



# Environmental Control Systems, Inc.

Environmental Engineers and Management Consultants

## ASBESTOS MANAGEMENT PLAN

In accordance with the EPA's Asbestos Hazard Emergency Response Act (AHERA) of 1987 (40 CFR Part 763, Subpart E of the Code of Federal Regulations), School Districts are required to give annual notification stating that the Asbestos Management Plan for each building is available for public review.

This rule requires local education agencies (LEAs) to identify friable and non-friable asbestos-containing material (ACM) in public and private elementary and secondary schools by visually inspecting school buildings for such materials, sampling such materials if they are not assumed to be ACM, and having samples analyzed by appropriate techniques referred to in this rule.

In keeping with this legislation, the School District was inspected by EPA accredited inspectors, and a comprehensive management plan was developed for handling asbestos-containing building material in a safe and responsible manner. Six-month periodic asbestos surveillances, as well as three-year re-inspections, are performed in accordance with AHERA.

A copy of the asbestos management plan is currently kept in the Facilities/Operations and Maintenance Department. These records are available for review during normal school business hours.

In addition, the Federal Register under 763.92(a) also states that custodial and maintenance workers must receive two hours of awareness training within (60) days of hire. AHERA is available to provide this training when needed.

A copy of Federal Register Rules and Regulations (763.93 Management Plans) which mandates this action is enclosed.

Should you have any questions about the outlined Rules and Regulations, please don't hesitate to contact us.

Cordially,

Wayne R. Pistoia, MSE, NSPE  
Director of Operations

## Environmental Protection Agency

## §763.94

(2) Each local education agency shall maintain in its administrative office a complete, updated copy of a management plan for each school under its administrative control or direction. The management plans shall be available, during normal business hours, without cost or restriction, for inspection by representatives of EPA and the State, the public, including teachers, other school personnel and their representatives, and parents. The local education agency may charge a reasonable cost to make copies of management plans.

(3) Each school shall maintain in its administrative office a complete, updated copy of the management plan for that school. Management plans shall be available for inspection, without cost or restriction, to workers before work begins in any area of a school building. The school shall make management plans available for inspection to representatives of EPA and the State, the public, including parents, teachers, and other school personnel and their representatives within 5 working days after receiving a request for inspection. The school may charge a reasonable cost to make copies of the management plan.

(4) Upon submission of its management plan to the Governor and at least once each school year, the local education agency shall notify in writing parent, teacher, and employee organizations of the availability of management plans and shall include in the management plan a description of the steps taken to notify such organizations, and a dated copy of the notification. In the absence of any such organizations for parents, teachers, or employees, the local education agency shall provide written notice to that relevant group of the availability of management plans and shall include in the management plan a description of the steps taken to notify such groups, and a dated copy of the notification.

(h) Records required under §763.94 shall be made by local education agencies and maintained as part of the management plan.

(i) Each management plan must contain a true and correct statement, signed by the individual designated by the local education agency under §763.84, which certifies that the gen-

eral, local education agency responsibilities, as stipulated by §763.84, have been met or will be met.

### §763.94 Recordkeeping.

(a) Records required under this section shall be maintained in a centralized location in the administrative office of both the school and the local education agency as part of the management plan. For each homogeneous area where all ACBM has been removed, the local education agency shall ensure that such records are retained for 3 years after the next reinspection required under §763.85(b)(1), or for an equivalent period.

(b) For each preventive measure and response action taken for friable and nonfriable ACBM and friable and nonfriable suspected ACBM assumed to be ACM, the local education agency shall provide:

(1) A detailed written description of the measure or action, including methods used, the location where the measure or action was taken, reasons for selecting the measure or action, start and completion dates of the work, names and addresses of all contractors involved, and if applicable, their State of accreditation, and accreditation numbers, and if ACBM is removed, the name and location of storage or disposal site of the ACM.

(2) The name and signature of any person collecting any air sample required to be collected at the completion of certain response actions specified by §763.90(i), the locations where samples were collected, date of collection, the name and address of the laboratory analyzing the samples, the date of analysis, the results of the analysis, the method of analysis, the name and signature of the person performing the analysis, and a statement that the laboratory meets the applicable requirements of §763.90(i)(2)(ii).

(c) For each person required to be trained under §763.92(a) (1) and (2), the local education agency shall provide the person's name and job title, the date that training was completed by that person, the location of the training, and the number of hours completed in such training.

(d) For each time that periodic surveillance under §763.92(b) is performed,