

ASBESTOS INSPECTION

**601-605 Washington Street
South Bend, Indiana**

Project No. 2011-5056

July 25, 2011

Prepared For:

**CITY OF SOUTH BEND
Community and Economic Development
227 W. Jefferson Blvd.
South Bend, Indiana 46601**

Prepared By:

**WIGHTMAN PETRIE
412 S. Lafayette Blvd.
South Bend, Indiana 46601**



WIGHTMAN PETRIE

SURVEYING ENGINEERING ENVIRONMENTAL LANDSCAPE ARCHITECTURE

ASBESTOS INSPECTION PRIOR TO DEMOLITION REPORT OF FINDINGS

July 25, 2011

Report For: City of South Bend
Department of Economic Development
County-City Building, Suite 1200
227 W. Jefferson Blvd.
South Bend, Indiana 46601

Subject Site Address: 601-605 Washington Street
South Bend, Indiana 46601

Date of Inspection: July 14, 2011

Date of Laboratory Report of Analysis: July 15, 2011

SITE DESCRIPTION

The subject property is identified by address as 601 through 605 Washington Street, South Bend, Indiana or by Parcel ID 71-08-11-206-031.000-026, and consists of approximately 0.15 acres that has been developed as a multi-tenant commercial building of approximately 1,680 sq. ft. under roof. The building was constructed as a wood frame, single story, slab on grade structure, with brick veneer exterior and has been subdivided into three (3) office suites (all currently vacant), each consisting of two (2) rooms and a small bathroom. The suites share a common dividing wall with each other, with two (2) points of entry to each suite (sidewalk entry off of Washington Street to the south, or from a secondary door from the paved parking lot that adjoins the building to the north). The interior walls are constructed primarily with drywall siding. Mechanical systems consist of electric baseboard heat units and window air conditioning units. The property is connected to municipal water supply and sanitary sewer system.



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SURVEYING ENGINEERING ENVIRONMENTAL LANDSCAPE ARCHITECTURE

412 S. Lafayette Blvd. • South Bend, IN 46601 p: 574.232.4388 f: 574.232.4333

Kenneth K. Jones, PLS
Kenneth K. Jones, Jr., PLS
Beryl M. Jones, PLS
Peter H. Schnaars, PLS
Jeffrey S. Barnes, PLS
Mikel D. Currier, PLS
John G. Kamer, PLS

Mark E. Wilson, PE
Joshua W. Weaver, PE
Stephen H. Fralish, PE MS
Nicholas D. LaCroix, PE, PTOE
Matthew D. Glass, PE
Brian B. Konarski, PE
Thomas A. Deneau, PE MS

Chris Chockley, ASLA, LEED AP
Christopher J. Brayak, AIA
Eric A. Zell, LEED AP

SUMMARY OF INSPECTION RESULTS

The following materials were deemed by the analytical laboratory to be Non-Detect (ND) for the presence of asbestos:

| Sample No. | ID No. | Homogeneous Area Description, Sample Description |
|------------|----------|---|
| 601-1 | 1107282 | Friable, White Flaky Material, Drywall |
| 601-2 | 1107283 | Friable, Brown Fibrous Material, Ceiling Tile |
| 601-3 | 1107284 | Friable, White Flaky Material, Drywall |
| 601-4 | 1107285 | Friable, Brown Fibrous Material, Ceiling Tile |
| 601-5 | 1107286 | Friable, White Flaky Material, Drywall |
| 601-6 | 1107287 | Non-Friable, Tan Pliable Material, Bathroom Tile |
| 601-6 | 1107287A | Non-Friable, Clear Adhesive Material, Mastic |
| 601-7 | 1107288 | Non-Friable, Tan Adhesive Material, Carpet |
| 601-8 | 1107289 | Friable, Yellow Fibrous Material, Pipe Insulation |
| 603-1 | 1107278 | Friable, White Flaky Material, Drywall |
| 603-2 | 1107279 | Friable, White Flaky Material, Drywall |
| 603-3 | 1107280 | Friable, White Flaky Material, Ceiling Drywall |
| 603-4 | 1107281 | Non-Friable, Tan Pliable Material, Kitchen Floor Tile |
| 603-4 | 1107281A | Non-Friable, Clear Adhesive Material, Mastic |
| 605-1 | 1107290 | Friable, White Flaky Material, Drywall |
| 605-2 | 1107291 | Friable, White Flaky Material, Ceiling Drywall |
| 605-3 | 1107292 | Friable, Grey Flaky Material, Drywall |
| 605-4 | 1107293 | Friable, White Flaky Material, Ceiling Drywall |
| 605-5 | 1107294 | Friable, Orange Fibrous Material, Insulation |
| 605-6 | 1107295 | Friable, Yellow Fibrous Material, Insulation |
| 605-7 | 1107296 | Non-Friable, Tan Pliable Material, Top Layer Bathroom Tile |
| 605-7 | 1107296A | Non-Friable, Clear Adhesive Material, Mastic |
| 605-8 | 1107297 | Non-Friable, White Pliable Material, Bottom Layer Bathroom Tile |
| 605-8 | 1107297A | Non-Friable, Tan Adhesive Material, Mastic |
| 605-9 | 1107298 | Friable, Brown Fibrous Material, Kitchen Ceiling Tile |

The following materials were deemed by the analytical laboratory to contain asbestos:

None of the materials sampled were reported positive for the presence of asbestos. However, it should be noted that for reasons of safety, and so as not to void any existing warranties with respect to the asphalt shingle roofing; Wightman Petrie did not sample the existing roofing system. Therefore, the asphalt shingles, which appeared to be in good condition, should be assumed positive for the presence of asbestos, and characterized as Category I, Non-Friable, asbestos-containing material (ACM).

Locations for each sample collected as part of the survey can be found in Appendix A—Sample Location Map.

1. CONCLUSIONS AND RECOMMENDATIONS

Wightman Petrie was retained by the City of South Bend to perform an asbestos inspection prior to the demolition of the commercial tenant suites identified as 601 through 605 W. Washington Street, South Bend, Indiana. Laboratory analysis of Suspect Asbestos Containing Materials sampled and submitted by Wightman Petrie did not identify the presence of asbestos containing materials at greater than 1%, the established Action Level by the State of Indiana. However, Wightman Petrie has assumed the asphalt roofing shingles to be asbestos containing; although noting that the materials are considered to be in relatively good condition, are therefore classified as Category 1, Non-friable, Asbestos Containing Material.

By regulation, Category I, Non-friable, ACM is any asbestos containing packing, gasket, resilient floor covering or asphalt roofing product which contains more than one percent (1%) asbestos as determined using polarized light microscopy (PLM) according to the method specified in Appendix A, Subpart F, 40 CFR Part 763 (Sec. 61.141). Category I, Non-friable, ACM must be inspected and tested for friability if it is in poor condition before demolition to determine whether or not it is subject to the Asbestos NESHAP.

Asbestos-containing packings, gaskets, resilient floor coverings and asphalt roofing materials must be removed before demolition only if they are in poor condition and are friable. A licensed abatement contractor is not required to remove Category 1, Non-friable Materials that will not become friable during the demolition process.

Wightman Petrie has assumed that the demolition process for the structure will be performed by excavator, with subsequent loading of demolition debris into trucks for transport to a local landfill. As such, we have assumed that there will be no sanding, grinding or cutting activity that could result in the emission of asbestos-containing fibers, in violation of the asbestos NESHAPS criteria. If sanding, grinding or cutting of such asbestos containing materials is planned, then the identified materials must be removed prior to demolition.

Notification is required. Notification to the Indiana Department of Environmental Management (IDEM) is accomplished by submitting Form 44593 (IDEM Notification of Demolition and Renovation Operations). A copy of Form 44593 is included with this report. The report must be filed with the IDEM, Office of Air Quality (OAQ) Compliance Branch:

IDEM, OAQ Compliance Branch
100 N. Senate Ave.
Mail Code 61-53 IGCN 1003
Indianapolis, IN 46204-2251

Form 44593 may be submitted by fax to 317-233-6865. IDEM's contact for these notices is Mr. John Clevenger, Environmental Manager. His telephone number is 317-233-6880. His e-mail address is jcleveeng@idem.in.gov.

2. BACKGROUND

Wightman Petrie, Inc. has conducted a pre-demolition survey for the presence of Asbestos-Containing Materials (ACMs) at the location identified as 601-605 Washington Street in South Bend, Indiana. Our survey was conducted on July 14, 2011, with results reported by the laboratory on July 15, 2011.

The investigator and inspector responsible for this project is Conley Phifer, who holds a license issued by the State of Indiana, Department of Environmental Management.

| | |
|---------------------|--------------------|
| License No: | 19A002353 |
| Profession: | Asbestos |
| License Type: | Asbestos Inspector |
| Obtained By Method: | Application |
| Issue Date: | August 16, 2010 |
| Expiration Date: | August 16, 2011 |
| License Status: | Active |

3. FIELD PROCEDURES AND ANALYSIS METHODOLOGY

Guidelines used for the inspection were based upon those established by the Environmental Protection Agency (EPA) in the Guidance for Controlling Asbestos Containing Materials in Buildings, Office of Pesticides and Toxic Substances, DOC #560/5-85-024 and 40 CFR Part 763, Asbestos Hazard Emergency Response Act (AHERA), and by 40 CFR, § 61.145 (National Emission Standard for Hazardous Air Pollutants, Asbestos, Standard for Demolition and Renovation).

Field information was organized as per the AHERA concept of Homogeneous Area (HA). An HA is defined as a suspect material of similar age, appearance, function and texture. Each material represents a specific HA, sampled and then assessed for condition. Bulk samples of suspect ACM were analyzed by Polarized Light Microscopy (PLM) with dispersion staining, as described in 40 CFR Part 763 and the National Emissions Standard for Hazardous Air Pollutants (NESHAP), 40 CFR Part 61, Subpart M.

4. SCOPE OF WORK

The entire structure, both interior and exterior, was inspected for ACMs. The inspection was characterized by a close visual inspection of all accessible areas.

Materials examined included:

1. Surfacing Materials (ceilings, interior and exterior walls and their backing materials, multiple roofing materials)
2. Insulating Materials
3. Miscellaneous Materials (for friability)

5. SUMMARY OF FILE SEARCH

As the structure has clearly been used as a commercial office building, and the entire structure is to be demolished, no document search was conducted.

6. INSPECTION RESULTS

The asbestos inspection involved a thorough visual examination of all areas and sampling of suspect materials. ACM Engineering and Environmental Services, certified by the National Voluntary Laboratory Accreditation Program (NVLAP Lab Code 101977), performed analysis of bulk samples collected during the inspection using Polarized Light Microscopy (PLM) and the central stop dispersion testing method. The results are summarized on the first and second pages of this report.

7. ASBESTOS QUANTITY SCHEDULE:

The estimated quantity of Category 1, Non-friable, ACM (asphalt roofing materials) is approximately 2,500 sq. ft. No other asbestos containing materials were identified from the survey of the building/suites.

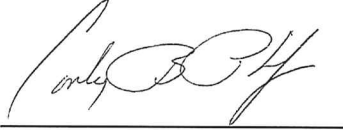
8. AREAS NOT ACCESSIBLE:

Wightman Petrie inspected and sampled materials which were observable and accessible to the survey team. Suspect ACMs that have not been sampled and tested and found negative for asbestos (if any) must be assumed ACM until and unless they are tested.

The term "suspect ACM" would include materials discovered in the course of demolition, which only become visible during demolition. One example is Thermal System Insulation (TSI) which may be found on vertical duct runs through walls or beneath the existing concrete slab (however; we do note that mechanical systems for the facility included electric baseboard heaters). If such materials are discovered during demolition, demolition should be halted immediately, and Wightman Petrie should be contacted so that we may sample the suspect ACM in question. Only after laboratory analysis has been conducted on these samples and reported to you should regulatory-appropriate demolition continue.

9. REPORT CERTIFICATION

Wightman Petrie certifies that the information contained herein is based on the physical and visual inspections conducted by Wightman Petrie and data collected during the inspection survey.

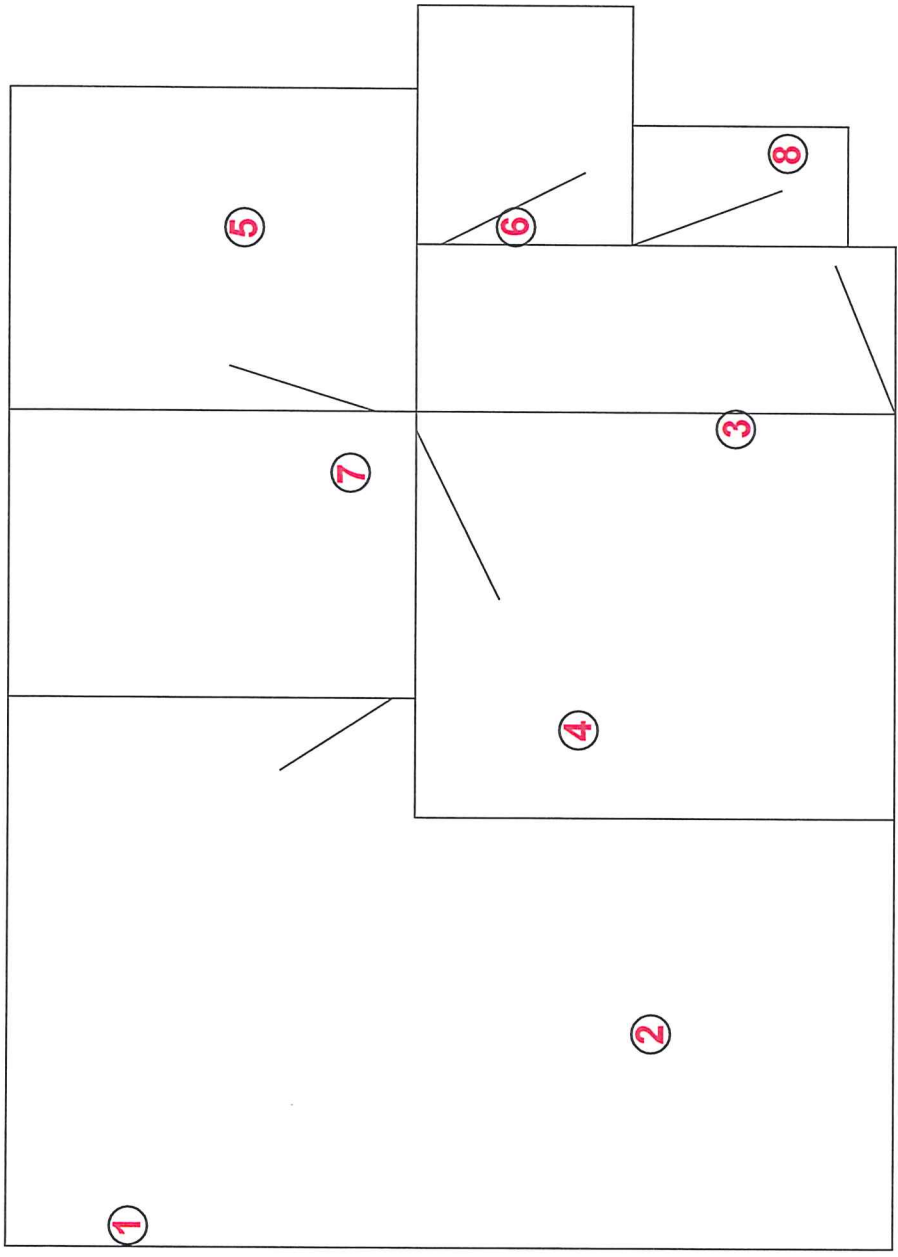


Conley B. Phifer III
Wightman Petrie, Inc.
Asbestos License 19A002353

LIST OF ATTACHMENTS

- A – Site Drawing, including Sample Locations
- B – Analytical Datasheets/Chain of Custody
- C – IDEM Form 44593

Figures



1
- FLOOR PLAN
SCALE: 1/4" = 1'-0"



= Sample Location



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412 South Lafayette Blvd. South Bend IN 46601 p: 574.232.4388 f: 574.232.4333

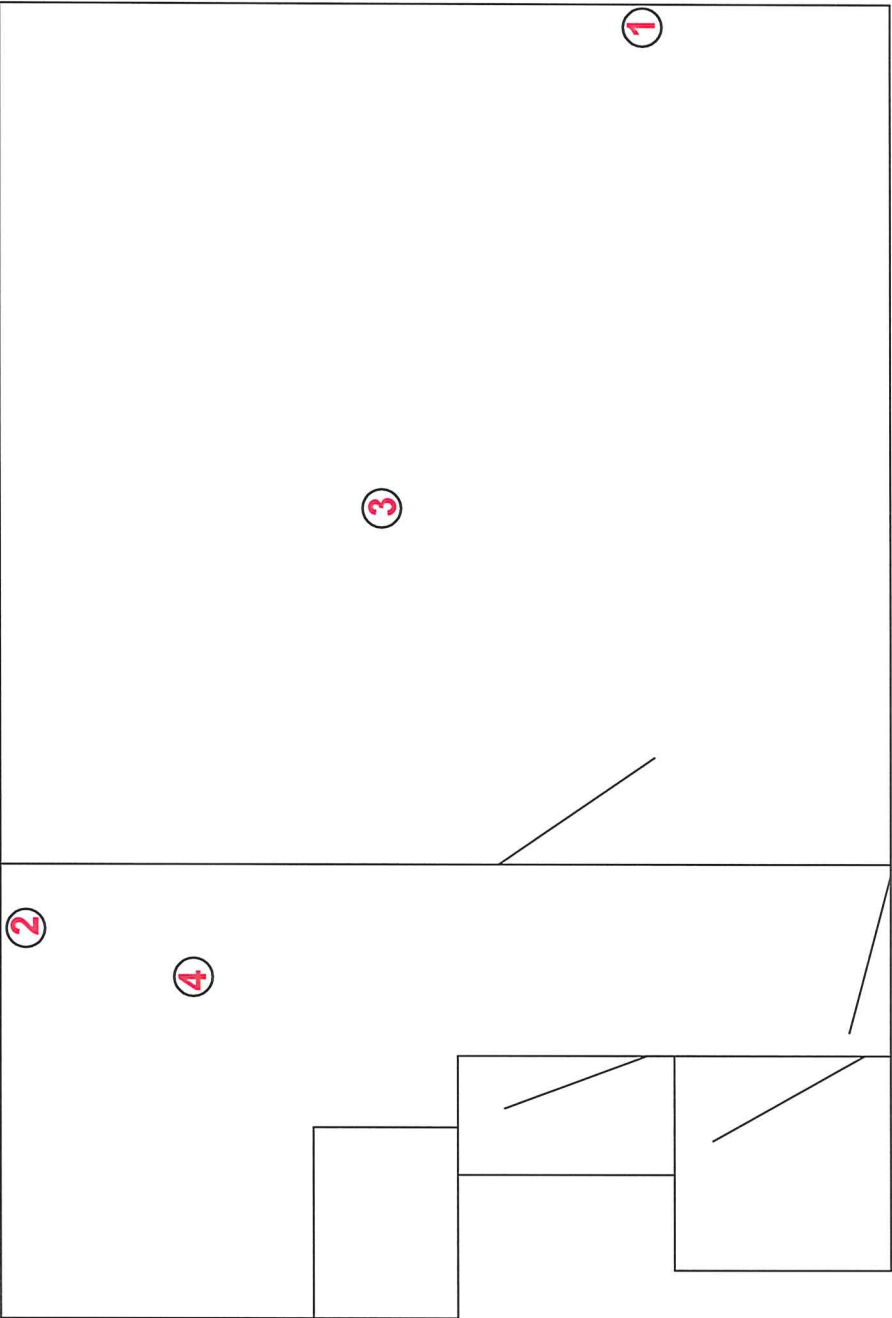
601 WASHINGTON ST.

JOB NUMBER: 2011-5055

DATE: 7-15-2011

SCALE: 1/4" = 1'-0"

FLOOR PLAN

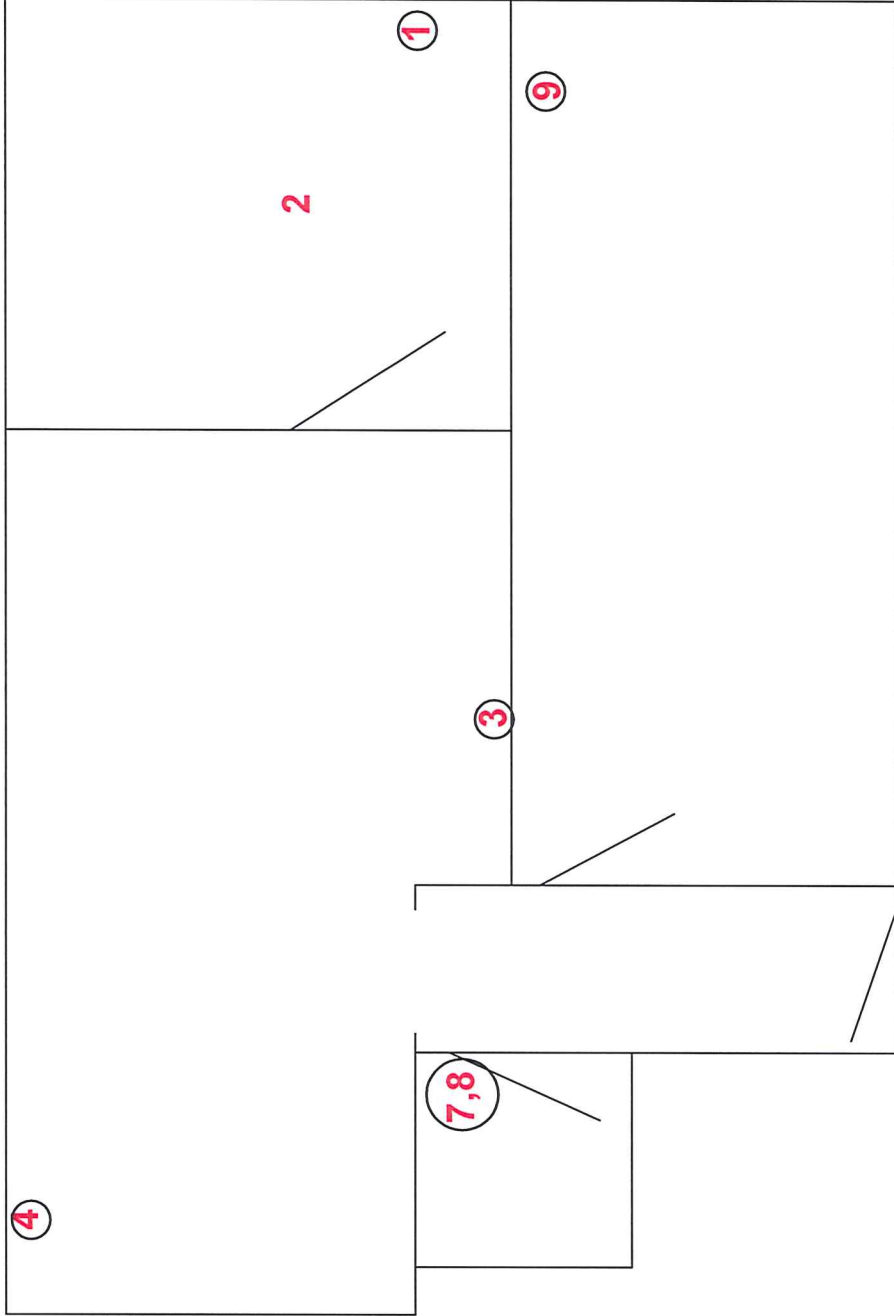


= Sample Location

| | | | |
|--------------------|--|-------------|--------------|
| 603 WASHINGTON ST. | | JOB NUMBER: | 2011-5055 |
| | | DATE: | 7-15-2011 |
| | | SCALE: | 1/4" = 1'-0" |
| | | FLOOR PLAN | |



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Samples 5 and 6 were collected in attic

= Sample Location



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412 South Lafayette Blvd. South Bend IN 46601 p: 574.232.4388 f: 574.232.4333

605 WASHINGTON ST.

JOB NUMBER: 2011-5055

DATE: 7-15-2011

SCALE: 1/4" = 1'-0"

FLOOR PLAN

Analytical Data/Chain of Custody

**ANALYSIS OF SUSPECT ASBESTOS CONTAINING
BUILDING MATERIALS**

FOR:

**WIGHTMAN PETRIE
412 S LAFAYETTE
SOUTH BEND, IN 46601**

LOCATION:

601 WASHINGTON

**ACM ENGINEERING & ENVIRONMENTAL SERVICES
PROJECT#: 17780**

DATE OF REPORT:

JULY 15, 2011

PREPARED BY:

**ACM ENGINEERING & ENVIRONMENTAL SERVICES
26598 U.S. 20 WEST
SOUTH BEND, IN 46628**

NVLAP LAB CODE: 101977

INTRODUCTION:

In July 2011, ACM Engineering & Environmental Services received bulk samples of suspect asbestos containing building material from Wightman Petrie. These are to be analyzed by ACM Engineering & Environmental Services for possible asbestos content.

THE REPORT:

The attached report quantifies the fibrous materials found in each sample submitted for analysis. A complete fibrous analysis of samples is given for each sample followed by a breakdown analysis of any sub-samples for heterogeneous material.

The first column is the client sample identification.

The second column is the laboratory sample number. The laboratory number for the overall sample analysis is a digit number. The laboratory number followed by a letter designation (A,B,C. etc.) indicates a sub-sample analysis.

The third column is the sample identification, which indicates whether the sample is homogeneous or heterogeneous, the color of the sample, and the physical description (cementitious, fibrous, cloth, etc.)

The fourth column indicates the types and percentages of asbestos identified in the sample or sub-sample.

The fifth column indicates the types and percentages of non-asbestos identified in the sample or sub-sample.

The sixth column indicates the types and percentages of non-asbestos, non-fibrous material in the sample or sub-sample.

The seventh column indicates the types and percentages of non-asbestos fibrous material in the sample or sub-sample. Fibrous material will not necessarily total 100% of the sample.

There will be dashes (---) in each column when nothing is detected.

METHOD:

All analyses and quantifications are performed in accordance with the U.S. Environmental Protection Agency's "Method for the Determination of Asbestos in Bulk Building Materials", EPA/600/R-93/116.

The method utilizes stereoscopical examination of the bulk samples, as well as utilizing the polarized light microscope and the central stop dispersion staining method.

If applicable, please be advised that the Stereo Scope/PLM methods have limitations regarding floor tile analysis for asbestos content. Historically, the production of floor tile has included the grinding of asbestos into submicroscopic portions. Therefore, this method of analysis may produce incorrect results for tests of floor tile which produce negative finding for asbestos.

PAGE 2

Gross samples are examined under a 10X or 20X stereoscope where homogeneity (need for sub-samples), texture and /or any other distinguishing characteristics are determined.

Sub-samples are prepared if needed. Any fibrous material is mounted in high dispersion oil for further microscope examination utilizing polarized light microscopy. Any possible asbestos fibers are analyzed for morphology, color and pleochroism, index of refraction parallel and perpendicular to elongation, birefringence, extinction characteristic and sign of elongation, and any other distinguishing characteristics observed.

To determine the refractive index, the central stop dispersion staining method is used, as well as matching with refractive index oil and using light matching the sodium D line wavelength. Identification of non-asbestos species is less rigorous, as they are of secondary interest.

The percentage of asbestos and other fibrous materials are then determined according to sample area coverage and thickness. The limit of qualification is one percent (1%). The above is recorded on the laboratory analysis sheet and maintained for three years.

The error involved for reported percentages of fibrous is 100% error for 1% to 5%, 50% error for 5% to 20%, and 25% error for 20% to 100%. All percentages will be reported in a range indicating error or a single value, in which case the above error should be applied. When the value 1% or greater is reported this indicates asbestos is present in the sample.

ASBESTOS CHARACTERIZATION:

The features of the various forms of asbestos are as follows:

CHRYSOTILE: Thin fibers and fiber bundles with both straight and wavy sections. The ends of bundles tend to be frayed. Sign of elongation is positive, refractive indices are 1.493-1.560 (alpha) and 1.668-1.717 (gamma), and birefringence of 0.009-0.016. It is commonly referred to as white asbestos.

AMOSITE: Straight thin single fibers and bundles of such fibers usually with cleanly broken ends on individual fibers, positive sign of elongation, refractive indices of 1.653-1.696 (alpha) and 1.655-1.729 (gamma), and birefringence of 0.020-0.033. Fibers exhibit parallel extinction.

CROCIDOLITE: Similar in morphology to amosite, but is distinguished by negative sign of elongation, blue to blue-green pleochroic coloration, refractive indices of 1.654-1.701 (alpha) and 1.668-1.717 (gamma), and birefringence of 0.009-0.016. It is commonly referred to as blue asbestos.

ANTHOPHYLITE: Similar in morphology to amosite, but has refractive indices of 1.596-1.652 (alpha) and 1.615-1.676 (gamma), anthophyllite fibers show parallel extinction and positive sign of elongation.

PAGE 3

TREMOLITE/ACTINOLITE SERIES:

Transparent, elongated furrowed prisms, usually with uneven, jagged ends and smooth sides, with oblique (0-20 degree) to parallel extinction and positive elongation; refractive indices are 1.599-1.668 (alpha) and 1.622-1.688 (gamma) and birefringence is 0.020-0.028.

SAMPLE RETENTION:

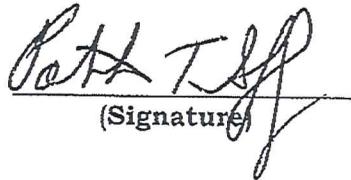
Samples will be retained for 6 months unless otherwise instructed. After this period, the sample(s) will be disposed of appropriately. Upon written request, the samples will be returned by mail or delivery for a nominal fee to cover postage and handling. There would be no charge for samples picked-up at ACM Engineering & Environmental Services.

DISCUSSION AND RECOMMENDATIONS:

In order to reduce the risk of introducing asbestos fibers into the air, care should be taken not to disturb the asbestos containing building materials. If renovation, demolition or other activities might disturb known asbestos containing building materials, a reputable asbestos consultant should be contacted to help effectively design and implement an asbestos management program.

Report prepared by:

Patrick T. Griffin


(Signature)

ACM Engineering & Environmental Services
President/CEO

Analysis of Suspect Asbestos Containing Building Materials

CLIENT: WIGHTMAN PETRIE INC
412 S LAFAYETTE BLVD
SOUTH BEND, IN 46601

ANALYTICAL METHOD: EPA/600/R-93/116

NVLAP LAB CODE #: 101977

CLIENT PROJECT: 601 WASHINGTON

MATRIX: BULK

DATE OF SAMPLE: 07/14/11

DATE OF ANALYSIS: 07/14/11

SAMPLE SITE: 601 WASHINGTON
SOUTH BEND, IN

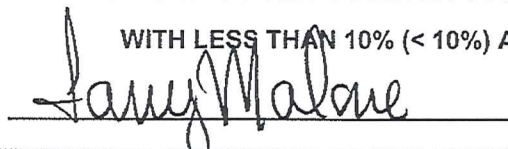
ACM PROJECT #: 17780

| CLIENT SAMPLE NUMBER | LAB SAMPLE NUMBER | SAMPLE IDENTIFICATION | ASBEST | CELL | NON FIB NON ACBM | FIB NON ACBM |
|----------------------------|-------------------------|-------------------------|--------|------|------------------------|--------------------|
| 601-1 | 1107282 | WHITE FLAKY MATERIAL | ---- | ---- | 100% | ---- |
| 601-2 | 1107283 | BROWN FIBROUS MATERIAL | ---- | 87% | 13% | ---- |
| 601-3 | 1107284 | WHITE FLAKY MATERIAL | ---- | 12% | 88% | ---- |
| 601-4 | 1107285 | BROWN FIBROUS MATERIAL | ---- | 84% | 16% | ---- |
| 601-5 | 1107286 | WHITE FLAKY MATERIAL | ---- | 11% | 89% | ---- |
| 601-6 | 1107287 | TAN PLIABLE MATERIAL | ---- | ---- | 100% | ---- |
| 601-6 | 1107287A | CLEAR ADHESIVE MATERIAL | ---- | ---- | 100% | ---- |
| 601-7 | 1107288 | TAN ADHESIVE MATERIAL | ---- | ---- | 100% | ---- |
| 601-8 | 1107289 | YELLOW FIBROUS MATERIAL | ---- | ---- | 14% | 86% G |

ACM RECOMMENDS POINT COUNTING ANALYSIS ON ALL BULK SAMPLES

WITH LESS THAN 10% (< 10%) ASBESTOS CONTENT

MICROSCOPIST:



DATE: 7/15/11

ACM ENGINEERING & ENVIRONMENTAL SERVICES . 26598 US 20 WEST, SOUTH BEND, INDIANA 46628
TELEPHONE (574) 234-8435 FAX (574) 234-6800

Analysis of Suspect Asbestos Containing Materials

ACM ENGINEERING & ENVIRONMENTAL SERVICES PROJECT NO.: 17780

DESCRIPTION OF ANY PROBLEMS ENCOUNTERED IN THE SAMPLE ANALYSIS: None

COMPONENTS DESCRIPTION:

ASBESTOS MATERIALS

ACBM = ASBESTOS CONTAINING BUILDING MATERIAL

C = CHRYSOTILE

A = AMOSITE

CR = CROCIDOLITE

AN = ANTHOPHYLITE

AC = ACTINOLITE

T = TREMOLITE

---- = NO ASBESTOS DETECTED

NON-ASBESTOS MATERIALS

CELL = CELLULOSE

G = FIBROUS GLASS

M = MINERAL WOOL

S = SYNTHETICS

H = HAIR

CO = COTTON

O = OTHER

CF = CERAMIC FIBERS

M = MICA

V = VERMICULITE

NON-FIB NON-ACM = NON FIBROUS NON ACBM

FIB NON ACM = FIBROUS NON ACBM

NOTES: FIBROUS QUANTITIES DO NOT NECESSARILY ADD UP TO 100%,
REMAINING QUANTITIES ARE COMPOSED OF NON-FIBROUS ROCKS,
BINDERS AND MISC. MATERIALS.

THIS REPORT MUST NOT BE USED BY THE CLIENT TO CLAIM PRODUCT
ENDORSEMENT BY NVLAP OR ANY AGENCY OF THE U.S. GOVERNMENT.

THIS REPORT RELATES ONLY TO THE ITEMS ABOVE.

THIS TEST REPORT MUST NOT BE REPRODUCED EXCEPT IN FULL
WITHOUT THE WRITTEN CONSENT OF ACM ENGINEERING & ENVIRONMENTAL
SERVICES.

ACM ENGINEERING & ENVIRONMENTAL SERVICES DOES NOT DEVIATE FROM
THE TEST METHOD DESCRIBED IN THIS REPORT.

ACM Engineering & Environmental Services, Inc.

26598 US 20 West

South Bend, Indiana 46628

Phone (574) 234-8435

Fax (574) 234-6800

Client:

Wightman Petrie

Billing Address: 412 S Lafayette

Billing City, State, Zip: South Bend, IN 46601

Report Results To: Conley Phifer, Andrew Soers

Sampling Date: 7/14/11

Sampled By: CBP

ACM Project #

17780

Suspect Asbestos Containing Building Material Sampling - Chain-of-Custody - Analysis Request Form



NVLAP

Site Location:

601 Washington

Address:

601 Washington

Type of Project:

Requested Turn Around Time:

Reference Number:

| Sample Identification | Sample Type (Bulk, Wipe, Other) | Sample Description | Sample Location | Requested Analysis; Instructions / Comments |
|-----------------------|------------------------------------|------------------------------|------------------------|--|
| 601-1 | Bulk | Drywall | Living room - Big room | PLM |
| 601-2 | | Ceiling Tile | Living room - Big room | |
| 601-3 | | Drywall | Middle room | |
| 601-4 | | Ceiling tile | Middle room | |
| 601-5 | | Drywall | Front room | |
| 601-6 | | Bathroom tile | Bathroom | |
| 601-7 | | Carpet | Reception Area | |
| 601-8 | | Utility room pipe insulation | Utility room | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Submitted by: (sign)

Conley CBP

(print)

Conley B. Phifer

Date Submitted: 7/14/11

Received by: (sign)

Justina Nifong

(print)

Justina Nifong

Date and time received: 7/14/11

(For lab use only) Samples processed by:

Emily Malone

Date: 7/14/11

Time: From

am/pm to

330

am/pm

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that proper record-keeping is essential for transparency and accountability, particularly in financial matters. The text outlines various methods for organizing and storing data, including digital databases and physical filing systems. It also mentions the need for regular audits and reviews to ensure the integrity of the information.

2. The second section focuses on the role of communication in achieving organizational goals. It highlights the importance of clear and concise communication, both internally and externally. The text provides examples of effective communication strategies, such as regular meetings, newsletters, and open-door policies. It also discusses the challenges of communication, such as language barriers and cultural differences, and offers suggestions for overcoming these obstacles.

3. The third part of the document addresses the issue of resource management. It discusses the importance of identifying and allocating resources effectively to support the organization's mission. The text provides a framework for assessing resource needs and developing a plan to meet them. It also mentions the importance of monitoring and evaluating resource usage to ensure that resources are being used efficiently and effectively.

4. The final section discusses the importance of continuous improvement and innovation. It emphasizes that organizations must be willing to embrace change and seek out new ways to improve their performance. The text provides a framework for identifying areas for improvement and developing a plan to implement changes. It also mentions the importance of fostering a culture of innovation and encouraging employees to share their ideas and suggestions.

**ANALYSIS OF SUSPECT ASBESTOS CONTAINING
BUILDING MATERIALS**

FOR:

**WIGHTMAN PETRIE
412 S LAFAYETTE
SOUTH BEND, IN 46601**

LOCATION:

603 WASHINGTON

**ACM ENGINEERING & ENVIRONMENTAL SERVICES
PROJECT#: 17779**

DATE OF REPORT:

JULY 15, 2011

PREPARED BY:

**ACM ENGINEERING & ENVIRONMENTAL SERVICES
26598 U.S. 20 WEST
SOUTH BEND, IN 46628**

NVLAP LAB CODE: 101977

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The fourth column indicates the types and percentages of asbestos identified in the sample or sub-sample.

The fifth column indicates the types and percentages of non-asbestos identified in the sample or sub-sample.

The sixth column indicates the types and percentages of non-asbestos, non-fibrous material in the sample or sub-sample.

The seventh column indicates the types and percentages of non-asbestos fibrous material in the sample or sub-sample. Fibrous material will not necessarily total 100% of the sample.

There will be dashes (----) in each column when nothing is detected.

METHOD:

All analyses and quantifications are performed in accordance with the U.S. Environmental Protection Agency's "Method for the Determination of Asbestos in Bulk Building Materials", EPA/600/R-93/116.

The method utilizes stereoscopical examination of the bulk samples, as well as utilizing the polarized light microscope and the central stop dispersion staining method.

If applicable, please be advised that the Stereo Scope/PLM methods have limitations regarding floor tile analysis for asbestos content. Historically, the production of floor tile has included the grinding of asbestos into submicroscopic portions. Therefore, this method of analysis may produce incorrect results for tests of floor tile which produce negative finding for asbestos.

PAGE 2

Gross samples are examined under a 10X or 20X stereoscope where homogeneity (need for sub-samples), texture and /or any other distinguishing characteristics are determined.

Sub-samples are prepared if needed. Any fibrous material is mounted in high dispersion oil for further microscope examination utilizing polarized light microscopy. Any possible asbestos fibers are analyzed for morphology, color and pleochroism, index of refraction parallel and perpendicular to elongation, birefringence, extinction characteristic and sign of elongation, and any other distinguishing characteristics observed.

To determine the refractive index, the central stop dispersion staining method is used, as well as matching with refractive index oil and using light matching the sodium D line wavelength. Identification of non-asbestos species is less rigorous, as they are of secondary interest.

The percentage of asbestos and other fibrous materials are then determined according to sample area coverage and thickness. The limit of qualification is one percent (1%). The above is recorded on the laboratory analysis sheet and maintained for three years.

The error involved for reported percentages of fibrous is 100% error for 1% to 5%, 50% error for 5% to 20%, and 25% error for 20% to 100%. All percentages will be reported in a range indicating error or a single value, in which case the above error should be applied. When the value 1% or greater is reported this indicates asbestos is present in the sample.

ASBESTOS CHARACTERIZATION:

The features of the various forms of asbestos are as follows:

CHRYSOTILE: Thin fibers and fiber bundles with both straight and wavy sections. The ends of bundles tend to be frayed. Sign of elongation is positive, refractive indices are 1.493-1.560 (alpha) and 1.668-1.717 (gamma), and birefringence of 0.009-0.016. It is commonly referred to as white asbestos.

AMOSITE: Straight thin single fibers and bundles of such fibers usually with cleanly broken ends on individual fibers, positive sign of elongation, refractive indices of 1.653-1.696 (alpha) and 1.655-1.729 (gamma), and birefringence of 0.020-0.033. Fibers exhibit parallel extinction.

CROCIDOLITE: Similar in morphology to amosite, but is distinguished by negative sign of elongation, blue to blue-green pleochroic coloration, refractive indices of 1.654-1.701 (alpha) and 1.668-1.717 (gamma), and birefringence of 0.009-0.016. It is commonly referred to as blue asbestos.

ANTHOPHYLITE: Similar in morphology to amosite, but has refractive indices of 1.596-1.652 (alpha) and 1.615-1.676 (gamma), anthophyllite fibers show parallel extinction and positive sign of elongation.

PAGE 3

TREMOLITE/ACTINOLITE SERIES:

Transparent, elongated furrowed prisms, usually with uneven, jagged ends and smooth sides, with oblique (0-20 degree) to parallel extinction and positive elongation; refractive indices are 1.599-1.668 (alpha) and 1.622-1.688 (gamma) and birefringence is 0.020-0.028.

SAMPLE RETENTION:

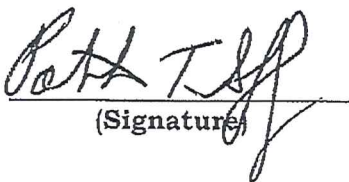
Samples will be retained for 6 months unless otherwise instructed. After this period, the sample(s) will be disposed of appropriately. Upon written request, the samples will be returned by mail or delivery for a nominal fee to cover postage and handling. There would be no charge for samples picked-up at ACM Engineering & Environmental Services.

DISCUSSION AND RECOMMENDATIONS:

In order to reduce the risk of introducing asbestos fibers into the air, care should be taken not to disturb the asbestos containing building materials. If renovation, demolition or other activities might disturb known asbestos containing building materials, a reputable asbestos consultant should be contacted to help effectively design and implement an asbestos management program.

Report prepared by:

Patrick T. Griffin


(Signature)

ACM Engineering & Environmental Services
President/CEO

Analysis of Suspect Asbestos Containing Building Materials

CLIENT: WIGHTMAN PETRIE INC
412 S LAFAYETTE BLVD
SOUTH BEND, IN 46601

ANALYTICAL METHOD: EPA/600/R-93/116

NVLAP LAB CODE #: 101977

CLIENT PROJECT: 603 WASHINGTON

MATRIX: BULK

DATE OF SAMPLE: 07/14/11

DATE OF ANALYSIS: 07/14/11

SAMPLE SITE: 603 WASHINGTON
SOUTH BEND, IN

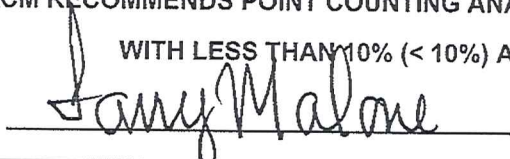
ACM PROJECT #: 17779

| CLIENT SAMPLE NUMBER | LAB SAMPLE NUMBER | SAMPLE IDENTIFICATION | ASBEST | CELL | NON FIB NON ACBM | FIB NON ACBM |
|----------------------------|-------------------------|-------------------------|--------|------|------------------------|--------------------|
| 603-1 | 1107278 | WHITE FLAKY MATERIAL | ---- | 34% | 66% | ---- |
| 603-2 | 1107279 | WHITE FLAKY MATERIAL | ---- | 34% | 66% | ---- |
| 603-3 | 1107280 | WHITE FLAKY MATERIAL | ---- | 1% | 99% | ---- |
| 603-4 | 1107281 | TAN PLIABLE MATERIAL | ---- | ---- | 100% | ---- |
| 603-4 | 1107281A | CLEAR ADHESIVE MATERIAL | ---- | ---- | 100% | ---- |

ACM RECOMMENDS POINT COUNTING ANALYSIS ON ALL BULK SAMPLES

WITH LESS THAN 10% (< 10%) ASBESTOS CONTENT

MICROSCOPIST:



DATE: 7/15/11

ACM ENGINEERING & ENVIRONMENTAL SERVICES . 26598 US 20 WEST, SOUTH BEND, INDIANA 46628
TELEPHONE (574) 234-8435 FAX (574) 234-6800

Analysis of Suspect Asbestos Containing Materials

ACM ENGINEERING & ENVIRONMENTAL SERVICES PROJECT NO.: 17779

DESCRIPTION OF ANY PROBLEMS ENCOUNTERED IN THE SAMPLE ANALYSIS: None

COMPONENTS DESCRIPTION:

ASBESTOS MATERIALS

ACBM = ASBESTOS CONTAINING BUILDING MATERIAL
C = CHRYSOTILE
A = AMOSITE
CR = CROCIDOLITE
AN = ANTHOPHYLITE
AC = ACTINOLITE
T = TREMOLITE
---- = NO ASBESTOS DETECTED

NON-ASBESTOS MATERIALS

CELL = CELLULOSE
G = FIBROUS GLASS
M = MINERAL WOOL
S = SYNTHETICS
H = HAIR
CO = COTTON
O = OTHER
CF = CERAMIC FIBERS
M = MICA
V = VERMICULITE
NON-FIB NON-ACM = NON FIBROUS NON ACBM
FIB NON ACM = FIBROUS NON ACBM

NOTES: FIBROUS QUANTITIES DO NOT NECESSARILY ADD UP TO 100%,
REMAINING QUANTITIES ARE COMPOSED OF NON-FIBROUS ROCKS,
BINDERS AND MISC. MATERIALS.

THIS REPORT MUST NOT BE USED BY THE CLIENT TO CLAIM PRODUCT
ENDORSEMENT BY NVLAP OR ANY AGENCY OF THE U.S. GOVERNMENT.

THIS REPORT RELATES ONLY TO THE ITEMS ABOVE.

THIS TEST REPORT MUST NOT BE REPRODUCED EXCEPT IN FULL
WITHOUT THE WRITTEN CONSENT OF ACM ENGINEERING & ENVIRONMENTAL
SERVICES.

ACM ENGINEERING & ENVIRONMENTAL SERVICES DOES NOT DEVIATE FROM
THE TEST METHOD DESCRIBED IN THIS REPORT.

ACM Project # 779

Suspect Asbestos Containing Building Material

Sampling - Chain-of-Custody - Analysis Request Form

[illegible]

Site Location:

Address: 603 Washington

Type of Project: Design

requested Turn Around Time:

Reference Number:



Submitted by: (sign) Clark B. P. K. Lee (print) Clark B. P. K. Lee Date Submitted: 7/14/11
Received by: (sign) Justina Nifong (print) Justina Nifong Date and time received: 7/14/11
(For lab use only) Samples processed by: Clark M. Gue Date: 7/14/11 Time: From 3:00 am/pm to 3:00 am/pm

**ANALYSIS OF SUSPECT ASBESTOS CONTAINING
BUILDING MATERIALS**

FOR:

**WIGHTMAN PETRIE
412 S LAFAYETTE
SOUTH BEND, IN 46601**

LOCATION:

605 WASHINGTON

**ACM ENGINEERING & ENVIRONMENTAL SERVICES
PROJECT#: 17781**

DATE OF REPORT:

JULY 15, 2011

PREPARED BY:

**ACM ENGINEERING & ENVIRONMENTAL SERVICES
26598 U.S. 20 WEST
SOUTH BEND, IN 46628**

NVLAP LAB CODE: 101977

INTRODUCTION:

In July 2011, ACM Engineering & Environmental Services received bulk samples of suspect asbestos containing building material from Wightman Petrie. These are to be analyzed by ACM Engineering & Environmental Services for possible asbestos content.

THE REPORT:

The attached report quantifies the fibrous materials found in each sample submitted for analysis. A complete fibrous analysis of samples is given for each sample followed by a breakdown analysis of any sub-samples for heterogeneous material.

The first column is the client sample identification.

The second column is the laboratory sample number. The laboratory number for the overall sample analysis is a digit number. The laboratory number followed by a letter designation (A,B,C. etc.) indicates a sub-sample analysis.

The third column is the sample identification, which indicates whether the sample is homogeneous or heterogeneous, the color of the sample, and the physical description (cementitious, fibrous, cloth, etc.)

The fourth column indicates the types and percentages of asbestos identified in the sample or sub-sample.

The fifth column indicates the types and percentages of non-asbestos identified in the sample or sub-sample.

The sixth column indicates the types and percentages of non-asbestos, non-fibrous material in the sample or sub-sample.

The seventh column indicates the types and percentages of non-asbestos fibrous material in the sample or sub-sample. Fibrous material will not necessarily total 100% of the sample.

There will be dashes (---) in each column when nothing is detected.

METHOD:

All analyses and quantifications are performed in accordance with the U.S. Environmental Protection Agency's "Method for the Determination of Asbestos in Bulk Building Materials", EPA/600/R-93/116.

The method utilizes stereoscopical examination of the bulk samples, as well as utilizing the polarized light microscope and the central stop dispersion staining method.

If applicable, please be advised that the Stereo Scope/PLM methods have limitations regarding floor tile analysis for asbestos content. Historically, the production of floor tile has included the grinding of asbestos into submicroscopic portions. Therefore, this method of analysis may produce incorrect results for tests of floor tile which produce negative finding for asbestos.

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To determine the refractive index, the central stop dispersion staining method is used, as well as matching with refractive index oil and using light matching the sodium D line wavelength. Identification of non-asbestos species is less rigorous, as they are of secondary interest.

The percentage of asbestos and other fibrous materials are then determined according to sample area coverage and thickness. The limit of qualification is one percent (1%). The above is recorded on the laboratory analysis sheet and maintained for three years.

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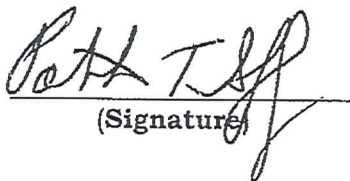
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DISCUSSION AND RECOMMENDATIONS:

In order to reduce the risk of introducing asbestos fibers into the air, care should be taken not to disturb the asbestos containing building materials. If renovation, demolition or other activities might disturb known asbestos containing building materials, a reputable asbestos consultant should be contacted to help effectively design and implement an asbestos management program.

Report prepared by:

Patrick T. Griffin



(Signature)

ACM Engineering & Environmental Services
President/CEO

Analysis of Suspect Asbestos Containing Building Materials

CLIENT: WIGHTMAN PETRIE INC
412 S LAFAYETTE BLVD
SOUTH BEND, IN 46601

ANALYTICAL METHOD: EPA/600/R-93/116

NVLAP LAB CODE #: 101977

CLIENT PROJECT: 605 WASHINGTON

MATRIX: BULK

DATE OF SAMPLE: 07/14/11

DATE OF ANALYSIS: 07/14/11

SAMPLE SITE: 605 WASHINGTON
SOUTH BEND, IN

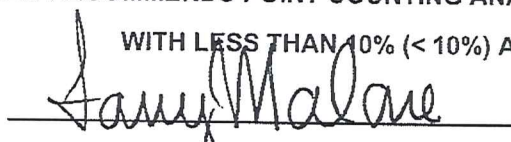
ACM PROJECT #: 17781

| CLIENT SAMPLE NUMBER | LAB SAMPLE NUMBER | SAMPLE IDENTIFICATION | ASBEST | CELL | NON FIB NON ACBM | FIB NON ACBM |
|----------------------------|-------------------------|-------------------------|--------|------|------------------------|--------------------|
| 605-1 | 1107290 | WHITE FLAKY MATERIAL | ---- | ---- | 100% | ---- |
| 605-2 | 1107291 | WHITE FLAKY MATERIAL | ---- | 14% | 83% | 3% G |
| 605-3 | 1107292 | GREY FLAKY MATERIAL | ---- | ---- | 100% | ---- |
| 605-4 | 1107293 | WHITE FLAKY MATERIAL | ---- | 13% | 85% | 2% G |
| 605-5 | 1107294 | ORANGE FIBROUS MATERIAL | ---- | ---- | ---- | 100% G |
| 605-6 | 1107295 | YELLOW FIBROUS MATERIAL | ---- | ---- | ---- | 100% G |
| 605-7 | 1107296 | TAN PLIABLE MATERIAL | ---- | ---- | 100% | ---- |
| 605-7 | 1107296A | CLEAR ADHESIVE MATERIAL | ---- | ---- | 100% | ---- |
| 605-8 | 1107297 | WHITE PLIABLE MATERIAL | ---- | 64% | 36% | ---- |
| 605-8 | 1107297A | TAN ADHESIVE MATERIAL | ---- | ---- | 100% | ---- |
| 605-9 | 1107298 | BROWN FIBROUS MATERIAL | ---- | 84% | 16% | ---- |

ACM RECOMMENDS POINT COUNTING ANALYSIS ON ALL BULK SAMPLES

WITH LESS THAN 10% (< 10%) ASBESTOS CONTENT

MICROSCOPIST:



DATE:



ACM ENGINEERING & ENVIRONMENTAL SERVICES . 26598 US 20 WEST, SOUTH BEND, INDIANA 46628
TELEPHONE (574) 234-8435 FAX (574) 234-6800

Analysis of Suspect Asbestos Containing Materials

ACM ENGINEERING & ENVIRONMENTAL SERVICES PROJECT NO.: 17781

DESCRIPTION OF ANY PROBLEMS ENCOUNTERED IN THE SAMPLE ANALYSIS: None

COMPONENTS DESCRIPTION:

ASBESTOS MATERIALS

ACBM = ASBESTOS CONTAINING BUILDING MATERIAL

C = CHRYSOTILE

A = AMOSITE

CR = CROCIDOLITE

AN = ANTHOPHYLITE

AC = ACTINOLITE

T = TREMOLITE

---- = NO ASBESTOS DETECTED

NON-ASBESTOS MATERIALS

CELL = CELLULOSE

G = FIBROUS GLASS

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S = SYNTHETICS

H = HAIR

CO = COTTON

O = OTHER

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M = MICA

V = VERMICULITE

NON-FIB NON-ACM = NON FIBROUS NON ACBM

FIB NON ACM = FIBROUS NON ACBM

NOTES: FIBROUS QUANTITIES DO NOT NECESSARILY ADD UP TO 100%,
REMAINING QUANTITIES ARE COMPOSED OF NON-FIBROUS ROCKS,
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THIS REPORT RELATES ONLY TO THE ITEMS ABOVE.

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WITHOUT THE WRITTEN CONSENT OF ACM ENGINEERING & ENVIRONMENTAL
SERVICES.

ACM ENGINEERING & ENVIRONMENTAL SERVICES DOES NOT DEVIATE FROM
THE TEST METHOD DESCRIBED IN THIS REPORT.

ACM Engineering & Environmental Services, Inc.

26598 US 20 West

South Bend, Indiana 46628

Phone (574) 234-8435

Fax (574) 234-6800

Suspect Asbestos Containing Building Material

Sampling - Chain-of-Custody - Analysis Request Form

ACM Project #

17781

Client: Wrightman Petrie

Billing Address: 412 S Lafayette

Billing City, State, Zip: South Bend, IN 46601

Report Results To: Conley P, Andrew S

Sampling Date: 7/14/11 Sampled By: CBP



NVLAP

Site Location:

Address:

605 Washington

Type of Project:

Requested Turn Around Time:

Reference Number:

| Sample Identification | Sample Type (Bulk, Wipe, Other) | Sample Description | Sample Location | Requested Analysis; Instructions / Comments |
|-----------------------|---------------------------------|----------------------------|-----------------|---|
| 605-1 | Bulk | Drywall | | PLM |
| 605-2 | | Ceiling drywall | | |
| 605-3 | | Drywall | | |
| 605-4 | | Ceiling drywall | | |
| 605-5 | | Orange insulation | | |
| 605-6 | | Yellow insulation | | |
| 605-7 | | Top layer Bathroom tile | | |
| 605-8 | | Bottom layer bathroom tile | | |
| 605-9 | | Kitchen ceiling tile | | |
| | | | | |
| | | | | |
| | | | | |

Submitted by: (sign) Conley P

(print) Conley P. Petrie

Date Submitted: 7/14/11

Received by: (sign) Justina Nifong

(print) Justina Nifong

Date and time received: 7/14/11

(For lab use only) Samples processed by: Amy Malone

Date: 7/14/11

Time: From

am/pm to 4:00 am/pm

IDEM Form 44593

**Indiana Department of Environmental Management
GUIDANCE FOR PREPARING ASBESTOS
DEMOLITION/RENOVATION NOTIFICATIONS**

****Per Indiana Rule 326 IAC 14-10-3(1), all notifications to the IDEM must be submitted on State Form Number 44593.**

Per 326 IAC 14-10-5, demolition/renovation fees will be assessed quarterly to owners/ Operators submitting notifications during the previous quarter.

- I. Type of Notification -326 IAC 14-10-3(4).
 - A. If this is the original notice, please check the appropriate space on the notification form.
 - B. If this is a revised notice, please check the appropriate space on the notification form. The revised notice must be postmarked and sent by certified mail, return receipt requested, at least 5 working days or delivered at least 2 working days before the start date of asbestos stripping or removal specified in: (1) the notice being revised **and** (2) the new revised notice. Facsimiles **will** be accepted by the IDEM.
 - C. All revisions must include a copy of the notice being revised.
 - D. If this is a canceled notice, please check the appropriate space on the notification form.
 - E. Courtesy Notification
- II. Facility Information - 326 IAC 14-10-3(3)(B) and (R)
 - A. Either the owner or operator must submit the notice.
 - B. The owner means the individual(s) who own the property or lease the property.
 - C. The operator means the asbestos removal contractor or demolition contractor.
 - D. Specify the name, address, telephone number, Indiana license number and license expiration date, of the:
 - 1. asbestos removal contractor,
 - 2. inspector who conducted the assessment prior to demolition or renovation and
 - 3. project designer required or asbestos projects at schools K-12, or if project designer is used for non-school projects must be licensed.
- III. Type of Operation - 326-IAC 14-10-3(3)(C), (O) and (S)
 - A. Refer to the definitions of demolition, renovation, and emergency renovation Operation in 326-IAC 14-10-2.
 - B. Ordered demolitions and emergency renovation operations have additional

Notification requirements. Owner/operator must also complete Section XV or XVI of notification form.

C. Demolition by intentional burning must comply with an approved Variance from Opening Burning Regulation 326IAC 4-1.

IV. Is Asbestos Present? - Required by Federal 40 CFR Part 61, Subpart M

- A. If asbestos is present, indicate “yes” in the space provided.
- B. If asbestos is not present, indicate “no”.

V. Procedures, Including Analytical Methods, if appropriate, Used to Detect the Presence and Amount of Asbestos Material - 326 IAC 14-10-3(3)(E).

Describe how the asbestos was detected and, if samples were analyzed, specify the amount of friable asbestos visually during a walk-through inspections using a tape measure, blueprints, or pacing. Analytical methods could include the collection of samples and sample analyses by a polarized light microscope with dispersion staining.

For samples that test under 10% asbestos content: An owner or operator may (1) elect to assume material to be greater than 1% asbestos, or, (2) require verification by point counting in which the point counting result will supercede the visual estimation. Either choice and result should be stated on the notice when a sample is under 10% asbestos.

VI. Approximate Amount of Asbestos to be Removed - 326 IAC 14-10-3(3)(F)

- A. Specify the amount of regulated (friable) asbestos-containing material to be removed as follows:
 - 1. linear feet on pipes,
 - 2. square feet (surface area) on the facility components, **and**
 - 3. total cubic feet (volume) on or off all facility components. (All reported regulated amounts must be converted to cubic feet).
- B. Estimate the approximate amount of Category I and Category II non-friable asbestos-containing material in the affected part of the facility that will be removed before demolition.
- C. Estimate the approximate amount of Category I and Category II non-friable asbestos-containing material in the affected part of the facility that will not be removed before demolition.

VII. Scheduled Dates of Asbestos Stripping/Removal - 326 IAC 14-10-3(3)(H)

This means the actual start and end dates of the asbestos stripping or removal.

VIII. Scheduled Dates of Asbestos Stripping/Removal - 326 IAC 14-10-3(3)(H)

This means the starting and ending dates of the total demolition or renovation operation. For example: A renovation project may be scheduled from February 1 through March 15, 1995, however, the actual asbestos removal will occur from February 15, through 20, 1995. Demolition **must** start on date given in most recent notification.

IX. Facility Description - 326 IAC 14-10-3(3)(D) and (G)

Include the building name, floor and number of the room(s) where the asbestos stripping or removal will take place. Provide enough detail that an unfamiliar inspector can find the asbestos project without asking anyone.

X. Description of planned Demolition or Renovation Work, Methods/Techniques to be Used, and Affected Facility Components - 326 IAC 14-10-3(3)(K)

Briefly describe the methods to be used to conduct the demolition or renovation. For renovations, these methods may include gross removal, glove bag removal, hand stripping or scraping. For demolitions, methods may include a wrecking Ball, bulldozer, dynamite, or unbolting panels or sections and carefully lowering to the ground. Affected facility components may include pipe wrap, floor tile, sprayed-on insulation, transite, etc.

XI. Description of Work Practices and Engineering Controls To Be Used To Prevent Emissions of Asbestos At the Site, Including Asbestos Stripping, Removal, and Waste Handling Procedures and the Procedures to Prevent Non-Friable Asbestos Material from Becoming Friable in the Course of the Project 326 IAC 14-10-3(3)(L)

- A. Examples of work practices and engineering controls to prevent asbestos emissions at the site would include: the use of water or wetting agents, containments, and negative air units during removal; placing into leak-tight containers or wrapping with six (6) mil thick polyethylene plastic sheeting which is properly labeled prior to disposal, etc.
- B. Examples of removal and waste handling procedures to prevent non-friable material from becoming friable would include: removing by sections or units taking care not to crumble, pulverize, or reduce to powder, using water to prevent any emissions, placing into leak-tight containers or wrapping with six (6) mil thick plastic which is properly labeled prior to disposal (including name or waste generator and location at which the waste was generated), etc.

XII.** Description of Procedures to be Followed in the Event that Unexpected Asbestos is Found or Previously Non-Friable Asbestos Material Becomes Crumbled, Pulverized or Reduced to Powder - 326 IAC 18-3 and 326 IAC 14-10-3(3)(M).

- A. If the amount of unexpected asbestos or previously non-friable asbestos material is > 3 LnFt on pipes, 3 SqFt on other facility components, or a total of 0.75 CuFt on or off all facility components, then an accredited contractor (unless in-house accredited

personnel) with accredited personnel must implement the asbestos removal project in accordance with the requirements of 326 IAC 14-10.

- B. Pursuant to 326 IAC 14-10, a revised demolition/renovation notification must be submitted to the IDEM, which reflects the change in the amount of affected asbestos-containing material. The revised notice must also reflect the new asbestos removal start date, if applicable.

** Required by 40 CFR Part 61, Subpart M

XIII. Waste Transporter - 326 IAC 14-10-3(3)(T)

Provide the name, address and telephone number of only the asbestos waste transporter. This should include the waste transporter's name, street address, city, state, zip code, contact person, and telephone number.

XIV. Waste Disposal site - 326 IAC 14-10-3(3)(N)

Provide the name and location of the sanitary landfill where the asbestos-containing waste material will be deposited. This should include the name, street address, city, state, zip code, waste disposal site contact person, and telephone number.

XV. If Demolition Ordered by a Governmental Agency, Identify the Agency and Attach a Copy of the Order - 326 IAC 14-10-3(3)(O)

- A. Provide the name, title and authority of the of the state or local governmental representative who has ordered the demolition .
- B. The authority is the applicable state or local regulation under which the demolition order has been issued.
- C. Attach a copy of the demolition order to the notice.

XVI. Emergency Renovations - 326 IAC 14-10-3(3)(S)

- A. Specify
 1. the date and hour that the emergency occurred,
 2. a description of the sudden unexpected event, and
 3. an explanation of how the event has caused emergency conditions
- B. An "emergency renovation operation" is a renovation operation that was not planned but results from a sudden, unexpected event. This term includes operations necessitated by non-routine failures of equipment.

XVII. Certification Statement and Signature by Owner/Operator - 326 IAC 14-10-3(3)(O) and (P)

Self-explanatory.

INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

NOTIFICATION OF DEMOLITION AND RENOVATION OPERATIONS

State Form 44593 (R2 / 8-99)

| | | | | | |
|--|-----------------------------|---|---|---|-------------|
| I. TYPE OF NOTIFICATION (check one): Original _____ Revised * _____ Canceled _____ Courtesy _____ * Must include copy of notification which is being revised | | | | | |
| II. FACILITY INFORMATION (identify owner, removal contractor, demolition contractor, inspector, and project designer) | | | | | |
| Owner: _____ | | | | | |
| Address: _____ | | | | | |
| City: _____ | | State: _____ | | Zip: _____ | |
| Contact: _____ | | | Telephone #: _____ | | |
| Removal Contractor: _____ Address: _____ City: _____ State: _____ Zip: _____ Contact: _____ Phone: _____ IN License #: _____ Expiration: _____ | | | Demolition Contractor: _____ Address: _____ City: _____ State: _____ Zip: _____ Contact: _____ Phone: _____ | | |
| Inspector: _____ Address: _____ City: _____ State: _____ Zip: _____ IN License #: _____ Expiration: _____ Phone: _____ | | | (Required for asbestos projects at schools K – 12) Project Designer: _____ Address: _____ City: _____ State: _____ Zip: _____ IN License #: _____ Expiration: _____ Phone: _____ | | |
| III. TYPE OF OPERATION (check one) Renovation: _____ Emergency Renovation: _____ Intentional Burning: _____ Demolition: _____ Ordered Demolition: _____ | | | | | |
| IV. IS ASBESTOS PRESENT? (check one) YES: _____ NO: _____ | | | | | |
| V. PROCEDURES, INCLUDING ANALYTICAL METHODS, IF APPROPRIATE. USED TO DETECT THE PRESENCE AND AMOUNT OF ASBESTOS MATERIAL _____ | | | | | |
| VI. APPROXIMATE AMOUNT OF ASBESTOS (Including Regulated ACM, Category I non-friable Category II non-friable ACM) | | | | | |
| | Regulated ACM to be removed | Non-friable Asbestos Material To be removed | | Non-friable Asbestos Material Not to be removed before demolition | |
| | | Category I | Category II | Category I | Category II |
| Pipes (LnFt) | | | | | |
| Surface Area (SqFt) | | | | | |
| Total Volume (CuFt) on/off Components | | | | | |
| VII. SCHEDULED DATES OF ASBESTOS STRIPPING/REMOVAL: Start: _____ End: _____ | | | | | |
| VIII. SCHEDULED DATES OF RENOVATION: Start: _____ End: _____ DEMOLITION: Start: _____ End: _____ | | | | | |
| IX. FACILITY DESCRIPTION (Including building name, floor, and room number) | | | | | |
| Building Name: _____ | | | | | |
| Street Address: _____ | | | | | |
| City: _____ | | State: _____ | | County: _____ | |
| Location of removal within building: _____ | | | | | |
| Building Size (SqFt): _____ | | | # of Floors: _____ | | Age: _____ |
| Present Use: _____ | | | Prior use: _____ | | |

X. DESCRIPTION OF PLANNED DEMOLITION OR RENOVATION WORK, METHODS/TECHNIQUES TO BE USED, AFFECTED FACILITY COMPONENTS AND TYPE OF MATERIALS REMOVED

XI. DESCRIPTION OF WORK PRACTICES AND ENGINEERING CONTROLS TO BE USED TO PREVENT EMISSIONS OF ASBESTOS AT THE SITE; INCLUDING ASBESTOS STRIPPING, REMOVAL AND WASTE HANDLING PROCEDURES TO PREVENT NON-FRIABLE ASBESTOS MATERIAL FROM BECOMING FRIABLE IN THE COURSE OF THE PROJECT:

XII. DESCRIPTION OF PROCEDURES TO BE FOLLOWED IN THE EVENT THAT UNEXPECTED ASBESTOS IS FOUND OR PREVIOUSLY NON-FRIABLE ASBESTOS MATERIAL BECOMES CRUMBLED, PULVERIZED, OR REDUCED POWDER:

XIII. WASTE TRANSPORTER

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Contact: _____ Phone: _____

XIV. WASTE DISPOSAL SITE

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Contact: _____ Phone: _____

XV. IF DEMOLITION ORDERED BY A GOVERNMENT AGENCY, IDENTIFY THE AGENCY BELOW AND ATTACH A COPY OF THE ORDER TO THIS FORM. IF THE FACILITY IS NOT INSPECTED PRIOR TO DEMOLITION, THE DEBRIS MUST BE KEPT ADEQUATELY WET. THE DEBRIS MUST THEN BE INSPECTED AFTER DEMOLITION OR ASSUME ALL DEBRIS TO BE CONTAMINATED WITH RACM AND DISPOSED OF APPROPRIATELY TO COMPLY WITH 326 IAC 14-10-1(b).

Name: _____ Title: _____ Date ordered to begin: _____
Authority: _____ Date of Order: _____

XVI. FOR EMERGENCY RENOVATIONS:

Date and time of emergency: _____

Description of sudden, unexpected event: _____

Explanation of how the event caused unsafe conditions or would cause equipment damage: _____

XVII. I HEREBY CERTIFY THAT THE INFORMATION IN THIS NOTIFICATION IS CORRECT AND THAT I WILL ONLY USE INDIANA LICENSED WORKERS AND PROJECT SUPERVISORS, TO IMPLEMENT THIS ASBESTOS PROJECT, WHICH HAVE BEEN TRAINED IN 326 IAC 14-10; 40 CFR PART 61, SUBPART M; AND, IF APPLICABLE, INDIANAPOLIS AIR POLLUTION CONTROL BOARD REGULATION 14. THE TRAINED INDIVIDUAL(S) ALONG WITH EVIDENCE THAT THE REQUIRED TRAINING WAS ACCOMPLISHED SHALL BE AVAILABLE AT THE JOB SITE DURING ACTUAL WORKING HOURS.

Owner/operator (signature) _____

date _____

Owner/operator (printed) _____

affiliation _____

***** OFFICE USE ONLY *****

POSTMARK:

RECEIVED:

REVIEWED BY:

DEFICIENCIES: