

<b>Asbestos Liaison Group Technical Working Group (ALGTWG)</b>							
<b>Minutes of the meeting of the ALG TWG held on the 4<sup>th</sup> May 2017 at TICA House, Darlington</b>							
<b>Present:</b> Martin Gibson (MG) (HSE/Chair), Colette Willoughby (CW) (BOHS/minutes), Steve Watkins (SW) (Industry), Graham Warren (GW) (ACAD), Steve Sadley (SS) (ARCA).							
<b>1.0</b>	<b>Introductions, apologies and welcome:</b> MG welcomed all attendees to the meeting and thanked ACAD for providing the venue and hospitality for the meeting.  Rosie Bricis will not be attending future meetings as her previous attendance was to allow familiarisation with how the group worked and items covered.						
<b>2.0</b>	<b>Minutes of ALGTWG meeting (No.17) and acceptance:</b> The minutes of the previous ALGTWG meeting (No.17) held on the 19 <sup>th</sup> January 2017 were reviewed and subject to a couple of minor alterations were accepted as an accurate representation of discussions.						
<b>3.0</b>	<b>Matters Arising from the minutes of meeting No.17 held 19<sup>th</sup> January 2017 – not covered elsewhere on the agenda:</b>						
	<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 15%;">ITEM</th> <th style="width: 85%;">ACTION</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">2.0</td> <td><b>Minutes of ALGTWG meeting (No.16) and acceptance:</b> Need to establish the process for minutes being uploaded onto the HSE website - RB has identified that Bernice will be responsible for uploading the minutes. – action closed</td> </tr> <tr> <td style="text-align: center;">3.0</td> <td><b>Matters Arising from the minutes of meeting No.16 held 10<sup>th</sup> June 2015 – not covered elsewhere on the agenda:</b>  <b>Any Other Business – Air movement and guidance</b> To extract the summary from the ventilation report and circulate to the group (RB) MG circulated a one page summary which links to the main report. This summary document will be amended just to remove references to report sections and to include a link to the full report.  The issue was raised with regards to whether or not negative pressure monitoring should be reconsidered as this maybe an area where many are already familiar and can monitor more easily than airflow measurements.  <b>Action:</b> (1). Comments to be circulated to MG by end of May (ALL)</td> </tr> </tbody> </table>	ITEM	ACTION	2.0	<b>Minutes of ALGTWG meeting (No.16) and acceptance:</b> Need to establish the process for minutes being uploaded onto the HSE website - RB has identified that Bernice will be responsible for uploading the minutes. – action closed	3.0	<b>Matters Arising from the minutes of meeting No.16 held 10<sup>th</sup> June 2015 – not covered elsewhere on the agenda:</b>  <b>Any Other Business – Air movement and guidance</b> To extract the summary from the ventilation report and circulate to the group (RB) MG circulated a one page summary which links to the main report. This summary document will be amended just to remove references to report sections and to include a link to the full report.  The issue was raised with regards to whether or not negative pressure monitoring should be reconsidered as this maybe an area where many are already familiar and can monitor more easily than airflow measurements.  <b>Action:</b> (1). Comments to be circulated to MG by end of May (ALL)
ITEM	ACTION						
2.0	<b>Minutes of ALGTWG meeting (No.16) and acceptance:</b> Need to establish the process for minutes being uploaded onto the HSE website - RB has identified that Bernice will be responsible for uploading the minutes. – action closed						
3.0	<b>Matters Arising from the minutes of meeting No.16 held 10<sup>th</sup> June 2015 – not covered elsewhere on the agenda:</b>  <b>Any Other Business – Air movement and guidance</b> To extract the summary from the ventilation report and circulate to the group (RB) MG circulated a one page summary which links to the main report. This summary document will be amended just to remove references to report sections and to include a link to the full report.  The issue was raised with regards to whether or not negative pressure monitoring should be reconsidered as this maybe an area where many are already familiar and can monitor more easily than airflow measurements.  <b>Action:</b> (1). Comments to be circulated to MG by end of May (ALL)						

		(2). Updated summary to be produced and circulated end of June (MG) (3). Suggestions/paper to be produced on use and monitoring of negative pressure by 7 <sup>th</sup> September (GW)
	4.0	<b>Terms of Reference</b> On main agenda
	5.0	<b>Gas and Electrical Safety in DCUs including need for Earthing Spikes</b> On main agenda
	6.0	<b>Asbestos in Soil</b> On main agenda
	7.0	<b>Asbestos Paper Removal</b> On main agenda
	8.0	<b>Dust Sampling</b> On main agenda
	9.0	<b>Classification of small scale debris/Control requirements for removal of trace asbestos (Environmental Cleaning)</b> On main agenda
	10.0	<b>Soffit Guidance ALG Memo</b> On main agenda
	11.0	<b>Any Other Business –</b>
	11.1	<b>Analyst Medicals</b> Norac group to be updated (CW) – action closed
	11.2	<b>Analysts- Cold Weather Clothing</b> Norac group to be updated (CW) – action closed
	11.3	<b>DOP Testing</b> On main agenda
<b>4.0</b>	<b>Terms of Reference</b>	
	A small number of minor amendments were suggested to the circulated document. The final version may need to be amended further once the TOR for the ALG have been agreed. <b>Actions:</b> Update amended draft document and circulate to the group (CW)	
<b>5.0</b>	<b>New Technology for Managing Equipment</b>	
	Information has been provided by Deconta with regards to their new range of equipment which has been developed to allow better remote management function of decontamination units and negative pressure units.  The Deconta DCU has a management function capability to allow lots of features to be monitored remotely e.g. low water level warning, HEPA filter requiring changing etc. allowing better control using modern technology. Further information is available within the Deconta specification document (Refer Page 48).	

	<p>The Deconta NPU also contains a number of new management functions with warnings which link to an app and also the ability to monitor and change settings through the same app. Further information is available within the Deconta specification document (Refer Page 11).</p> <p>A Particle counter was demonstrated by SW which can detect changes in ambient particle levels. It can be calibrated to zero and then after that used to detect if any changes in particle levels are observed. This may be a useful mechanism for undertaking spot checks on the function of NPU's.</p> <p>It was agreed that a visit to the Deconta site to review the various features would be useful for future development. This visit could be tied in with the next meeting of the group.</p>
<p><b>6.0</b></p>	<p><b>Gas and Electrical Safety in DCUs including need for Earthing Spikes</b></p> <p>The document has been reviewed by the Specialist Inspector. The gas information can now be updated however some queries are still present with regards to the electrical checks and earthing. The document is still fairly similar to previous versions therefore consideration needs to be given as to whether or not the document should be split. It currently it includes items as part of the DCU manufacture and then general maintenance after receipt along with gas and electrical safety checks. It was agreed that it is sufficient to state that it should come with the relevant safety checks and certificates and the document should cover more of the specifics which are required for the use of the DCU. The scale of jobs and situations from large fixed sites down to small one or two day jobs needs to be covered. Inclusion of a flow chart for different scenarios and photographs considered as a useful approach.</p> <p><b>Action: all to be completed by 7<sup>th</sup> September</b></p> <ul style="list-style-type: none"> <li>(1). Earth checking plugs to be reviewed and validation of them (GW)</li> <li>(2). Discussion with Specialist Inspector regarding earthing and appropriate approaches (GW)</li> <li>(3). Document to be updated using the comments from the Specialist Inspector for Gas requirements (GW)</li> <li>(4). Document to be updated generally (GW)</li> </ul>
<p><b>7.0</b></p>	<p><b>Asbestos in Soil</b></p> <p>Two organisations have produced guidance on soils over the last year which has been fairly substantial and therefore needed to check the draft appendix produced previously is in agreement with this guidance. The other guidance contains a useful flow chart which would be useful to include.</p> <p>The general consensus is that most work will be non-licensed as the control limits will not be exceeded however the work is likely to take longer than 2 hours which would then be deemed as licensed work. The time limit of 1 or 2 hours was never intended for soils, the important factor is that appropriate controls are in place. It's likely that on a large site the work would take a number of hours even though it may just be picking up small pieces of debris spread around the site. A pragmatic approach needs to be adopted.</p>

	<p><b>Action:</b> Appendix document to be updated and circulated by end of June (MG)</p>
<b>8.0</b>	<p><b>Asbestos Paper Removal</b></p> <p>The appendix document was reviewed and agreed it needed some minor amendments to clarify some of the text.</p> <p><b>Actions:</b> Document to be amended and circulated by end of June (MG)</p>
<b>9.0</b>	<p><b>Dust Sampling</b></p> <p>Comments on the draft document to be re-circulated to MG</p> <p><b>Action:</b></p> <ol style="list-style-type: none"> <li>(1). Comments on document to be provided to MG by end of May (ALL)</li> <li>(2). Clarification on amounts to be checked with HSL and document updated by end of June (MG)</li> </ol>
<b>10.0</b>	<p><b>Classification of small scale debris/Control requirements for removal of trace asbestos (Environmental Cleaning)</b></p> <p>The document was reviewed and discussion centred around the term environmental clean. This term often seems to be used to signify a lesser standard. It was therefore agreed that clarity was needed to identify that this will be asbestos removal and the appropriate requirements will need to be in place. The emphasis needs to relate to the risk and controls required.</p> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>(1). Comments on document to be sent to SS by 20<sup>th</sup> May (ALL)</li> <li>(2). Document to be updated and circulated to the group by end of May (SS)</li> </ol>
<b>11.0</b>	<p><b>Soffit Guidance ALG Memo</b></p> <p>A response was received from GGF which was reviewed and discussed. The response appeared to have some anomalies and some potential misunderstanding regarding requirements. A useful flow chart was included but this indicated that in almost all occasions a partial enclosure would be the selected option. It was agreed that the document provided by the GGF would be amended and highlight the two options between licensed and non-licensed and then the full or partial enclosure options using a flow chart with some explanatory notes.</p> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>(1). Amend the received document and circulate to the group for comment by 12<sup>th</sup> May (GW)</li> <li>(2). Write to GGF to advise that the document is being revised and will then pass onto them for comment (MG)</li> <li>(3). Updated version of document to be sent to GGF by end of May (MG)</li> </ol>

12.0	<p><b>DOP Test Update</b></p> <p>At a meeting of FDEM it was highlighted that funding was required to provide an administration function plus website etc. At present a small number are covering items on a voluntary basis. The group needs to establish a structure which will assist in taking matters forward and developing guidance where required. A commitment has been provided by HSE to support the group.</p> <p>Regarding DOP testing it has been identified that different methods are being used by different companies using various standards which aren't always applicable. The main guidance currently available is pertinent to new equipment being placed into the market rather than testing of existing/old equipment. The intention is to establish a standard method which can then be documented and added to future HSE guidance.</p> <p><b>Action:</b> Updates to be provided at the next TWG meeting (MG)</p>
13.0	<p><b>Quill Blast, Blasting Methods</b></p> <p>An issue has been raised with HSE regarding the problems of identifying asbestos fibres using SEM when the filter has been occluded. The previous appendix needs to be reviewed and the use of electronic microscopy amended to identify this issue. The use of short term monitoring to be advised but also smaller scale blasting works, along with PCM. Where there are areas of large surfaces being worked upon e.g. painted walls then consideration needs to be given to the amount of dust generated.</p> <p><b>Action:</b> Appendix document to be updated end of June (MG)</p>
14.0	<p><b>Any Other Business</b></p>
14.1	<p><b>Ancillary License Holders</b></p> <p>GW raised a query regarding whether or not there is any guidance available for the set up to be used for ancillary license holders undertaking maintenance and testing of equipment. MG advised that guidance should be available in the near future which will be put into the Licensed Contractor's Guide. An overview of the approach to be adopted was provided which included a three stage entry system (similar to a DCU) for personnel to enter an area where the equipment is worked upon. An area for placing waste needs to be available adjacent to the work area along with a clean area for putting equipment back into. The work area will be subject to periodic clearance testing.</p>
14.2	<p><b>Use of Modular Units</b></p> <p>GW raised a query regarding how many operatives can use a modular unit. There has been an amount of discussion on this on the web communities which specifies both 4 operatives to 1 shower and then just 2 operatives.</p> <p>The main objective is that the process is managed. There is no set ratio but factors such as how much water the unit can hold, practicalities of the site, space etc. need to be taken into account.</p>

	<b>Action:</b> A summary to be documented and circulated (SW)
<b>13.3</b>	<b>Samples sent through the Post/Royal Mail</b> The Royal Mail website identifies that asbestos can only be sent through the post if it is firmly bonded in a resin or glue. Samples should therefore be sent by courier rather than through the post.
<b>14.0</b>	<b>Date of Next Meeting</b> Thursday 14 <sup>th</sup> September 2017. To be held at the ACAD offices in Darlington.  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)

Gas and Electrical Safety in DCUs including the need for Earthing Spikes

#### 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)

Swab Testing

Environmental Cleaning

Asbestos Paper Removal

#### ACTION TABLE

ITEM	ACTION
3.0	<b>Matters Arising from the minutes of meeting No.16 held 10<sup>th</sup> June 2015 – not covered elsewhere on the agenda:</b>  <b>Any Other Business – Air movement and guidance</b>

	<ul style="list-style-type: none"> <li>(1). Comments to be circulated to MG by end of May (ALL)</li> <li>(2). Updated summary to be produced and circulated end of June (MG)</li> <li>(3). Suggestions/paper to be produced on use and monitoring of negative pressure by 7<sup>th</sup> September (GW)</li> </ul>
4.0	<p><b>Terms of Reference</b> Update amended draft document and circulate to the group (CW)</p>
6.0	<p><b>Gas and Electrical Safety in DCUs including need for Earthing Spikes</b> <b>All actions to be completed by 7<sup>th</sup> September</b></p> <ul style="list-style-type: none"> <li>(1). Earth checking plugs to be reviewed and validation of them (GW)</li> <li>(2). Discussion with Specialist Inspector regarding earthing and appropriate approaches (GW)</li> <li>(3). Document to be updated using the comments from the Specialist Inspector for Gas requirements (GW)</li> <li>(4). Document to be updated generally (GW)</li> </ul>
7.0	<p><b>Asbestos in Soil</b> Appendix document to be updated and circulated by end of June (MG)</p>
8.0	<p><b>Asbestos Paper Removal</b> Document to be amended and circulated by end of June (MG)</p>
9.0	<p><b>Dust Sampling</b> Comments on document to be provided to MG by end of May (ALL) Clarification on amounts to be checked with HSL and document updated by end of June (MG)</p>
10.0	<p><b>Classification of small scale debris/Control requirements for removal of trace asbestos (Environmental Cleaning)</b></p> <ul style="list-style-type: none"> <li>(1). Comments on document to be sent to SS by 20<sup>th</sup> May (ALL)</li> <li>(2). Document to be updated and circulated to the group by end of May (SS)</li> </ul>
11.0	<p><b>Soffit Guidance ALG Memo</b></p> <ul style="list-style-type: none"> <li>(1). Amend the received document and circulate to the group for comment by 12<sup>th</sup> May (GW)</li> <li>(2). Write to GGF to advise that the document is being revised and will then pass onto them for comment (MG)</li> <li>(3). Updated version of document to be sent to GGF by end of May (MG)</li> </ul>
12.0	<p><b>DOP Test Update</b> Updates to be provided at the next TWG meeting (MG)</p>
13.0	<p><b>Quill Blast, Blasting Methods</b> Appendix document to be updated end of June (MG)</p>
14.2	<p><b>A.O.B. - Use of Modular Units</b> A summary to be documented and circulated (SW)</p>