



# Model AHERA Asbestos Management Plan for Local Education Agencies

LEA NAME: Springfield Public Schools SCHOOL NAME: Springfield Elementary  
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## Ready-to-Use Forms

-  Inspections & Reinspections
-  Response Actions
-  Operations & Maintenance
-  Other AHERA Activities



# Model AHERA Asbestos Management Plan for Local Education Agencies

## Table of Contents

	<b>Page</b>
<b>Introduction</b> .....	iii
<b>Instructions for Forms</b> .....	v
<b>Forms</b>	
Cover Sheet .....	xiii
<b>General Information Forms</b>	
Form 1 - Contact Information .....	1
Form 2 - School Building List .....	2
Form 3 - Designated Person Assurances .....	3
Form 4 - Evaluation of Resources .....	4
Form 5 - Training Record for Maintenance & Custodial Staff .....	5
<b>Inspection and Reinspection Forms</b>	
Form 6 - Inspection Cover Sheet .....	6
Form 7 - Room/Functional Space Assessment .....	7
Form 8 - Homogeneous Area/Bulk Sample Summary .....	9
Form 9 - Homogeneous Area/Bulk Sample Diagram .....	10
Form 10 - Plan for Reinspection .....	11
<b>Response Action Forms</b>	
Form 11 - Recommended Response Actions .....	12
Form 12 - Implementation of Response Actions .....	13
Form 13 - Description/Diagram of ACBM to Remain .....	14
<b>Operations and Maintenance Forms</b>	
Form 14 - Plan for Operations and Maintenance Activities .....	15
Form 15 - Operations and Maintenance Activities .....	16
Form 16 - Cleaning Record .....	17
Form 17 - Major/Minor Fiber Release Episode .....	18

**Periodic Surveillance Form**

Form 18 - Periodic Surveillance Plan/Report ..... 19

**Notification Form**

Form 19 - Plan to Inform ..... 20

**Appendices**

Appendix A - Glossary ..... 21

Appendix B - Acronyms ..... 25

## Introduction

Under the Asbestos Hazard Emergency Response Act (AHERA) of 1986, EPA published on October 30, 1987, the Asbestos-Containing Materials in Schools rule (hereinafter referred to as the AHERA rule), 40 CFR Part 763, Subpart E. The AHERA rule became effective on December 14, 1987 and applies to all non-profit elementary and secondary schools nationwide, both public and private. Local Education Agencies (LEAs) are responsible for ensuring compliance with the AHERA rule and are required, among other things, to develop and maintain an up-to-date Asbestos Management Plan (AMP), conduct training, inspections, and sampling related to asbestos, manage asbestos properly and provide yearly notification to parents, teachers and employee organizations about the AMP and any asbestos-related activities.

LEAs are also responsible for designating a contact person known as the Designated Person (DP) to oversee asbestos-related activities in the school and ensure that the AHERA responsibilities of the LEA are met. The quality of a school's asbestos program depends heavily upon the dedication and work of the DP with the support of the LEA. The LEA and the DP work together to ensure that each school is in compliance with federal, state and local asbestos regulations and that there are no uncontrolled releases of asbestos fibers in the school which could pose a health threat to children and school workers.

Even though the AHERA rule has been in place for years, EPA and the states have found that compliance issues remain, particularly in the area of schools maintaining and updating their AMPs to reflect current reinspection information, operation and maintenance activities, periodic surveillance and response/post-response actions. An up-to-date compliant AMP is key to the success of a school's asbestos program and the protection of children's and school workers' health. In order to enhance compliance, EPA Region 2 has developed an "AHERA Asbestos Management Plan Self-Audit Checklist for Designated Person's" and this companion guidance document, a "**Model AHERA Asbestos Management Plan for Local Education Agencies.**" It is recommended that the Checklist be reviewed first in order to quickly identify any potential deficiencies in the school's AMP.

The AHERA Asbestos Management Plan Self-Audit Checklist for Designated Person's is designed to help the DP determine whether or not the school has an up-to-date compliant AMP. The Checklist is divided into six sections: General Information, Inspections and Reinspections, Response Actions, Operations and Maintenance, Periodic Surveillance and Notification. Each section of the Checklist contains questions to guide the DP through a detailed compliance assessment of the school's AMP with check boxes for Yes, No or Not Applicable. Supporting regulatory citations are provided on the Checklist along with spaces for the DP to make notes. Following the Checklist is a Glossary and a list of Acronyms.

This companion guidance document a "Model AHERA Asbestos Management Plan for Local Education Agencies" provides step-by-step instructions for developing an AMP utilizing a suggested standard format. This document contains suggested forms for including in the school's AMP and tracks the format of the Checklist: General Information, Inspections and Reinspections,

Response Actions, Operations and Maintenance, Periodic Surveillance and Notification. Following the forms is a Glossary and a list of Acronyms. For convenience, tips are included in the Checklist which note the corresponding suggested forms that should be completed on the Model AHERA AMP.

Please note that the EPA Region 2 Model AMP forms and Checklist are not a substitute for the applicable legal requirements, are not regulations themselves, and are not required to be used/completed under AHERA. Rather, they are provided by EPA as guidance to enhance schools' compliance with EPA AHERA regulations regarding the required documentation that must be included in the AMP. These documents do not impose legally binding requirements on any party, including EPA, states, or the regulated community, and are not intended and cannot be relied upon to create any rights, substantive or procedural, enforceable by any party in litigation with the United States. Please contact your state asbestos coordinator for information on any applicable state regulations/AMP forms.

If you have any questions on these guidance documents, please call Deborah Meyer, EPA Region 2 Asbestos Outreach Coordinator, at (212) 637-3521 or e-mail her at [meyer.deborah@epa.gov](mailto:meyer.deborah@epa.gov). These guidance documents may be viewed/downloaded from our Region 2 Website at <http://www.epa.gov/region02/ahera>. For additional asbestos information, please contact the EPA Region 2 Asbestos Coordinator Robert Fitzpatrick by phone at (212) 637-4042 or by e-mail at [fitzpatrick.robert@epa.gov](mailto:fitzpatrick.robert@epa.gov). The EPA Region 2 Caribbean Asbestos Contact, Carlos M. Rivera, can be reached by phone at (787) 977-5846 or by e-mail at [rivera.carlos@epa.gov](mailto:rivera.carlos@epa.gov).

For additional asbestos information, please contact your state/EPA asbestos coordinator or call EPA's Toxic Substances Control Act (TSCA) Hotline at (202) 554-1404 or the EPA Asbestos Ombudsman at (800) 368-5888, or visit EPA's national Website at [http://www.epa.gov/asbestos/asbestos\\_in\\_schools.html](http://www.epa.gov/asbestos/asbestos_in_schools.html). A list of state/EPA asbestos coordinators is provided on both the national and the Region 2 Websites.

## **Asbestos Management Plan Preparation Instructions**

The following information provides step-by-step instructions for developing a school's Asbestos Management Plan (AMP) utilizing a suggested standardized format. The Model AMP forms are not a substitute for the applicable legal requirements, are not regulations themselves, and are not required to be used/completed under AHERA. Rather, they are provided by EPA Region 2 as guidance to enhance schools' compliance with EPA AHERA regulations regarding the required documentation that must be included in the AMP. These Model AMP forms do not impose legally binding requirements on any party, including EPA, states, or the regulated community, and are not intended and cannot be relied upon to create any rights, substantive or procedural, enforceable by any party in litigation with the United States.

Please contact your state Asbestos Coordinator for any applicable state regulations/AMP forms. Under 40 CFR § 763.93(a)-(b) of EPA's Asbestos-Containing Materials in Schools regulations, the initial AMPs were required to be submitted to the state for review and your state may require you to submit subsequent changes to your AMP.

Please be sure to read the instructions for each of the Model AMP forms. The information requested on the Model AMP forms is generally self-explanatory, however explanations have been provided in the instructions below for those items which may require further clarification. You may also wish to refer to the AHERA definitions provided in the Glossary, Appendix A, or the list of Acronyms provided in Appendix B.

### **AMP FORM 1 - CONTACT INFORMATION**

Provide the requested contact information for the Local Education Agency (LEA) and the school.

Provide the Designated Person's (DP) name, address, telephone number and the course names, dates, and hours of asbestos-related training courses taken by the DP to carry out his or her duties. This information is required under 40 CFR § 763.93(e)(4) to be included in the AMP. Although not required, EPA suggests that the name of the training agency be provided on this form and that copies of the DP's training certificates be attached to this form.

Provide the requested contact and accreditation information for each Management Planner who contributed to the AMP. Under 40 CFR § 763.93(e)(12)(i)-(ii), the consultant's name and a statement that he/she is accredited under the state accreditation program or another state's accreditation program or an EPA-approved course must be included in the AMP. Although not required, EPA suggests that the name of the training agency and the course name and date be provided on this form and that a copy of the accreditation certificate for each Management Planner be attached to this form.

### **AMP FORM 2 - SCHOOL BUILDING LIST**

Provide the name and address of each building used as a school building for this school (e.g., on-site administration building, maintenance building, storage building and any off-site building used for classrooms). Place an "X" in the appropriate column to note whether the building has friable

asbestos-containing material (ACBM), non-friable ACBM, friable and non-friable suspected ACBM assumed to be asbestos-containing material (ACM), or no ACBM (i.e., no ACBM at the time of construction). If there is no ACBM in the building as a result of a removal action, note “removal” and insert the date (e.g., removal - 2/10/04) in the no ACBM column.

All of the aforementioned information is required to be included in the AMP under 40 CFR § 763.93(e)(1) except for the “no ACBM” related information which EPA suggests including in the AMP for clarification. Although not required, EPA also suggests that the following information be included on this form: original date of the building construction and the date of any new additions. The suggested additions to the School Building List will provide an enhanced “snapshot” overview of the status changes that have occurred in the school buildings over time.

Note, as required under 40 CFR § 763.93(a)(1)-(2), the AMP developed for each school must include all of the buildings that are owned, leased or otherwise used by the LEA as school buildings for that school. Therefore, the School Building List must include all of these buildings even if they are located off-site from the main school campus.

### **AMP FORM 3 - DESIGNATED PERSON ASSURANCES**

Provide the name of the DP and have the DP sign and date this form which lists the LEA’s general responsibilities under 40 CFR § 763.84. Under 40 CFR § 763.93(i), the AMP must contain a true and correct statement signed by the DP which certifies that the LEA’s general responsibilities under 40 CFR § 763.84 have been or will be met.

### **AMP FORM 4 - EVALUATION OF RESOURCES**

Describe the resources needed (e.g., financial, personnel and equipment) to complete response actions successfully and carry out reinspection, operations and maintenance activities, periodic surveillance, and training. This evaluation of resources is required to be included in the AMP under 40 CFR § 763.93(e)(11).

### **AMP FORM 5 - TRAINING RECORD FOR MAINTENANCE & CUSTODIAL STAFF**

Provide the following training information for maintenance and custodial staff required to be included in the AMP under 40 CFR §§ 763.93(h) and 763.94(c): person’s name and job title, date training was completed, location of training and number of hours completed. Although not required, EPA suggests that the name of the training agency and the course name be provided on this form and that a copy of the training certificate be attached to this form.

Under 40 CFR § 763.92(a)(1), every member of the maintenance and custodial staff who works in a building that contains ACBM must receive awareness training of at least 2 hours whether or not they are required to work with ACBM. Under 40 CFR § 763.92(a)(2), maintenance and custodial staff who conduct any activities that will result in the disturbance of ACBM must receive an additional 14 hours of training.

### **AMP FORM 6 - INSPECTION COVER SHEET**

If your school is comprised of more than one building, each building inspection or reinspection

should be summarized on a separate form. (Note, under 40 CFR § 763.85(b)(1), a reinspection must be conducted at least once every three years after a management plan is in effect.) Provide the requested cover sheet information about the accredited inspector(s) and the inspection or reinspection of each school building. Although not required by EPA, it is suggested that the name of the training agency and the course name and date be provided on this form and that a copy of the accreditation certificate for each inspector be attached to this form.

If this inspection report cover sheet is not used for the AMP, ensure that the inspection report for each inspection or reinspection includes the following information as required under 40 CFR § 763.93(e)(3)(i): date of the inspection, and the name, signature, state of accreditation, and, if applicable, the accreditation number of each accredited inspector performing the inspection. Attach a copy of the signed inspection report.

A copy of the signed inspection report, along with other related documentation, must be provided to the DP and included as a record in the AMP within 30 days of the inspection under 40 CFR § 763.85(a)(4)(vi) or reinspection under 40 CFR § 763.85(b)(3)(vii). See these cites and 40 CFR § 763.93(e)(3) for details on required AMP documentation. For inspections conducted before December 14, 1987 (i.e., the effective date of the October 30, 1987 EPA Asbestos-Containing Materials in Schools rule), see also 40 CFR § 763.93(e)(2)(i)-(v).

The AMP instructions/forms for inspections and reinspections are as follows: Form 6 - Inspection Cover Sheet, Form 7 - Room/Functional Space Assessment, Form 8 - Homogeneous Area/Bulk Sample Summary and Form 9 - Homogeneous Area/Bulk Sample Diagram.

### **AMP FORM 7 - ROOM/FUNCTIONAL SPACE ASSESSMENT**

Written assessments are required to be made for each inspection and reinspection under 40 CFR § 763.88 of all ACBM and suspected ACBM assumed to be ACM in a building by an accredited inspector. This form may be used to provide the assessment information for an inspection or reinspection. The inspector must sign and date the written assessment, provide his or her state of accreditation, and, if applicable, accreditation number, and provide a copy of the assessment to the DP for inclusion in the AMP within 30 days of the assessment (40 CFR §§ 763.88(a)(2) and 763.93(e)(3)(v)). Although not required, EPA suggests that the name of the training agency and the course name and date be provided on this form and that a copy of the accreditation certificate for the inspector be attached to this form.

Fill out a separate form for each specific type of ACBM or suspected ACBM assumed to be ACM for each room/functional space. For example, if a room/functional space contains two types of thermal system insulation, one type of surfacing material, and one miscellaneous material (requiring four unique homogeneous area numbers), then four separate forms should be completed for that particular room/functional space. Homogeneous area (HA) numbers should be assigned to each specific homogeneous material identified as ACBM or suspected ACBM assumed to be ACM within a building. These HA numbers can be used to identify homogeneous materials on a blueprint or diagram.



Identify the type of material as thermal, surfacing, or miscellaneous by checking the appropriate box and then describe the material in the space provided. Be sure to include such factors as color, texture, thickness, and method of application, if applicable (e.g., sprayed on or trowelled on). The amount of each material should be recorded, both in total quantity and as a percentage of the functional space (40 CFR § 763.88(c)(1)). For example, if there are 200 linear feet of various pipe runs in a room with 50 linear feet covered by air cell insulation, it should be noted that there are 50 linear feet of that particular homogeneous material in a room and that it covers 25% of the area (50/200).

Complete the “Damage Assessment” section for all friable materials. The amount of each specific type of damage should be noted. Information regarding the causes and severity of damage should be recorded in the comment section (40 CFR § 763.88(c)(2)(i)-(ii) and (c)(5)).

Note if there is an accumulation of powder/dust/debris similar in appearance to the material being assessed and its location (e.g., beneath the pipe, boiler, or duct). This information can be used as evidence to confirm damage.

Note if the material is in a supply or a return air plenum. If asbestos fibers are released from the ACBM into the ventilation air stream they have the potential to be transported to locations where people are present. The location of any asbestos fibers in a supply air plenum is usually more significant than in a return plenum since the distance of transport to the occupied room/functional space is typically shorter and the dilution by makeup air is less significant.

Note the extent or spread of damage over large areas or large percentages of the homogeneous area (40 CFR § 763.88(c)(2)(iii)).

Complete the “Potential for Contact with the Material” section and note whether or not the material is accessible (40 CFR § 763.88(c)(3)).

Note the potential for disturbance of this material (40 CFR § 763.88(c)(4)). The potential for disturbance can be directly related to accessibility or other factors such as proposed renovations, vibrations, air erosion, etc.

Circle the appropriate classification from the “Assessment Category” and give the reason for the classification (40 CFR § 763.88(b)).

Note the preventative measures which might eliminate the reasonable likelihood of undamaged ACM from becoming significantly damaged (40 CFR § 763.88(c)(6)).

## **AMP FORM 8 - HOMOGENEOUS AREA/BULK SAMPLE SUMMARY**

Provide the requested homogeneous area/bulk sample summary information for each inspection or reinspection and fill out a separate form for each school building.

For each inspection and reinspection conducted under 40 CFR § 763.85 the AMP must include a blueprint, diagram, or written description of each school building that identifies clearly each location and approximate square or linear footage of homogeneous areas where material was sampled for ACM, the exact location where each bulk sample was collected, date of collection, homogeneous areas where friable suspected ACBM is assumed to be ACM, and where nonfriable suspected ACBM is assumed to be ACM. In addition, a description of the manner used to determine sampling locations must be included in the AMP. See 40 CFR § 763.93(e)(3)(ii)-(iii) for these inspection/reinspection requirements and for inspections conducted before December 14, 1987 (i.e., the effective date of the October 30, 1987 EPA Asbestos-Containing Materials in Schools rule), see also 40 CFR § 763.93(e)(2)(ii)). For details on how to collect bulk samples, see 40 CFR § 763.86.

For each inspection and reinspection conducted under 40 CFR § 763.85 the AMP must also include the following information about the accredited inspector that collected the samples: name, signature, state of accreditation and, if applicable, the accreditation number of the inspector, as required under 40 CFR § 763.93(e)(3)(iii). Although not required, EPA suggests that the name of the training agency and the course name and date be provided on this form and that a copy of the accreditation certificate for the inspector be attached to this form.

To provide a blueprint or diagram in lieu of the aforementioned written description, see Form 9 - Homogeneous Area/Bulk Sample Diagram. Note, a written description and a blueprint or diagram may be provided, but is not required by EPA.

## **AMP FORM 9 - HOMOGENEOUS AREA/BULK SAMPLE DIAGRAM**

For each inspection and reinspection conducted under 40 CFR § 763.85 provide one blueprint or diagram for each HA that identifies clearly each location and approximate square or linear footage of homogeneous areas where material was sampled for ACM. See also the instructions for Form 8 - Homogeneous Area/Bulk Sample Summary for further details regarding the required documentation of homogeneous areas/bulk samples in the AMP and the supporting regulatory cites for inspections/reinspections.

As also discussed in the instructions for Form 8, a blueprint or diagram may be included in the AMP in lieu of a written description of the homogeneous areas where material was sampled for ACM. Note, a written description and a blueprint or diagram may be provided, but is not required by EPA.

## **AMP FORM 10 - PLAN FOR REINSPECTION**

Under 40 CFR § 763.93(e)(9), a plan for reinspection under 40 CFR § 763.85 must be included in the AMP. Use this form to provide the plan. Note, at least once every three years after a management plan has been in effect, a reinspection must be made by an accredited inspector of all

friable and nonfriable known or assumed ACBM in each school building that the LEA leases, owns, or otherwise uses as a school building (40 CFR § 763.85(b)(1)-(2)).

### **AMP FORM 11 - RECOMMENDED RESPONSE ACTIONS**

Provide the requested information about the recommendations made by the accredited Management Planner to the LEA regarding response actions.

Under 40 CFR § 763.93(e)(5), the AMP must include the recommendations made by the accredited Management Planner to the LEA regarding response actions under 40 CFR § 763.88(d) along with the following information about the Management Planner: name, signature, state of accreditation, and, if applicable, the accreditation number for each accredited Management Planner making the recommendations. Under 40 CFR § 763.88(d), the Management Planner(s) must sign and date the recommendation, provide the aforementioned accreditation information and submit a copy of the recommendation to the DP for inclusion in the AMP. Although not required, EPA suggests that the name of the training agency and the course name and date be provided on this form and that a copy of the accreditation certificate for each Management Planner be attached to this form.

In addition, under 40 CFR § 763.93(e)(6), the AMP must include a detailed description of preventive measures and response actions to be taken, including methods to be used, for any friable ACBM, the locations where such measures and action will be taken, reasons for selecting the response action or preventive measure, and a schedule for beginning and completing each preventive measure and response action.

### **AMP FORM 12 - IMPLEMENTATION OF RESPONSE ACTIONS**

Provide the requested information regarding the response actions taken that were approved by the LEA.

Under 40 CFR § 763.94(b)(1), the AMP must include a detailed written description of each preventive measure and response action taken for friable and nonfriable ACBM and friable and nonfriable suspected ACBM assumed to be ACM, including: methods used, 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 the storage or disposal site of the ACM. Although not required, EPA suggests that copies of accreditations for personnel conducting any abatement activities be attached to this form.

### **AMP FORM 13 - DESCRIPTION/DIAGRAM OF ACBM TO REMAIN**

Provide the requested information regarding ACBM to remain.

Under 40 CFR § 763.93(e)(8), the AMP must include a detailed description in the form of a blueprint, diagram, or written description of any ACBM or suspected ACBM assumed to be ACM that remains in the school once response actions are undertaken under 40 CFR § 763.90 and the description must be updated as response actions are completed. Note, a written description and a blueprint or diagram may be provided, but is not required by EPA.

### **AMP FORM 14 - PLAN FOR OPERATIONS AND MAINTENANCE ACTIVITIES**

Under 40 CFR § 763.93(e)(9), the plan for operations and maintenance activities required under 40 CFR § 763.91 must be included in the AMP. Use this form to provide the plan and include the following elements: worker protection under 40 CFR § 763.91(b) (e.g., training, respiratory protection, and medical surveillance program), cleaning procedures/equipment/accreditation under 40 CFR § 763.91(c), operations and maintenance procedures, work practices and equipment under 40 CFR § 763.91(d), use of accredited personnel to design and conduct response actions for any maintenance activities disturbing friable ACBM (other than small-scale, short duration maintenance activities) under 40 CFR § 763.91(e), procedures for minor and major fiber release episodes under 40 CFR § 763.91(f), and use of accredited personnel to design and conduct response actions for any major fiber release episodes under 40 CFR § 763.91(f)(2)(iii).

### **AMP FORM 15 - OPERATIONS AND MAINTENANCE ACTIVITIES**

Provide the requested information on operations and maintenance activities conducted under 40 CFR § 763.91(d) and, under 40 CFR § 763.94(g), any major asbestos activity conducted under 40 CFR § 763.91(e).

Under 40 CFR § 763.94(f) and (g), a record of the following information must be provided in the AMP regarding the aforementioned activities: name of each person performing the activity, for a major activity, the name, signature, state of accreditation and, if applicable, the accreditation number of each person performing the activity; the start and completion dates of the activity, the locations where such activity occurred, a description of the activity including preventive measures used, and if ACBM is removed, the name and location of the storage or disposal site of the ACM. Although not required, EPA suggests that copies of accreditations for personnel be attached to this form.

### **AMP FORM 16 - CLEANING RECORD**

Provide the requested information regarding the initial cleaning after an inspection (i.e., before the initiation of a response action other than operation and maintenance activities or repair) and any additional cleaning recommended by the Management Planner. Complete one form for each activity.

Under 40 CFR § 763.94(e), the AMP must include a record of each cleaning conducted under 40 CFR § 763.91(c), including the following information: name of each person performing the cleaning, date of the cleaning, locations cleaned, and the methods used to perform the cleaning.

### **AMP FORM 17 - MAJOR/MINOR FIBER RELEASE EPISODE**

Provide the requested information regarding major and minor fiber release episodes.

Under 40 CFR § 763.94(h), for each major and minor fiber release episode occurring as a result of operations and maintenance activities under 40 CFR § 763.91(f), the AMP must include a record of the following information: date and location of the episode, method of repair, preventive measure or response action taken, and if ACBM is removed, the name and location of the storage and disposal site of the ACM.

### **AMP FORM 18 - PERIODIC SURVEILLANCE PLAN/REPORT**

Provide the requested information regarding the periodic surveillance plan and report (i.e., the two periodic surveillance inspections per school year).

Under 40 CFR § 763.93(e)(9), a plan for periodic surveillance under 40 CFR § 763.92 must be included in the AMP. At least once every 6 months after the AMP has been in effect, a periodic surveillance must be conducted in each building that the LEA leases, owns, or otherwise uses as a school building that contains ACBM or is assumed to contain ACBM. The periodic surveillance report under 40 CFR § 763.92 (b)(2) must include a record of the person's name performing the surveillance, the date of the surveillance and any changes in the condition of the material.

### **AMP FORM 19 - PLAN TO INFORM**

Provide the requested notification information about the AMP and any asbestos-related activities.

Under 40 CFR § 763.93(g)(4), at least once each school year, the LEA must notify in writing parent, teacher, and employee organizations of the availability of the AMP and must include in the AMP, 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 LEA must provide written notice to that relevant group of the availability of the AMP and must include in the AMP a description of the steps taken to notify such groups, and a dated copy of the notification.

Under 40 CFR § 763.93(e)(10), the AMP must include a description of the steps taken to inform workers and building occupants, or their legal guardians, about inspections, reinspections, response actions, and post-response action activities, including periodic reinspection and surveillance activities that are planned or in progress. Under 40 CFR § 763.84(c), the LEA must inform them about these activities at least once each school year.

# AHERA Asbestos Management Plan

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_  
\_\_\_\_\_

A complete, up-to-date copy of this Asbestos Management Plan must be maintained in both the Local Education Agency's administrative office and the school's administrative office (40 CFR § 763.93(g)(2)-(3)). For more information, please contact the Designated Person for this school.

LEA NAME: \_\_\_\_\_ SCHOOL NAME: \_\_\_\_\_

(Number \_\_\_ of \_\_\_, make copies as necessary)

**AMP FORM 1 - CONTACT INFORMATION**

Local Education Agency and School Information	
Local Education Agency:	Telephone Number:
Address:	
Name of School:	Telephone Number:
Address:	County:

Designated Person Information			
Name of Designated Person:			Telephone Number:
Address:			
Course Name:	Training Agency:	Date:	Hours of Training:

Management Planner(s)		
The following management planner(s) has developed/contributed to this plan and is accredited under the state accreditation program or another state's accreditation program or an EPA-approved course.		
Name:		Telephone Number:
Firm:		
Address:		
State of Accreditation/Accreditation Number:		
Course Name:	Date:	Training Agency:
Name:		Telephone Number:
Firm:		
Address:		
State of Accreditation/Accreditation Number:		
Course Name:	Date:	Training Agency:

ATTACHMENTS	
!	Copy of Designated Person's asbestos-related training certificates suggested, but not required by EPA
!	Copy of accreditation certificate for Management Planner(s) suggested, but not required by EPA

LEA NAME: \_\_\_\_\_ SCHOOL NAME: \_\_\_\_\_

(Number \_\_\_ of \_\_\_, make copies as necessary)

**AMP FORM 2 - SCHOOL BUILDING LIST**

List each building used as a school building for this school (e.g., on-site administration building, maintenance building, storage building and any off-site building used for classrooms, etc.). List the date of the original construction and any subsequent additions. Place an "X" in the appropriate column to note whether the building has friable ACBM, non-friable ACBM, friable and non-friable suspected ACBM assumed to be ACM or no ACBM (i.e., no ACBM at the time of construction). If there is no ACBM in the building as a result of a removal action, note "removal" and insert the date (e.g., removal - 2/10/04) in the "No ACBM" column.

Name of Building	Address	Construction Date(s)	Friable ACBM*	Non-Friable ACBM	Friable and Non-Friable Suspected ACBM Assumed to be ACM**	No ACBM

\*ACBM - Asbestos-Containing Building Material

\*\*ACM - Asbestos-Containing Material

DATE: \_\_\_\_\_

**ATTACHMENT**

- If a new school building was constructed after October 12, 1988 and is asbestos-free, attach a signed statement from an architect or project engineer responsible for the construction of the building, or by an accredited inspector, indicating that no ACBM was specified as a building material in any construction document for the building, or, to the best of his or her knowledge, no ACBM was used as a building material. Provide a copy of this statement to the EPA Regional Office. This information is required under 40 CFR § 763.99 (a)(7)). Provide the state/license number for the architect/project engineer or, for the inspector, provide the state of accreditation, and, if applicable, the accreditation number for the inspector. Although not required, EPA suggests attaching to this statement a copy of the licensing document for the architect/project engineer, or for the inspector, a copy of the inspector's accreditation certificate.



**AMP FORM 3 - DESIGNATED PERSON ASSURANCES**

In accordance with 40 CFR § 763.93(i) of the Environmental Protection Agency Asbestos-Containing Material in Schools regulation, the undersigned Local Education Agency (LEA) Designated Person (DP) hereby certifies that the following general responsibilities of the LEA under 40 CFR § 763.84 have been or will be met:

1. Ensure that the activities of any persons who perform inspections, reinspections, and periodic surveillance, develop and update management plans, and develop and implement response actions, including operations and maintenance, are carried out in accordance with Part 763, Subpart E.
2. Ensure that all custodial and maintenance employees are properly trained as required by Part 763, Subpart E and other applicable Federal and/or State regulations (e.g., the Occupational Safety and Health Administration asbestos standard for construction, the EPA worker protection rule, or applicable State regulations).
3. Ensure that workers and building occupants, or their legal guardians, are informed at least once each school year about inspections, response actions, and post-response action activities, including periodic reinspection and surveillance activities that are planned or in progress.
4. Ensure that short-term workers (e.g., telephone repair workers, utility workers, or exterminators) who may come in contact with asbestos in a school are provided information regarding the locations for Asbestos-Containing Building Materials (ACBM) and suspected ACBM assumed to be Asbestos-Containing Materials (ACM).
5. Ensure that warning labels are posted in accordance with § 40 CFR 763.95.
6. Ensure that management plans are available for inspection and notification of such availability has been provided as specified in the management plan under § 40 CFR 763.93(g).
7. Designate a person to ensure that requirements under § 763.84 are properly implemented and ensure that the designated person receives adequate training to perform duties assigned under § 763.84. Such training shall provide, as necessary, basic knowledge of: health effects of asbestos; detection, identification, and assessment of ACM; options for controlling ACBM; asbestos management programs; relevant Federal and State regulations concerning asbestos, including those in Part 763, Subpart E and those of the Occupational Safety and Health Administration, U.S. Department of Transportation and the U.S. Environmental Protection Agency.
8. Consider whether any conflict of interest may arise from the inter-relationship among accredited personnel and whether that should influence the selection of accredited personnel to perform activities under Part 763, Subpart E.

<b>Name of Designated Person:</b>	
<b>Designated Person's Signature:</b>	<b>Date:</b>

*Note*

- **The AMP must also include, as required under 40 CFR § 763.93 (e)(7), one of the following statements for the person or persons who inspected for ACBM and who will design or carry out response actions, except for operations and maintenance, with respect to the ACBM: a statement that he/she is accredited under the state accreditation program, or that the LEA has used or will use persons accredited under another state's accreditation program or an EPA-approved course.**

LEA NAME: \_\_\_\_\_ SCHOOL NAME: \_\_\_\_\_

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(Number \_\_\_ of \_\_\_, make copies as necessary)

**AMP FORM 4 - EVALUATION OF RESOURCES**

DATE: \_\_\_\_\_

LEA NAME: \_\_\_\_\_ SCHOOL NAME: \_\_\_\_\_

(Number \_\_\_ of \_\_\_, make copies as necessary)

### AMP FORM 5 - TRAINING RECORD FOR MAINTENANCE AND CUSTODIAL STAFF

Every member of the maintenance and custodial staff who works in a building that contains ACBM must receive awareness training of at least 2 hours whether or not they are required to work with ACBM. Maintenance and custodial staff who conduct any activities that will result in the disturbance of ACBM must receive an additional 14 hours of training (total 16 hours of training). A record of the aforementioned training is required to be included in the AMP under 40 CFR §§ 763.93(h) and 763.94(c) of the EPA Asbestos-Containing Materials in Schools regulation, 40 CFR Part Subpart E.

Employee Name (Please Print)	Job Title	Course Name	Training Agency	Date	Location of Training	Number of Hours Completed

**ATTACHMENT**

- Copies of training certificates suggested, but not required by EPA

LEA NAME: \_\_\_\_\_ SCHOOL NAME: \_\_\_\_\_

(Number \_\_\_ of \_\_\_, make copies as necessary for each building inspected)

**AMP FORM 6 - INSPECTION COVER SHEET**

Type of Inspection: <input type="checkbox"/> Initial Inspection <input type="checkbox"/> Reinspection	
Date of Inspection:	
Building Assessed:	Telephone Number:
Address:	
Date of Original Building Construction:	

Provide the date, description, and location of additions/renovations for this building e.g., new structural additions or application of surfacing material or fireproofing insulation. (Provide all heating system information in next section.)

Type of heating system:
Has any part of the heating system, including boiler(s), hot water pipes, water heater, etc., been renovated or replaced? <input type="checkbox"/> Yes <input type="checkbox"/> No
Provide date, description and location of heating system renovations/replacements for this building:

The following inspector(s) conducted the inspection and is accredited under the state accreditation program, or another state's accreditation program or an EPA-approved course.				
<b>1</b>	Name	State of Accreditation/Acc. No.	Signature	Date
	Firm	Address	Telephone Number	
	Course Name	Date	Training Agency	
<b>2</b>	Name	State of Accreditation/Acc. No.	Signature	Date
	Firm	Address	Telephone Number	
	Course Name	Date	Training Agency	

- ATTACHMENTS**
- Copy of inspection report
  - Copy of inspector's accreditation certificate suggested, but not required by EPA

LEA NAME: \_\_\_\_\_ SCHOOL NAME: \_\_\_\_\_

(Number \_\_\_ of \_\_\_, make copies as necessary for each room/functional space)

**AMP FORM 7- ROOM/FUNCTIONAL SPACE ASSESSMENT\***

Type of Inspection: <input type="checkbox"/> Initial Inspection <input type="checkbox"/> Reinspection	
Date of Inspection:	
Building Assessed/Address:	
Room/Functional Space:	Date of Original Building Construction:
Date and description of additions or renovations for this room/functional space:	

Type of Material (Check only one type of material - fill out additional copies of this form for other types of materials in this room/functional space): <input type="checkbox"/> Surfacing <input type="checkbox"/> Thermal <input type="checkbox"/> Miscellaneous		
Material: <input type="checkbox"/> Friable <input type="checkbox"/> Non-Friable		
Description:		
Amount of Material (Note Linear or Square Feet)	Percent of Area	Homogeneous Area No.

Damage Assessment				
Type of Damage	YES	NO	Amount of Material (Note Linear or Square Feet)	Comments (Severity, Cause)
Deterioration (e.g., crumbled, blistered, or loss of adhesion)				
Physical Damage (e.g., scrape or gouge)				
Water Damage (e.g., water stains)				
Air Erosion (e.g., elevator shaft, fan room, or ventilator air stream)				
Vibration (e.g., music room, motor/engine, or ducts vibrating but no fan in area)				
Other				

Is powder, dust or debris present?	Location:
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Is this material in a supply or return air plenum?
--

Note the extent or spread of damage over large areas or large percentages of the homogeneous area:
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\*Form 7 continued on next page

LEA NAME: \_\_\_\_\_ SCHOOL NAME: \_\_\_\_\_

(Number \_\_\_ of \_\_\_, make copies as necessary for each room/functional space)

**AMP FORM 7 CONTINUED - ROOM/FUNCTIONAL SPACE ASSESSMENT**

Potential for Contact with Material	
<p style="text-align: center;"><b>Accessibility</b></p> <p>[ ] High - Workers in vicinity more than once/week or material is in a public area accessible to building occupants (e.g., hallway or auditorium)</p> <p>[ ] Moderate - Workers in vicinity once/month - once/week or material is in a room/office accessible to building occupants</p> <p>[ ] Low - Workers in vicinity less than once/month or material is visible but not within reach of building occupants</p>	<p><b>Comments</b></p>

Note the potential for disturbance of the material:

Assessment Category (Circle One)	
<p>1. Damaged/Significantly damaged TSI</p> <p>2. Damaged friable SURFACING ACBM</p> <p>3. Significantly damaged friable SURFACING ACBM</p> <p>4. Damaged or significantly damaged friable MISCELLANEOUS ACBM</p>	<p>5. ACBM with potential for damage</p> <p>6. ACBM with potential for significant damage</p> <p>7. Any remaining friable ACBM or friable suspected ACBM</p>
Reason for classification:	

Preventative measures which might eliminate the reasonable likelihood of undamaged ACM from becoming significantly damaged:

The following inspector conducted the assessment and is accredited under the state accreditation program, or another state's accreditation program or an EPA-approved course			
Name	State of Accreditation/Acc. No.	Signature	Date
Firm	Address	Telephone Number	
Course Name	Date	Training Agency	

**ATTACHMENT**

- Copy of inspector's accreditation certificate suggested, but not required by EPA

LEA NAME: \_\_\_\_\_ SCHOOL NAME: \_\_\_\_\_

(Number \_\_\_ of \_\_\_, make copies as necessary)

**AMP FORM 8 - HOMOGENEOUS AREA/BULK SAMPLE SUMMARY**

Type of Inspection: [ ] Initial Inspection [ ] Reinspection
Date of Inspection:
Building Assessed/Address:

Location Homogeneous Area (HA) (HA No. & Room/Functional Space)	HA Linear or Square Ft. (L or S)	Material Type (T, S, M)*	Friable or NonFriable (F or NF)	Sampled or Assumed ACBM (S or A)	Exact Sample Location	Inspector's Sample No.	Date Collected

\*Material Type: T -Thermal System Insulation, S - Surfacing, and M - Miscellaneous

Manner used to determine sampling locations:
--

The following inspector conducted the sampling and is accredited under the state accreditation program, or another state's accreditation program or an EPA-approved course.			
Name	State of Accreditation/Acc. No.	Signature	Date
Firm	Address	Telephone Number	
Course Name	Date	Training Agency	

- ATTACHMENTS**
- Copy of inspector's accreditation certificate suggested, but not required by EPA
  - Lab report, including a copy of bulk sample analyses (and any other lab report pertaining to the analyses), name and address of lab, date of analysis, name and signature of person performing the analysis, and a statement that the lab meets the applicable requirements of 40 CFR § 763.87(a) as required under 40 CFR § 763.93(e)(2)(iii) and (3)(iv)). Copy of the NIST NVLAP lab accreditation certificate for PLM method suggested, but not required by EPA.

LEA NAME: \_\_\_\_\_ SCHOOL NAME: \_\_\_\_\_

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(Number \_\_\_ of \_\_\_, make copies as necessary)

**AMP FORM 9 - HOMOGENEOUS AREA/BULK SAMPLE DIAGRAM**

Type of Inspection: <input type="checkbox"/> Initial Inspection <input type="checkbox"/> Reinspection	
Date of inspection:	
Building Assessed/Address:	
Room/Functional Space:	
Prepared by:	Date:



LEA NAME: \_\_\_\_\_ SCHOOL NAME: \_\_\_\_\_

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(Number \_\_\_ of \_\_\_, make copies as necessary)

**AMP FORM 10 - PLAN FOR REINSPECTION**

LEA NAME: \_\_\_\_\_ SCHOOL NAME: \_\_\_\_\_

(Number \_\_\_ of \_\_\_, make copies as necessary)

### AMP FORM 11 - RECOMMENDED RESPONSE ACTIONS

Building Assessed/Address:

Room Functional Space:

Provide a detailed description of the recommended preventive measures and response actions to be taken, including methods to be used for any friable ACBM, and the locations (list all HA's) where measures and actions will be taken:

Provide the reason for selecting the preventive measure or response action:

Provide the projected schedule for beginning and completing each preventive measure and response action:

Management Planner			
The following management planner has provided the aforementioned recommended response actions and is accredited under the state accreditation program or another state's accreditation program or an EPA-approved course.			
Name	State of Accreditation/Acc. No.	Signature	Date
Firm	Address	Telephone Number	
Course Name	Date	Training Agency	

**ATTACHMENT**

- Copy of accreditation certificate for Management Planner suggested, but not required by EPA

LEA NAME: \_\_\_\_\_ SCHOOL NAME: \_\_\_\_\_

(Number \_\_\_ of \_\_\_, make copies as necessary)

### AMP FORM 12 - IMPLEMENTATION OF RESPONSE ACTIONS

Building Assessed/Address:

Room Functional Space:

Provide a detailed description of each preventive measure and response action taken for friable and nonfriable ACM and friable and nonfriable suspected ACM assumed to be ACM, including methods used, and the location (list all HA's) where the measure or action was taken:

Provide the reason for selecting the preventative measure or response action:

Provide the actual start and completion dates for each preventative measure and response action:

Provide the names and addresses of all contractors involved and, if applicable, their state of accreditation and accreditation numbers:

If ACM is removed, provide the name and location of the storage or disposal site of the ACM:

#### ATTACHMENTS

- Copy of accreditation suggested, but not required by EPA
- Air sampling documentation required under 40 CFR § 763.94(b)(2) at the completion of certain response actions specified under 40 CFR § 763.90(i): name and signature of person collecting any air sample required to be collected, locations where samples were collected, date of collection, name and address of the lab analyzing the samples, date of analysis, results of analysis, method of analysis, name and signature of the person performing the analysis, and a statement that the lab meets the applicable requirements of 40 CFR § 763.90(i)(2)(ii). Copy of the NIST NVLAP lab accreditation certificate for the TEM method suggested, but not required by EPA. Where the PCM method is permitted, under 40 CFR § 763.90(i)(2)(ii), a lab enrolled in the American Industrial Hygiene Association Proficiency Analytical Testing Program must be used.

LEA NAME: \_\_\_\_\_ SCHOOL NAME: \_\_\_\_\_

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(Number \_\_\_ of \_\_\_, make copies as necessary)

**AMP FORM 13 - DESCRIPTION/DIAGRAM OF ACBM TO REMAIN**

Building Assessed/Address:
Room/Functional Space:
Date:

Provide detailed description of any ACBM or suspected ACBM assumed to be ACM that remains in the school once response actions are undertaken and update the description as response actions are completed:

**NOTE**

- **Blueprint or diagram of any ACBM or suspected ACBM assumed to be ACM that remains in the school once response actions are undertaken under 40 CFR § 763.90 and an updated description as response actions are completed may be provided in the AMP in lieu of the above written description (see instructions for Form 13). A written description and a blueprint or diagram may be included in the AMP, but is not required by EPA.**

LEA NAME: \_\_\_\_\_ SCHOOL NAME: \_\_\_\_\_

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(Number \_\_\_ of \_\_\_, make copies as necessary)

**AMP FORM 14 - PLAN FOR OPERATIONS AND MAINTENANCE ACTIVITIES**

LEA NAME: \_\_\_\_\_ SCHOOL NAME: \_\_\_\_\_

(Number \_\_\_ of \_\_\_, make copies as necessary)

**AMP FORM 15 - OPERATIONS AND MAINTENANCE ACTIVITIES**

Building Assessed/Address:

Room/Functional Space:

Provide the description of the activity, including preventive measures used, and the location where the activity occurred for those operation and maintenance activities specified under 40 CFR § 763.91(d) and, under 40 CFR § 763.94(g), for any major asbestos activity conducted under 40 CFR § 763.91(e):

Provide the start and completion dates of the activity:

Provide the name of each person performing the activity and for a major asbestos activity, provide the name, signature, state of accreditation and, if applicable, the accreditation number of each person performing the activity:

If ACBM is removed, provide the name and location of the storage or disposal site of the ACM:

**ATTACHMENT**

- Copy of accreditation suggested, but not required by EPA

LEA NAME: \_\_\_\_\_ SCHOOL NAME: \_\_\_\_\_

(Number \_\_\_ of \_\_\_, make copies as necessary)

**AMP FORM 16 - CLEANING RECORD**

Cleaning: [ ] Cleaning after initial inspection [ ] Additional cleaning approved by the LEA and conducted as  
as part of an O&M program

Date of Cleaning:

Location Cleaned:

Cleaning methods used:

Names of persons performing the cleaning:

**ATTACHMENT**

- Copy of accredited Management Planner's recommendation for additional cleaning under 40 CFR § 763.91(c)(2), as part of an O&M program, and the response of the LEA to that recommendation. This information is required to be included in the AMP under 40 CFR § 763.93(e)(9).

LEA NAME: \_\_\_\_\_ SCHOOL NAME: \_\_\_\_\_

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(Number \_\_\_ of \_\_\_, make copies as necessary)

**AMP FORM 17 - MAJOR/MINOR FIBER RELEASE EPISODE**

Type of episode:     Major Fiber Release     Minor Fiber Release

Date of episode:

Describe the fiber release episode, including the location, type of ACBM, method of repair, and preventive measure or response action taken:

Provide the names of each person performing the work:

If ACBM is removed, the name and location of the storage and disposal site for the ACM:



LEA NAME: \_\_\_\_\_ SCHOOL NAME: \_\_\_\_\_

(Number \_\_\_ of \_\_\_, make copies as necessary)

**AMP FORM 18 - PERIODIC SURVEILLANCE PLAN/REPORT**

Periodic Surveillance Plan: At least once every six months after the AMP is in effect, periodic surveillance will be conducted in each building that the LEA leases, owns, or otherwise uses as a school building that contains ACBM or is assumed to contain ACBM. At a minimum, surveillance is planned to be conducted during the fall and spring (insert alternate time frames and other details, as needed). Each person performing periodic surveillance must: visually inspect all areas that are identified in the AMP as ACBM or assumed ACBM, record the date of the surveillance, his or her name, and any changes in the condition of the materials, and submit a copy of the record to the DP for inclusion in the AMP.

			1 <sup>st</sup> six months Date _____	2 <sup>nd</sup> six months Date _____	
HA No.	Description of ACBM	Area Inspected	ACBM Condition*	ACBM Condition*	Date ACBM Removed

\* If no change in condition, write N/C

Surveillance Inspector's Name	Surveillance Inspector's Signature	Date
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LEA NAME: \_\_\_\_\_ SCHOOL NAME: \_\_\_\_\_

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(Number \_\_\_ of \_\_\_, make copies as necessary)

**AMP FORM 19 - PLAN TO INFORM**

***ATTACHMENT***

- **Dated copies of all management plan availability notifications distributed to parents, teachers and employee organizations (e.g., letter, newsletter). This information is required under 40 CFR § 763.93(e)(10).**

## Appendix A - Glossary

Unless otherwise noted with an asterisk (\*), the following definitions contained in this Glossary can be found under 40 CFR § 763.83:

*Act* means the Toxic Substances Control Act (TSCA), 15 U.S.C. 2601, et seq.

*Accessible* when referring to asbestos-containing material (ACM) means that the material is subject to disturbance by school building occupants or custodial or maintenance personnel in the course of their normal activities.

*Accredited* or *accreditation* when referring to a person or laboratory means that such person or laboratory is accredited in accordance with section 206 of Title II of the Act.

*Air erosion* means the passage of air over friable asbestos-containing building material (ACBM) which may result in the release of asbestos fibers.

*Asbestos* means the asbestiform varieties of: Chrysotile (serpentine); crocidolite (riebeckite); amosite (cummingtonitegrunerite); anthophyllite; tremolite; and actinolite.

*Asbestos-containing material (ACM)* when referring to school buildings means any material or product which contains more than 1 percent asbestos.

*Asbestos-containing building material (ACBM)* means surfacing ACM, thermal system insulation ACM, or miscellaneous ACM that is found in or on interior structural members or other parts of a school building.

*Asbestos debris* means pieces of ACBM that can be identified by color, texture, or composition, or means dust, if the dust is determined by an accredited inspector to be ACM.

*Damaged friable miscellaneous ACM* means friable miscellaneous ACM which has deteriorated or sustained physical injury such that the internal structure (cohesion) of the material is inadequate or, if applicable, which has delaminated such that its bond to the substrate (adhesion) is inadequate or which for any other reason lacks fiber cohesion or adhesion qualities. Such damage or deterioration may be illustrated by the separation of ACM into layers; separation of ACM from the substrate; flaking, blistering, or crumbling of the ACM surface; water damage; significant or repeated water stains, scrapes, gouges, mars or other signs of physical injury on the ACM. Asbestos debris originating from the ACBM in question may also indicate damage.

*Damaged friable surfacing ACM* means friable surfacing ACM which has deteriorated or sustained physical injury such that the internal structure (cohesion) of the material is inadequate or which has delaminated such that its bond to the substrate (adhesion) is inadequate, or which, for any other reason, lacks fiber cohesion or adhesion qualities. Such damage or deterioration may be illustrated by the separation of ACM into layers; separation of ACM from the substrate; flaking, blistering, or crumbling of the ACM surface; water damage; significant or repeated water stains, scrapes, gouges, mars or other signs of physical injury on the ACM. Asbestos debris originating from the ACBM in question may also indicate damage.

***Damaged or significantly damaged thermal system insulation ACM*** means thermal system insulation ACM on pipes, boilers, tanks, ducts, and other thermal system insulation equipment where the insulation has lost its structural integrity, or its covering, in whole or in part, is crushed, water-stained, gouged, punctured, missing, or not intact such that it is not able to contain fibers. Damage may be further illustrated by occasional punctures, gouges or other signs of physical injury to ACM; occasional water damage on the protective coverings/jackets; or exposed ACM ends or joints. Asbestos debris originating from the ACBM in question may also indicate damage.

***Designated Person*** means a person appointed by the Local Education Agency (LEA), under 40 CFR § 763.84 (g), who is trained to ensure the proper implementation of AHERA in school buildings. \*

***Encapsulation*** means the treatment of ACBM with a material that surrounds or embeds asbestos fibers in an adhesive matrix to prevent the release of fibers, as the encapsulant creates a membrane over the surface (bridging encapsulant) or penetrates the material and binds its components together (penetrating encapsulant).

***Enclosure*** means an airtight, impermeable, permanent barrier around ACBM to prevent the release of asbestos fibers into the air.

***Fiber release episode*** means any uncontrolled or unintentional disturbance of ACBM resulting in visible emission.

***Friable*** when referring to material in a school building means that the material, when dry, may be crumbled, pulverized, or reduced to powder by hand pressure, and includes previously nonfriable material after such previously nonfriable material becomes damaged to the extent that when dry it may be crumbled, pulverized, or reduced to powder by hand pressure.

***Functional space*** means a room, group of rooms, or homogeneous area (including crawl spaces or the space between a dropped ceiling and the floor or roof deck above), such as classroom(s), a cafeteria, gymnasium, hallway(s), designated by a person accredited to prepare management plans, design abatement projects, or conduct response actions.

***High-efficiency particulate air (HEPA)*** refers to a filtering system capable of trapping and retaining at least 99.97 percent of all monodispersed particles 0.3  $\mu\text{m}$  in diameter or larger.

***Homogeneous area*** means an area of surfacing material, thermal system insulation material, or miscellaneous material that is uniform in color and texture.

***Local education agency (LEA)*** means: (1) Any local educational agency as defined in section 198 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 3381). (2) The owner of any nonpublic, nonprofit elementary, or secondary school building. (3) The governing authority of any school operated under the defense dependent's education system provided for under the Defense Dependents' Education Act of 1978 (20 U.S.C. 921, et seq.).

***Miscellaneous ACM*** means miscellaneous material that is ACM in a school building.

***Miscellaneous material*** means interior building material on structural components, structural members or fixtures, such as floor and ceiling tiles, and does not include surfacing material or thermal system insulation.

***Nonfriable*** means material in a school building which when dry may not be crumbled, pulverized, or reduced to powder by hand pressure.

***Operations and maintenance program*** means a program of work practices to maintain friable ACBM in good condition, ensure clean up of asbestos fibers previously released, and prevent further release by minimizing and controlling friable ACBM disturbance or damage.

***Phase contrast microscopy (PCM)*** refers to the procedure outlined in NIOSH Method 7400 for the evaluation of fibers in air samples.\*

***Polarized light microscopy (PLM)*** refers to the method outlined in 40 CFR § 763, Appendix E to Subpart E, for the identification of asbestos in bulk samples.\*

***Potential damage*** means circumstances in which: (1) Friable ACBM is in an area regularly used by building occupants, including maintenance personnel, in the course of their normal activities. (2) There are indications that there is a reasonable likelihood that the material or its covering will become damaged, deteriorated, or delaminated due to factors such as changes in building use, changes in operations and maintenance practices, changes in occupancy, or recurrent damage.

***Potential significant damage*** means circumstances in which: (1) Friable ACBM is in an area regularly used by building occupants, including maintenance personnel, in the course of their normal activities. (2) There are indications that there is a reasonable likelihood that the material or its covering will become significantly damaged, deteriorated, or delaminated due to factors such as changes in building use, changes in operations and maintenance practices, changes in occupancy, or recurrent damage. (3) The material is subject to major or continuing disturbance, due to factors including, but not limited to, accessibility or, under certain circumstances, vibration or air erosion.

***Preventive measures*** means actions taken to reduce disturbance of ACBM or otherwise eliminate the reasonable likelihood of the material's becoming damaged or significantly damaged.

***Removal*** means the taking out or the stripping of substantially all ACBM from a damaged area, a functional space, or a homogeneous area in a school building.

***Repair*** means returning damaged ACBM to an undamaged condition or to an intact state so as to prevent fiber release.

***Response action*** means a method, including removal, encapsulation, enclosure, repair, operations and maintenance, that protects human health and the environment from friable ACBM.

***Routine maintenance area*** means an area, such as a boiler room or mechanical room, that is not normally frequented by students and in which maintenance employees or contract workers regularly conduct maintenance activities.

***School*** means any elementary or secondary school as defined in section 198 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 2854).

***School building*** means: (1) Any structure suitable for use as a classroom, including a school facility such as a laboratory, library, school eating facility, or facility used for the preparation of food. (2) Any gymnasium or other facility which is specially designed for athletic or recreational activities for an academic course in physical education. (3) Any other facility used for the instruction or housing of

students or for the administration of educational or research programs. (4) Any maintenance, storage, or utility facility, including any hallway, essential to the operation of any facility described in this definition of "school building" under paragraphs (1), (2), or (3). (5) Any portico or covered exterior hallway or walkway. (6) Any exterior portion of a mechanical system used to condition interior space.

*Significantly damaged friable miscellaneous ACM* means damaged friable miscellaneous ACM where the damage is extensive and severe.

*Significantly damaged friable surfacing ACM* means damaged friable surfacing ACM in a functional space where the damage is extensive and severe.

*State* means a State, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the Northern Marianas, the Trust Territory of the Pacific Islands, and the Virgin Islands.

*Surfacing ACM* means surfacing material that is ACM.

*Surfacing material* means material in a school building that is sprayed-on, troweled-on, or otherwise applied to surfaces, such as acoustical plaster on ceilings and fireproofing materials on structural members, or other materials on surfaces for acoustical, fireproofing, or other purposes.

*Thermal system insulation (TSI)* means material in a school building applied to pipes, fittings, boilers, breeching, tanks, ducts, or other interior structural components to prevent heat loss or gain, or water condensation, or for other purposes.

*Thermal system insulation ACM* means thermal system insulation that is ACM.

*Transmission electron microscopy (TEM)* refers to the method outlined in 40 CFR § 763, Appendix A to Subpart E, for the identification of asbestos in air samples.\*

*Vibration* means the periodic motion of friable ACBM which may result in the release of asbestos fibers.

## **Appendix B - Acronyms**

**ACM - Asbestos-containing material**

**ACBM - Asbestos-containing building material**

**AHERA - Asbestos Hazard Emergency Response Act**

**DOT - Department of Transportation**

**DP - AHERA Designated Person**

**EPA - U.S. Environmental Protection Agency**

**HEPA - High-efficiency particulate air**

**LEA - Local Education Agency**

**NIOSH - National Institute for Occupational Safety and Health**

**NIST - National Institute of Standards and Technology**

**NVLAP - National Voluntary Laboratory Accreditation Program**

**O&M - Operations and maintenance**

**OSHA - Occupational Safety and Health Administration**

**PCM - Phase contrast microscopy**

**PLM - Polarized light microscopy**

**TEM - Transmission electron microscopy**

**TSI - Thermal system insulation**