Pre-Demolition Inspection Program Procedures

Most cities in Ramsey County require any resident who plans to demolish a structure to first obtain a permit. Ramsey County Environmental Health (EH) staff members keep city staff apprised of the Pre-Demolition Program, including requirements that contractors and residents must follow prior to beginning any demolition activity. When city staff issue a demolition permit, they forward a copy of the permit (or a "Notice to Proceed") to EH. After receiving this information, EH staff assure that any hazardous materials present at the demolition site are indentified and properly managed. The vast majority of demolition work is performed by a contractor so the pre-demolition procedures summarized below focus on working with contractors.

1. Environmental Health staff contact the demolition contractor to discuss:
   - Pre-demolition program requirements for inspection and documentation;
   - The demolition project timeline;
   - Scheduling a date and time to perform an on-site inspection with the contractor; and
   - Exchanging EH staff and contractor contact information, including e-mail address, telephone or cell phone number, and/or fax number;

2. Staff verify that the contractor has submitted the "Notification of Intent to Perform a Demolition" (aka "10-Day Notification") form, as required, to the MPCA and Ramsey County;

3. EH staff verify that the contractor has arranged for an asbestos survey of all structures on the property, and explain the requirement to provide the County with copies of survey results, asbestos laboratory tests, and disposal receipts;

4. EH staff enter project information into a project tracking spreadsheet and a paper file is created that will eventually include all required documents (see Required Demolition File Documents, below);

5. EH staff meet demolition contractor on site to inspect the property and all structures. County staff wear appropriate personal protective equipment (e.g., hard hat, safety shoes, safety glasses, etc.), and have a flashlight available. If the contractor is unavailable to accompany EH staff on the inspection, EH staff arrange for a colleague or other trained professional to accompany them. At no time do EH staff conduct a pre-demolition inspection alone.

6. During the inspection, EH staff and the contractor enter each room of a structure to identify hazardous materials, appliances, or other items that must be removed prior to demolition activity. A list of typical items is included below. EH staff note all items, their quantity and their location (e.g., basement) on the inspection form;

7. Following the site inspection, EH staff will:
   - Provide the contractor with a completed inspection form that identifies materials to be removed prior to demolition and properly managed;
   - Secure the contractor's signature on the inspection form, and provide them with a copy of the form;
   - Provide the contractor with a Ramsey County HHW acceptance form (if necessary), and inform the contractor how to use the form to arrange for disposal of any HHW; and
   - Inform the contractor that they must provide all necessary documentation to the County as soon as possible. (For demolition projects within the City of St. Paul, Ramsey County issues a "release of funds" confirmation memo to the City when the contractor has submitted all required documentation to the County);
8. EH staff monitor the project’s status and move to close out the file once copies of surveys, abatement/disposal documentation, etc. is received from the contractor. EH staff log documentation as it is submitted. Follow up with contractors is sometimes required to remind contractors of documentation submittal requirements. Once all required documentation is received, the file is close. (Note: For completed demolition projects in the City of St. Paul, EH staff will email City staff the Notification to Release Funds letter.)
Notification of Intent to Perform a Demolition

Asbestos Program

Doc Type: Asbestos & Demolition/Amendments

Type of notification:  □ Original  □ Amended  □ Project cancellation

Notification must be postmarked or received ten (10) working days before demolition begins. See Item 5 for emergency demolitions. Both start and end dates should be amended in writing as necessary to reflect current project dates.

Demolition Contractor
Name: __________________________________________
Address: ________________________________________
City, State, Zip: _________________________________
Phone number: _________________________________
Contact name: _________________________________
Phone number: _________________________________

Building Information
Building name: __________________________________
Address/Location: __________________________________
City, State, Zip: _________________________________
County: ________________________________________
Phone number: _________________________________
Age of bldg (yrs): _______  Size of bldg (sq ft): _______
Number of floors, including basement level(s): _______
Present use of bldg: _____________________________
Prior use of bldg: _________________________________

Building Owner
Name: __________________________________________
Address: ________________________________________
City, State, Zip: _________________________________
Phone number: _________________________________
Contact name: _________________________________
Phone number: _________________________________

Dates of demolition or intentional burning:
Start date: mm/dd/yy  End date: mm/dd/yy

Note: If there is >260 linear feet or >160 square feet of Regulated Asbestos-Containing Material (RACM) in the building to be demolished, it must be removed by a licensed asbestos contractor prior to demolition. The State of MN-Notice of Intent to Perform an Asbestos Abatement Project http://www.pca.state.mn.us/publications/w-swr4-06.doc must be used to notify for the asbestos removal.

Is nonfriable ACM present in the structure to be demolished?  □ Yes  □ No
Will nonfriable ACM be present in the structure at the time of demolition?  □ Yes  □ No
If Yes to both questions above, complete Items 1-9. If No to either question, complete Items 3-9.

1. If ACM will be left in place for the demolition indicate the amount of Category I and/or Category II nonfriable ACM left in place.

Category I: __________________________ Linear feet
Square feet: __________________________ Cubic feet

Category I nonfriable ACM means asbestos-containing packings, gaskets, resilient floor covering, and asphalt roofing products containing more than one percent asbestos.

Category I nonfriable ACM is not allowed to remain in place for demolition if it is in poor condition.

Category II: __________________________ Linear feet
Square feet: __________________________ Cubic feet

Category II nonfriable ACM means any material, excluding Category I nonfriable ACM, containing more than one percent Asbestos that, when dry, cannot be crumbled, pulverized, or reduced to a powder by hand pressure.

Category II nonfriable ACM is not allowed to remain in place for demolition if it has a high probability of becoming crumbled, pulverized, or reduced to a powder during demolition, transport, or disposal (e.g., transite, cement, slate roofing).
2. Description and location of ACM remaining in place (including number of floors and rooms):

3. Company and/or individual that conducted the building inspection and the procedure used to determine the presence or absence of ACM (including analytic method):  
(Note: Prior to demolition all structures must be inspected by a licensed asbestos inspector who has been certified through the Minnesota Department of Health.)

4. Description of planned demolition and the specific method(s) that will be used:

5. If the demolition was ordered by a government agency, please identify the agency and attach a copy of the order:

   Name: ____________________________  Title: ____________________________
   Authority: __________________________
   Date of order (mm/dd/yy): ____________________________  Start date (mm/dd/yy): ____________________________

   Notification for an emergency demolition must be submitted as early as possible before demolition begins, but not later than the following working day. A demolition is considered an emergency only when the facility has been deemed structurally unsound and in danger of imminent collapse. If the structurally unsound building is known to contain any regulated ACM or is suspected to contain any regulated ACM, special procedures must be followed. If you are unaware of the special procedures, instructions/ regulations can be obtained by contacting the Minnesota Pollution Control Agency (MPCA) at the address or phone number listed below.

6. Description of procedure to be followed in the event that unexpected RACM is found or Category II nonfriable ACM becomes crumbled, pulverized or reduced to powder:

7. Demolition waste transporter(s) information:
   Transporter name: ____________________________  Landfill name: ____________________________
   Contact name: ____________________________  Owner/Operator: ____________________________
   Transporter address: ____________________________  Address/Location: ____________________________
   City, State, Zip: ____________________________  City, State, Zip: ____________________________
   Phone number: ____________________________  Phone number: ____________________________

8. Demolition waste disposal information: *see below for more information

   Questions call: 651-296-6300 or 1-800-657-3864
   Fax: 651-297-1438

9. I certify that the above information is correct and I am a bonafide representative of the demolition contractor or building owner and have authority to enter into agreements for my employer.

   Print name: ____________________________  Title: ____________________________
   Signature: ____________________________  Date: ____________________________

**Important Note:**

Ensure you are in compliance with Minn. R. 7035.0805 prior to the commencement of renovation/demolition. This rule requires that the following items be removed two days prior to demolition: mixed municipal solid waste; household hazardous waste; industrial or hazardous waste; waste tires; major appliances; items containing elemental mercury, Polychlorinated Biphenyls (PCBs), and chlorofluorocarbons (CFCs); oil; lead; electronics; and other prohibited items. See MPCA website at http://www.pca.state.mn.us/publications/w-sw4-20.pdf for a Pre-Renovation/Demolition Environmental Checklist Guidance Document to assist with completion of this rule.

*Demolition waste must be disposed of at a permitted solid waste facility. For other disposal option please contact the regional MPCA solid waste compliance/enforcement staff with any questions.*

Submit to: Minnesota Pollution Control Agency  Questions call: 651-296-6300 or 1-800-657-3864
   Industrial Division – Asbestos Program  Fax: 651-297-1438
   520 Lafayette Road North
   St. Paul, MN 55155-4194

E-mail: asbestos.demolition.pca@state.mn.us
Pre-Demolition Items of Concern Checklist

The items listed on this form are not intended to and do not provide an exhaustive listing of all the types of materials that may be required to be removed from a structure prior to renovation or demolition. It is the responsibility of the contractor and its Project Manager to know and understand the applicable rules, regulations, and statutes pertaining to the removal, handling, and proper recycling or disposal of materials prior to the commencement of demolition or renovation of any structure.

<table>
<thead>
<tr>
<th>A. Mercury and Mercury Containing Devises</th>
<th>SWMO 15.04 F (1-7)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Batteries:</strong></td>
<td>SWMO 15.04 F (1)</td>
</tr>
<tr>
<td>a. Smoke detectors:</td>
<td></td>
</tr>
<tr>
<td>b. Emergency Lighting Systems:</td>
<td></td>
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<tr>
<td>c. Elevator Control Panels:</td>
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<tr>
<td>d. Exit Signs:</td>
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<tr>
<td>e. Security Systems and Alarms:</td>
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<tr>
<td>f. Other:</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>2. Lighting:</strong></th>
<th>SWMO 15.04 F (2 &amp; 3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Fluorescent Lamps:</td>
<td></td>
</tr>
<tr>
<td>b. HID Metal Halide:</td>
<td></td>
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<tr>
<td>c. HID High Pressure Sodium:</td>
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<tr>
<td>d. HID Mercury Vapors:</td>
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<tr>
<td>e. Neon Lights/Signs:</td>
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<tr>
<td>f. Mercury Relay Switches (associated with exterior automated lighting):</td>
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<tr>
<td>g. Silent Wall Switches:</td>
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<tr>
<td>h. Other:</td>
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</tbody>
</table>

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<thead>
<tr>
<th><strong>3. Heating, Ventilating, and Air Conditioning Systems:</strong></th>
<th>SWMO 15.04 F (4)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Devises in this category will control a variety of functions such as water pressure, air pressure, temperature, air flow/handling control, and on/off functions of this type of equipment.</td>
<td></td>
</tr>
<tr>
<td>a. Thermostats:</td>
<td></td>
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<td>b. Aquastats:</td>
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<tr>
<td>c. Pressurestats:</td>
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<tr>
<td>d. Firestats:</td>
<td></td>
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<tr>
<td>e. Manometers (used to measure pressure of liquids and gases):</td>
<td></td>
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<tr>
<td>f. Thermometers:</td>
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<tr>
<td>g. Other:</td>
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</tbody>
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<thead>
<tr>
<th><strong>4. Boilers, Furnaces, Heaters, and Tanks:</strong></th>
<th>SWMO 15.04 F (5)</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Mercury Flame Sensors (located by pilot lights):</td>
<td></td>
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<tr>
<td>b. Manometers, Thermometers, and Gauges:</td>
<td></td>
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<tr>
<td>c. Pressure-trols:</td>
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<tr>
<td>d. Mercury Float or Level Controls:</td>
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<tr>
<td>e. Space Heater Controls:</td>
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<td>f. Other:</td>
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</tbody>
</table>
## A. Mercury and Mercury Containing Devices continued

5. **Electrical Systems:**
   - Load Meters and Supply Relays:
   - Phase Splitters:
   - Microwave Relays:
   - Mercury Displacement Relays:
   - Other:

6. **Specialty Buildings, Industrial Sites and Areas of Mercury Concern:**
   - Sink and Floor Traps:
   - Equipment Control Boxes and Panels:
   - Equipment Switches and Relays:
   - Other:

## B. Poly-Chlorinated BiPhenyls (PCBs) and PCB Containing Devices

1. **PCB Containing Devices:**
   - Transformers:
   - Transistors:
   - Capacitors (typically in older model appliances and electronic equipment):
   - Heat Transfer Equipment:
   - Light Ballasts:
   - Other:

## C. Lead Based Paint and Lead Material and Lead Containing Devices

1. **Lead Based Paint:** Discontinued in 1978, typically bottom layers of multi-layers of paint in older buildings
   - Interior and Exterior Uses:
   - Woodwork, Windows:
   - Metal Equipment and Surface Coverings:
   - Other:

2. **Lead Material and Lead Containing Devices:**
   - Lead Acid Batteries:
   - Lead Flashing or Moldings:
   - Lead Roof Vents:
   - Lead Pipes, Pipe Joints, and/or Solder/Seals:
   - Other:

## D. Chlorofluorocarbons (CFCs) and Hydrochlorofluorocarbons (HCFCs)

1. **CFC and HCFC Containing Equipment:**
   - Fire Extinguishers (portable and installed halon suppression systems):
   - Air Conditioners (rooftop, window, and central units):
   - Walk-in Refrigerators/Freezers/Blast Chillers (units and/or cold storage areas):
   - Cooled Water Fountains:
### D. Chlorfluorocarbons (CFCs) and Hydrochlorfluorocarbons (HCFCs) continued

- **e.** Dehumidifiers:
- **f.** Heat Pumps:
- **g.** Cooled/Frozen Vending Machines/Food Display Cases:
- **h.** Other

### E. Asbestos

#### 1. Boiler and Furnace Rooms:
- **a.** Boiler and Furnace Insulation to include Ductwork and Flexible Fabric Connections:
- **b.** HVAC Ductwork Insulation:
- **c.** Cement Sheets or Wall Fireproofing near Boilers and Furnaces:
- **d.** Interior Coatings of Furnaces and Fireplaces:
- **e.** Fire Doors:
- **f.** Other:

#### 2. Flooring and Flooring Materials:
- **a.** Vinyl Floor Tiles and Sheet Flooring:
- **b.** Asphalt Tiles:
- **c.** Linoleum with Paper Backing:
- **d.** Mastic Compounds:
- **e.** Other:

#### 3. Wall and Surfacing Materials:
- **a.** Acoustical Plasters:
- **b.** Decorative Plasters:
- **c.** Textured Paint Coatings:
- **d.** Spray Applied Materials for Acoustical, Decorative, or Insulating Properties:
- **e.** Other:

#### 4. Ceiling Materials:
- **a.** Ceiling Tiles:
- **b.** Ceiling Tile Adhesives (pucks):
- **c.** Lay-In Ceiling Panels:
- **d.** Acoustical Tiles:
- **e.** Other:

#### 5. Electrical:
- **a.** Insulated Electrical Panels:
- **b.** Older Electrical Wiring Insulation:
- **c.** Heating and Electrical Ducts and Conduit:
- **d.** Other:

#### 6. Pipe and Other Insulations:
- **a.** Aircell (looks like corrugated cardboard):
- **b.** Millboard:
### E. Asbestos continued

- c. Preform:
- d. Joint Compound:
- e. Spray-applied Insulation:
- f. Blown-in Insulation:
- g. Other:

### 7. Roofing and Roofing Materials:

- a. Roofing Shingles:
- b. Roofing Felt:
- c. Base Flashing:
- d. Other:

### 8. Cement-based Materials (Transite):

- a. Cement Flues and Vent Pipes:
- b. Cement Wallboards:
- c. Cement Siding:
- d. Pegboard:
- e. Other:

### 9. Miscellaneous Materials and Items:

- a. Taping, Joint, and Spackling Compounds:
- b. Caulking and Putties:
- c. Fire and Heat Resistant Gaskets:
- d. Fire Curtains and Blankets:
- e. Laboratory Hoods and Tabletops:
- f. Fire/Heat Resistant Gloves, Holders, Clothing:
- g. Other:

### F. Miscellaneous Items, Materials, and Wastes

#### 1. Miscellaneous Items, Materials and Wastes:

- a. Mixed Municipal Solid Waste (MMSW):
- b. Hazardous and Household Hazardous Wastes:  
  
  - RCHWMO 3.06 & SWO 15.04 B & C
- c. Used and Waste Oil and Devises Containing Used and Waste Oil:  
  
  - SWO 15.04 I
- d. Major Appliances:  
  
  - SWO 15.04 E & MS 115A.03 (17a)
- e. Brown Goods and Electronic Equipment:  
  
  - SWO 15.04 K & L
- f. Tanks (Aboveground and Underground):  
  
  - MR 7151.8200 & MR 7150.0410
- g. Other:

### G. Other Remarks

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