

<b>Asbestos Liaison Group Technical Sub Committee (ALGTSC)</b>					
<b>Minutes of the meeting of the ALG TSC held on the 17 September 2014 Hertel offices Preston Brook</b>					
<b>Present:</b> Martin Gibson (MG) (HSE/Chair), Colette Willoughby (CW) (BOHS/minutes), Colin Seditas (CS) (ARCA), Steve Watkins (SW) (Industry), Graham Warren (GW) (ACAD)					
<b>Apologies for absence:</b> None					
<b>1.0</b>	<b>Introductions, apologies and welcome:</b> MG welcomed all attendees to the meeting and thanked Hertel for their continuing assistance with providing the venue for these meetings. CS was welcomed to the meeting as the new ARCA representative. CS has taken on a new role for ARCA for technical development.  Discussions were held regarding the best process for getting the information on the different appendices out into the wider area. It was agreed that all the parties represented would display the completed appendices on their respective websites. The appendices will also be attached to the relevant meeting minutes.				
<b>2.0</b>	<b>Minutes of ALGTSC meetings (No.12 &amp; 13) and acceptance:</b> The minutes of the two previous ALGTSC meetings (No.12 & 13) held on the 13 <sup>th</sup> March 2014 and 12 <sup>th</sup> June 2014 were reviewed and a number of minor amendments were suggested. The minutes will be amended and re-circulated for final comment.  <b>Action:</b> Minutes to be amended and re-circulated (CW)				
<b>3.0</b>	<b>Matters Arising from the minutes of meeting No.13 held 12<sup>th</sup> June 2014 – not covered elsewhere on the agenda:</b>				
	<table border="1"> <thead> <tr> <th style="width: 15%;">ITEM</th> <th style="width: 85%;">ACTION</th> </tr> </thead> <tbody> <tr> <td>2.0</td> <td><b>Minutes of ALGTSC meetings (No.12 &amp; 13) and acceptance:</b> Minutes to be amended and re-circulated (CW) - action complete</td> </tr> </tbody> </table>	ITEM	ACTION	2.0	<b>Minutes of ALGTSC meetings (No.12 &amp; 13) and acceptance:</b> Minutes to be amended and re-circulated (CW) - action complete
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2.0	<b>Minutes of ALGTSC meetings (No.12 &amp; 13) and acceptance:</b> Minutes to be amended and re-circulated (CW) - action complete				
<b>4.0</b>	<b>Entry into Enclosures by other Trades</b> A summarised document regarding other trades entering enclosures was produced and circulated by MG.				

	<p>Suggestions were made to include information regarding tools taken into the enclosure by tradespeople.</p> <p>Emphasis to be included on the need for close supervision of the tradesperson including decontamination procedures. Details of requirements for health records to be included.</p> <p><b>Action:</b> Document to be updated and ready for October ALG meeting (MG)</p>
<b>5.0</b>	<p><b>Gas and Electrical Safety in DCUs including need for Earthing Spikes</b></p> <p>This item is to be carried over from the previous meeting in so far as - The memo has been re-circulated and is almost at completion.</p> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>(1). Final checks to be made with Specialist Electrical Inspectors (MG)</li> <li>(2). Final version to be sent to Craig Bell and Archie Mitchell (MG)</li> <li>(3). Publication process to be initiated (MG)</li> </ol>
<b>6.0</b>	<p><b>Quill Blast, Dry Blast and Dry Ice Blasting Systems</b></p> <p>A recent study using abrasive blasting (non-asbestos works) revealed issues with reduced performance of the NPU within a very short time period. This was found to be due to the pre-filter quickly becoming blocked as a result of the debris produced by the blasting process. The amount of moisture generated also required the use of a wet vacuum for cleaning. It was agreed at the meeting that the use of PCM analysis was unlikely to be suitable for the analysis of personal sample collected during this process and as such SEM (or similar) should be the main analytical method used. The blasting memo is almost at a stage for submitting to the ALG for final approval.</p> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>(1). Update memo in readiness for next ALG &amp; circulate to all for final comments by Friday 26<sup>th</sup> September (CW)</li> <li>(2). Comments on final version to be sent to Colette by Friday 3<sup>rd</sup> October (ALL)</li> <li>(3). Final version to be presented to October ALG meeting (MG)</li> </ol>
<b>7.0</b>	<p><b>Electronic on Site Record Keeping</b></p> <p>The appendix items were discussed and agreed that a reference should be included to the current ALG Memo on this item with removal of the table to prevent duplication between the appendix and the ALG memo.</p> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>(1). Update the information and produce an appendix for circulation by end of September (CW)</li> </ol>
<b>8.0</b>	<p><b>NNLW and Soils</b></p> <p>The points which are required for inclusion in the appendix were discussed/clarified.</p> <p><b>Actions:</b></p> <p>To produce an appendix document and circulate for comment by 3<sup>rd</sup> October (CW)</p>

<p><b>9.0</b></p>	<p><b>Asbestos Paper Removal</b></p> <p>The appendix needs to highlight the issue regarding the need to establish whether or not the work is maintenance or refurbishment as this then determines whether or not the condition at the outset is a criteria for inclusion. It is considered that most paper removal will be part of maintenance therefore the deterioration/degradation does not need to be considered as the works will not be&gt;NNLW.</p> <p>Generally paper removal will be non-licensed and also non-notifiable. If the removal is part of demolition then this would not be classed as maintenance and therefore the deterioration/degradation needs to be considered and the work may be&gt;NNLW.</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>(1). Appendix document to updated and be re-circulated to ALL by end of November (CS)</li> <li>(2). Comments to be provided on updated appendix by 19<sup>th</sup> December 2014 (ALL)</li> <li>(3). Final version for discussion at next meeting in January 2015 (CS)</li> </ul>
<p><b>10.0</b></p>	<p><b>Classification of small scale debris/Control requirements for removal of trace asbestos (Environmental Cleaning)</b></p> <p>The memo will be better placed if it is split into Environmental Clean and Swab Testing. The swab testing section will be produced as an appendix with the environmental clean section being produced as a memo.</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>(1). Appendix document on swab testing to be produced and circulated to ALL by end of November (MG)</li> <li>(2). Environmental clean document to be produced and circulated to ALL by end of November (CS)</li> <li>(3). Comments to be provided on both documents by 19<sup>th</sup> December 2014 (ALL)</li> <li>(4). Final version for discussion at next meeting in January 2015 (CS)</li> </ul>
<p><b>11.0</b></p>	<p><b>Use of glove bags</b></p> <p>The document needs to add onto the guidance already included within HSG 247. Glove bags are almost always going to be used within an enclosure. Might be some circumstances where glove bags can be used therefore the application and use should be discussed. The selection of the glove bag is also an important area to concentrate on along with the handling of the waste and clearance of the works.</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>(1). Appendix document to updated and re-circulated to ALL by end of November (SW)</li> <li>(2). Comments to be provided on updated appendix by 19<sup>th</sup> December 2014 (ALL)</li> <li>(3). Final version for discussion at next meeting in January 2015 (SW)</li> </ul>
<p><b>12.0</b></p>	<p><b>Head protection inside enclosures</b></p> <p>There are a number of types of head protection which can be used with RPE.</p> <p>There is no specific standard that covers dual purpose RPE (ie airline and filter). Equipment should satisfy the relevant requirements for both a filtering mask (EN 136 plus EN 143) when</p>

	<p>operating in filter mode, and the requirements for airline mask (probably EN 139 for older kit, EN14593 for newer (post 2005) demand BA or EN 14594 for newer (post 2005) constant flow BA) when operating in airline mode. In addition, CE marking would require no loss of protection on changing from one mode to the other if this can be done during use, but that would be left to the manufacturer / Notified Body to assess - there is no standard that specifically addresses this.</p>
<b>13.0</b>	<p><b>Analyst entry into enclosures to advise Contractors</b></p> <p>This was a query raised through Norac whereby analysts are increasingly being asked to enter live asbestos removal enclosures to provide advice and guidance to contractors with regards to what standard will be required for the final clearance. Analysts are being brought under more pressure to do this to prevent issues for the contractor and client when the clearance stage is reached. The analyst's do not believe this is their role as they would not normally be under medical surveillance. Similarly the view is that the analyst should not be 'directing' the LARC as this is not their role and may not be insured for this activity.</p> <p>The group concluded that there are H&amp;S issues with this. The analyst should wait until the end of the job before entering the enclosure. If there are areas which may be difficult to get clean then this should be addressed as part of the initial planning in the POW's. It was felt that because this seems to be a growing area and was of concern that information should be produced and formed as an appendix document.</p> <p><b>Action:</b> Guidance to be provided as an appendix (CW)</p>
<b>14.0</b>	<p><b>Modular DCUs: dismantling and clearance requirements</b></p> <p>This was a query raised through Norac where a member asked if there would be a need to carry out any form of clearance testing following the dismantling of modular DCUs. Modular DCUs would currently have a clearance carried out as part of the 4SC process but at that point the unit would be intact. Before it would be moved from site it would need to be dismantled but this typically would be once the analyst had left site.</p> <p>The group considered that It is unlikely that there would be any issues with dust being trapped between sections of the unit therefore this is not perceived as a significant risk. This matter will be reviewed as part of the updates to the Analyst Guide.</p>
<b>15.0</b>	<p><b>Any Other Business – Pump retrieval</b></p> <p>This was a query raised through Norac where a member asked about the wearing of domestic clothes beneath overalls during the retrieval of pumps as part of stage 3 of the 4SC. At present the requirement is that domestic clothes should not be worn. The member had asked that if personal monitoring during the stage 2 visual inspection produced results below the clearance indicator then would it be permissible to wear domestic clothing under overalls when re-entering the enclosure to retrieve the pumps?</p> <p>The group agreed that this could result in confusion and that it was better to keep to one process (i.e. domestic clothes are not permitted underneath overalls).</p>
<b>15.1</b>	<p><b>Any Other Business – Air movement and guidance</b></p>

	<p>CS suggested that it may be useful to provide some basic guidance on air movement and ventilation of enclosures which would be a simplified version of the recent HSL research. It was agreed that a summary document could be produced and issued as an appendix.</p> <p><b>Action:</b> Appendix document to be produced for air movement and ventilation of enclosures (MG)</p>
<b>15.2</b>	<b>Any Other Business – Clothes under coveralls for Non-Licensed Works</b>
	CS raised a query on behalf of others with regards to whether or not it was acceptable when carrying out non-licensed works to wear domestic clothes under overalls. It was agreed that this information/guidance is already covered in asbestos essentials.
<b>15.3</b>	<b>Any Other Business – Training for bag runs</b>
	<p>GW raised a query on behalf of others with regards to the level of training required for those just utilised for carrying/dealing with waste during bag runs.</p> <p>The group agreed that full operative training would not be necessary but that any training provided would need to be targeted for the type of work and include emergency procedures.</p>
<b>16.0</b>	<b>Date of Next Meeting</b>
	Tuesday 24 <sup>th</sup> February 2015.
	All meetings are scheduled to start at 10:30am

### Memos Currently in Progress

(This table does not intend to provide details of the stage at which each memo is but is just an overview of those currently being considered and worked upon)

1	Gas and Electrical Safety in DCUs including the need for Earthing Spikes
2	Abrasive Blasting Systems
3	Environmental Cleaning

### Appendix Guidance Documents Currently in Progress

(This table does not intend to provide details of the stage of each document but is just an overview of those currently being considered and worked upon)

1	Entry into Enclosures by Other Trades
2	Electronic Site Record Keeping
3	Asbestos Paper Removal

4	Use of Glove Bags
5	NNLW and Soils
6	Swab Testing
7	Analyst Entry into Enclosures to Advise Contractors
8	Air Movement and Ventilation of Enclosures

## ACTION TABLE

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