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## Asbestos Reminder

To all Pastors, Principals & Business Managers:

With the Spring construction season upon us, we are sending you this letter as a reminder about the proper protocols that you should follow with respect to asbestos containing materials ("ACM") that may be present in your buildings. While undisturbed ACM does not pose a health threat. ACM that is disturbed is dangerous because of the minute particles that get released into the air in a manner that can be inhaled or digested. Proper identification of ACM and knowledge of its locations within your buildings is of the utmost importance to avoid such a disturbance.

### TYPICAL LOCATIONS WHERE ACM IS LOCATED

- Floor tile and adhesive
- Acoustical ceilings
- Plaster ceilings and walls
- Chalkboard adhesives
- Baseboards
- Pipe insulation
- Boiler insulation
- Spray-on fireproofing materials
- Window glazing or window caulking
- Roof shingles and flat roof materials

### REGARDLESS OF PROJECT COST, THE ARCHDIOCESE FACILITIES & CONSTRUCTION DEPARTMENT MUST BE CONSULTED BEFORE BEGINNING THE FOLLOWING PROJECTS TO AVOID A DISTURBANCE OF ACM

- Carpet or tile floor removal
- Wall or ceiling removal or patching
- Mechanical equipment repairs and/or replacements
- Window repair or removal

### IMPORTANT ITEMS TO NOTE

- In all instances it is costlier and takes longer to remediate or abate ACM after it has been disturbed, as opposed to working with the Facilities & Construction Department prior to a project to create an action plan that would properly address ACM removal before the overall project commences.
- If you have an ACM emergency such as a disturbance related to a puncture of asbestos pipe insulation, or water infiltration or other damage to plaster walls or ceilings containing ACM, or any other damage involving disturbance of ACM, immediate action is required to minimize risk and liability. First, you should seal off the problem area immediately to prevent exposure to people in the building and then immediately call Facilities and Construction as provided herein. We will work with you to engage a licensed environmental contractor to address the matter and to alert the requisite governmental authorities such as the Illinois Dept. of Public Health (IDPH).
- Removal of ACM materials by staff and parish volunteers or non-licensed contractors is not only a violation of Archdiocesan policy, it is **illegal** and **poses a health risk** to the individuals removing the materials, as well as any other occupants of the building at issue. This **can result in both liability to the parish or school, long-term closure of the building at issue and criminal prosecution of the decision-maker(s) involved.**

### ACM WITHIN SCHOOL BUILDINGS

Pursuant to Archdiocese policy and requirements under the law, our school principals are obligated to maintain an asbestos management plan which tracks the location of, and work performed on, ACM within our school buildings. As a result, all Pastors and Business Managers should defer to our Principals with respect to projects that involve ACM within our school buildings.

### CONTACT INFORMATION AND HELPFUL RESOURCES

If you have questions, need to discuss any projects related to ACM or are facing an emergency ACM situation, please contact Celine Coath (Office) 312-534-5309 (Cell) 847-370-1810 or via email at [ccoath@archchicago.org](mailto:ccoath@archchicago.org) or Scott Adams (Office) 312-534-5356 (Cell) 312-610-0456 or via email at [saadams@archchicago.org](mailto:saadams@archchicago.org). Thank you very much.

Very truly yours,

Celine Coath and Scott Adams