveillance

Institute routine surveillance of the ACM. Trained workers or contractors must use appropriate asbestos precautions (Type 1, Type 2 or Type 3) during disturbance of the remaining ACM.

5. **Detection Limit of Bulk Analysis**

Asbestos containing material, (ACM), is defined as any material found to contain asbestos at or above the limit for an asbestos containing material, (ACM), set provincially, as determined by the standard Polarized Light Microscopy method for the analysis of bulk samples. The provincially regulated limits, or generally accepted guidelines, to consider a material as an asbestos containing material, (ACM), subject to asbestos in buildings regulation, is provided as follows:

MINIMUM CONCENTRATION TO CONSIDER AS AN ASBESTOS CONTAINING MATERIAL (BY PROVINCE)

PROVINCE/REGION	
NEWFOUNDLAND NOVA SCOTIA PRINCE EDWARD ISLAND NEW BRUNSWICK ALBERTA BRITISH COLUMBIA	1.0%
ONTARIO (includes part of National Capital Region) SASKATCHEWAN (no published concentration)	0.5%
QUEBEC (includes part of National Capital Region) MANITOBA	0.1%

Annex C - Appendix 2 - Contractor Notification and Acknowledgement

Click here to view the Adobe Acrobat (also known as PDF) version of the Form PWGSC-TPSGC 16.

Annex C - Appendix 3 - Certificate of Training for Asbestos-Related Work

Click here to view the Adobe Acrobat (also known as PDF) version of the Form PWGSC-TPSGC 15.

Annex C - Appendix 4 - Asbestos-Related Work Record

Click here to view the Adobe Acrobat (also known as PDF) version of the Form PWGSC-TPSGC 55.

Annex C - Appendix 5 - Classification of Asbestos-Related Work

The following criteria shall be utilized in determining the classification of asbestos work.

TYPE 1 WORK

- Installation or removal of a non-friable ACM with a hand tool.
- Disturbance of a non-friable ACM with a powered tool equipped with a HEPA dust collection device.
- Removal of drywall materials where joint filling materials contain asbestos.
- Removal or replacement of ten or less asbestos-containing compressed mineral fibre type ceiling tiles.
- Collecting samples of asbestos-suspect friable materials.
- Working close to friable sprayed asbestos, where the material may be affected by the work activities.

TYPE 2 WORK

- Removal or replacement of more than ten asbestos-containing compressed mineral fibre type ceiling tiles.
- Entry into ceiling spaces, crawlspaces, pipe tunnels, etc., where friable asbestos debris is present.
- In British Columbia, removal of drywall installed before 1980.
- Minor removal of friable ACM. Type 2 removal is limited to a maximum per work period of:
  - In British Columbia - 0.1 m^2 surface area, or 3 lineal metres of pipe insulation;
  - In Quebec - 0.03 m^2 of Debris;
  - All Others - 1 m^2 of surface area.
- Repair of asbestos mechanical insulation. (No limit is imposed as to the amount of repair permitted under Type 2 conditions.)

TYPE 3 WORK

- More than minor removal or disturbance of friable ACM.
- Use of a power tool on non-friable ACM without HEPA exhausted dust collection.
- The spray application of an encapsulant or sealer to friable asbestos surfacing materials.
- Disturbance of the ductwork and air handling equipment serving or passing through areas of buildings with sprayed asbestos fireproofing or insulation.
- Repair, alteration or demolition of a boiler, furnace, kiln, or similar equipment with asbestos-containing refractory.

Annex C - Appendix 6 - Work Procedures

TYPE 1 - Work Procedures

For locations of non-friable ACM, refer to the current version of the Asbestos Inventory and Assessment Report.

NOTE: These Type 1 procedures assume the non-friable material can be removed with relatively little loose dry dust released. Generation of debris is permissible as long as the debris can be well wetted before being removed. If the work will release more than a trivial amount of dry loose dust, do not proceed. The Regional Asbestos Coordinator will determine which of Type 1, 2 or 3 procedures are appropriate.

1. **Equipment**

All equipment must be on site before proceeding.

1. *Vacuum*

Use of a vacuum is optional. Wet cleaning methods may be used in place of a vacuum. If a vacuum is used it must be equipped with a high efficiency particulate (HEPA) filter and all brushes, fittings, etc. The vacuum must only be opened in an enclosure, following Type 2 procedures, or in a laboratory exhaust hood. The vacuum exterior should be carefully wet cleaned after emptying. A HEPA filter is at least 99.97% efficient in collecting a 0.3 micrometre particle.

2. *Respirators*

Use of a respirator is optional for Type 1 work. However, a respirator is strongly advised for work on sheet flooring, any type of ceiling tile, any other work performed overhead. Respirators shall be supplied by the employer upon request. The type of respirator supplied shall be a half-face respirator with HEPA filter. Training in the proper use of the respirator and qualitative fit testing shall also be provided. Respirators must be NIOSH approved and acceptable to the Provincial Authorities having jurisdiction. Respirators shall be used according to the written procedures for use, provided to the worker during training sessions. Filters must be changed after 24 hours of wear, or sooner if breathing resistance increases.

NOTE: Employees are required to undertake a medical evaluation as specified by *DP 059 - Health Evaluations - Safety and Health, PWGSC* prior to being trained in the proper use of respirators.

3. *Protective Clothing*

Reusable or disposable clothing may be used. Non-disposable clothing with visible asbestos contamination shall be cleaned with a HEPA vacuum and laundered as asbestos contaminated. Disposable clothing and respirator filters will be disposed of as asbestos waste.

4. *Other Equipment*

- plastic sheet (0.15 mm (6 mil) polyethylene) - to serve as a drop sheet;
- pump sprayer with mister nozzle, or alternate method to wet material;
- labelled, yellow asbestos waste bags, 0.15 mm (6 mil) - for all asbestos waste, disposable equipment, plastic, etc.;
- small tools and cleaning supplies - e.g., scouring pads, sponges, brushes, buckets, etc.

2. **Other Protective Measures**

1. Do not eat, drink or smoke in the work area.

2. On leaving work area, proceed to washroom and wash all exposed skin on hands and face.

3. **Preparation**

1. Before disturbing non-friable asbestos materials, (wherever practical) cover floor and surfaces below work with polyethylene sheeting to catch debris.

2. Wherever dust on a surface is likely to be disturbed, remove with HEPA vacuum or damp cloth.

4. **Execution**

1. Removal of Vinyl Asbestos Floor Tile

    1. Do not use electric powered scrapers.
    2. Start removal by wedging a heavy duty scraper in seam of two adjoining tiles and gradually force edge of one tile up and away from floor. Do not break off pieces of tile, but continue to force balance of tile up.
    3. Continue removal of tiles using hand tools, removing tiles intact wherever possible. When adhesive is spread heavily or is quite hard, it may prove easier to force scraper through tightly adhered areas by striking scraper handle with a hammer using blows of moderate force while maintaining scraper at 25° to 30° angle to floor. When this technique does not loosen tile, removal can be simplified by heating tile thoroughly with a hot air gun until heat penetrates through tile and softens the adhesive.
    4. As each tile is removed, place into asbestos waste receptor. Do not break into smaller pieces.
    5. After removal of a small area, scrape up adhesive remaining on floor with a hand scraper until only a thin smooth film remains. Where deposits are heavy or difficult to scrape, a hot air gun may be used. Deposit scrapings in the asbestos waste disposal bag. Do not dry scrape surface pieces of tile that remain adhered. Do not use powered electric scrapers.
    6. On completion of the area, vacuum clean floor with HEPA vacuum or wet mop. Dispose of the mop head as contaminated waste.

2. Removal of Asbestos-Containing Sheet Flooring

    1. Remove binding strips or other restrictive mouldings. Workers shall wear air purifying respirator fitted with high efficiency filter, and coveralls, at all times.
    2. Make series of cuts 100 mm to 200 mm (4" to 8") apart through top layers and about halfway through felt backing, parallel to wall.
    3. Start at end of room furthest from door and pry up corner of strip, separating top sheet from backing layer. Pull top layer back upon itself slowly and evenly, and half backing and top layers should pull free. After it is removed, roll up strip face out into tight roll, tape or tie securely, and place into asbestos waste receptor. Wet the asbestos felt underlay remaining on floor as soon as exposed.
    4. Continue with successive strips. Avoid walking on exposed asbestos felt. Seal asbestos waste receptors when filled. Remove maximum of three strips before wet scraping exposed felt underlay.
    5. Remove remaining adhered underlay by wet scraping. Soak area with water applied by sprayer. Allow water to penetrate felt. Scrape off remaining material. Maintain material wet by applying more water. Place scrapings in asbestos waste receptor.
    6. Continue this procedure alternately removing top sheets and then wet scraping felt, three strips at a time. Be careful not to walk on stripped floor.
    7. When whole floor has been cleaned of asbestos felt, allow it to dry and vacuum up any dirt with a HEPA vacuum or wet mop. Do *not* dry sweep. Dispose of the mop head as contaminated waste.
    8. Thoroughly clean tools and equipment with a damp cloth before returning to regular service. Dispose of cloth as contaminated waste.

3. Installing, Cutting or Drilling Non-Friable Asbestos Materials

    1. Work using power tools not fitted with HEPA filter dust collectors, must not be performed as Type 1 work.
    2. Where possible wet all materials to be disturbed.
    3. Immediately place waste in asbestos waste receptor. Clean area frequently during work with HEPA vacuum or by wet methods.
    4. At completion of work, drop sheets that will be reused must be cleaned with HEPA vacuum or by wet methods.
    5. Drop sheets that will not be reused must be disposed of as asbestos waste.

4. Removal of Other Non-Friable Asbestos Materials

    1. Type 1 procedures apply only to materials which can be removed intact, or in sections, without producing a pulverized or powdered waste. This method is most applicable to asbestos-cement board products, acoustic ceiling tiles, gaskets, etc.
    2. Where possible wet all material to be disturbed.
    3. Undo fasteners necessary to remove material. Whenever possible remove asbestos cement panels intact. Break only if unavoidable. If broken, wet freshly exposed edges.
    4. Where sections are adhered to the substrate, wet material and use hand scraping to remove adhering material.
    5. Place removed material into asbestos waste receptor. Clean surrounding surfaces and asbestos work area frequently with HEPA vacuum or with wet methods (i.e., damp cloth that is disposed of as asbestos waste after cleaning).
    6. Drop sheets shall be disposed of as asbestos waste.

5. **Waste Transport and Disposal**

    1. Place waste into asbestos labelled disposal bag, seal with tape, clean the exterior of the bag with a clean cloth, and place into a second clean bag, also to be sealed with tape. Use a barrel, fibre drum, or cardboard or wooden box in place of the second bag when the asbestos waste material is likely to tear the inner bag. Seal the outer container.

    2. Place waste containers in storage area for holding asbestos waste. Containers shall be labelled and assigned exclusively for asbestos waste.

    3. Prepare waste for disposal in compliance with provincial regulations. The Property Manager will arrange for disposal.

TYPE 2 - Work Procedures

For locations of asbestos materials, refer to the current version of the Asbestos Inventory and Assessment Report.

1. **Equipment**

    Equipment required for the work must be on-site before proceeding.

    1. *Vacuum*

        An asbestos-approved vacuum (HEPA filtered), equipped with brushes, fittings, etc. Vacuum must not be opened except by a fully protected worker within a Type 2 enclosure. The vacuum exterior shall be carefully wet cleaned after emptying. A HEPA filter is at least 99.97% efficient in collecting a 0.3 micrometre particle.

    2. *Respirators*

        Workers within the work area shall wear approved respirator. Respirators and filters will be provided by the employer, and individually assigned to workers. Respirator shall be a half-facepiece respirator with high efficiency filters. Respirators must be NIOSH approved and acceptable to the Provincial Authorities having jurisdiction. Respirators shall be kept in position throughout the entire time the worker is in the area of the work, from first disturbance of a ceiling tile or asbestos material, until the final cleaning of the area and bagging of waste is complete. Change filters after 24 hours of wear or sooner if breathing resistance increases.

3. *Protective Clothing*

   All workers shall wear disposable coveralls with attached elasticized hood. Coveralls should be worn with the hood in place at all times. Coveralls may be vacuumed or wet wiped clean for reuse, for a maximum of 8 hours cumulative wear. Suit and head cover shall remain in place until worker leaves work area or the enclosure is dismantled. Boot covers or dedicated boots are recommended.

4. *Other Equipment*

   - plastic sheet (0.15 mm (6 mil) polyethylene) - to erect a total enclosure or to serve as drop sheet;
   - wood framing or clips to support polyethylene sheeting, as appropriate to work area;
   - tape - to fasten plastic enclosure to ceiling or to tape drop sheet to floor; ¾" double-sided tape recommended for attaching polyethylene to T-bar ceiling;
   - labelled asbestos waste bag 0.15 mm (6 mil) - for all asbestos waste, disposable suit, plastic for disposal, etc.;
   - pump sprayer containing water with wetting agent to wet asbestos as necessary (dilute wetting agent as per manufacturer's recommendations);
   - asbestos warning signs;
   - cleaning supplies - e.g., scouring pads, sponges, brushes, buckets, etc.;
   - insulation repair supplies (lagging compound, cloth, PVC covers);
   - encapsulating sealer, for brush or airless spray application.

2. **Other Protective Measures**

   1. Do not eat, drink or smoke in the work area.

   2. On leaving work area, proceed to washroom and wash all exposed skin on hands and face.

3. **Scheduling of Work**

   1. Schedule work when occupants are absent. If persons are present, do not start work.

   2. If work above ceiling is required on an emergency basis, and the area is occupied, ensure that client department(s) advise occupants to vacate area until work is complete and clearance is given to return.

4. **Preparation**

   1. Shut down ventilation systems to and from the work area. Seal over all ventilation openings, diffusers, grilles, etc., with plastic and tape.

   2. Where practical, clear areas of movable furnishings or equipment. This should include anything that occupants may wish to use during work period. Any furnishings or equipment not removed shall be adequately covered and sealed using 0.15 mm (6 mil) polyethylene and tape. The intent of the protection is to provide an airtight envelope to protect the articles from airborne dust or splashed debris.

   3. Post signs or barrier tape, appropriate to the work area, to indicate asbestos hazard and requirement for protective clothing for anyone entering the space.

   4. For small rooms, cover walls with plastic such that the complete room becomes the work area. For larger rooms, erect enclosure of 0.15 mm (6 mil) polyethylene, of suitable dimensions to

enclose the work area, and scaffolds and ladders required to gain access. If a suspended ceiling is present, the enclosure shall extend to the ceiling line. The enclosure shall be as airtight as conditions permit, and will include the provision of a double overlapping flap at the entrance. The floor of the work area shall be a layer of 0.15 mm (6 mil) polyethylene sealed to the plastic walls of the enclosure.

5. Don protective clothing and respirator prior to removing ceiling tile or disturbing pipe jacketing or sprayed fireproofing.

5. **Execution**

1. To remove fireproofing or texture plaster, saturate with amended water solution, using a pump sprayer. Do not remove the asbestos material until the material is thoroughly wetted to the substrate. Do not use water where electrical hazard exists.

2. To remove pipe insulation, first wet any area of damage, then carefully cut jacket. Keep insulation surface wetted by mist of water with wetting agent. Remove insulation in large sections and place immediately in disposal bag. After large pieces have been removed, saturate debris on mechanical equipment and clean all exposed surfaces with abrasive pads, sponges, cloths, etc.

3. To repair pipe insulation, use drop sheet under area of work to aid clean-up of any dislodged material. Plastic enclosure is not required. Mist any exposed insulation to wet surface and apply lagging paint and canvas or PVC jacketing as required.

4. For removal of suspended ceiling tiles (where asbestos debris is present on top of tiles or equipment to be accessed), remove the first tile carefully and vacuum all surfaces. Vacuum the upper surface of each subsequent tile prior to removal. Store tiles in the work area.

5. Remove dust and loose friable material likely to be disturbed in the process of doing the work, with a HEPA vacuum or by damp wiping.

6. When asbestos material is removed, all pieces should be placed directly into 0.15 mm (6 mil) polyethylene bags as they are removed. Avoid dropping material to floor wherever possible. After bulk removal is complete, wet wash the exposed surface.

7. Frequently, and at regular intervals during the work, clean up dust and waste in the work area by wet mopping, placing in disposal bags, or by HEPA vacuuming.

8. After completion of removal, seal exposed ends of fireproofing, texture plaster, or mechanical insulation with heavy layer of encapsulating sealer. Apply sealer coat to surfaces from which asbestos material was removed.

9. At completion of work, decontaminate equipment, tools and materials used in the work area by wet cleaning or HEPA vacuum.

10. Dispose of drop sheets and enclosures by wetting the polyethylene, then folding into disposal bags. Do not reuse drop sheets or enclosures.

11. Before leaving work area, decontaminate shoes and protective clothing by using HEPA vacuum or damp wiping. When protective clothing is to be disposed of, it shall be decontaminated as above and placed in labelled disposal bags. Workers shall vacuum all exposed skin, suit and respirator, and proceed to nearest washroom to wash hands and face.

6. **Waste Transport and Disposal**

1. Place waste into asbestos labelled disposal bag, seal with tape, clean the bag, and place into a second clean bag, also to be sealed with tape. Use a barrel, fibre drum, or cardboard or wooden box in place of the second bag when the asbestos waste material is likely to tear the inner bag. Seal the rigid outer container.

2. Place waste containers in storage area for holding asbestos waste. Containers shall be labelled and assigned exclusively for asbestos waste.

3. Prepare for waste disposal in compliance with provincial regulations. The Property Manager will arrange for disposal.

TYPE 3 - Work Procedures

Type 3 procedures are not included in the standard work procedures due to the requirement for the development of specific procedures for the site and for the particular circumstances.

Glove Bag Work Procedures

1. **Equipment**

All equipment must be on site before proceeding with the work. Note that these procedures are primarily based on the use of Safe-T-Strip polyvinyl chloride movable glove bags. (Only the Safe-T-Strip glove bag is permitted for use in Ontario.) If the single use polyethylene glove bags permitted in some other jurisdictions are used, it should be understood that they are for use at one location only, and cannot be moved or used elsewhere.

NOTE: If single use polyethelene glove bag is used Section 5 - Execution, shall be replaced by manufacturer's recommended procedures.

1. *Glove Bag*

Prefabricated, 0.25 mm (10 mil) minimum thickness polyvinyl-chloride bag with integral 0.25 mm (10 mil) thick polyvinyl-chloride gloves and elasticized port. Bag shall be equipped with reversible double-pull double throw zipper on top. Bag must incorporate internal closure strip if it is to be removed from pipe for reuse elsewhere. Provide size and configuration appropriate for insulation to be removed. The bag must be disposed of once filled. Bag shall not be emptied and reused.

2. *Securing Straps*

Reusable nylon straps at least 25 mm (1") wide with metal buckle for sealing ends of bags around pipe and/or insulation.

3. *Water Sprayer*

Garden reservoir type, low velocity, capable of producing mist or fine spray with water-containing wetting agent. Wetting agent shall be diluted as per manufacturer's recommendations.

4. *Respirators*

Workers using glove bag must wear approved respiratory protection. Respirators and filters must be provided by the employer, and individually assigned to workers. Respiratory protection must be equal to, or exceed, protection of half-face respirator with high efficiency filters. Respirators must be NIOSH approved and acceptable to the Provincial Authorities having jurisdiction. Respirators shall be kept in position from the time the worker is attaching bag to pipe until final

cleaning of the pipe and bagging of waste is completed. Filters shall be changed after 24 hours of wear or sooner if breathing resistance increases.

5. *Protective Clothing*

   Workers shall wear disposable coveralls with attached elasticized hood. Coveralls and hood shall remain in place until worker completes cleaning of pipe. Suit may be cleaned for reuse or disposed of as asbestos waste.

6. *Other Equipment*

   - labelled asbestos waste bags 0.15 mm (6 mil) - for all asbestos waste in glove bag, disposable suit, cleaning materials, etc.;
   - asbestos warning signs;
   - wire saw - saw with flexible serrated wire blade and handles to allow use inside glove bag;
   - knife with fully retractable blade for use inside glove bag;
   - plastic sheet (4 mil polyethylene) to cover exposed or damaged section of pipe prior to attaching glove bag;
   - tape-to fasten plastic to pipe if required;
   - cleaning supplies e.g., scouring pads, sponges, brushes, buckets, etc.;
   - HEPA vacuum, for evacuating air from bag prior to removing bag from pipe. A HEPA filter is at least 99.97% efficient in collecting a 0.3 micrometre particle.

2. **Other Protective Measures**

   1. Do not eat, drink or smoke in the work area.

   2. On completing clean-up of work area, use HEPA vacuum or wet cloth to clean hands, face, respirator and boots. Remove protective equipment and proceed to nearest washroom to wash all exposed skin on hands and face.

3. **Scheduling of Work**

   1. Schedule work when occupants are absent. If persons are present, do not start work.

4. **Preparation**

   1. Where practical, clear area below pipe of moveable furnishings or equipment. Provide scaffold as required to reach pipe.

   2. Post an asbestos warning sign at all entrances to room in which the procedure is being used. If necessary use rope or tape barriers to separate work area.

   3. Segregate the area of asbestos work, from other parts of the building required to remain in use by using polyethylene walls or barrier tape.

   4. Shut off and seal all diffusers, vents and other openings to ventilation and exhaust systems in the room with polyethylene secured with tape.

   5. Cover all items or equipment located in the designated work area with polyethylene when items or equipment cannot be cleaned in the case of a spill. Tape the polyethylene in place. The polyethylene should cover a width equal to the height of the pipe from the floor, with a minimum width of 3.6 m (12 feet), where required.

6. Seal all openings and voids in the vicinity of the glove bag operation with one layer of polyethylene secured with tape.

7. Check condition of pipe insulation where work will be performed. If the pipe insulation has minor isolated damage, mist surface and patch with tape. If damage is more extensive, wrap pipe with plastic and "candy stripe" it with duct tape first. If pipe insulation is severely damaged and cannot be simply repaired, glove bag is not appropriate. (Use Type 2 Procedures.)

8. Pre-clean with HEPA vacuum or wet methods any loose material on surface of pipe or any material on the floor. If significant amount of material is on floor, Type 2 procedures may be required for clean-up. (See Type 2 Procedures.)

9. Place necessary tools in bottom of glove bag.

5. **Execution**

1. Zip the bag onto the pipe and seal each end to the pipe with the securing straps. Do not pull the bag tightly to the ends - a small amount of slack allows better room to work within the bag. If a vertical bag is in use, ensure lower strap passes through plastic grommet and cloth tab on zipper.

2. Place hands into gloves and use necessary tools (wire saw, utility knife, wire cutters) to remove insulation from pipe. Arrange insulation in bottom of bag to obtain full capacity of bag. Roll metal jacketing carefully to minimize ripping or puncturing of the bag.

3. Insert nozzle of spray pump into bag through valve and wash pipe and interior of upper section of bag thoroughly. Use one hand to aid washing process. Wet surface of insulation in lower section of bag and any exposed ends of asbestos insulation remaining on pipe.

4. Prior to removing bag from the pipe, wash the top section of the bag and tools thoroughly. Insert nozzle of HEPA filtered vacuum into bag through the elasticized valve and evacuate air from bag. Seal the closure strip, remove the vacuum nozzle and straps, and remove the bag. Re-install and seal in new location before reopening closure.

5. If bag is to be moved along the same pipe, loosen securing straps, move bag, re-seal to pipe using double-pull zipper to pass hangers. Repeat insulation removal operation.

6. If during use the glove bag is ripped, cut or opened in any way, cease work and repair opening before continuing work. All spilled material must be cleaned up and removed with a HEPA vacuum or wet cleaning.

7. To remove bag after completion of insulation removal, thoroughly wash top section of bag and tools and seal internal zip-lock closure. Place tools in one glove, pull hand out inverted, twist to create a separate pouch, tape inside-out glove at two separate locations 1" apart to seal pouch. Remove inside-out glove and tools by cutting between the tape seals.

8. Place glove pouch and tools into the next clean glove bag to be used. Alternately, place the tool pouch into water bucket, open pouch underwater and clean tools, then allow to dry.

9. Prior to disposal of bag, evacuate the bag with a HEPA vacuum. Pull a 0.15 mm (6 mil) polyethylene bag over glove bag before removing from pipe. Remove securing straps. Unfasten zipper. Seal glove bag and seal 0.15 mm (6 mil) polyethylene bag.

10. After removal of bag ensure pipe is clean of all residue. If necessary, after removal of each section of asbestos, vacuum all surfaces of pipe, using HEPA filtered vacuum equipment, or wipe with wet cloth.

11. Seal all surfaces of freshly-exposed pipe with encapsulating sealer to tack-down any residual dust. Cover exposed ends of any remaining asbestos insulation with lagging cloth or tape.

12. Before leaving work area, a worker shall decontaminate shoes and protective clothing by using HEPA vacuum or damp wiping. When protective clothing is to be disposed of, it shall be decontaminated as above and placed in labelled disposal bags. Workers shall vacuum all exposed skin, suit, respirator and hair (after removing hood) and proceed to nearest washroom to wash hands and face.

6. **Waste Transport and Disposal**

1. Place waste containers in storage area for holding asbestos waste. Containers shall be labelled and assigned exclusively for asbestos waste.

2. Prepare waste for disposal in compliance with provincial regulations. The Property Manager will arrange for disposal.

Asbestos Work Procedures

Emergency Asbestos Work Procedures

Emergency asbestos procedures shall be implemented when required in order to protect those undertaking the work, as well as to protect all others from, or limit exposure to, airborne asbestos. Procedures indicated shall be followed as closely as possible, in the event of an emergency situation.

Procedures for asbestos work, required as an immediate response to floods, pipe breaks, ceiling collapses, or other emergencies that affect asbestos materials, are as follows:

1. Clear area of all occupants.

2. Construct enclosure around area if time permits.

3. Shut down ventilation system serving area.

4. Worker performing repair shall wear protective respirator and disposable suit. If normal work clothes are worn they must be disposed of if visibly contaminated.

5. Use drop sheet under work, if possible, to minimize clean-up.

6. Perform emergency repair with minimum disturbance of asbestos.

7. Obtain asbestos equipment and perform clean-up of visible material. Use HEPA filtered vacuum or wet cleaning. Dispose of all cleaning supplies as contaminated waste.

8. The worker should wipe off or vacuum disposable clothing and footwear. Proceed to washroom to wash face and hands.

9. Notify the Property Manager regarding the asbestos disturbance, before allowing unprotected persons to enter the area. The Property Manager will contact the Regional Asbestos Coordinator to determine if additional precautionary measures are to be implemented. The Regional Asbestos Coordinator will arrange for removal, clean-up or repair of the asbestos material.

10. The Regional Asbestos Coordinator shall investigate the extent of asbestos disturbance, will determine

additional actions to be undertaken and will determine if a hazard investigation under the *Canada Occupational Safety and Health Regulation* is appropriate.

Bulk Sample Collection Procedures

1. Sample the material when the area is not in use. Only those persons needed for sampling should be present in the immediate area.

2. Spray the material with a light mist of water to prevent fibre release during sampling. Do not disturb the material any more than necessary.

3. Materials of different appearance should be sampled separately. Mechanical insulation must be sampled separately on all systems, tanks, vessels, etc. Sample both the straight sections of pre-formed insulation and the insulating cement typically present at elbows, fittings, etc. (unless visually identified as fibreglass).

4. Collect the sample by penetrating the entire depth of the material, as the insulation may have been applied in more than one layer or covered with paint or other protective coating.

5. The use of a respirator is recommended for all sampling. Depending on the condition of the material, significant amounts of airborne fibres can be generated during sampling.

6. If pieces of material break off during sampling, the contaminated area must be cleaned up with a HEPA vacuum cleaner or by wet cleaning. Any debris generated must be placed in plastic bags, labelled, sealed and disposed of as asbestos waste.

7. Place samples in labelled plastic bags with a zip-lock closure or in sealed plastic vials. Samples shall be identified with the following information:

    - Sample Number;
    - Building;
    - Room Number;
    - Date of Sampling;
    - Name of Sampler;
    - Source of sample, e.g., Cold Water Pipe, Cold Water Fitting, etc.

8. Temporarily seal any openings created to collect the sample, (for example, with tape, paint or metal foil tape wrapped completely around the pipe). Advise the Property Manager or Regional Asbestos Coordinator.

9. Analysis must be performed by the Health Canada Laboratory or by a laboratory accredited by the National Voluntary Laboratory Accreditation Program (NVLAP). Contact the Regional Asbestos Coordinator for a list of acceptable laboratories.

Respirator Fitting, Inspection, Cleaning and Disinfecting

Notes for Air Purifying Half-Facepiece Respirators

WARNING: This respirator does not supply oxygen. It must not be used in or for: oxygen deficient atmospheres (less than 19.5%); poorly ventilated areas or enclosed spaces such as tanks or small rooms; abrasive blasting or firefighting; or for protection against contaminants excluded or not covered by the applicable Approval Label.

Respirators must be approved for protection against asbestos. Check for NIOSH certification.

1. **Respirator Fitting**

   Persons required to wear respirators must first pass a qualitative fit-test administered according to the current version of CSA standard Z-94.4. The fit-test should be repeated yearly.

2. **Inspection Items Prior to Each Use**

   1. Examine facepiece for:

      - dirt;
      - cracks, tears or holes;
      - distortion and inflexibility;
      - cracks or breaks in filter holders, worn threads and missing gaskets.

   2. Examine head straps for:

      - breaks or tears;
      - loss of elasticity;
      - broken or malfunctioning buckles and attachments.

   3. Examine valves for:

      - detergent residue, dust or other material on valves or valve seats;
      - cracks, tears or distortion in the valve material;
      - missing or defective valves or valve covers.

   4. Examine filter for:

      - proper filter for protection against asbestos (High Efficiency Particulate);
      - incorrect installation, loose connections, missing or worn gaskets or cross threading;
      - cracks or dents in filter housing.

   5. Leak-checks:

      Perform the following tests on each donning:

      - *negative pressure test:* cover inlets to filters, breathe in and hold breath; respirator should be drawn to face for minimum of ten seconds (if not, check exhalation valve and fit);
      - *positive pressure test:* cover exhalation valve cover and puff out slightly and hold breath; respirator should slightly pressurize and still hold seal (if not, check inhalation valves and fit).

3. **Respirator Cleaning and Disinfecting**

   1. Remove filters and disassemble facepiece. Discard or repair defective parts.

   2. Wash components in warm water (50°C - 60°C) with mild detergent, using a brush. Cleaning and disinfectant solutions are available from respirator manufacturers.

   3. Thoroughly rinse components in clean, warm water.

   4. Air dry or hand dry components with a clean, lint-free cloth.

   5. Reassemble respirator and test to ensure that all components are working properly (see above).

Be careful to check that valves are not lost in the cleaning.

4. **Filter Cartridge Handling and Replacement**

    1. Filters can be reused until an increase in breathing resistance is noted. Under typical Type 2 conditions, filter cartridges should last a minimum of 24 hours. Inlet side of filter cartridge to be reused shall be sealed on the inlet side with tape for storage.

    2. When no longer usable, filter cartridges will be sealed on the inlet side with tape, and disposed of as contaminated waste.

Travaux publics et Services gouvernementaux Canada | Public Works and Government Services Canada

CERTIFICATE OF INSURANCE

Description and Location of Work	Contract No.
Materials, skilled labour and tools required for metal-sheet work services and an air conditioning service as and when is required. Archambault Institution, Sainte-Anne-des-Plaines Institution, Regional Treatment Center (CSC)	21301-148387 Project No.

Name of Insurer, Broker or Agent	Address (No., Street)	City	Province	Postal Code
Name of Insured (Contractor)	**Address (No., Street)**	**City**	**Province**	**Postal Code**

Additional Insured

Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services

Type of Insurance (Required when Checked)	Insurer Name and Policy Number	Inception Date D / M / Y	Expiry Date D / M / Y	Limits of Liability		
☑ **Commercial General Liability** **Umbrella/Excess Liability**				Per Occurrence $ $	Annual General Aggregate $ $	Completed Operations Aggregate $ $
☑ **Builder's Risk / Installation Floater**				$		
☐ **Pollution Liability**				$	☐ Per Incident ☐ Per Occurence	Aggregate $
☐ **Marine Liability**				$		
☐ **Aviation Liability**				$	☐ Per Incident ☐ Per Occurence	Aggregate $
☐				$		

I certify that the above policies were issued by insurers in the course of their Insurance business in Canada, are currently in force and include the applicable insurance coverages stated on page 2 of this Certificate of Insurance, including advance notice of cancellation / reduction in coverage.

_____ _____

Name of person authorized to sign on behalf of Insurer(s) (Officer, Agent, Broker)

_____

Telephone Number

_____

Signature

_____

Date D / M / Y

CERTIFICATE OF INSURANCE

General

The insurance policies required on page 1 of the Certificate of Insurance must be in force and must include the insurance coverages listed under the corresponding type of insurance on this page.

The policies must insure the Contractor and must include Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services as an additional Insured.

The insurance policies must be endorsed to provide Canada with not less than thirty (30) days notice in writing in advance of a cancellation of insurance or any reduction in coverage.

Without increasing the limit of liability, the policies must protect all insured parties to the full extent of coverage provided. Further, the policies must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

Commercial General Liability

The insurance coverage provided must not be substantially less than that provided by the latest edition of IBC Form 2100.

The policy must either include or be endorsed to include coverage for the following exposures or hazards if the Work is subject thereto:

(a) Blasting.
(b) Pile driving and caisson work.
(c) Underpinning.
(d) Removal or weakening of support of any structure or land whether such support be natural or otherwise if the work is performed by the insured contractor.

The policy must have the following minimum limits:

(a) **$5,000,000** Each Occurrence Limit;

(b) **$10,000,000** General Aggregate Limit per policy year if the policy contains a General Aggregate; and

(c) **$5,000,000** Products/Completed Operations Aggregate Limit.

Umbrella or excess liability insurance may be used to achieve the required limits.

Builder's Risk / Installation Floater

The insurance coverage provided must not be less than that provided by the latest edition of IBC Forms 4042 and 4047.

The policy must permit use and occupancy of any of the projects, or any part thereof, where such use and occupancy is for the purposes for which a project is intended upon completion.

The policy may exclude or be endorsed to exclude coverage for loss or damage caused by asbestos, fungi or spores, cyber and terrorism.

The policy must have a limit that is **not less than the sum of the contract value** plus the declared value (if any) set forth in the contract documents of all material and equipment supplied by Canada at the site of the project to be incorporated into and form part of the finished Work. If the value of the Work is changed, the policy must be changed to reflect the revised contract value.

The policy must provide that the proceeds thereof are payable to Canada or as Canada may direct in accordance with GC10.2, "Insurance Proceeds" (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R/R2900D/2).

Contractors Pollution Liability

The policy must have a limit usual for a contract of this nature, but not less than **$1,000,000** per incident or occurrence and in the aggregate.

Marine Liability

The insurance coverage must be provided by a Protection & Indemnity (P&I) insurance policy and must include excess collision liability and pollution liability.

The insurance must be placed with a member of the International Group of Protection & Indemnity Associations or with a fixed market in an amount of not less than the limits determined by the *Marine Liability Act*, S.C. 2001, c. 6. Coverage must include crew liability, if it is not covered by the statutory requirements of the Territory or Province having jurisdiction over such employees.

The policy must waive all rights of subrogation against Canada as represented by Public Works and Government Services Canada for any and all loss of or damage to the watercraft however caused.

Aviation Liability

The insurance coverage shall Include Bodily Injury (including passenger Bodily Injury) and Property Damage, in an amount of not less than **$5,000,000** per incident or occurrence and in the aggregate.