

## Consortium of North East States (CONES)

[www.nelar.net/cones/asp](http://www.nelar.net/cones/asp)



## ASBESTOS MANAGEMENT IN SCHOOLS



### Information on Compliance with AHERA requirements for Superintendents of Schools, Headmasters, Directors, Asbestos Inspectors & Management Planners

Contact your state's asbestos program or visit the program's website

[www.ct.gov/dph](http://www.ct.gov/dph)

Click on Programs and Services, then click on Asbestos Program

(860) 509-7367



[www.maine.gov/dep/rwm/asbestos/asbestosinschools.htm](http://www.maine.gov/dep/rwm/asbestos/asbestosinschools.htm)  
(207)287-7751



MA Division of Occupational Safety

[www.state.ma.us/dos](http://www.state.ma.us/dos)  
(617) 969-7177



[www.des.nh.gov/ard/asbestos.htm](http://www.des.nh.gov/ard/asbestos.htm)  
(603) 271-4555

[www.state.nj.us/health/iep/asbestos.shtml](http://www.state.nj.us/health/iep/asbestos.shtml)  
(609)631-6749



[www.emsc.nysed.gov/facplan](http://www.emsc.nysed.gov/facplan)  
(518) 474-3906  
[www.labor.state.ny.us/workerprotection/safety/health/dosh\\_asbestos.shtm](http://www.labor.state.ny.us/workerprotection/safety/health/dosh_asbestos.shtm)  
(518) 457-1255



RI Dept of Health Asbestos Program

[www.health.ri.gov/environment/occupational/asbestos](http://www.health.ri.gov/environment/occupational/asbestos)  
(401) 222-3601



[www.healthvermont.gov/enviro/asbestos/asbestos.aspx](http://www.healthvermont.gov/enviro/asbestos/asbestos.aspx)

The Consortium of Northeast States (CONES) has developed this guidance to help Local Education Agencies (LEA's) achieve compliance with the **Asbestos-Containing Materials in Schools** regulation (**40 CFR Part 763**).

These regulations, in effect since 1986, require that public and not-for-profit non-public, elementary and secondary schools be inspected to determine the presence of asbestos-containing building materials (ACBM) and that asbestos management plans be developed as a result of those inspections.

Each of the CONES states (Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New

York, Rhode Island, and Vermont) has been designated by the Environmental Protection Agency to implement the AHERA program. Contact your state program to find out if your state has any additional requirements for the management of asbestos in schools.

Over the past decade, the CONES states have conducted audits of school asbestos management plans in order to determine regulatory compliance. Several key requirements have been identified during the course of these inspections as critical to ensuring that the school asbestos management plan remains properly updated. The most common items cited for non-

### Designated Person

THE **LOCAL EDUCATION AGENCY** (LEA) MUST DESIGNATE A PERSON ("DESIGNATED PERSON") TO ENSURE THAT THE RESPONSIBILITIES OF THE LEA, AS DETAILED IN THE REGULATIONS, ARE PROPERLY IMPLEMENTED.

- The LEA must verify that this individual has received proper training. The individual is not required to be a licensed asbestos consultant. There is **no specific training course** for the designated person, however, the EPA has developed a "**Designated Person's Self-Study Guide**" that details specific background knowledge the designated person must have. This document can be downloaded from this link: [www.epa.gov/region2/ahera/e23.pdf](http://www.epa.gov/region2/ahera/e23.pdf)
- The school **asbestos management plan** ("AMP") must include a true and correct statement signed by the Designated Person that certifies that the general responsibilities of the LEA have been or will be met.
- In the event that the Designated Person leaves his or her position, the LEA must ensure that a new individual is identified and appropriately trained to serve as the Designated Person. The newly identified Designated Person must then sign the aforementioned statement of certification.
- The Designated Person must have a basic knowledge of the health effects of asbestos, the detection, identification and assessment of asbestos-containing material, options for controlling asbestos-containing material, asbestos management programs, and relevant federal and state regulations concerning asbestos.

### Reinspection

THE LEA MUST RETAIN THE SERVICES OF A LICENSED ASBESTOS INSPECTOR OR MANAGEMENT PLANNER TO CONDUCT A REINSPECTION EVERY THREE (3) YEARS SUBSEQUENT TO IMPLEMENTATION OF A MANAGEMENT PLAN.

- Tri-ennial reinspections must include an inspection of each area of every building that is leased, owned, or otherwise used as a school building, unless exempted by law.

## Written Notification Regarding Availability of the AMP

AT LEAST ONCE EACH SCHOOL YEAR, THE LEA MUST PROVIDE WRITTEN NOTIFICATION TO PARENT, TEACHER, AND EMPLOYEE ORGANIZATIONS REGARDING THE AVAILABILITY OF THE ASBESTOS MANAGEMENT PLAN AND ANY RESPONSE ACTIONS TAKEN OR PLANNED.



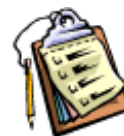
- *This notice must be dated and a copy placed in the AMP.*
- *The AMP must describe the steps taken to notify. Acceptable methods of notification include placing a notice in the school handbook, mailing a letter to each household, or placing an ad in a local paper.*

## Periodic Surveillance

THE LEA MUST CONDUCT PERIODIC SURVEILLANCE IN EACH BUILDING THAT IT LEASES, OWNS, OR OTHERWISE USES AS A SCHOOL BUILDING AT LEAST ONCE EVERY SIX (6) MONTHS AFTER THE AMP HAS BEEN IMPLEMENTED.



- *The purpose of surveillance is to look at all known or suspect asbestos-containing building materials (ACBM) and note any changes in the material.*
- *Periodic surveillance does not need to be conducted by a licensed consultant. It is often conducted by custodial or maintenance personnel.*
- *A copy of the written surveillance form must be part of the AMP records.*



## Custodial & Maintenance Training and Short-Term Worker Notification

ALL MAINTENANCE AND CUSTODIAL STAFF WHO MAY WORK IN A BUILDING THAT CONTAINS ASBESTOS-CONTAINING BUILDING MATERIALS (ACBM) MUST RECEIVE AT LEAST TWO (2) HOURS OF ASBESTOS AWARENESS TRAINING WHETHER OR NOT THEY ARE REQUIRED TO WORK WITH ACBM.



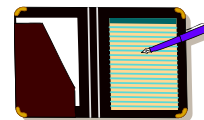
- *Maintenance and custodial staff conducting any activities that will result in the disturbance to ACBM must receive an additional fourteen (14) hours of training.*
- *The LEA must ensure that new custodial and maintenance employees are trained within sixty (60) days after commencement of employment.*
- *The LEA must ensure that short-term workers who may come in contact with asbestos (e.g., utility repair workers) are informed of the location of ACBM.*



## Recordkeeping Requirements

THE LEA MUST MAINTAIN RECORDS REQUIRED BY THE REGULATIONS TO BE INCLUDED IN THE ASBESTOS MANAGEMENT PLAN. THIS INCLUDES MAINTAINING:

- *a copy of prior inspection and/or reinspection reports;*
- *documentation related to the training provided to custodial and maintenance employees;*
- *periodic surveillance forms;*
- *dated statements regarding operations and maintenance activities;*
- *a copy of the annual notice of management plan availability;*
- *a copy of all reports on response actions taken; and*
- *a copy of the updated management plan in each school.*



## Compliance/Enforcement

**THE CONES MEMBER STATES ARE COMMITTED** TO PROVIDING ASSISTANCE TO LEAS TO ENSURE COMPLIANCE WITH REGULATORY REQUIREMENTS. **While it is the goal** of CONES to provide LEAs with assistance in achieving regulatory compliance voluntarily, LEAs that fail to comply with existing regulatory requirements will be subject to enforcement action. Contact your state's Asbestos Program for more information.

