



## CEILING ACCESS PROCEDURES FOR NON UCSF HOSPITAL AREAS

This procedure provides guidelines that will result in a clean controlled environment while accessing building ceiling spaces to perform maintenance (routine or non-routine), inspections, pre-construction planning, and construction and/or renovation activities. The purpose of these methods and procedures is to protect UCSF and non UCSF personnel from potential hazards associated with asbestos and other hazardous materials. Note: Majority of the campus buildings ceiling spaces may contain ACBM. Buildings where this procedure will apply routinely are in buildings that contain asbestos fire proofing, such as, Health Sciences East and West (HSE and HSW) Buildings. An ACBM survey and/or other hazardous materials inspection should be completed prior to access where ACBM is known to exist. Please contact OEHS for ACBM survey, sampling, and additional information.

### DEFINITIONS

**Minor Access** is defined as ceiling access that is either less than 5 minutes and/or for work which will not disturb any asbestos containing building materials (ACBM) and/or other hazardous materials. Access may be required for visual observation for construction, utilities identification, routine and non-routine utilities maintenance activities, preventive maintenance inspections, and/or any other activities that do not disturb hazardous materials and do not create hazardous conditions when accessing buildings ceiling spaces.

**Major Access** is any ceiling access that is greater than 5 minutes in non exempt areas. This activity may create hazardous conditions and/or occupational exposure to hazardous materials. These ceiling space locations may require corrective abatement (decontamination) activities and clearance sampling prior to access. A portable enclosure is **ALWAYS** required.

**Exempt Areas** include those areas where an ACBM has been removed, in good condition, and/or where OEHS inspection and testing indicates the space is in good condition and can be accessed without concern for occupational exposure to ACBM, hazardous conditions, and/or other hazardous materials.

### GENERAL REQUIREMENTS

- A. If ceiling access is required for the purpose of a "minor access" it can be done without an enclosure. Other additional openings required for inspection that are unattended are not

allowed.

- B. Examine work areas and report any difficulties for ceiling access to the Building and/or Project Management. Examples are: physical barriers due to HVAC or pipes, access restrictions due to laboratory equipment, ceiling access doors are jammed or are improperly keyed, etc.
- C. Contractors and/or UCSF maintenance personnel must always be aware and look for presence of ACBM, suspect ACBM and/or associated dust and/or debris, and/or other hazardous conditions and/or materials within the surrounding ceiling space within the ceiling access site location.
- D. Contractors and/or UCSF maintenance personnel shall use a HEPA vacuum and wet method (towels) for removal of non-hazardous dust and/or debris materials where possible. All ACBM debris and/or surface contamination shall be removed (decontaminated) only by certified and trained asbestos contractors.
- E. If ACBM and/or suspect ACBM and/or associated debris and/or surface contamination, such as, asbestos fire proofing and pipe insulation are encountered, stop work and notify Building and/or Project Management. Building and/or Project Management will contact OEH&S and/or an asbestos contractor for corrective abatement actions and direction.
- F. **ONLY IN THE CASE OF AN ACTUAL EMERGENCY: FIRE, FLOODING, ETC., CAN ACCESS TO THE CEILING BE ALLOWED WITHOUT AN ENCLOSURE OR PRIOR PERMIT.** The area should be enclosed as safely as possible.

#### **FOR MINOR ACCESS:**

- A. Without any exception, all contractors and/or UCSF maintenance personnel must obtain written approval from Building and/or Project Management for all UCSF buildings ceiling access.
- B. Building and/or Project Management must schedule and notify the department manager, area supervisor, PI, and/or other area contact personnel for the areas requiring access and work schedule.
- C. Open ceiling access doors and/or other types of ceiling access locations, such as, acoustic ceiling tiles, slowly and carefully to avoid potential disturbance of an ACBM and/or associated dust and debris.
- D. The maximum amount of time a ceiling access panel can be left open without an enclosure is 5 minutes, except in exempt areas.
- E. All surfaces where suspect and/or known ACBM dust and debris are present shall be removed and area decontaminated by a certified asbestos contractor under the direction of OEH&S, prior to commencing ceiling access and/or work.

## FOR MAJOR ACCESS:

- A. Obtain the ceiling access permit from Building and/or Project Management. The permit shall be posted at the entrance to the ceiling access location and/or to the enclosure before proceeding with the work.
- B. Building and/or Project Management personnel shall notify the department manager, area supervisor, PI, and/or other area contact personnel for the areas requiring access and work schedule. It is recommended that all major ceiling access activities be done during off hours for occupied areas.
- C. A portable, fire-retardant 6 mil polyethylene sheeting, enclosure must be used at each and every major access point. The enclosure must be large enough to enclose all related activities and materials, such as, ladders, tools, vacuum, wiring, personnel, etc.
- D. The polyethylene enclosures must be attached to ceilings, walls and floors with the use of a tape and/or other non-destructive materials that do not disturb and/or damage the surfaces where the enclosure is attached. All edges must be tightly sealed. If necessary, the seam on the ceiling must be reinforced with a frame and flat head screws. Care should be taken to minimize damage to the finished surfaces. The enclosure entrance must have Z-flaps (double flap) to reduce the risk of any airborne dust escaping the enclosure. Any HVAC type vents within the enclosure shall also be covered to stop dusts, etc. from entering the system. Note: Always be careful not to disturb other hazardous materials that may be present within the rooms below, laboratory benches, and occupied spaces during installation of and tear down of the enclosure and ceiling work.
- E. If the worker needs to physically access and/or crawl within the ceiling space above pipes, ducts, or other building infrastructure to investigate a condition, the worker must don appropriate protective equipment, such as respirator, disposable tyvek-type suits, shoe covers and other safety equipment needed for the work before going into the above ceiling space. This should only be performed where no hazardous materials are present and/or will not be disturbed by access into the ceiling space. Corrective asbestos abatement and area clearance may be required before access is approved through OEH&S.
- F. **The enclosure must be secured, all acoustical tiles replaced, access panel closed, and appropriate barrier protected any time the worker leaves the work site. There are no exceptions to this requirement.**
- G. The ceiling area should be left in good condition. Post cleaning of the ceiling space where work occurred and within the below occupied spaces should be completed at all times. All surfaces which become exposed to dust must be cleaned with a damp towel (wet methods) and/or by the use of a certified HEPA filtered vacuum before leaving job site.

- H. Ceiling access permit can only be removed after the work and area cleanup is complete. All permits must be returned to Building and/or Project Management.
- I. After the above ceiling investigation and before leaving the enclosure, the respirator, disposable suit and shoe covers must be carefully removed and deposited into a plastic trash bag. The suits are to be turned inside-out. This applies only to non-hazardous ceiling space work!
- J. Secure the plastic trash bag by tying off. Discard trash bags as directed by University representative. Do not leave the trash bags at the laboratory, hallway or within the ceiling spaces. Always remove all equipment and materials from the work site leaving the occupied spaces in a safe condition and dust free as possible.

## EQUIPMENT

- A. Pre-fabricated Portable Enclosure
  - 1. Size: From floor to drop ceiling surface
  - 2. Frame: Heavy duty adjustable
  - 3. Enclosure: Fire retardant vinyl or polyethylene
  - 4. Z-flaps for entrance to enclosure
- B. High Efficiency Particulate Air (HEPA) filter. A filter capable of trapping and retaining at least 99.97% of all monodispersed particles of 0.3 micrometers in diameter or larger.
- C. Certified HEPA filtered vacuum. The certificate is a record of a successful negative air HEPA filtered DOP test taken within the past 6 months. This record must be submitted to the Building Management or posted on the unit.
- D. Disposable tyvek suit
- E. NIOSH/MSA approved air purifying respirator